

# ACTIVITY/ROUTE BUS DRIVER'S HANDBOOK

This book has been specifically tailored for

Park County School District #1  
160 N Evarts  
Powell, WY 82435

Approved by the Board of Trustees: August 11, 2020

## **INTRODUCTION**

The principal authors of the Activity/Route Bus Driver Handbook, the Transportation Parent/Student Handbook, and the Principal's/Coach/Sponsor's Activity/Field Trip Handbook are John A. Albrecht and John A. Currie, Evanston, Wyoming. These publications are designed to provide basic and comprehensive information that will permit the District's drivers too effectively and safely transport children. As with all dynamic organizations, it is imperative that these handbooks be changed as required.

**Safety, Order and the Rights of Others** are the watchwords of this Transportation Department and changes to training requirements will occur from time to time.

## **ACKNOWLEDGEMENT OF COPYRIGHT**

Parts of the contents of this driver's training manual have been extracted from the Bus Driver's Handbook, Uinta County School District #1, Evanston, Wyoming, as written by John Currie and John Albrecht. Copyright August 30, 1991, revised September 1991.

Revised May, 2013-Dennis L. Wegner, Heather Lang, Bill Greathouse

Revised June, 2014-Stephen Janes, Christy Schwartz, Bill Greathouse, Jeffrey Gumper, Linda Sweet

Revised July, 2015-Stephen Janes, Christy Schwartz, Freddie Onstine, Jeffrey Gumper

Revised July, 2016-Stephen Janes, Christy Schwartz, Freddie Onstine

Revised July, 2017-Stephen Janes, Christy Schwartz

Revised July, 2018-Stephen Janes, Christy Schwartz

# Table of Contents

<b><u>SECTION</u></b>	<b><u>PAGE</u></b>
Handbook Goals and Objectives.....	6
Section I: General Information.....	6
Introduction.....	6
Application and Selection of Transportation Employees.....	8
Driver Qualifications.....	8
Bus Driver Physical Performance Standards.....	14
Public Relations.....	16
Driver Attitude and Safety.....	16
Driver Benefits.....	18
Pay.....	18
Route Values.....	18
Overtime.....	19
Field/Activity Trips.....	19
Driver Information.....	20
Student Transportation.....	20
Evaluations and Observations.....	20
Section II: School Bus Driver Training Procedure.....	20
Driver's Training Checklist.....	21
Training Hours.....	21
Classes.....	21
Section III: Special Needs Team (Driver/Aide).....	22
Functions of the Bus Aide:	
Day Custodial Care of the Child.....	22
The Bus Team.....	23
Communications and Chain of Command.....	23
The Aide Takes and Active Role Directing Others.....	23
Preparation and Development.....	23
The Aide May Need to Act.....	24
Confidential Information.....	24
Training.....	24
Loading/Unloading for Special Needs Student.....	25
Section IV: Substitute Bus Drivers.....	27
Section V: Activity Bus Drivers.....	29
Activity Trip Folder.....	32
Meals and Lodging.....	32
Discipline on Activities.....	32
Section VI: District Reports and Forms.....	34
Pre/Post-Trip Inspections.....	34

Weekly Driver Report.....	35
Time Cards.....	35
Notice of Unsatisfactory Conduct.....	35
Traffic Accident Report.....	35
WY Insurance Certificate.....	35
Incident/Accident.....	35
Physicals.....	36
Emergency Numbers.....	36
Information Bulletin.....	36
Email Service.....	36
Red Light Violation.....	36
Record of Emergency Evacuation Drill.....	36
Bus Work Request.....	36
 Section VII: Vehicle Maintenance – Communication.....	 36
Pre-/Post Trip Inspections.....	36
Radio Communications.....	37
Cell Phones.....	38
Cleaning Bus.....	38
 Section VIII: Student Management.....	 40
Student Behavior.....	40
Student Health.....	40
Prescription Medication.....	40
Student Conduct.....	41
Discipline Statement.....	41
Notice of Unsatisfactory Conduct.....	42
Driver Log Book and Diary.....	44
Seating Chart.....	44
On-Board Cameras.....	44
Articles on the Bus.....	45
Driver Tolerance.....	45
 Section IX: Loading and Unloading.....	 45
Routes and Schedules.....	45
Late Procedure.....	46
Training in Loading and Unloading Procedure.....	46
School Loading Zones.....	47
Loading and Unloading Procedure.....	48
Safe Haven.....	49
Operational Procedures for Late Parents.....	49
Loading Zones and Hazardous Areas.....	50
Shuttle Plan.....	50
 Section X: Emergency Evacuations.....	 51
Evacuation Drills.....	51
Front Evacuation.....	52
Rear Door Evacuation.....	52

Front-Rear Evacuation.....	53
Window and Roof Evacuation.....	53
Special Needs Buses.....	54
Final Check.....	54
Alternate Methods of Evacuation.....	54
Section XI: Emergency Procedures.....	55
Emergencies.....	55
Medical Emergencies.....	55
Student Injuries and Accidents.....	56
Mechanical Failure.....	56
Fire.....	56
Coming Upon an Accident Scene.....	56
Activity Bus Specific.....	57
Procedure When Flagged Down.....	58
Discreet Emergency Call.....	58
58	
Section XII: Traffic Accidents.....	59
Accidents.....	59
Post-Accident Procedures.....	60
Drug & Alcohol Testing.....	61
Section XIII: Driving Operations.....	63
Driver Responsibilities.....	63
Lockdown.....	65
Safety.....	65
Speed.....	65
Steering Wheel.....	65
Mirrors.....	65
Engine Idle Time.....	66
State Law.....	66
Pre-Trips.....	66
Seat Belts.....	66
Evacuation Drills.....	66
Headlights.....	67
Service Door.....	67
Inclement Weather Procedure.....	67
Section XIV: Railroad Crossings.....	68
State Statute – Stopping Requirements.....	69
General Considerations.....	69
Malfunctioning Railroad Signals.....	70
Stalled on Railroad Tracks.....	70
Appendix – Table of Contents.....	71

**GOALS:**

To provide information for transportation applicants and employees.

**OBJECTIVES:**

- A. To define steps for interviews, testing, hiring, and training.
- B. To define minimum qualifications for District drivers.
- C. To outline operational procedures regarding pay, mileage, absenteeism, substitutes, reports, staff/student relations.
- D. To provide operational procedures for bus routing and scheduling.
- E. To provide essential procedures regarding bus safety.
- F. To provide consistent operational procedures regarding student behavior.
- G. To define driver responsibility regarding bus operation.
- H. To define accident procedures regarding vehicle/pedestrian.
- I. To provide guidance to bus aides/attendants.
- J. To provide guidance to substitute, route activity and field trip bus drivers.

**SECTION I****GENERAL INFORMATION****INTRODUCTION:**

This handbook is not intended to be an exclusive manual to train personnel. It is intended to be an information guide for prospective applicants, route drivers, activity bus drivers, bus aides, bus attendants, substitutes, and other district employees that transport students.

The following are rules, regulations, procedures, and best practices of Park County School District Number One, State of Wyoming, applicable to all persons who operate and assist with school transportation of students and/or faculty of the District.

Park County School District Number One transports enrolled students on regular routes to and from school, on special education assignments, on shuttle buses between schools, on field trips, and on activity trips on a daily basis. Students and staff transportation is a necessary service and an integral part of the total educational program. Major objectives of the District's transportation program are to:

1. Provide safe transportation.
2. Operate an efficient, economical transportation system.
3. Adapt transportation to the requirements of the instructional program.
4. Provide transportation which will ensure a safe environment that prepares students for their school day of learning.
5. Furnish transportation to those students residing outside the city limits as well as other eligible students.
6. Furnish transportation for student field trips and/or extra-curricular activities in school-owned vehicles.

Being a school bus driver requires more than picking up students and delivering them to school. A school bus driver must be responsible for the safety and welfare of the students. He/she must promote good public relations for the School District, know and meet the intentions of School Board regulations and procedures, maintain discipline with the students, operate an expensive and complicated piece of machinery, **and perform daily cleaning and pre- and post-trip inspections**. These are the responsibilities of school bus drivers to and from their destinations, whether they are assigned routes or activity trips.

"Safety First" is the primary goal in all cases. The safety and welfare of each student depends upon the skill and good judgement of each school bus driver. **The person who is qualified and willing to take this type of responsibility is the person who should be a Park County School District Number One bus driver.**

Board regulations and procedures governing transportation management are addressed in the District's Administrative Regulations/Operating Procedures (AR/OP).

Definitions:

- A. "District" means Park County School District #1, State of Wyoming, or its duly authorized agent.

- B. "Duly Authorized Agent" means the Superintendent, Transportation Supervisor or his/her designee.
- C. "Board of Trustees" means the Board of Trustees of the District.
- D. "Driver" means any person who operates a school vehicle for the transportation of District students or faculty.
- E. "School Year" means the period of time from the beginning of school attendance in August or September of each year through the last day of school attendance in May or June of the next succeeding year, as specified in the school calendar.
- F. "Authorized Stop" means the approved school bus route loading zones near student's residence or the location of the school that the student attends.
- G. "Transportation Employee" refers to a route bus driver, activity bus driver, bus aide, substitute, maintenance technician, administrative assistant, and the Transportation Supervisor.

Copies of Board regulations and procedures are provided for your information and guidance. Drivers, from time to time, will need to make decisions not covered by this Handbook. **These regulations and guidelines present boundaries for these decisions.**

APPLICATIONS AND SELECTIONS OF TRANSPORTATION EMPLOYEES:

All open transportation positions shall be advertised. Applicants will be screened and interviewed.

Applications for transportation positions can be obtained and filled out on the Park County School District website located at [www.pcsd1.org](http://www.pcsd1.org). Applications will be forwarded to the Transportation Supervisor for review and interview.

New PCSD#1 school bus driver applicants must complete the following requirements before a test drive under the supervision of the Transportation Supervisor can be completed and training can begin.

1. Pass a pre-employment driver's license record check.
2. Complete and pass a DOT driver's physical (W.S. 21-3-131).
3. Pass an FBI fingerprint and background check (Federal Law).
4. Pass a pre-employment drug test (FMCSA).
5. Be in possession of a Wyoming CDL or CLP.

DRIVER QUALIFICATIONS:

The State of Wyoming requires that the school bus driver be familiar with all

the laws and regulations pertaining to the operation of a school bus and motor vehicle. Information about these laws and regulations can be found in the Wyoming Commercial Drivers' License Manual and the Wyoming Rules of the Road. The School Bus Driver's Training Program, which is mandatory for all Park County School District Number One school bus drivers, provides information on all new State Rules and Regulations.

1. Commercial Driver's License (CDL)
  - a. Drivers must possess a Wyoming CDL, Class "B" or "A", with proper endorsements and provide the Transportation Office with a copy.
  - b. Endorsements required are: Airbrakes, Passenger, and School Bus.
  - c. Drivers must pass an annual driver's license check.
  
2. Physical Examination
  - a. All new and returning drivers and substitutes shall pass an annual physical examination (as per District AR/OP) conducted by a licensed physician contracted by Park County School District #1.
  - b. Procedure for the driver physical shall comply with Wyoming State Statutes 21-3-131 (a) (iv) which states, "Ensuring the successful applicant has on file with the district a copy of the medical examiner's certificate required by the United States Department of Transportation, Federal motor carrier safety regulations, 49 C.F.R. Part 391.41".
  - c. The District shall pay the cost of the physical examination. Cost of any additional tests that may be required by the examining physician will be the driver's responsibility.
  - d. After any severe physical or psychological illness, or surgery to the driver, a physical examination shall be conducted and a certificate filed. Also, if an absence is of such duration and the reason for the absence causes reasonable doubt as to the person's ability to perform the work necessary, it is at the District's discretion to require a physical exam. Transportation staff will need to have a "full release to duty" from their doctor before returning to work and prior to driving a route, field trip, or activity trip with students.
  
3. Drug / Alcohol Test
  - a. All employees with Park County School District #1 who are required to possess a CDL must comply with drug and alcohol testing. This testing is both a Federal requirement and a School Board regulation.
  - b. Drivers shall submit to random drug and alcohol testing.

- c. Drivers shall submit to post-accident drug and alcohol testing. (DOT and Non-DOT)
- d. Drivers shall submit to drug and alcohol testing based on reasonable suspicion.

#### 4. First Aid

All transportation staff are required to receive instruction and stay current in the basic principles of first aid and CPR (Cardiac Pulmonary Resuscitation).

#### 5. Compensation

##### a. Driver's License

School bus drivers are required to maintain their CDL license. This requires annual DOT physicals as well as pre-employment and random drug and alcohol testing. The CDL license belongs to the driver; therefore, time spent to fulfill these requirements will not be compensated by the District.

##### b. Drug/Alcohol Testing (FMCSA)

###### 395.2 Definitions—

As used in this part, the following words and terms are construed to mean: ON DUTY TIME means all time from the time a driver begins to work or is required to be in readiness to work until the time the driver is relieved from work and all responsibility for performing work. ON DUTY TIME shall include:

(7) All time spent providing a breath sample or urine specimen, including travel time to and from the collection site, in order to comply with the random, reasonable suspicion, post-accident, or follow-up testing required by part 382 of this subchapter when directed by a motor carrier;  
The employee will be compensated by PCSD#1.

