



Maize USD #266
District Office

Transportation Employees Handbook



Revision

Revision 22-01- Adopted 08/08/2022



Table of Contents

Revision	i
Table of Contents	ii
1 Purpose.....	1
1.1 Board Policy Statement.....	1
1.2 Outcomes of Transportation.....	1
1.3 STOP Manual.....	1
2 Requirements of Employment.....	2
2.1 CDL Drivers:.....	2
2.2 Physical Examinations	2
2.3 Drug Testing.....	2
3 Compensation	3
3.1 Financial Benefits.....	3
3.1.1 Activity Trip Drivers	3
3.1.2 Hiring Bonuses.....	3
3.1.3 Sick Leave Buy Back.....	3
3.2 Expectations.....	3
4 General Policies	5
4.1 Dress Code	5
4.2 Cell Phones.....	5
4.3 Route Assignment.....	5
4.4 Additional Duties	5
4.5 Minimum Age Requirement.....	5
4.6 Transportation Employee Children.....	5
4.7 Supervisory Ride Alongs	5
4.8 Professional Responsibilities.....	6
4.9 Discipline Procedures.....	6
4.9.1 Alternative Bus Safety Class	7
4.10 Bus Surveillance Systems.....	7
5 Driver Procedures	8
5.1 State of Kansas Laws and Regulations:.....	9
5.2 Standard Procedures	9



5.2.1	Prior to Loading	9
5.2.2	Loading and Unloading	9
5.2.3	While On The Bus	10
5.2.4	After Leaving The Bus	11
5.3	Special Procedures	11
5.3.1	Emergency Bus Evacuation	11
5.3.2	Accident Procedures	12
5.4	Activity Trips	12



1 Purpose

This handbook contains information about Maize USD 266 and personnel, general, state, and transportation department policies. It is not intended to be a complete listing of all policies; however, it is a compilation of information most frequently related to transportation personnel. Information presented in this handbook is not to replace the USD 266 Employee Handbook or Standard Transportation Operating Procedures, but to be in addition to. Employees are to familiarize themselves with this information. All transportation functions and employees are under the administration of the Board of Education of Unified School District 266.

1.1 Board Policy Statement

The Maize Unified School District does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment of employment in its programs and activities. The Board feels that one of the greatest responsibilities placed on any employee is that of driving the school bus; only well qualified drivers will be employed and the policies of the Equal Opportunity Employer Act shall be followed. Training is provided so that drivers may maintain and improve their skills for promotion.

1.2 Outcomes of Transportation

- 1) To safely transport students to and from school and school activities.
- 2) To meet Kansas State Board of Education transportation guidelines.
- 3) To consider parent, student, and employee requests in planning transportation policies and procedures.
- 4) To keep expenditures within the transportation budget.
- 5) To ensure cooperation with school administrators, teachers, and parents.

1.3 STOP Manual

Detailed Transportation Department policies and procedures are covered in the Standard Transportation Operations Policy (STOP) manual. Reference the STOP for all additional information regarding policies or procedures not covered in this Transportation Employees Handbook.



2 Requirements of Employment

2.1 CDL Drivers:

- 1) Valid class B CDL with S & P endorsements
- 2) Must pass DOT required background check and drug testing
- 3) Complete an approved First Aid course
- 4) Pass a state approved Defensive Driving course
- 5) A physical examination and TB test is required upon employment with USD 266. Physical examination forms are available at the Transportation Office. You must pay for your first physical and TB Test. You may have your physical performed at
 - a. Via Christi located at 501 N Maize Road
 - b. Northwest Chiropractic Clinic located at 5800 West Central Ave
 - c. By your own doctor

2.2 Physical Examinations

All bus drivers are required to have a physical examination in accordance with the Kansas Department of Transportation form 1541. Physicals must be completed ten days prior to the first day of school. (Physical examinations will be the financial responsibility of the driver for his/her first physical examination. After the second contract has been issued, the district will pay for physicals at a designated clinic.) Drivers may have physicals performed at other clinics and will be reimbursed at a rate no greater than that of the designated clinic.

Employees required to have a commercial driver's license (CDL) will be tested for drugs and alcohol per US Department of Transportation/Federal Highway Administration Regulations.

Physical examination forms are available at the Transportation Office. You must pay for your first physical and TB Test. You may have your physical performed at

- 1) Via Christi located at 501 N Maize Road
- 2) Northwest Chiropractic Clinic located at 5800 West Central Ave
- 3) By your own doctor

2.3 Drug Testing

Drug Testing may be required for Pre-Employment, Post-Accident, Reasonable Cause, Return to Duty and Follow-Up Drug Testing.



3 Compensation

3.1 Financial Benefits

The driver will be financially responsible for his/her first physical examination. After the second work agreement is issued, the district will pay for physical exams at a designated clinic, or the driver may use a clinic of their choice and will be reimbursed at a rate not greater than the designated clinic fee.

Drivers will be reimbursed the CDL portion of the license cost.

Bus Safety Competition participants will be reimbursed for registration.

Necessary fees will be paid for Kansas State Pupil Transportation Association.

3.1.1 Activity Trip Drivers

Activity trip drivers will receive regular hourly pay figured to the nearest ¼ hour. Drivers are paid for 15 minutes before a trip. If the activity trip is during normal route time, the driver will receive regular hourly route pay only.

3.1.2 Hiring Bonuses

Staff hired after April 1, 2022 will be eligible for a hiring bonus payable after 60 days worked.

Fully-licensed CDL Driver	\$750
CDL missing endorsements	\$500
Non-CDL Driver	\$300
Transportation Para	\$300

3.1.3 Sick Leave Buy Back

Beginning in June 2022 for CDL drivers, the district will buy back unused sick leave accrued in the current year at the driver’s regular rate of pay. The buy-back option must be requested by June 30th each year or unused leave will be rolled over.

3.2 Expectations

The following is a list of expectations that a bus driver should have, or be able to develop.

- 1) The driver must know each child by name and must be able to make positive associations regarding the child. Drivers should greet children as they enter and depart the vehicle.
- 2) The driver must have good organizational skills, particularly in assigning seats, boarding/departing procedures, and in processing bus conduct reports.
- 3) The driver must realize that for every observed inappropriate action, he/she must respond in some way.
- 4) The driver must have excellent non-verbal skills.
- 5) The driver must be able to give short, concise directions. Directions shall be given as reasonable requests, not demands.
- 6) The driver must be comfortable with contacting and speaking to parents.
- 7) The driver must have the ability to make appropriate, consistent judgments regarding the students he/she transports and must be assertive.



- 8) Drivers shall address concerns with students as individuals and not discipline the whole bus for the actions of a few.
- 9) Drivers will address each issue as a new issue with no lingering effects from previous concerns.
- 10) The driver must be coachable, meaning that he/she must be willing to attempt new ideas.
- 11) All transportation staff members must provide the office with a working phone number that can be given to the parents/guardians of the students.



4 General Policies

4.1 Dress Code

Drivers are required to dress neatly in regular or conservatively styled street clothes. Items that are not acceptable as proper dress on the job include:

- Tank tops with spaghetti straps, halter neck tops, muscle shirts or any low cut shirts. All tank tops must have a shoulder at least 2 inches wide.
- Sandals, clogs, platforms, flip flops or any footwear other than fully enclosed flat heeled shoes that are secure to the foot; no open toe or open backs. Footwear must be appropriate for the weather conditions.
- Any clothing displaying inappropriate wording or slogans.
- Loose or hanging clothing, jewelry or other accessories that could become caught on the vehicle equipment or moving parts of the vehicle.

A driver may be asked to return home to change clothes if he/she is found to be dressed inappropriately and will not be paid for time missed while doing so.

The transportation drivers will be issued school district approved jackets for the purpose of identification and public relations. Jackets will only be issued upon employment and will be replaced if worn.

4.2 Cell Phones

Employees are not to use cellular phones while operating district owned vehicles or equipment. This includes hands-free/blue-tooth devices. For drivers of pupils, vehicle operation is defined as anytime the vehicle's engine is running and/or anytime students are onboard. Cell phones may be used when students are present for duty related emergencies only.

4.3 Route Assignment

Routes are assigned by the Transportation Director.

4.4 Additional Duties

Employees may be assigned additional duties or be required to perform duties other than their normal assignments during their scheduled time with no additional compensation.

4.5 Minimum Age Requirement

Beginning August 1st, 2021 drivers and paras, regardless of the date of hiring, will be allowed to have children over the age of 1 ride with them during their regular route or activity trips.