#### 6. Driving Record

- a. As found in AR/OP EEADA, passed by the District Board of Trustees on 5/11/2010, all District-owned or -leased school buses will be driven only by Park County School District #1 personnel trained and holding a CDL license with air brake, passenger, and school bus endorsement. In the event that a visiting Wyoming district bus cannot return home because of mechanical issues, a loaner bus by PCSD#1 may be given to a non-district Wyoming driver to return their students home at the discretion of the Transportation Supervisor. In addition, at a minimum the driver will have maintained a driving record, as verified by his/her Motor Vehicle Department record, that shows:

- 1) No more than two (2) speeding tickets in the past three

- (3) years;
- 2) No more than one (1) at-fault accident in the past three (3) years;
- 3) No DUI convictions within the past five (5) years;
- 4) No reckless driving convictions within the past five (5) years;
- 5) No racing convictions within the past five (5) years.

A violation of this policy may result in disciplinary action up to and including termination.

b. Driver Disqualifications (Wyoming Driver license manual for commercial and heavy vehicles: Section 1, pg 1.2/1.3 & 1.4)

- 1) General: You may not drive a commercial motor vehicle if you are disqualified for any reason.
- 2) Alcohol, Leaving the Scene of an Accident, and Commission of a Felony
  - Driving a CMV if your blood alcohol concentration is .04 percent or higher;
  - Driving a CMV under the influence of alcohol;
  - Refusing to undergo blood alcohol testing;
  - Driving a CMV while under the influence of a controlled substance;
  - Leaving the scene of a crash involving a CMV;
  - Committing a felony involving the use of a CMV.
- 3) Serious Traffic Violation  
You will lose your CDL:
  - For at least 60 days if you have committed two serious traffic violations within a three-year period involving a CMV;
  - For at least 120 days for three serious traffic violations within a three-year period involving a CMV.
- 4) Violation of Out-Of-Service Orders  
You will lose your CDL:
  - For at least 90 days if you have committed your first violation of an out-of-service violation order;
  - For at least one year if you have committed two out-of-service violation orders in a 10-year period; or
  - For at least three years if you have committed three or more out-of-service violation orders in a 10-year period.

## 5) Railroad-highway Grade Crossing Violations

You will lose your CDL:

- For at least 60 days for your first violation;
- For at least 120 days for your second violation within any three-year period; or
- For at least one year for your third violation within any three-year period.

\*\*These violations include violation of a federal, state or local law or regulation pertaining to one of the following six offenses at a railroad crossing:

- For drivers who are not required to always stop, failing to stop before reaching the crossing, if the tracks are not clear;
- For drivers who are not required to always stop, failing to slow down and check that the tracks are clear of an approaching train;
- For drivers who are always required to stop, failing to stop before driving into the crossing;
- For all drivers, failing to have sufficient space to drive completely through the crossing without stopping;
- For all drivers, failing to obey a traffic control device or the directions of an enforcement official at the crossing; or
- For all drivers, failing to negotiate a crossing because of insufficient undercarriage clearance.

## 6) Traffic Violations in your Personal Vehicle—The Motor Carrier Safety Improvement Act (MCSIA) of 1999 requires a CDL holder to be disqualified from operating a commercial motor vehicle if the CDL holder has been convicted of certain types of moving violations in their personal vehicle:

- If your license to operate your personal vehicle is revoked, cancelled, or suspended due to serious speeding violations you will lose your CDL for periods ranging from 60 to 120 days;
- If your license to operate your personal vehicle is revoked, cancelled, or suspended due to alcohol violations, you will lose your CDL for one year (if you are convicted of a second alcohol conviction in your personal vehicle, you will lose your CDL for life);
- If your license to operate your personal vehicle is revoked, cancelled, or suspended, you may not

obtain a "hardship" license to operate a CMV.

7) Other CDL Rules:

- You cannot have more than one license. If you break this rule, a court may fine you up to \$5,000 or put you in jail and keep your home state license and return any others;
- You must notify your employer within 30 days of conviction for any traffic violations (except parking) (This is true no matter what type of vehicle you were driving.);
- You must notify your motor vehicle licensing agency within 30 days if you are convicted in any other jurisdiction of any traffic violation (except parking) (This is true no matter what type of vehicle you were driving.);
- You must notify your employer if your license is suspended, revoked, or canceled, or if you are disqualified from driving;
- You must give your employer information on all driving jobs you have held for the past 10 years (You must do this when you apply for a commercial driving job.);
- No one can drive a commercial motor vehicle without a CDL (A court may fine you up to \$5,000 or put you in jail for breaking this rule.);
- Your employer may not let you drive a commercial motore vehicle if you have more than one license or if your CDL is suspended or revoked (A court may fine the employer up to \$5,000 or put him/her in jail for breaking this rule.);

All states are connected to one computerized system to share information about CDL drivers (The states will check on drivers' accident records to be sure that drivers do not have more than one CDL.).

For the safety of our students and drivers it has been recommended by

Wyoming Governor Mark Gordon and Park County School District # 1 to conduct a Bus Driver Physical Performance test yearly. Such test will consist of meeting measurable safety standards as follows:

**STANDARD 1:** The bus driver must be able to go up and down the school bus steps rapidly.

**MEASUREMENT:** 3 times within 30 seconds

**EQUIPMENT:** stopwatch

**JUSTIFICATION:** The test for Standard 1 evaluates the ability of the driver to enter and exit the vehicle effectively. Beginning and ending their route is not the only time that drivers must climb and descend the bus steps. They may also be required to perform this action to check for students around the bus, to operate a wheelchair lift, or to assist a child outside the bus—and they will be required to perform the action multiple times when evacuating children during practice drills or in an actual emergency.

**STANDARD 2:** The bus driver must be able to alternate quickly between the throttle and the service brake.

**MEASUREMENT:** 10 times in 10 seconds.

**EQUIPMENT:** stopwatch

**JUSTIFICATION:** The test for Standard 2 evaluates the driver's ability to operate the brake and throttle effectively. In any number of situations while driving a school bus, the driver is required to quickly move his or her right foot from the throttle to the brake and back again. A driver must repeat this action very often in a normal day, likely more than a hundred times.

**STANDARD 3:** The bus driver must be able to depress fully and maintain constant, unassisted pressure on the brake pedal.

**MEASUREMENT:** 60 seconds

**EQUIPMENT:** stopwatch

**JUSTIFICATION:** The test for Standard 3 evaluates the driver's ability to operate the vehicle's brake pedal effectively and continually. In the normal operation of a school bus, the driver must use hard continuous braking very frequently—when picking up passengers, when stopping at railroad grade crossings, when stopping on inclines, and when at traffic lights, for example. Also required to do during Pre-trip inspection to check for air leaks in the system.

**STANDARD 4:** The bus driver must be able to rapidly activate the manual

service door release valve, push open the service door and exit the bus, starting from a seat belted position.

**MEASUREMENT:** 15 seconds

**EQUIPMENT:** stopwatch

**JUSTIFICATION:** The test for Standard 4 evaluates the driver's ability to perform the task of releasing the service door air pressure in the event an emergency evacuation becomes necessary. In an emergency, the driver must be able to manually open the service door to create an evacuation escape exit.

**STANDARD 5:** The bus driver must be able to move rapidly through the interior of the bus and exit from the rearmost floor-level emergency door, starting from a seat-belted position.

**MEASUREMENT:** 20 seconds

**EQUIPMENT:** stopwatch and gym mat

**JUSTIFICATION:** The test for Standard 5 evaluates the driver's ability to move freely throughout the bus and to use a secondary exit, as might be required during an emergency evacuation of the bus.

**STANDARD 6:** The bus driver must be able to drag individuals rapidly in a bus emergency.

**MEASUREMENT:** 125-pound object dragged 30 feet in 30 seconds

**EQUIPMENT:** stopwatch

**JUSTIFICATION:** The test for Standard 6 evaluates the driver's ability to move an incapacitated student off the bus and away from the vehicle in the event of an emergency.

**STANDARD 7:** Standing on the passenger side of the bus between the front and rear wheels identify three placards by shape or color and position placed on the driver's side of the bus between front and rear tires.

**MEASUREMENT:** Bend over or kneel down and be able to identify the placards and get back up in 30 seconds.

**EQUIPMENT:** Placards red square, green triangle, yellow circle, and stopwatch.

**JUSTIFICATION:** To look for students or items that may be under the bus. Also as a part of the pre-trip inspection to look for defects on the inside of the wheels and undercarriage.

PUBLIC RELATIONS:

The School District bus fleet is operated as a service to the community. **The bus ride is a privilege extended to the student.** The bus driver must evaluate his/her position in this respect.

The school bus driver is one of the best public relations agents in the School District. Public opinion about schools can be affected by the driver's attitude. When parents recognize that they have suitable transportation services maintained by courteous and responsible drivers, they tend to become more sympathetic to the problems of the whole School District.

The driver, to a large extent, must be self-sufficient. He/She will be called upon to use initiative and common sense in making correct judgment decisions regarding weather and travel, breakdowns, discipline, chaperoning, and a variety of on-the-spot emergencies.

One of the school bus driver's responsibilities is to **render quality service.** A student's day and a part of his/her attitude are influenced by the driver.

**The driver must also be able to handle himself/herself around students. It is imperative that drivers be able to express themselves in a tactful manner that is neither offensive nor suggestive in nature while maintaining a distinct professional distance between him/her and the student. Do not place yourself in a compromising position with students or staff on the bus. Make sure you maintain a professional level of rapport with all students and staff.**

#### DRIVER ATTITUDE AND SAFETY:

Proper driver attitude is essential. Attitude must be 100%! From time to time, situations will arise affecting your personal outlook about your job. Part of the job of the Transportation Supervisor is to be there to look, listen, and recommend. Use him/her! Each driver must maintain a "Safety Conscious" attitude at all times. Regardless of the situation, safety must be the prevailing, over-riding theme shadowing transportation. Do not allow yourself to be caught in situations that contribute to marginal conditions. Allow plenty of time to arrive at work and check your vehicle. During winter months drivers will be required to use their skills and training to operate a school bus when driving conditions deteriorate. Caution must be exercised. Drivers tend to become careless as they become more and more accustomed to the routine. The best drivers are always conscious of the dangers surrounding their work.

**Each driver is part of the transportation TEAM. As part of that team each driver has the responsibility to maintain a professional**

**relationship with other members of the team.** When weather is bad, a serious mistake has been made, or there is a need for reassurance, drivers need to be able to turn to each other for support. To make this happen, we need a positive atmosphere on a daily basis. There is no room for horseplay, rumors, or picking on one another. Check your attitude on a daily basis. Are you part of the solution or part of the problem? The Transportation Facility and ready room need to be places of coordination and communication.

There will be a reasonable expectation that all drivers will dress appropriately for the job. Drivers are not to wear footwear such as sandals, flip-flops, or open-toe shoes which may impede the use of the foot pedals. Drivers will act and dress as professionals.

Each driver:

1. Shall be dependable, self-reliant, clean, friendly, courteous and honest.
2. Shall not be addicted to habit-forming drugs.
3. Shall not drink alcohol or malt beverages to the extent it will inhibit performance or judgment on any day before he/she shall perform any of his/her duties required for the operation of a school bus.
4. Shall not, at any time while operating a school bus, use curse words or other undesirable language.
5. Shall be emotionally stable, have an even temperament, be patient, and remain calm under stress.
6. Shall **never** try to make up time if you are late. If you happen to start out ten minutes late, you should finish ten minutes late. Do not rush and try to make up time – that is when accidents happen. Of course, the best way to avoid this is to be to work in a timely manner.

Never be in too much of a hurry to properly pre-trip your bus and to familiarize yourself with the mechanics of that particular bus. Never rush through your pre-trip because you are running late.

- Don't hurry.
- Buses are different – location of controls and switches varies.
- Gauges, also, are not consistently located.
- Foot controls are not standardized.
- Buses handle differently.
- Mirrors aren't all the same.
- Test yourself – before you leave the yard, you should be able to find all important controls by feel.
- Be aware of "view obstructions" on the bus, i.e., bus components such as door posts, body pillars, mirrors, etc., that may be in your line of vision.
- Know where emergency exits are located.

- Know where your emergency reflectors and equipment are.
- Be extremely cautious picking up students in the morning.
- Watch your time – don't be early.
- **If you go past a stop, never back up. Radio in.**
- When dropping off students, be doubly sure each child is safely away from the bus before moving.
- Use common sense.
- If driving a wheelchair bus, the pre-trip **must** include a careful examination of the securement straps and belts. Note the location of all emergency equipment.

#### DRIVER BENEFITS:

**Please refer to District AR/OP policy on the district website.**

#### PAY:

Paychecks will be issued monthly. The driver will be paid at the rate assigned in the regular pay schedule or substitute rate, as appropriate. Time cards are due in the Business Office as per the Time Sheet Schedule. Time is only paid through the date time cards are due. Drivers are paid on the last working day of each month.

#### ROUTE VALUES:

Beginning after July 1 and prior to the beginning of the school year, the Transportation Supervisor will gather the team to operate all school bus routes to determine the initial school bus routes, rosters, and route values.

Routes are assigned by the Transportation Supervisor. Route values are calculated by the actual driving time, starting at the Transportation gate (a.m. gate time), plus thirty (30) minutes for cleaning, pre-/post-trip inspections, repairs, fueling, and District-required completion of transportation forms. In-town morning routes end at 8:30 a.m. and the afternoon routes begin at 2:45 p.m., and end with p.m. gate times at return to Transportation. After the beginning of the school year but before the first payroll cut-off date, the Transportation Supervisor shall observe the a.m. departure times and the p.m. return times for all route buses for two days in order to validate route values. Route drivers are instructed to operate their complete p.m. routes and stops, even if some of the students are not on the bus, in order to establish the p.m. route value. Averaged gate time for a.m./p.m. routes will be totaled to determine the route value. Route values are subject to revision with the

constant changing dynamics of this community. School bus routes will be monitored throughout the year as student population changes. This can result in a route value increasing or decreasing in hours and minutes.