4.6 Transportation Employee Children

Route drivers may use a maximum of one seat to provide legal riding space for their own non-school age children during the performance of their duties. Driver's children shall not be a distraction from duties. If distraction from duty occurs the driver's children, regardless of age, may be disallowed to ride.

4.7 Supervisory Ride Alongs



Transportation leadership staff will regularly conduct ride along observations for the purpose of improving skills, habits, policies, and procedures. Documentation from ride along observations shall be considered when conducting formal evaluations. Data compiled during ride along observations will be used to plan driver's training, hold individual discussions with drivers or implement consequences.

4.8 Professional Responsibilities

All employees are expected to accept personal responsibility for performing the duties assigned to them and to conduct themselves in a professional manner in the following areas:

- Drivers are to assign seats to students and keep a record of these assignments. Seating charts must be updated as changes occur.
- It is the driver's duty to conduct daily pre and post trip inspections as required by the DOT and report deficiencies to the transportation department. Reports are to have the correct date and be turned in as directed to the transportation department. Failure to conduct complete vehicle inspections is grounds for termination.
- It is the employee's responsibility to keep his/her license up-to-date.
- It is the driver's responsibility to keep physical, first aid, and defensive driving certifications up-to-date.
- Random drug tests will be conducted on a monthly basis according to BOE policy/DOT regulations.
- Drivers are required to attend one safety meeting per month. Failure to attend and/or make-up safety meetings is grounds for termination.
- Drivers must conduct one bus evacuation drill per route with supervision each semester.
- The BOE encourages employees to attend the Kansas State Pupil Transportation Association Safety Conference
- It is the driver's responsibility to clean the bus/vehicle, complete the cleaning checklist, and turn in the completed checklist. Failure to do so will result in disciplinary action. It is the driver's responsibility to work with the sponsor of an activity trip to see that the bus is clean at the end of a trip.
- The building telephone is for business purposes only and should not be used for personal calls during working hours.
- Transportation staff are required to monitor and use their district email account. Transportation and district information is regularly relayed using email.
- Professionals do not repeat gossip or help spread rumors.
- Concerns shall be reported to the Director of Transportation or supervisor on duty. It is not the duty of a driver or para to correct the actions of their peers.
- Drivers are required to report to a supervisor any citations received for moving violations. A note will be placed in your file. Repeated violations can be reason for termination.
- After 3 consecutive refusals to drive a route, on-call substitute drivers will not be asked to drive again, and will not drive trips.

4.9 Discipline Procedures

Students who attend Maize schools are fortunate to have transportation provided for them. This privilege contains certain responsibilities that include abiding by the State of Kansas and the Maize USD 266 school bus regulations. These regulations are posted and will be enforced on each bus. The driver is given the authority to ask for and expect discipline and courtesy from each student. The driver must make contact with the parent/guardian for each conduct report.

Procedure for disciplining a student using improper bus behavior:



- 1) Verbal Correction given to student(s) by the Bus Driver.
- 2) First Warning emailed to Parents/Guardians and School Administrator. School Administrator will issue discipline measures. Driver will also make contact with a parent/guardian.
- 3) First Bus Conduct Report emailed to Parents/Guardians and School Administrator. School Administrator will issue discipline measures
- 4) Second Bus Conduct Report and beyond emailed to Parents/Guardians and School Administrator. The Discipline Coordinator will issue discipline measures.
 - a. Second Bus Conduct may result in a bus suspension up to 5 days
 - b. Third Bus Conduct may result in a bus suspension up to 10 days
 - c. Fourth Bus Conduct may result in a bus suspension up to one semester
 - d. Fifth or beyond may result in a bus suspension for the rest of the school year

Disciplinary action can result in loss of riding privileges. Multiple reports will result in loss of riding privileges up to and including the school year. Suspension lengths can be longer if the offense is of a severe nature.

4.9.1 Alternative Bus Safety Class

Once a month a Bus Safety class will be held at the Transportation Office on the second Saturday morning of each month. This class can be taken in lieu of the first Bus Suspension. The class will be approximately one hour long, the student and at least one Parent/Guardian will be required to attend.

If the student fails to attend class, the bus suspension will have to be served. Class is scheduled through the Discipline Coordinator in the Transportation Office.