The Transportation Supervisor will review route values each fall and, whenever necessary, provide written recommendations to the Superintendent. At the start of the school year, drivers will enter actual times recorded for time card until route values are set.

Substitute drivers will receive the route value of the route they drive or, if on a field trip or activity trip the actual driving time. If a substitute or regular driver only drives for half of the day, he/she will receive one-half of the route value plus fifteen minutes. Bus aides are paid route value minus thirty minutes unless the route for the bus aide is shorter.

#### SUMMER SCHOOL:

Summer school drivers will enter actual time daily on their time cards for their established routes.

#### OVERTIME:

It is possible for a bus driver assigned to activities to exceed forty (40) hours per week. The District, as the employer, has to have some flexibility in reducing overtime. The Transportation Supervisor will do his/her best to spread the acquiring of overtime to those drivers that don't mind making the long trips and being out on the weekend. The Board of Trustees has directed all administrators/coordinators to maintain overtime at a minimum. The official forty (40) hour week begins on Sunday morning at 12:00 A.M. and ends Saturday night at 11:59 P. M.

#### FIELD / ACTIVITY TRIPS:

Since drivers are paid through 8:30 a.m. in the mornings and are again paid from 2:45 p.m. through the end of their routes, there is a maximum of 6 ¼ hours that can be earned during the day in addition to the route value.

#### DRIVER INFORMATION:

Each driver will keep the Transportation Office informed of his/her address and telephone number and all changes.

## STUDENT TRANSPORTATION:

**Driver's must not, under any circumstances, transport students in their own vehicles.** If an emergency arises, contact the Transportation Supervisor for assistance. Driving of routes will be done in District vehicles. Emergency situations may result in students being transported to school and/or returned home by the use of school vehicles other than buses.

## EVALUATIONS AND OBSERVATIONS:

Official staff observations will be conducted at random times throughout the year with the full knowledge of the driver and/or staff person being observed. Results of the observations will be given to the driver and/or staff person involved. Observations are not placed in the employee's personnel folder but will be used to write the annual evaluation. The annual evaluation will be conducted under the guidelines of Board AR/OP, and the form used will be one approved by the District Superintendent. Staff shall be given a copy of the evaluation and time to read and respond to comments. The staff person will meet with the Transportation Supervisor to discuss the areas of concern. Staff persons shall have full knowledge of what is placed in their personnel files regarding the evaluation. A staff person has the right to review his or her personnel file as needed. The above, in no way, affects the employee's right of appeal. Evaluations will be entered into personnel files by June 30 each year with or without the signature of the person being evaluated.

## **SECTION II**

### SCHOOL BUS DRIVER TRAINING PROCEDURE

#### **GOAL:**

Train each driver employed by Park County School District #1 to function in the safest manner possible.

#### **OBJECTIVES:**

To meet and maintain District driver requirements & state recommendations.

To provide training in pre-/post-trip inspection.

To provide orientation as to the internal functions and structure of transportation.

To provide uniform loading and unloading procedures.

To provide procedures for emergency situations.

To provide a clear understanding of driver responsibility.

### **DRIVER'S TRAINING SCHEDULE CHECKLIST:**

Each new driver will be given a training schedule and will be paid hourly wages during the training. The Checklist will act as a guide and be a part of the driver's permanent record. The driver will sign the Checklist at the end of the training, verifying that he/she has received the training. A sign-in sheet will be provided for all training classes and must be signed by each participant. Training at the Wyoming Pupil Transportation Workshop will be logged in at sixteen (16) hours; full-day training at the Montana Driving School will be at eight (8) hours. Pay for other training will be at the discretion of the Transportation Supervisor. When traveling out of town to mandatory training, employees will be compensated at a set rate. Those employees driving others to or from the event will be compensated for driving provided that the driving falls outside of their normal work hours (all hourly employees). If a salaried supervisor is present, he/she must do the driving.

Various training CDs, etc., as well as senior drivers will be used for training new Transportation staff.

### TRAINING HOURS:

State law requires a minimum of six (6) hours of training annually. The District will require ten (10) hours of classroom training and eight (8) hours of behind-the-wheel driving experience for all new drivers. After receiving this initial training, drivers will thereafter require eight (8) hours of training annually, including a minimum of two (2) hours of driving time prior to transporting students at the start of a new school year.

### CLASSES:

All training sessions applicable to each individual will be mandatory. Each driver will be required to successfully complete the National Defensive Driving Course, a CPR and First Aid course, and the Montana Driving School course (when such courses are offered by the District). Each Transportation Department employee will also be required to receive instruction on "Right to Know" laws, Sexual Harassment training, and Blood Borne Pathogens regulations.

New transportation personnel can easily be screened and trained to be qualified to be a school bus driver candidate. The training received will prepare the driver candidate to perform pre-trip inspections, fueling procedures, and required paperwork and to safely operate the yellow school bus. Training in student management as well as procedures to handle student discipline are included.

With all of the training and information that is offered to a school bus driver candidate, the real test is transporting students that first day. Much of what the candidate experiences that first day and on subsequent days has to be on-the-job training using the skills learned from in-house training.

The candidate will need to learn and adapt to the children on the bus as well as learn their names and where they live. This is all very challenging, but attainable with the support of the department and staff District-wide.

### **SECTION III**

#### **SPECIAL NEEDS TEAM (DRIVER / AIDE)**

##### **Functions of the Bus Aide:**

##### **DAY CUSTODIAL CARE OF THE CHILD:**

Each aide assigned by an IEP (Individual Education Plan) may have a written outline of daily goals that guides him/her in dealing with the communication, behavior, and relationships with the child on the bus and while in his/her care. This can only happen if the aide is in attendance at one of the IEP meetings and is part of the team effort in dealing with a child. In some cases the aide might meet with the teachers as the year starts to focus on the child. The bus driver should also be at this meeting. **The substitute aide should be able to open the sub folder and look for directions in dealing with the student.** These guidelines need to be general and reveal no confidential information. It would be best if these outlines were approved by the Special Education Coordinator. The Administrative Assistant can assist you in making arrangements to attend meetings. Bus aides and drivers will be subbed out in order to attend an IEP meeting.

##### **THE BUS TEAM:**

The bus aide needs to visualize the driver as the captain of the ship and the aide as the first mate. It is essential that there be one person in charge. The

aide's first responsibility is to the custodial care of the special education student assigned; likewise, the bus driver's first responsibility is to the safe operation of the bus and transportation of students to and from school. We do not want to send a mixed message to students. Depending on the severity of the needs of the special education student, the bus aide may or may not have flexibility to assist the driver beyond the primary care.

#### COMMUNICATIONS AND CHAIN OF COMMAND:

The relationship is strengthened by daily discussion between the aide and the driver at the end of the route. At this time concerns, comments, or questions can be raised and discussed between the two to clarify and redirect. This will help in developing an operational philosophy for the driver and aide which will in turn assist in making judgment calls. It is essential that information that is confidential remain so. A good place for these discussions is on the bus with the video camera off. We want to stress that you can not leave each other out of the loop on information flow. Use the chain of command. You may not always agree, but first discuss a concern with the driver and then, if you still need something resolved, contact the Transportation Supervisor. The driver should first be given sufficient time to respond to the initial expressed concern.

#### THE AIDE TAKES AN ACTIVE ROLE DIRECTING OTHERS:

When should the aide take an active role in giving directions to other children on the bus? The bus aide needs to be alert and, like all District staff, act when inappropriate actions are being displayed on the bus or in loading zones in the form of comments, pictures, or written or physical actions that would have the potential to infringe on the **safety, order, and rights** of others. In situations where the driver needs to give 100% concentration to driving, the aide must be more alert and respond as necessary. This is more easily accepted by the students if the driver and the aide have been working as a team AND NOT GIVING MIXED MESSAGES. Each driver and aide has his/her own ideas and perception as to how the rules must be applied and what standards must be met, but they must come to common ground and speak as a TEAM. Trust is not easily gained and, once lost, may be lost forever. Both the driver and the aide need clear, exact feedback from each other.

#### PREPARATION AND DEVELOPMENT:

The aide should have in his/her possession a copy of the Bus/Route Driver's Handbook, the Parent/Student Handbook, and the Principal/Coach/Sponsor Activity/Field Trip Handbook and be familiar with the contents and procedures. Training sessions are essential and you should be attending workshops and monthly training sessions with your driver. This gives you a common ground

and direction to work from, much as we expect from the drivers as a team. In the case where there are special education sessions for the driver, you should be attending.

#### THE AIDE MAY NEED TO ACT:

When should an aide act as the sole person in initiating the Notice of Unsatisfactory Conduct? Most of the time, the aide will strengthen the driver's position regarding the written notice to a student, and the notice, in most cases, will come from the driver. However, there may be times when the aide is the sole witness or recipient of information and may need to act as the person to initiate a written notice. This notice will be signed by the bus aide and the bus driver. These will be times when one act constitutes a serious situation that the driver does not witness and for which the School Board has given directions. These times will be:

- Actions that constitute sexual harassment and/or bullying;
- Actions that willfully endanger the welfare of others.
- Disrespect in language, gesture, or writing toward a driver, aide or sponsor;
- Students smoking or lighting matches;
- Students in possession of weapons;
- Students engaged in fighting.

#### CONFIDENTIAL INFORMATION:

The aide may keep a check-off sheet to monitor the behavior of the assigned student as part of his/her IEP or student improvement process. It would be best if the aide does not keep a written log. Verbal information can be passed on to the parent, school aide, or teacher on a daily basis as you make contact with these people. Information can be presented in IEP or teacher meetings.

#### TRAINING:

The bus aide needs to attend all of the training that the drivers attend during the course of the school year. The aides also need to have training in the following areas when such courses are offered by the District:

- Medical and physical conditions of the student assigned;
- Proper methods of transferring or assisting the individual;
- Proper methods in use of the bus lift;
- Proper methods in the tie-down of wheelchairs;
- Proper methods for the use of seat belts and restraining devices;

- Proper methods in evacuation of special education students;
- Use and operation of the bus radio and cell phone;
- First aid and CPR;
- Student management of assigned IEP students as well as general student population;
- Bloodborne Pathogens;
- Right to Know;
- Sexual Harassment;
- Loading and Unloading for the Special Education Student;
- Proper methods of controlling violent students;
- Training Videos
  - Bus Evacuation for Special Education Drivers
  - Advance Techniques for Special Education Drivers
  - Loading and Unloading the Special Needs Bus
  - Transporting Special Needs Children with Commitment and Care

**LOADING AND UNLOADING PROCEDURE FOR THE SPECIAL NEEDS STUDENTS:**

When the special needs student is assigned an aide, the driver and the aide will work as a team to load and unload and secure wheelchairs, if necessary. The assigned aide will remain in the bus and control the student who is being loaded by lift in a wheelchair. The bus driver will be responsible for stopping, using the eight-way lights, and leaving the bus to activate, load, and secure the lift.

Once the driver has activated the eight-way lights, placed the bus in neutral, and set the air brake, the driver shall secure the operator area.

The driver shall safeguard the special needs student and other students that may be in the area of the lift as it is lowered. You can do this by placing yourself near the end of the lift to act as a barrier for students to walk around.

As much as possible, the special needs student shall maneuver the wheelchair into position and onto the lift.

The driver shall secure the safety belt and make sure the student is stable before energizing the lift. The driver shall remain on the ground.

Once the student is in the bus, the responsibility shifts to the bus aide to encourage the student to maneuver the chair into the appropriate position to tie down.

The driver secures the lift and returns to the inside of the bus.

The wheelchair shall be secured in the forward position. The aide shall use the tie downs and fasten the rear tie downs by securing them first to the floor and then to the frame of the chair. Then take out the slack by moving the chair slightly forward and fasten the front tie downs. The special needs team shall check the tie downs to make sure they are tied to the frame and to the floor securely. **(The driver is ultimately responsible for making sure that the wheel chair tie downs and straps are correctly attached and secure before the bus resumes it's route.)?**

The aide shall use a seat belt and secure the belt around the body of the child and the chair. Fasten any neck braces or leg braces as necessary. The team shall check the seat belt and proceed to leave the zone.

The driver must be aware that the special needs child may not have muscle control to brace on sudden stops or on sharp corners or while he/she is taking evasive action. The driver must be aware and travel slowly and consistently.

If the child is not in a wheelchair and needs assistance getting on the bus, the driver will stop the bus using eight-way lights, place the bus in neutral, and set the air brake. The driver shall remain in the seat and control traffic and use loading hand and arm signals as necessary. The aide shall greet the child outside of the bus and receive the child from the parent or designated caregiver. The bus aide will need to be trained in correct lift procedure and assistance so as not to injure the child or himself/herself.

The procedure is reversed at the school site and the child is unloaded. The responsibility for the child transfers to the school side once the special needs team has made verbal contact with the school aide or teachers. During this transfer, verbal instructions of concerns will be passed on to the school aide or teacher.

In addition to using the correct lifting technique, the aide may need special belts or harnesses to aid in controlling the student.

#### SAFE HAVEN/SPECIAL NEEDS STUDENTS:

Safe haven for special needs students 4<sup>th</sup> grade and above will be identified at the start of the school year by the Coordinator of Special Education and Title One and the Transportation Supervisor. The Special Education Department will inform transportation of any changes.

## SECTION IV

### SUBSTITUTE BUS DRIVERS

The job of being a substitute school bus driver can be extremely demanding. Subbing can be confusing, frustrating, and challenging. It is vitally important that proper preparation is made by all parties involved, by the regular route driver as well as by the substitute driver. Substitutes must fill out initial application and be approved annually by the Transportation Supervisor.

Both regular drivers and subs are essential parts of the pupil transportation team. They need to support each other. Regular route drivers can help substitutes do their job more safely in many ways. However, substitutes can help themselves have a safer, less stressful run in many different ways:

1. Learn the routes as much as possible before you have to drive them. Ride with regular drivers beforehand if you feel you are unsure of a route.
2. If you get confused while driving a route, don't be embarrassed to call on the radio and ask for help.
3. Pick one or two students to sit up front and give you directions while you drive. Make sure to choose older, reliable students and ones who ride most of the route. In some cases, the regular driver has already appointed a substitute helper for you.
4. **Never** try to read the roster or map while you are driving. If you must study the roster or map, pull over and stop in a safe place. **Never** study your route while you are loading or unloading students. Attention should be firmly on the students.
5. **Never** try to make up time if you are late. If you happen to start out ten minutes late, you should finish ten minutes late. Do not rush and try to make up time – that is when accidents happen.
6. If you know in advance you will be driving a specific route the next day, go over the roster and map with the regular driver, if possible.
7. Make sure your mirrors are properly adjusted.
8. Become familiar with all types of buses in the fleet. Know the location of switches, foot pedals, mirrors, gauges, etc.

Never be in too much of a hurry to properly pre-trip your bus and to familiarize yourself with the mechanics of that particular bus. Never rush through your pre-trip because you are running late.

- Don't hurry.
- Buses are different – location of controls and switches vary.
- Gauges, also, are not consistently located.

- Foot controls are not standardized.
- Buses handle differently.
- Mirrors aren't all the same.
- Test yourself – before you leave the yard, you should be able to find all important controls by feel.
- Be aware of “view obstructions” on the bus, i.e., bus components such as door posts, body pillars, mirrors, etc., that may be in your line of vision.
- Know where emergency exits are located.
- Know where your emergency reflectors and equipment are.

Even for a regular driver, driving a special needs route requires extraordinary caution and attention to detail. It's the ultimate challenge for a substitute driver. Some preparation will help:

1. If you know ahead of time you will be subbing on a special needs route, ask your supervisor or dispatcher what they can tell you about the children on that route. If you have the chance, ask the regular driver about the run and the children.
2. Know how to properly secure a wheelchair. Tie-down belts and straps can be surprisingly complicated.
3. Ask for help, if needed. Always put a child's safety ahead of your own ego.
4. If driving a wheelchair bus, the pre-trip **must** include a careful examination of the securement steps and belts. Note the location of all emergency equipment.

Unfortunately, rosters, maps, and driving conditions are not always ideal. Substitutes, even more than regular drivers, must learn to roll with the punches. Always expect surprises and drive with a heightened degree of awareness to deal with the unexpected.

- Be extremely cautious picking up students in the morning.
- Watch your time – don't be early.
- **If you go past a stop, never back up. Radio in.**
- When dropping off students, be doubly sure each student is safely away from the bus before moving.
- Use common sense.

Substitute drivers will receive the route value of the route they drive or, if on a field/activity trip, the actual driving time. If a substitute driver only drives for half of the day, he/she will receive one-half of the route value plus fifteen minutes.

When a substitute drives a bus route on a daily assignment, they shall return the bus in the condition in which it was received but will perform the daily requirements. If a substitute driver is a long-term placement or drives a bus at least three to four days out of the week, they will assume full responsibilities for cleaning.

## **SECTION V**

### **ACTIVITY BUS DRIVERS**

The Activity Bus Driver must be a skilled, confident, over-the-road driver. The driver will meet with a variety of driving situations that can only be handled safely by an **experienced person**. An Activity Driver has several roles he/she must be prepared for. The driver **is the captain of the ship, as well as the navigator and loader, and is responsible for the safety of all passengers**. Activity Bus Drivers will have experience in trouble-shooting mechanical issues to facilitate repairs when away from the District. Drivers will communicate about mechanical repairs with District maintenance staff to facilitate the repairs needed to put the unit back into service. **Route drivers will be assigned field trips and activity trips based on the driver's skill level and the needs of the District.**

#### **District-dedicated Activity Driver(s)**

The school district will have the option to employ personnel to be primarily activity drivers based on need. Such personnel are required to demonstrate additional abilities to operate Class D type buses over the road in all weather conditions and within all time constraints. Drivers in this position(s) by nature will not be assigned school bus routes. Activity drivers may be called to substitute on bus routes and field trips.

Activity drivers will be paid as per the "Hourly Wage Schedule for Support Staff". The recommended maximum time per day that a driver shall be on duty is sixteen (16) hours and eight (8) hours off for rest time. Drivers will be paid a maximum of sixteen (16) hours for layover days (two or more nights on the road).

As agreed at a special meeting of the permanent route drivers, the District will attempt to provide dedicated activity driver(s), by the end of the school

year, with up to 200 hours above that of the route driver with the lowest combined total hours. The date of this action was March 30, 2010.

On completion of a trip, drivers will fuel, clear all garbage, and complete paperwork.

### **ACTIVITY DRIVING:**

1. If you leave the bus to attend the activity, vandal-lock the bus. Check your bus frequently to ensure the bus is safe from break-ins and theft of items from the bus.
2. All trips will have an assigned coach or sponsor. The School District, coach/sponsor, and the driver are responsible for the students on the trip from the time students are picked up until they are returned to the designated unloading location. This means that no student may be dropped off at any location other than the designated unloading location unless prior arrangements have been made between parents, the school principal, coaches/sponsors, and the Transportation Supervisor.
3. There is more to the activity trip than getting the students to their destination and back. The driver may be called upon to shuttle students to and from the motel, restaurants, various schools, etc. It is the responsibility of the driver to ask the coach/sponsor when and where the bus will be needed next. The bus should be prepared, checked, and warmed whenever it is needed. As the activity driver, you are expected to stay with the group unless the coach/sponsor indicates you will not need to do so. Initially, remain on location until the group is safely inside the facility at their destination. Remain on location until the start of the event to insure that everyone has everything they need off the bus.
4. The School District will use fuel cards when it is necessary to buy fuel outside of Powell. The driver shall check to make sure that the fuel card is available in the vehicle before leaving. The fuel card is vehicle specific. Many times, the vouchers are used cooperatively between the driver and the sponsor. Positive arrangements for this responsibility should be made before the trip. **Keep receipts for all expenditures and turn them in with the Activity Trip Folder.** If you spend your own cash, keep receipts for reimbursement.
5. The addition of two extra categories, "EXTRA SUPPLIES NEEDED" and "PERSONAL EQUIPMENT", will help the driver be prepared for most

emergency situations that may arise on out-of-town road trips.

**Additional supplies recommended to be carried on the bus include, but are not limited to: tool boxes, additional first aid kit, broom, emergency clothing, all fluids (motor oil, fuel anti-gel, diesel exhaust fluid, transmission fluid, antifreeze, etc.), shovel, garbage bags, an extension cord, log sheets, etc. Before leaving the Transportation Facility, be sure to check your bus for these items.**

6. Ensure your bus is equipped with an activity first aid bag. Check its contents for serviceability.
7. All the above equipment and reporting forms that are checked out are the driver's responsibility.
8. Activity bus drivers should check the vehicle profile card located in each bus for weight, height, and length.
9. Make sure you take adequate rest breaks when you are driving. If a return trip is to be at night and the hours are late and the distance great, the Transportation Supervisor will arrange to have the team stay over and return the next day.

Every effort will be made to assign a relief driver to relieve an activity driver when they have reached 16 hours of on-duty service as per District practice. The relieved driver will either be chauffeured back to Powell or checked into a hotel for a minimum of six (6) hours before driving him/herself back to Powell. Sleep will not be compensated.

10. Activity bus drivers shall ensure that all occupants know the location and responsibilities of sitting in a seat with exit windows or doors. All "first trips" for seasonal sports will include evacuation drills.
11. It is the driver's responsibility to know bus driving regulations and restrictions for the State of Wyoming and surrounding states.
12. Coaches/Sponsors shall, as much as possible, answer and make calls while the bus is in motion and the bus driver is occupied with driving.

**ACTIVITY TRIP FOLDER:**

An activity trip folder will be issued before each trip. It contains appropriate information about the trip such as: date of trip, destination, on-station time, loading location, name of the activity, name of the sponsor/chaperone(s), number of passengers, and the ETA information. It is the responsibility of the driver to check this information with the chaperone before departure. All trip folders must be complete and returned to the office of the Transportation Administrative Assistant upon conclusion of the trip. Each driver shall log in miles on the Weekly Driver's Report in the appropriate category.

### **MEALS AND LODGING:**

The bus driver is considered to be part of the activity. Reservations for the driver's lodging and meals may be taken care of by the coach/sponsor, activity director, or his/her administrative assistant. Lodging receipts shall be kept separate from the team for reimbursement purposes. If a situation arises in which you have to purchase your own lodging, keep receipts and fill out a voucher for the expenses. Each driver shall be provided his/her own room within the vicinity of the team. All expenses over 150 miles outside the Wyoming border will not be reimbursed by the WDE. Records must be kept. **Non-overnight per diem will not be applicable to any field trips regardless of length or hours for bus drivers in PCSD#1.**

**DISCIPLINE ON ACTIVITIES:** (See also the Principal/Coach/Sponsor Activity/Field Trip Handbook)

Discipline on activity trips is carried out by the driver through the coach and/or chaperone of the trip.

There are two types of activity trips:

The Contracted Activity Trip: These are trips such as athletic events. These are scheduled in advance and may include other school districts. On contract trips, situations may arise that involve alcohol, tobacco, drugs, and/or inappropriate language or using curse words. If, while en route, the problem involves a single student or a small group of students (1-4), the student(s) will not be allowed to participate in the scheduled event. Said student(s) will be returned to Powell at the student/parent expense. If, while en route, a problem involves enough students and it is determined that it would be a reasonable safety concern and in the best interest of Park County School District #1, the driver shall turn the bus around and return to Powell. Upon return to Powell, the student(s) involved will be handled according to School Board AR/OP. In each event, a detailed written report will be prepared by the driver and sponsors, including a description of the incident, time, location,

names of those involved, and witnesses, and immediate action will be taken.

The Non-Contract Trip: This is a trip such as a field trip where the school is participating without obligation to any other school. If there is any alcohol, tobacco, or controlled drugs on the bus on a non-contracted activity, the bus is to be turned around at once and returned to the school. If inappropriate language or curse words are used toward the driver, chaperone, or instructor, the same action will be taken. Individual action will be taken by the respective school principal upon returning, according to the School Board AR/OP.

The driver and sponsor will coordinate with the building principal/activity director or other District representative to place a student in the custody of law authorities.

On all trips:

- 1. If boys and girls are traveling together on the same bus, ensuring that the genders are completely separated (one gender in the front half and one gender in the back half of the bus). At least one coach or sponsor must sit in the middle or in a location separating the two genders. This is also recommended on field trips.**
2. Eating and drinking on the bus are privileges. On many trips, students are required to pack lunches. Lunches will be eaten according to the coach's itinerary – no continuous grazing. Sunflower seeds, pistachio nuts, "gummy" candies, etc., are not allowed on any bus. All drink containers will have screw or spill-proof lids. The responsibility for cleaning belongs to the students under the direction of the coach, sponsor, or chaperone. Trash bags and brooms are carried on each bus. It is the responsibility of the driver to see that the bus comes back in a clean condition. The driver, along with the coach(es)/sponsor(s), shall inspect the bus for cleanliness after each trip.
3. The driver should ensure that there are trash bags on the bus before each trip.
4. A clean bus is the responsibility of the students and coach(es)/sponsor(s) under the supervision of the drivers.
5. Students should clean up the bus before they leave the bus after the trip.

6. Students are allowed more freedom of movement on activity trips. If they exceed the limit that you can not accept as the driver, correct the situation through the coach/sponsor.
7. The "Final Word" on the bus is the driver's. If you cannot safely drive further or if the weather does not permit safe driving, you must pull over.
8. The driver must use good judgement and common sense when on activity trips. **Remember, SAFETY FIRST!!!**

## **SECTION VI**

### DISTRICT REPORTS & FORMS

Each organization has a working structure and an orderly flow.

In order for new staff to be productive, they must know the correct procedure to function within that structure.

Drivers will be responsible to know where forms are located and when and where to use them.

#### **FORMS FOR WHICH DRIVERS ARE RESPONSIBLE:**

##### PRE-/POST-TRIP VEHICLE INSPECTION FORM:

The pre-trip inspection is mandated by W.S. 21-3-131 (b) (ii), and every school bus driver in the state is required to complete this inspection.

Post-trip inspections will be required at the end of each regular route, field trip, and activity trip.

Pre- and post-trip inspections will be recorded on the Zonar electronic system with a paper pre-/post-trip form as a back-up to be used in case of malfunction or other necessity. The Pre-/Post-Trip Vehicle Inspection Form and Work Order Form will be covered in detail in Section VII. (See Appendix 1 & 2)

##### WEEKLY DRIVER REPORT: (See sample form in Appendix, AP #3)

1. Weekly Driver Reports are to be kept daily when extra duty field trips and activities are assigned.
2. Fill in the top of the form at the beginning of the week.
3. These forms are to be turned in at the beginning of each week to the

Transportation Office.