4.10 Bus Surveillance Systems

Surveillance systems are used on the buses. The surveillance systems are intended to discourage student misconduct while students are being transported. Recordings will be reviewed, as necessary, by an administrative team with appropriate action toward misbehavior implemented. Video recordings capturing misbehavior may be used at conferences with parents and as evidence for disciplinary action. These rules are comprised of State Laws and Maize USD 266 regulations. The rules apply anytime the student is riding a school bus. Any act which may endanger the safety of others may be cause for temporary or permanent suspension of bus riding privileges.



5 Driver Procedures

- 1) At all railroad crossings, use hazard lights to indicate that the bus is stopping.
- 2) Use hazard lights to indicate any unscheduled stops.
- 3) When coming upon a stopped bus, use hazard lights to indicate to traffic that the bus is stopping.
- 4) Never use **8-way lights** unless you are stopping to **load** or **unload** onto the bus.
- 5) **USE YOUR MIRRORS!** Make sure all students are clear of the bus and across the road before pulling in the stop sign.
- 6) All students are to be in their **assigned** seats. Seating charts must be included in the book on each route. Seating assignments should be done in a logical manner to assist with loading and unloading and with monitoring student interactions.
- 7) If students are out of control, pull the bus over to a safe location until students settle down. Calmly repeat requests to students in a broken record manner. Do not engage in argument or debate. Notify dispatch of any delays this may cause.
- 8) Once students are on the bus, they are not to get off until they have reached their final destination. Acknowledge each student as they depart to verify they are exiting at the correct stop.
- 9) The bus radio and bus PA are tools for effective communication. Use the radio for important information only.
- 10) Students are not to talk and yell out the window at students in the bus beside you; if this occurs, keep the windows closed on that side of the bus.
- 11) When waiting to unload at the schools in the morning, turn on the 4-way flashers so the buses behind will know that the bus has not unloaded.
- 12) After unloading students at school, close the bus door and turn on the left turn signal to indicate to the other buses that the bus has unloaded and it is safe for the buses in front of you to move.
- 13) Park vehicles in designated parking areas only. No personal vehicles are allowed inside the yard gates.
- 14) **Be professional on the 2-way radio. Only use it when necessary. No negative remarks please.**
- 15) Do not use cell phones or Bluetooth enabled devices while driving. See cell phone policy.
- 16) Drivers are responsible for daily pre-trip and post-trip inspections. These must be turned in to the office as directed. These are KSDE and Department of Transportation regulations.
 - a. Pre-trip inspections must be completed in a thorough manner and any deficiencies reported immediately. Failure to conduct adequate inspections is grounds for termination as it places students' lives at risk.
 - b. Pre-trip inspections are required for each trip beginning after a vehicle has been unoccupied for 2 or more hours.
- 17) Maps are to be completed within two (2) weeks of the beginning date of school and updated anytime a change occurs. Pay for the eight (8) hours to complete maps, organize Seating Chart, and bus setup will be sent to Payroll once verified by the supervisor of the completion of these tasks.
- 18) Drivers are not to leave students unattended on the bus. Do not exit an occupied bus except in emergency situations.
- 19) Follow all scheduled routes as written and assigned by the Transportation Director. Any and all deviations from the scheduled route must be approved by the Director. This includes adding or changing stop locations.
- 20) Never proceed across a road with more than a few inches of water on it. If you cannot clearly see the road lines, find an alternate route.
- 21) If a bus breaks down on route, **do not let children walk home**. They must remain on the bus until a replacement bus arrives or a parent comes to the bus to get them.
- 22) All windows are to be closed at the end of the route. If a student puts one down, ask him/her to close it before he/she gets off the bus.



23) Keep your bus clean at all times!

- 24) Upon completion of morning and afternoon routes, walk to the rear of the bus, check the seats and hang the all clear sign in the rear window. Before beginning the next route, this sign should be removed/turned around.
- 25) Complete a Bus Video Request sheet for video of bus activity. The Discipline Coordinator will pull the video for the driver to review on a computer in the office. A set time and date must be given on the Bus Video Request for the video to be viewed. The driver is responsible for viewing the video if they are looking for something that happened on the bus. A driver can request a video to be pulled and viewed by the Discipline Coordinator if the Driver is completing a First Warning or Bus Conduct. Only if an Administrator or Parent requests to view a video will a supervisor pull and review a video without a Discipline Action required.