TIME CARDS:

1. Time cards are kept electronically. Please remember that time cards are confidential in nature and it is important to respect everyone's privacy.
2. Check the District calendar for cut-off dates. At the end of the time period, print and sign your names on the time card. Check the card for correctness.
3. Please use a separate time card corresponding to your job description (field trip, activity, route, etc.) Overtime needs to be approved in advance by the Superintendent or their designee. Holidays, sick leave, personal leave, etc., should be marked in the absence column.
4. Double-check your days off. Please have a leave request filed for all days off including sick days, personal days, and leave without pay.
5. Substitute drivers and aides should indicate on the timesheet which routes they were on and whether it was a.m. or p.m.

NOTICE OF UNSATISFACTORY CONDUCT: (See sample form in Appendix, AP #4)

These forms will be discussed in detail in Section VIII on Student Behavior.

TRAFFIC ACCIDENT REPORT: (See sample form in Appendix, AP #5)

All vehicular accidents must be reported. Forms may be obtained in the Transportation Office and the Powell Police Station.

WYOMING INSURANCE CERTIFICATE: (See sample form in Appendix, AP #6)

IN-HOUSE TRANSPORTATION INCIDENT/ACCIDENT REPORT FORM: (See sample form in Appendix, AP #7)

Information on injury to student or staff, not a vehicle accident.

EMERGENCY NUMBERS: (See sample form in Appendix, AP #8)

1. Each driver will be issued a card with emergency numbers on it to be kept on the bus.
2. Sheets with emergency phone numbers, road and weather conditions, and School District Transportation Offices in other

locations around the state are found in the activity folder.

INFORMATION BULLETIN:

When word needs to be passed to all staff, an email will be sent to your school email address, an information sheet will be placed in each employee's mail box or a staff meeting will be held. Zonar hand held computer will have alerts on the opening screen notifying drivers of meetings and other safety messages.

E-MAIL SERVICE:

All transportation staff shall set up an e-mail account on the District server and check it weekly.

RED LIGHT VIOLATION FORM: (See sample form in Appendix, AP #10)

RECORD OF EMERGENCY EVACUATION DRILL: At the beginning of the school year the District Master Schedule will document evacuation drills. A second drill will be scheduled during January. Drivers are required to turn in a record of the emergency evacuation drills. (See Appendix, AP #11).

BUS WORK REQUEST: (See sample form in Appendix, AP #2)

**SECTION VII**

VEHICLE MAINTENANCE – COMMUNICATION  
"Safety First"

PRE-/POST-TRIP VEHICLE INSPECTION:

**EACH driver will pre-trip and post-trip EACH vehicle he/she drives EACH day.**

The Pre-/Post-Trip Vehicle Inspection is one of the driver's most important daily functions and it is District policy. It is a stepping stone to safety and it is preliminary to any successful trip. It is the most significant way for the driver to influence the mechanical readiness of their bus. The mechanics must be informed immediately if there is a serious problem that would jeopardize the safety on the bus run. The District Transportation Department uses a verified electronic safety inspection system for pre- and post-trip inspections. **Each user is given a registered ID card that is their electronic signature. Users will not loan or borrow an ID card from another driver. Loaner ID cards are available from the Transportation Office.** The 2010 Zonar

handheld reader records all data of a vehicle inspection and conditions found. School buses may operate on a green or yellow reported condition but must not be operated if a **red condition** is reported. Reports are electronically downloaded and become instantly available to District management and maintenance staff. A paper back-up is available for driver use (see Appendices #1 and #2).

The post-check/student check is required. Children may hide or fall asleep on the bus. You may have a mechanical issue, fluid leak, low tire, etc. By properly post-checking your bus, you will avert many problems. This inspection is very easy to complete – a quick walk down the aisle to the rear of the bus once after each route, field trip, or activity trip is all it takes. The driver will check each seat as they walk to the rear and return to the front.

## **RADIO COMMUNICATION PROCEDURE WPNW 407 – CALL SIGN**

### EQUIPMENT:

Each vehicle in the District is equipped with a mobile radio. Each unit is permanently mounted in the bus for security.

### TRANSMITTING:

Unnecessary transmissions, use of bad language, or any conversation not pertaining to the matter at hand can lead to revocation of license. F.C.C. personnel monitor airwaves. It cannot be stressed enough how serious it is if infractions of general radio use occur.

Keep remarks pertinent to the situation; inappropriate remarks can cause serious public relations damage. Many ears are listening and children exploit remarks at home. Also, many patrons in the District have scanners and are tuned in to our frequency. THINK BEFORE YOU PRESS THE BUTTON AND SAY SOMETHING YOU MIGHT REGRET LATER.

### CHANNELS:

Channel One will be the long-ranging primary channel, using the Medicine Wheel repeater.

Channel Two will be a direct radio-to-radio channel with limited distance.

Channel Three will be an in town repeater.

### RADIO ETIQUETTE:

1. Maintain frequency – make sure no one is else is using it. Never interrupt another call except in an extreme emergency.
2. Say the name of the person or the bus number you are calling first, then give your bus number or name. Example: “Bus 34, this is Bus 48”.
3. When you have finished your message, indicate by saying “\_\_\_\_\_ (Bus #) clear”.
4. If you are experiencing an actual severe emergency, simply say, “This is Bus \_\_\_\_\_. I have an emergency.” All other people using our radios will stay off the air. You need to give your location and milepost marker and, as clearly and camly as possible, give us the details of your emergency.
5. When using a substitute bus, use your original bus number for identification.

**Remember:** Be courteous and use a pleasant tone of voice. Speak on the radio just as you would want others to speak to you.

USE OF PERSONAL CELL PHONES:

**School bus drivers will not use a cellular or mobile telephone while operating a school bus route.** The two-way radios provided by the District and installed in all District school buses provide for all necessary communications between the school bus and District bases as well as bus-to-bus communications.

CLEANING BUS:

It is realized that there is a daily accumulation of dirt from the day’s trip. However, dirt accumulates to an unsatisfactory degree if not taken care of on a periodic schedule. Each driver shall develop a schedule within the following guidelines. The District requires you to use your allotted daily time that you are being paid for to sweep out the bus, clean your glass and mirrors, and empty trash. The District expects each driver to look at his or her individual road and student conditions and meet the following:

Cleaning Duties:	DAILY	WEEKLY	BI-MONTHLY	MONTHLY
Clean glass, driver’s glass, and mirrors	X			
Sweep out the bus	X			
Empty trash		X		
Disinfect Seats – As needed				

Cleaning Duties:	DAILY	WEEKLY	BI-MONTHLY	MONTHLY
Wipe down driver's compartment for dust		X		
Clean footprints off seats		X		
Wipe down seats with a renewal product				X
Clean paper and garbage from between seat and wall		X		
Scrub out the bus floor			X	
Clean dirt and spills from the side walls and chair rails				X
Clean all glass		X		
Clean up bodily fluids— As needed. When transportation staff have the task of cleaning up any body fluids, they shall fill out an incident report and give it to the Administrative Assistant of Transportation.				

The District will provide monthly check-off sheets that you can check and turn in documenting your work instead of having your bus inspected by District Staff. Your bus will be checked when an observation of route is done.

When a substitute drives a bus route on a daily assignment, they shall return the bus in the condition in which it was received but will perform the daily requirements. If a substitute driver is a long-term placement or drives a bus at least three to four days out of the week, they will assume full responsibility for cleaning.

For both route and activity buses, the following are guidelines to a clean bus:

1. Inspect the bus interior.
  - Pick up large items.
  - Empty trash and clean garbage cans, if needed.
  - Check clothing and equipment left on bus.
2. Clean all interior glass with approved window cleaner.
3. Mop entire floor using a neutral cleaner to include the ribbed floor down aisle and the ribs in the step treads.

4. Use a California dash duster or equivalent to dust seats, dash, etc. Use a furniture polish (Pledge) to polish dash areas, riser in step well, etc., as needed.

## **SECTION VIII**

### STUDENT MANAGEMENT

#### **STUDENT BEHAVIOR:**

The bus driver must be aware that the **safety, order, and rights of others** are the major overriding themes for bus drivers and aides. The bus driver must also be aware of the special problems that may be faced when dealing with the behavior of students.

The procedures dealt with in this section follow the District's AR/OPs and should be followed at all times. Never, at any time, place yourself in a compromising situation with a student.

The ideas and suggestions given in this section are tools for use in handling behavior problems and discipline.

Resources available for transportation staff will be used.

#### **STUDENT HEALTH:**

Student health record information is available on a confidential need-to-know basis by contacting the Transportation Administrative Assistant. The District's student management program allows drivers to review information on health problems affecting students on their routes. Where medical actions may be required, specific training will be given the driver and aide by a school nurse.

#### **PRESCRIPTION MEDICATION:**

Any medications transported to school must be kept in closed containers in the student's backpack.

#### **STUDENT CONDUCT:**

District regulations and procedures for student conduct on the bus are spelled out in District AR/OPs. Your trainer will cover the procedure for implementation. In essence, the system is a referral/warning system.

Driver attitude has a great deal to do with the bus atmosphere and discipline

on the bus. Some drivers seem to have no problems, others many. Here are some hints:

1. Establish a name rapport with all the children on a daily basis.
2. Greet each child as he/she leaves or arrives on the bus.
3. Post the rules in a clear manner in the front and rear of the bus where they will be visible.
4. Acknowledge the children as they load and do not move the bus until you have established the desired behavior pattern.
5. Assign seats.
6. Confront children on a one-to-one basis alone rather than before a group.
7. Take threats of shooting, bombing, or violence to be factual and provide a written report to the Transportation Supervisor.
8. Use vehicle cameras as a monitoring tool.
9. Communicate early with parents, building principals, and the Transportation Supervisor.

If you must reprimand a child, remain calm and do not use threats. If rules are posted and everyone knows them and the consequences, just follow through. In most cases a child cannot be denied a ride home or be asked to get off the bus between home and school. Take advantage of your training of student management.

In issuing a Notice of Unsatisfactory Conduct, give a copy of the Notice to the Transportation Office as soon as possible. Write an explanation of the situation that caused the misconduct. The information will also be given to the building principal for their assistance.

### **DISCIPLINE STATEMENT:**

1. A copy of the actual District statement, "The Park County School District #1 Student Conduct on School Buses", is located in the District's AR/OP.
2. The bus driver shall be responsible for the operation of the bus and will follow established rules of conduct necessary to operate the bus in a safe manner. Bus drivers shall be familiar with the rules of conduct as outlined on page 12 of the Parent/Student Transportation Handbook in the section addressing student responsibilities on the bus.
3. Harassment/Sexual harassment/Hazing  
**There is zero tolerance for harassment, sexual harassment, or hazing.** Please see the District Patron Handbook.
4. Driver is authorized to assign seats.
5. DOs
  - A. State what behavior you want.

- B. Continually compliment students for good behavior.
  - C. Deal with misbehavior immediately.
  - D. Post rules.
  - E. Stop bus if the students are not behaving in a manner in which you can operate the bus safely. Continue your route only when the bus is under control.
  - F. Avoid anger when dealing with students. **BE PROFESSIONAL!!**
6. DON'Ts
- A. Don't repeat! Once is enough.
  - B. Don't say, "Be good!" It is too general.
  - C. Don't control misbehavior by anger or yelling. You can't out-yell a busload of children.
  - D. Don't make threats, just carry through.
  - E. Don't argue with children.
  - F. Don't back students into a corner.
  - G. Don't back yourself into a corner.
  - H. Don't let the bus get out of control.

NOTICE OF UNSATISFACTORY CONDUCT (See pgs. 15-17 in Parent/Student Handbook):

When behavior of a specific student compromises the safety, order, and rights of others and all other methods of persuasion have been tried, the driver should complete and submit the four-part "Notice of Unsatisfactory Conduct on School Bus" form (Appendix 4). Adequate space is provided if it is necessary to explain the misbehavior. Under the "Driver Action" section, circle the appropriate warning for mild, moderate, or severe misbehavior (circle only one).

Drivers and aides are given the authority to discipline children on the buses (aides, please refer to Section III, "The Aide May Need to Act", for proper procedures). When children are removed from the bus as a disciplinary measure, it is to be done only at the regular stop for those children and in harmony with other District procedures. Students who ride the morning route and are subject to disciplinary action on the trip are expected to be transported home on the evening route unless it is a case of severe misbehavior, in which case the student is off the bus until a conference can be arranged. Alternate arrangements for the students return home that afternoon must be made with the parent.

Mild Misbehavior:

The white copy is to go to the student. It is the official notice to the parents. If a student fails to deliver the white copy to their parents, it is

still considered parental notification. Send only the white copy home. When the white copy is returned, retain it for reference. Parent(s) must sign this copy before the student is allowed back on the bus.

The canary copy is to be sent in the morning mail to the principal of the building where the student is enrolled. The pink copy is to be sent to the Transportation Supervisor who will maintain a file. The goldenrod copy is retained by the bus driver until the white, signed copy is returned.

#### Moderate Misbehavior:

The form is filled out in the same manner and is given to the same people and offices as in the first notification. The driver is required to explain the incident to the Transportation Supervisor upon return to the Transportation Facility.

The parent is to call the building principal who may arrange a conference with the student and driver; the student is suspended from the bus during the interim. If the student's riding privileges are reinstated, a Performance Contract may be made and agreed upon by the student/parent and school authority. Any additional suspension will be made by the Transportation Supervisor.

#### Severe Misbehavior:

The severe misbehavior notice is filled out and distributed in the same manner.

Once a severe misbehavior notice has been made, all bus riding privileges will be suspended. The parent is to call the building principal to arrange a conference. The student is suspended from riding the bus until a decision is made at the conference concerning the ability of the student to comply with the District's expectations. If the severe misbehavior notice is given to the student on the morning route, parental arrangements will have to be made for the student's trip home in the afternoon. **If the student's riding privileges are reinstated, a Performance Contract must be made and agreed upon by the student/parent, principal, Transportation Supervisor, and bus driver.**

#### Final Suspension of Riding Privileges:

Once a student has received more than one severe misbehavior notice plus one other written notice, he or she may be suspended from all

riding privileges for the remainder of the school year. Appeals may be handled by contacting the Transportation Supervisor at 764-6189.

A student disciplinary file will be kept from year to year. However, each year students mature and change. We will start each student over on discipline procedure each school year, unless there are severe circumstances.

#### Examples of Severe Violation – Including, But Not Limited To:

- Student willfully endangers or threatens to endanger the welfare of other student(s) or themselves, driver, sponsor, or chaperone.
- Student is disrespectful in language, gestures, or writing to a driver, aide, another student, sponsor, or chaperone.
- Student is smoking, lighting matches, fighting, etc.
- Student possesses or uses a weapon as per District regulations and procedures.
- Student is in possession of or is under the influence of drugs or alcohol.

#### **DRIVER LOG BOOK AND DIARY:**

A driver log book or diary **shall not be kept** on students or student activities. All essential and pertinent information shall be written on District-approved forms. Plan and think about every statement you add to these documents that will assist you in recalling the incident in the future.

#### **SEATING CHART:**

Use of assigned seating is encouraged.

#### **USE OF ON-BOARD CAMERAS:**

Cameras are live on all route buses. Cameras will assist drivers in identifying behavior issues and situations. The use of cameras will also protect students. Remember, the viewing of a video showing student behavior is limited to the driver, the Transportation Supervisor, the building principal and assistant principal, and those staff with a need to know. Parents may be shown video of their child's behaviors if discipline is forthcoming.

#### **ARTICLES ON THE BUS:**

Do not allow students to bring articles on the bus that could be dangerous to others. Example: sticks, weapons, breakables, flammables, etc. Animals are

not allowed on the bus with the exception of Therapy dogs. See page 11 of the Transportation Parent/Student Handbook.

Drivers will have the authority to police items when they become a distraction.

### **DRIVER TOLERANCE:**

Regulations are minimum rules. Drivers have various levels of tolerance. Some will be stricter than others.

## **SECTION IX**

### LOADING AND UNLOADING / OPERATIONAL PROCEDURES

#### LOADING ZONES AND PROCEDURES

### **ROUTES AND SCHEDULES FOR BUSES:**

#### ROUTES:

The Transportation Supervisor will give the driver all information necessary for proper guidance with respect to routes and schedules.

1. It is essential that drivers maintain their assigned stops and schedules. No driver will leave their stops ahead of time, vary the route, or make additional stops. Drivers will only transport assigned students.
2. Recommendations for route change will be made to the Transportation Office. No route changes will be made without approval from the Transportation Supervisor.
3. **Each driver will maintain a complete roster of all children from a.m. and p.m. routes plus route maps showing directions and approximate location of each child's address (names, schools, and phone numbers).**
4. The driver will communicate with parents prior to the first day of school. This reassures the parents and is an opportune time to give and receive information. All phone numbers are to be obtained.
5. **The driver will not enter upon private roadways** unless prior approval is granted by the School Board and renewed annually (as per Chapter 20, Section 10, D, DI, DII).

6. Occasional stops will be recorded on the bus route map as such. The occasional stop shall be recorded as a designated loading zone.
7. **Students are only to be loaded or unloaded at designated loading zones. Students must ride from pick-up point to unloading point and back. DO NOT DO SWEETHEART STOPS.**
8. **BUS PASSES:** Parents may request a temporary bus route or bus stop change, to an existing bus stop, for their children through a note written to the building principal for approval. The student will be given a bus pass, signed by the building principal or their designee, to be given to the bus driver.

**Attention:** After the pass is given, the driver may unload students at another official designated bus loading zone. Students may not be **"dropped off"** just anywhere.

**A.M. Routes:** Bus drivers will honor emergency slips on the a.m. routes with a call to the Transportation Office.

### **LATE PROCEDURE:**

Remember – **SAFETY FIRST!** Maintain a safe speed. Call the Transportation Office on the radio and tell them how late you will be and what school(s) will be affected. Send bus students, as a group, into their building. Have them go directly to the office. Have them tell the secretary of principal that their bus was late. Transportation Office personnel will also call the buildings so the principal will be aware the bus will be late. Under any circumstances, **DO NOT** back up in a bus while en route.

### **TRAINING IN THE LOADING AND UNLOADING PROCEDURE REQUIRED:**

The District requires that all students be instructed in proper bus loading and unloading principles. It is essential that we keep a uniform procedure for all drivers. Because of the number of children and scattered locations of facilities, it is also essential that we maintain a loading plan at each school. (The District safety team will conduct annual training in loading and unloading, crossovers, and death zones around the bus at the beginning of each school year. Drivers and parents need to follow and reinforce this training and use proper procedure.)

Students shall be part of the loading and unloading process.

### SCHOOL LOADING ZONES:

1. Only load children at your approved loading zone at each school. Do not allow children to rush or push toward the bus. If the children know their loading point, it will cut down on the confusion. If for some reason you have an alternate bus, the children will still be able to find you.
2. Because of the number of school buses that occupy loading zones, a specific loading plan (bus line-up) has been established.
3. Release your student to transfer buses only when you are instructed by the loading zone monitor.
4. Find your bus number on the loading plan.
5. If you need to settle the students down, do it before the other buses are ready to leave the loading zone. Ensure student seat belts on required buses are secured before moving bus.
6. All windows should be up in the loading zone except on warm days when windows can be down two notches from the top.
7. Close doors and move out with all the other buses.
8. If you have a student that has been delayed boarding pull out with all the other buses and circle back around in the loop. We do not want to delay all buses getting students home.
9. Follow the traffic flow pattern that your have been assigned.
10. When you have finished picking students up at each school, proceed on your route following the directions outlined on your route map and roster. Students are to be delivered and picked up at their assigned stop.

### **LOADING AND UNLOADING PROCEDURE:**

Use your eight-light warning system whenever you are loading or unloading children. State Law requires traffic to stop only if the bus is completely stopped and the red lights are flashing. Control the traffic before you open the service door. State Law requires the door to be completely closed before the bus

moves.

1. Each bus is equipped with an eight-way flasher unit. There are four (4) red lights that flash alternately when activated.
2. The eight-way light system must not be misused. Use only in or at designated loading zones. Red lights are activated only when the bus is at a complete stop and in the process of loading or unloading children. **Bus drivers shall exercise good judgment and control when activating the eight-way light. Remember, in the afternoon the students are safe on the bus. If necessary, slow and allow cars to pass before activating the eight-ways. In the morning, give traffic ample warning. Acknowledge those drivers that have complied.**
3. Activate amber flashers 100 ft. to 500 ft. before loading zone.
4. When loading or unloading students at sites other than schools, the driver shall keep the bus as far to the right of the roadway as is reasonable (W.S. 31-5-507). (Using the definition of roadway found in W.S. 31-5-102 (a) (xl), the bus will be stopping on the portion of a highway that has been improved, designed, or ordinarily used for vehicular travel, exclusive of the sidewalk, berm, or shoulder. This is not the parking lane or emergency stopping lane.)
5. School Bus Stops at 3-way intersections: These stops will be evaluated on an individual basis. **This applies to specific situations, as approved.**
6. Eye control and hand signals:
  - a. In making the approach (prior to the bus coming to a complete stop), the driver will signal to the student on the left side of the road. With a signal demonstrated and taught in training, confirming communication with student(s) who are going to be crossing over.
  - b. After the driver has brought the bus to a complete stop and set the hand brake, driver will establish eye contact with the student(s).
  - c. Once eye contact has been made, the driver will control the steering wheel with one hand and, using the free hand, pointing at the student(s) with the index finger, bring the student to board the bus. Students will remain ten (10) feet minimum in front of the bus when crossing in front when it is safe to do so. The same signals will be used for right-handed boarders.
  - d. Standard signals and eye contact will be taught to all students

Kindergarten-Grade 5.

- e. Drivers shall make every effort in using the index finger signal so as not to confuse drivers of motor vehicles to move around the bus.
  - f. Students should load one at a time in a controlled manner using the handrail.
7. Do not move the bus until all students are seated or all students are clear from the area around the bus.

**Important Note: Check crossover mirror and rear vision mirrors before moving bus.** Use of the Rosco mirror grid to adjust mirrors will be mandatory at the beginning of the school year. Use of the grid is also recommended at least once more during the school year and after every mirror repair.

**SAFE HAVEN: No kindergarten, first, second or third grade students will be released if the driver does not have reasonable assurance that a safe haven exists. The driver must have physical proof of a responsible party at the bus stop.** If no responsible adult appears at the bus stop, the child will be brought back to the Transportation Facility. When a child is brought back to the Transportation Facility, the parent must come into the building to sign their child(ren) out before taking the child(ren) home.

### **OPERATIONAL PROCEDURES FOR LATE PARENTS AND PARENTS ATTEMPTING TO PICK UP STUDENTS AT SHUTTLE ZONE OR IN A LOADING ZONE AT WESTSIDE, SOUTHSIDE, PARKSIDE, AND POWELL HIGH SCHOOL**

Drivers are required to follow approved routes and stop only at authorized loading zones on that route. A loading zone is an authorized stop and children can be loaded and children picked up by their parents, babysitters, and members of the immediate family provided they are of a responsible age. If the driver or school staff do not recognize the person picking up the child, a quick call shall be made to verify that the pick-up is in order (Safe Haven). A written note by the parents to the school could expedite this situation.

#### LOADING ZONES AND HAZARDOUS AREAS:

All crossovers are evaluated for safety. Loading zones on the left side of the roadway are hazardous. Students are a part of the loading process; each elementary student receives training in the correct method of loading and unloading and the use of hand signals. We prefer students be on the right side of the roadway at designated loading zones. However, due to routing

priorities, this may not always be possible. Parents are to instruct their children to observe and follow the driver's instructions while attempting to cross the roadway.

Designated loading zones in hazardous areas will require right side stops. As per state law, crossovers are prohibited on a roadway with four or more lanes. **In some cases, parents may be asked to transport their children to the first safe location.**

## **SHUTTLE PLAN**

Most buses will participate in shuttling of elementary students both a.m. and p.m. (See maps in drivers' ready room.)

### **A.M.**

Align your buses as per unloading and loading plan sheet. Be in position by 7:40 a.m. Unload High School students first, allowing them time to get away from the bus, next unload Middle School students, and then elementary students. Elementary students will reload onto appropriate buses. Buses will leave at 7:45 a.m. Buses shall stay together. While loading and unloading in approved loading and unloading zones, activate 8-way hazard lights at Parkside. The loading zone attendant will provide control during unloading and loading in a.m. and p.m. (by verbal radio voice control). **Note:** Once you have off-loaded High School and Middle School students, you may load any shuttle riders who are lined up and waiting to board.

### **P.M.**

Align buses in approved loading zones according to loading alignment (see map). While in District-approved loading zones at school, use 8-way hazard flashers at Parkside. All shuttle buses must be at the High School loading zone prior to 3:30 p.m.(Monday-Thursday), **on Friday 12:50 p.m.** Do not unload any elementary students until all buses are on site. Elementary students will be off-loaded by the call from the loading zone attendant. This is keyed by the last Middle School bus and all elementary shuttle buses in position. At the completion of all students boarding their bus for home, the LZ attendant will give the call to depart the High School LZ. Horn time is at 3:33 p.m. and buses are out of loading zone by 3:35 p.m.(Monday-Thursday), **on Friday 12:55 p.m.**

**Note to Drivers:** Since this is a very dangerous operation, use extreme caution. Leadership and judgment need to be exercised by each driver and supervisory person. Drivers, make sure you have students under control. Use student roster to identify and control trouble makers. Let's get in control early.

**Drivers going to a school site in the p.m. will act as a team, leave together, and formulate the best route to the school site, accommodating safety, construction, and community emergencies. Shuttle drivers will act as a team and formulate the safest route to the school site from the shuttle zone, accommodating areas as indicated. A route map as well as a bus line-up should be highlighted and posted in the Transportation Ready Room for all substitutes and drivers.**

## **SECTION X**

### **EMERGENCY EVACUATIONS**

#### **EVACUATION DRILLS:**

1. The drill should be conducted on a hard, dry surface or in the bus parking area.
2. If evacuation is caused by an actual emergency, stop the bus at the nearest safe spot, set the park brake, and turn on the four-way flashing lights (if emergency has nothing to do with an electrical fire). Radio the Transportation Office giving your location and what the problem is. Then, and only then, will you turn off the engine and set reflectors. (If there is no electrical fire, set the ignition to "accessories").
3. Key Events for Evacuation Drill for Bus Drivers"
  - a. Review the hand and arm signals for quiet and direction.
  - b. Emphasize that riders must listen at all times to the teacher and bus driver to get directions.
  - c. Review the procedure for opening the service door and operating the emergency air release for the air door.
  - d. Review the use of the parking brake, ignition key, and radio in case the driver is incapacitated.
  - e. Review the procedure for opening the rear door.
  - f. Review the use of the handrail.
  - g. Review the procedure for the use of all exits.
  - h. Conduct drills using two exits front and rear.
  - i. Require all Kindergarten-12<sup>th</sup> grade students to sit when using the

- emergency exit doors (side or rear).
- j. Conduct a site assessment, review conditions, and review the safe areas outside of the bus.
  - k. Review the location and use of the first aid kit.
  - l. Review the procedure for accounting for everyone at the safe site.
  - m. Review "smoke-filled bus" and fire extinguishers.

#### FRONT EVACUATION:

1. The front-door evacuation begins with the right front seat, and the seats are evacuated alternately to the rear.
2. Have the first person off the bus stand by the door and be the door monitor. This student will assist others off the bus and keep a count of how many have been evacuated.
3. Have the second person off the bus lead the children to a "safe" area away from the bus. Have the children hold hands.

**Note:** A "safe area" would be one at least 100 ft. from the bus, away from other traffic, and in an area where the students would be safe if the bus were hit and forced off the road. Tell elementary children to take fifty (50) giant steps, counting the steps out loud. This also helps keep children from running.

4. The driver should face the students and give quick, definite instructions. The students should walk in an orderly manner off the bus.

#### REAR DOOR EVACUATION:

1. The rear-door evacuation begins with the back seats emptying alternately.
2. The rear door must never be opened until instructed to do so by the driver.
3. Extra care should be given to small children. Two rear-door monitors should help children off the bus. All children will be instructed to sit on the floor with feet outside the door. Small children can easily drop to the ground from this position.

**Note:** Park County School District #1 fire drill procedure is:  
SIT AND GO FOR ALL KINDERGARTEN -12<sup>th</sup> GRADE  
STUDENTS!!!!

4. The first person off the bus after the two door monitors should be instructed to lead the group of students to a "safe" area and keep a count of how many have been evacuated. Have students hold hands and stay in the group. See item #3 above.
5. High school and middle school students who personally elect not to use the rear exit may use the front door exit.

#### FRONT-REAR EVACUATION:

The front and rear door evacuation is conducted in the same manner as the first two evacuations. The group is divided in the middle of the bus and students are instructed to leave the bus in an orderly manner alternating seats from the front and rear. Children nearest the doors exit first.

#### WINDOW AND ROOF EVACUATION:

There may be a possibility of an accident where the bus has turned over on its side. In this case both doors could be unusable. It will be necessary in this case to kick out the windows (to include windshields) and exit through them. Be sure to remove all pieces of glass from the frame before crawling through. If the bus is situated on its side, exit with both feet out at the same time. You may not know what you are going to land on when you touch down (feet first will be better than head first).

Route buses are equipped with emergency exit push-out windows. Pull red handle and push out to exit. This also pertains to rear engine transit buses with rear push-out windows. Activity and many route buses will also have rooftop escape hatches. Those can be removed easily and quickly, and students may be instructed to evacuate via the roof routes. If bus is situated on its side, exit with both feet out at the same time. You may not know what you are going to land on when you touch down (feet first will be better than head first).

#### SPECIAL NEEDS BUSES:

Special Education bus drivers shall have a written plan of evacuation for each special needs student which will be followed by the bus aide and/or substitute driver and which can be attached to the bus roster folder.

#### FINAL CHECK:



necessary to evacuate the bus. The students may be allowed to remain on the bus under these conditions.

## **SECTION XI**

### **EMERGENCY PROCEDURES**

#### **EMERGENCIES:**

One of the best known ways of handling any emergency situation is by prior preparation and forethought. The intent here is to help the driver BE PREPARED!

#### **MEDICAL EMERGENCIES:**

1. A driver faced with a medical emergency on the bus must make a quick assessment and take action.
  - If this is a planned-for emergency with a known student, you will have some idea what can be done and when it can be done. You may already have an aide on the bus to assist you.
2. Call the Transportation Office and provide a brief description of the situation and location and ask for assistance.
3. Find a satisfactory location and pull the bus off the traveled roadway. Put your four-way flashers on and protect the bus from a possible collision.
4. Instruct one of the passengers to monitor the phone and/or radio.
5. Check the person for life-threatening conditions.
  - Breathing
  - Bleeding
6. Continue with the appropriate care until assistance arrives or the situation has resolved itself.

#### **STUDENT INJURIES AND ACCIDENTS:**

Student accidents and injuries must be reported to the Transportation Supervisor on the day of the mishap. A written description will be filed with the Transportation Office as soon as possible, using the SRRP form.

#### **MECHANICAL FAILURE:**

If the bus is not working properly and you need to stop, get all wheels on the shoulder if possible. Activate hazard flashers. Place the emergency reflectors accordingly. Contact bus maintenance personnel immediately.

### FIRE:

Types of fires include:

1. Electrical fires (under control panel)
2. Fuel fires
3. Under-the-hood fires
4. Paper and trash fires
5. Tires, wheel bearing, or brake fires
6. Fires caused by accidents

Extinguishers: The school bus is equipped with up to two 10 lb. ABC chemical extinguishers, one in the front and one in the rear that are adequate in fighting electrical, combustible solid, and flammable liquid fires.

**DO NOT PANIC!!! STAY CALM!!! USE COMMON SENSE!!!**

### COMING UPON AN ACCIDENT SCENE:

1. When approaching an accident scene, make a quick evaluation as to the safe parking distance of your vehicle. If there are fluids running over the ground, fumes in the air, nails or wood on the road, live electrical lines down, a vehicle in the canal, etc., you will need to make a judgment of the situation. If in your mind it is an unsafe condition, you may need to take alternate appropriate measures such as reduce speed, find an alternate route, proceed after clean-up, use your communications equipment for assistance, and/or render first aid assistance as necessary.
2. Report on the radio where the accident is, how many vehicles are involved, if vehicles are on fire, the number of people injured, and a description of vehicles.
3. Remember, each situation will be unique. Others at the scene may not see the accident as you do. Think for yourself.

### ACTIVITY BUS SPECIFIC:

1. The activity driver will conduct "first trip" safety drills throughout the

year as required and scheduled by the Transportation Office.

2. The driver should follow the schedule below:
  - A. Conduct front, rear or side, or split exit evacuation drills with students participating in the activity. Explain top or roof exit system and/or push out windows.
  - B. Explain contents and uses of safety equipment on bus:
    - a. Safety bag in the cabin of the bus
    - b. First aid equipment in the front of the bus
    - c. Fire extinguishers in the front and rear of the bus
    - d. Phone numbers – on First Aid Equipment and in trip folder
    - e. Location of reflectors – above front windshield in driver’s compartment
    - f. Cell phone & 2-way radio
  - C. Note special seating arrangements for over-the-road trips
    - a. Sponsors – split seating
    - b. Buddy system for students in case of evacuations
  - D. Explain rosters and itinerary
  - E. Explain accident scene procedures
    - a. Accountability for buddy
    - b. If and when to leave scene
3. The rights and responsibilities of students will be explained to students according to school procedure. The driver, coaches, sponsors, and each student need to sign the form used to explain these rights. A group roster prepared by the school and attached to the form letter is not acceptable; however, this procedure may be completed by the activity director, coach, or driver prior to or at the beginning of the first trip for that season of activities.

#### PROCEDURE TO FOLLOW WHEN BEING FLAGGED DOWN:

Often, when coming upon the scene of an accident, construction area, or certain other situations, police or other official agencies are already on location directing traffic. Drivers will stop when requested in these situations. Drivers should use their own judgment and react appropriately when being flagged in non-emergency situations.

In the case of a fellow motorist or isolated pedestrian attempting to signal the bus to stop, the following procedures should be employed:

1. DO NOT STOP!
2. Flash your hazard lights or marker lights to indicate that they have been seen.
3. Contact Wyoming Highway Patrol at 1-800-442-9090 and the District Transportation Department.

**OR**

4. Use of two way radio options:
  - Identify yourself.
  - Report what channel you are on (mutual aid).
  - Identify from whom you are seeking assistance (Highway Patrol)
  - Report your problem and location.
5. Obtain as much information as possible about the motorist or pedestrian: license plate number, description of vehicle, description of person, location, direction, etc.

#### DESCREET EMERGENCY CALL:

- The emergency secured call word:
  - In the event that the bus operator may have the option of using the two way radio, they may also call in the secured code word to alert emergency personnel.
- Tools to locate the bus in these situations will include the bus GPS system, school bus rosters, and help from other drivers and emergency services.

**Note:** The procedures listed in this section are basic guidelines with the exception of those items required by law. Since it is impossible to address every situation, it is understood that each driver will use his or her best judgment and training to do the "right-thing".

## **SECTION XII**

### **TRAFFIC ACCIDENTS**

#### ACCIDENTS:

The bus driver should be prepared to respond to all emergencies. The driver

should check all road and weather conditions before trips to be aware of all conditions that may arise. There are telephone numbers listed in the activity folder that may help the driver in case of an accident or breakdown. If you are unable to use the radio or cell phone, send a copy of the numbers you want called with a passing motorist. You may need to do this several times to make sure the messages get through.

If you are involved in a vehicle accident:

1. Check to ascertain if there are any injuries. Seek immediate medical attention for those needing it. **Drivers must notify: 1. Transportation Supervisor (if not available) 2. Facilities Coordinator or 3. Superintendent.** Provide security and safety for all passengers.
2. Call the police and fill out the appropriate accident report form to be submitted to the Transportation Office staff who will file it on your behalf with the State of Wyoming and applicable police department.
3. Use the numbers on your emergency call card (Appendix #9) to call for help and assistance. DO NOT MOVE THE BUS. A driver shall not move the school bus from the scene of an accident until approved by the Highway Patrol or other Law Enforcement Officer.
4. Obtain the name, telephone number, address, insurance information, and license number of the other driver.
5. Obtain a vehicle description, including make and model.
6. Do NOT admit liability or fault.
7. Attempt to obtain the names, addresses, and telephone numbers of all passengers and witnesses.
8. Describe the area and extent of damages to all vehicles on appropriate accident report.
9. If property is damaged other than vehicles, record the type of damage and the owner of the property in question on appropriate accident form.

#### POST-ACCIDENT PROCEDURES/NON DOT DISTRICT POLICY:

Full and complete accident reports using School Risk Retention Program (SRRP), Property Damage Report (Appendix #9), and Incident/Injury School Report (Appendix #8) must be made of every incident/accident, regardless of severity, and filed with the Transportation Office on the same day as the incident/accident, if possible. If damage exceeds \$1,000.00 or injury or death is involved, the following procedures must be followed:

1. As per W.S. 31-5-1105. Notice required of driver:  
The driver of a vehicle involved in an accident resulting in injury to or death of any person, in property damage to another or others to an

apparent extent of at least one thousand dollars (\$1,000.00) or in any vehicle, excluding bicycles or any other vehicle moved solely by human power, becoming so disabled as to prevent its normal and safe operation, shall immediately by the quickest means of communication give notice of the accident to the local police department if the accident occurs within a municipality, otherwise to the nearest office of the state highway patrol or to the office of the county sheriff. This is any vehicular incident/accident on any public access road.

2. A "State of Wyoming Operator's or Owner's Traffic Accident Report" (Appendix #5) and a Wyoming Insurance Certificate SR 21 (Appendix #6) must be completed and file within ten (10) days with the State of Wyoming Highway Patrol.
3. Any accident involving a school bus which is required to be reported under W.S. 31-5-1106 shall also be reported to the State Department of Education on the SRRP. As per W.S 21-3-131 (b) (ix): School bus standards; operators; vehicle operation; liability limited. (b) Each district shall establish and maintain minimum standards for the operation of school buses, including: (ix). Any accident involving a school bus which is required to be reported under W.S. 31-5-1106 shall also be reported to the state department of education on forms approved by the department.
4. A post-accident Non-DOT PCSD#1 drug test must be performed as soon as practical within thirty-two (32) hours. For a non-DOT drug test, a quick check device will be an option if available at the collection site.
5. A post-accident Non-DOT PCSD#1 alcohol test must be performed as soon as practical within two (2) hours.
6. Drivers should familiarize themselves with the accident kits provided in each vehicle.

Citations for a moving violation will be the responsibility of the employee.

The driver should not discuss the accident or cause, or any contributing factors, with any persons other than the police officer in uniform and the driver's supervisor. Drivers are required to furnish only the following information:

1. Name
2. Driver's license number
3. Bus license number and number of bus
4. Name, address, and phone number of Transportation Supervisor
5. Name of the District's insurance agent

In case of an accident, know the following about the bus. This information is found in the permit holder above the windshield.

1. Bus number, serial and registration numbers

2. Bus make and year
3. Name of the insurance company that covers the bus

In order to report the accident correctly, know the following:

1. Location of the accident
2. Time
3. Weather condition
4. Road condition
5. Position of all vehicles involved
6. Estimate and description of property damage

#### DOT DRUG AND ALCOHOL TESTING:

As per FMCSA 382.303 Post Accident Testing:

- A. As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each employer shall test for alcohol for each of its surviving drivers:
  1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
  2. Who receives a citation within eight (8) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
    - a. Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
    - b. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- B. As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each employer shall test for controlled substances for each of its surviving drivers:
  1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
  2. Who receives a citation within thirty-two (32) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
    - a. Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or

- b. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- C. (1) **Alcohol tests.** If a test required by this section is not administered within two (2) hours following the accident, the employer shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a test required by this section is not administered within eight (8) hours following the accident, the employer shall cease attempts to administer an alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.  
  
(2) **Controlled substance tests.** If a test required by this section is not administered within thirty-two (32) hours following the accident, the employer shall cease attempts to administer a controlled substance test and prepare and maintain on file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FMCSA upon request.
- D. A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.
- E. An employer shall provide drivers with necessary post-accident information, procedures and instructions, prior to the driver operating a commercial motor vehicle, so that drivers will be able to comply with the requirements of this section.
- F. (1) The results of a breath or blood test for the use of alcohol, conducted by Federal, State, or local officials having independent authority for the test, shall be considered to meet the requirements of this section, provided such tests conform to the applicable Federal, State or local alcohol testing requirements, and that the results of the tests are obtained by the employer.  
  
(2) The results of a urine test for the use of controlled substances, conducted by Federal, State or local officials having independent authority for the test, shall be considered to meet the requirements of this section, provided such tests conform to the applicable Federal, State

or local controlled substances testing requirements, and that the results of the tests are obtained by the employer.

G. **Exception.** This does not apply to:

- (1) An occurrence involving only boarding or alighting from a stationary motor vehicle; or
- (2) An occurrence involving only the loading or unloading of cargo; or
- (3) An occurrence in the course of the operation of a passenger car or a multipurpose passenger vehicle (as defined in \*571.3 of this title) by an employer unless the motor vehicle is transporting passengers for hire or hazardous materials of a type and quantity that requires the motor vehicle to be marked or placarded in accordance with \*177.823 of this title.

## **SECTION XIII**

### **DRIVING OPERATIONS**

#### **DRIVER RESPONSIBILITIES:**

1. The school bus driver should know and observe applicable State and local ordinances, regulations, and laws that govern school bus operations.
2. The interval method should be used, with four (4) to six (6) seconds between the bus and other vehicles while in motion.
3. Drivers shall remain with their vehicles when at locations where vandalism and damage could happen.
4. No driver shall leave their bus while pupils are aboard unless in an emergency situation, and then, only after reporting incident to authorities and the Transportation Facility.
5. No driver shall leave the driver's seat without first properly turning the front wheels to the right, setting the brakes, placing the bus in neutral, and removing the ignition key. The key shall be kept in the driver's possession. This situation must take into consideration the needs of special needs students.
6. Typically, the driver should not allow any passengers to stand to the right of them and thus interfere with their vision or operation of the school bus.
7. Drivers using emergency prescription medication while operating a school bus will park the bus and ask for a substitute bus driver.

8. Each driver will be responsible for conducting at least two (2) evacuation drills during the school year. Each drill will consist of a front evacuation and a rear evacuation. Drivers shall turn in a record of evacuation drills to the Transportation Office.
9. Each driver will be responsible for knowing how to operate a fire extinguisher. Operational classes for the correct use of a fire extinguisher are given annually.
10. Each driver will be responsible to adhere to inclement weather procedures (see page 64).
11. Each driver will be responsible for having an Emergency Telephone Number card in their possession.
12. Each driver will be responsible for checking road conditions and will drive accordingly.
13. Activity bus drivers will be responsible for having in their possession Emergency Road Condition numbers, a District Emergency Call Card, and Statewide Transportation Coordinators' numbers.

Drivers and subs are essential parts of the pupil transportation team. They need to support each other. Route drivers can help substitutes do their job more safely in many ways.

1. All drivers must maintain an **accurate and up-to-date route sheet and route map**. All route sheets should include student names, addresses, phone numbers, grade levels and schools, and pick-up and delivery times. Any alternate stops or unusual circumstances should be noted. Route maps should be **up-to-date**, with all stops and hazards (such as railroad crossings, dangerous intersections, etc.) noted.
2. Drivers should **follow the written route sheet** every day so students aren't confused when a substitute drives and runs the route as written. Serious safety problems may occur when the route sheet the sub is using varies from what the regular driver does.
3. The driver should advise his or her riders of a substitute.
4. The regular driver should let his or her supervisor know when their absence is planned.
5. Drivers will make sure mechanical problems have been reported and the bus has been fueled, cleaned, and ready to go for the next run.

#### LOCKDOWN:

Drivers responding to lockdown will not need to pre-trip any buses. **Channel 2** or direct will become the primary channel of communications for the entire District. All drivers will go to Channel 2 or direct and await instructions. You **will** receive instructions. Drivers will be paid normal wages for lockdown, regardless of whether they drove or just waited on standby. Drivers shall have

in their possession a valid I.D. card and display it as necessary.

When a lockdown is announced and students are on board the bus:

1. All students will assume the universal crash position.
2. Students will remain in their seats below the window areas.
3. The service door will remain closed.
4. The driver will be on the floor of the bus until instructions are received.

#### SAFETY:

All drivers shall enforce safety rules.

#### SPEED:

At no time should a driver exceed the posted speed limits. In and around school blocks or in loading zones, **do not exceed 10 MPH**. Regardless of the posted speed limit, DO NOT exceed what the conditions or circumstances will safely allow. Make sure you adhere to the approved interval method of following another vehicle. Remember, 10 MPH is the limit in Transportation Facility lot.

#### STEERING WHEEL:

Drivers should use the current recommendations of having both hands on the steering wheel using the nine o'clock and three o'clock positions. The hand-over-hand method of turning has been recommended as being safest and is the industry standard for controlling a bus.

#### MIRRORS:

Drivers are to have mirrors in proper adjustment and shall scan all mirrors periodically while driving. Use of the Rosco mirror grid to adjust mirrors is recommended.

#### ENGINE IDLE TIME:

With the ever increasing cost of diesel fuel, as well as harm to EGR engines, it is imperative that all school bus engine idling stop. All route buses are equipped with auxillary coolant heaters that can be set to preheat the engine. We have enough battery power to at least operate the driver's area heater. There will be no reason to have any bus yard idle time.

The only time that engine idling will take place is when we are loading and unloading passengers, which requires a small amount of time, and under the following conditions:

1. Special needs buses that are loading and unloading using the lift and need to maintain cabin temperatures.
2. Activity buses, in cold weather, when loading students coming from wet showers, etc.
3. Route buses that may be temporarily disabled and need to maintain cabin temperatures during inclement weather.

When prolonged idle time is required, all EGR engines will have to idle at a minimum of 1500 RPM (Engine manufacturers recommendation).

## **STATE LAW**

### **PRE-TRIPS:**

Each school bus operator shall perform a daily pre-trip inspection of their vehicle and report promptly any defect or deficiency discovered that might affect the safety of the vehicle's operation or result in its mechanical breakdown. (See pgs. 32, Also AP #1)

### **SEAT BELTS:**

Operators of school buses equipped with lap or shoulder belts shall wear all belts properly secured at all times the vehicle is in motion.

### **EVACUATION DRILLS:**

At least twice during each school year the driver of each school bus shall hold an emergency evacuation drill. Proper documentation for each drill shall be maintained on file with the School District. (AR/OP)

### **HEADLIGHTS:**

School buses shall operate with lighted headlamps at all times the vehicle is in motion. (AR/OP)

### **SERVICE DOOR:**

The service door (front door) of the school bus shall remain closed at all times the vehicle is in motion. (AR/OP)

INCLEMENT WEATHER PROCEDURE:

1. It is necessary in cold weather to be able to respond to emergencies. Take with you on your route a hat, gloves, sunglasses, boots, coat, flashlight, matches, etc.
2. Be sure that the fuel level in the bus is never under  $\frac{1}{4}$  tank. When bus drivers are required to buy fuel on the road, be sure to use the supplied fuel additive during cold operating temperatures.
3. Do not over-rev engine.
4. During blizzard or snow storm, be sure all students are delivered to a safe haven, their houses, or to a parent in a vehicle.
5. Be sure that you see the child get into the house if you deliver the student to their home.
6. If there is no one waiting for them at the bus stop in a car, wait a few extra minutes.
7. If it is impossible to deliver the student to home or car, return the student to the Transportation Facility. Transportation personnel will contact the family and make arrangements for the safe delivery of the student.
8. If the bus becomes stranded in a winter storm, follow these cold weather hints:
  - A. Be prepared.
  - B. Consider the wind chill factor.
  - C. Stay with the vehicle. No walking!
  - D. Look at your fuel gauge. Divide the amount of hours it should take for help to arrive. Only run the bus each hour for the amount of time for which you have fuel.
  - E. If the front radiator is clogged with snow, you may need to dig the snow away and put a covering in front of the radiator. Use cardboard, paper, or material such as a jacket. Then push snow up to hold covering in place.
  - F. If you are running your engine, keep bus ventilated. Be aware of the possibility of carbon-monoxide entering the bus. Lower

- two or three windows several notches.
- G. Snow can be used as insulation around the bus.
- H. Use flashers when engine is running to attract attention.
- I. Keep a positive attitude, keep calm, and use good judgment.
- J. Frost-bite: Do not rub with snow. Warm it up slowly.
- K. If there is food on the bus, use good judgment.

## **SECTION XIV**

### **RAILROAD CROSSINGS**

#### RAILROAD CROSSINGS GENERALLY (WY Code 31-5-510):

Whenever any person driving a vehicle approaches a railroad grade crossing under any of the circumstances stated in this section, the driver of the vehicle shall stop within fifty (50) feet but not less than fifteen (15) feet from the nearest rail of the railroad track and shall not proceed until they can do so safely. The foregoing requirements apply when:

1. A clearly visible electric or mechanical signal device gives warning of the immediate approach of a railroad train.
2. A crossing gate is lowered or a flagman gives or continues to give a signal of the approach or passage of a railroad train.
3. A railroad train approaching within approximately one thousand five hundred (1,500) feet of the highway crossing emits a signal audible from such distance and the railroad train, by reason of its speed or nearness to the crossing, is an immediate hazard.
4. An approaching railroad train is plainly visible and is in hazardous proximity to the crossing.

No person shall drive any vehicle through, around, or under and crossing gate or barrier at a railroad crossing while the gate or barrier is closed or is being opened or closed.

#### **31-5-511. Stopping requirements for certain vehicles at railroad crossings. (School buses)**

The driver of any motor vehicle carrying passengers for hire, or of any school bus whether empty or carrying school children, or of any vehicle carrying a cargo or part of a cargo required to be placarded under United States Department of Transportation regulations, before crossing at grade any track

or tracks of a railroad shall:

1. Actuate the vehicle's four-way hazard flashers prior to stopping at the grade crossing.
2. Stop the vehicle within fifty (50) feet but not less than fifteen (15) feet from the nearest rail of the railroad track.
3. While stopped, listen and look in both directions along the track for any approaching train and for signals indicating the approach of a train and not proceed until they can do so safely.
4. Upon proceeding, cross the tracks without manually shifting gears and only in a gear of the vehicle which does not require manually changing gears while traversing the crossing.
5. After crossing the tracks, cancel the four-way hazard flashers.

#### RAILROAD CROSSING—GENERAL CONSIDERATION FOR DRIVERS:

The District recommends use of the following crossing procedures that have been established by Operation Lifesavers, 1998.

#### Tips for School Bus Drivers

One collision between a school bus and a train is too many! These tragedies can be prevented by following these RECOMMENDED PROCEDURES AT HIGHWAY-RAIL GRADE CROSSINGS:

1. Approaching the crossing, slow down and test your brakes. Be aware of road conditions.
2. Activate the four-way hazard lights approximately 200 feet before the crossing.
3. Scan your surroundings and check for traffic behind you. Make sure your intentions are known.
4. Choose an escape route in the event of a brake failure or problems behind you.
5. Stop no closer than 15 feet and no farther than 50 feet from the nearest rail, where you have the best view of the tracks.
6. Look beyond the tracks to see if there is traffic congestion, a signal, or STOP sign. Is the containment area large enough to allow the bus to completely clear the crossing when stopped? Are you absolutely sure?
7. **Set the parking brakes.**
8. Turn off the AM-FM radio and noisy equipment and silence the passengers.
9. Open the service door and driver's window. Look and listen for an approaching train.

10. Check the crossing signals again before proceeding.
11. At a multiple-track crossing, stop ONLY before the first set of tracks. When you are sure no train is approaching on any track, proceed across all of the tracks until you have completely cleared them.

The District also recommends the following:

1. Crossing Specific: The use of the Powell Bean (Fair Street) crossing or the Cenex (Bent Street) crossing is not recommended.
2. On multiple lane roadways, all stops will be made in the far right hand lane. No stops shall be made in the center or left lanes. (State Statue W.S. 31-5-511)
3. A hand-quiet signal is to be used on all railroad crossings.

MALFUNCTIONING RAILROAD SIGNALS:

If railroad-crossing gate/barrier is not functioning properly and/or arms or barriers are down, contact Transportation Supervisor, he will call 1-800-832-5452 if able the driver should obtain the x-ing number on the blue sign by the crossing, if not give location of crossing. (Do not go through or around lowered or moving arms of barriers.)

STALLED ON RAILROAD TRACKS:

Evacuate the bus immediately even if no train is in sight. Only after the children are in a safe area away from the tracks should the driver attempt to restart the bus. If all else fails, pull the bus off the tracks with another vehicle.

**APPENDIX**

**TABLE OF CONTENTS**

Pre-Trip Checklist.....AP #1

Work Request.....AP #2

Weekly Driver’s Report Form.....AP #3

Notice of Unsatisfactory Conduct on School Bus.....AP #4  
Traffic Accident Report.....AP #5  
Wyoming Insurance Certificate.....AP #6  
Incident/Accident Report.....AP #7  
SRRP.....AP #8  
Emergency Call Card.....AP #9  
Vehicle Passing Bus While Loading or Unloading.....AP #10  
Record of Emergency Evacuation Drill.....AP #11  
Board of Trustees.....AP #12