5.1 State of Kansas Laws and Regulations:

- 1) New CDL drivers are required by state statute/regulation to receive 12 hours of behind the wheel training.
- 2) The driver is in charge of all passengers while they are riding, loading, and unloading from the bus.
- 3) Each school transportation provider shall ensure that openings for the service door, emergency exits, and aisles are kept clear of any obstructions.
- 4) Each school bus driver shall direct students who cross the roadway when loading or unloading from a school bus to cross only in front of the bus. The driver shall ensure all traffic has stopped and shall instruct students to wait for a signal before crossing the roadway.
- 5) Each driver shall ensure that all students who have unloaded from the bus have moved a safe distance away from the bus before the driver moves the bus.

5.2 Standard Procedures

5.2.1 Prior to Loading

- 1) Students must be at their assigned stop five minutes prior to scheduled pick up time. Be outside at the stop. In extreme weather students may wait inside, but must be on the way to the bus as it approaches. The bus cannot wait beyond its regular schedule for those who are tardy.
- 2) Bus riders shall conduct themselves in a safe manner while walking to the bus stop, waiting for the bus and boarding the bus. Walk on the far left-hand side of the road facing traffic when going to the bus stop. Never stand in the roadway. Stand single file in an orderly manner while waiting for the bus. If you must cross the street to board the bus, do so only after directed to do so by the bus driver and after you have looked both ways before you enter or cross the street. Wait until the bus comes to a complete stop and red safety lights are flashing before attempting to enter the bus. The bus will stop at least six (6) feet away from the closest student.
- 3) Students are advised to listen to local radio or TV stations or check the district Website, www.usd266.com, in the event of inclement weather to be informed of changes in bus service.

5.2.2 Loading and Unloading

- 1) Pick-up and delivery locations for students being transported by school vehicle will be determined at the beginning of the school year. Only one pick-up and drop-off location will be allowed at residential addresses or day care provider addresses within school district boundaries. When USD 266 students or their parents waive district provided transportation to off-campus service, the district will not be responsible for providing transportation cost reimbursement. A change of locations during the school year will be approved for the following reasons:



- a. Change of residence within District
 - b. Change of day care provider within the District
 - c. Court Order involving visitation rights during the week (only one pick up and one drop off location allowed)
- 2) Pre-K and Kindergarten students must have a Parent/Guardian or appointed representative wait with him/her to load the bus. Also, a Parent/Guardian or an appointed representative must meet the bus at the scheduled drop off time. If someone is not there to meet the Pre-K/Kindergarten student, the student will be taken back to their school. If the Pre-K/Kindergartener has an older sibling, they may act as a representative with a note signed by the parent/guardian stating this.
 - 3) Student(s) are not allowed to load or unload at unassigned stop without Transportation approval. i.e., if a student is late, they are not allowed to get on the next stop or any after.

5.2.3 While On The Bus

- 1) Obey the driver promptly and courteously.
- 2) In the interest of safety, only low conversational volume levels are acceptable. Unnecessary conversation with the driver is prohibited while the bus is moving.
- 3) When boarding the bus, go quickly and quietly to assigned seat; face forward in the seat, with feet on the floor at all times.
- 4) Keep arms, head and all parts of the body inside the bus at all times.
- 5) Assist to keep the bus clean and free from trash.
- 6) Treat bus equipment with respect. Damage to seats, etc., must be paid for by the offender(s). Any damage to the bus is to be reported at once to the driver.
- 7) Students shall not tamper with the controls or the equipment on the bus.
- 8) Do not throw anything out of the bus windows. This is littering and could result in a fine from Law Enforcement.
- 9) Keep books, packages, coats, feet and all other objects out of the aisle.
- 10) All musical instruments and other personal items must be taken by the student to his/her seat. If these items are too large for the student to hold without depriving another student of his/her seat, then the student must make other arrangements for their transportation.
- 11) Students are to remain seated while the bus is in operation.
- 12) Absolute quiet is necessary at railroad crossings. Drivers may ask for silence from passengers when they are faced with adverse driving conditions such as snow and ice.
- 13) School projects are allowed on the bus, if they are in a closable container. Students are responsible for any mess a project causes on the bus.
- 14) Swearing, use of obscene language, unacceptable signs or moral offenses are prohibited.
- 15) No consumption of food, drink or gum chewing will be allowed on regular route buses. Students are allowed to have water in a closable container. Drivers may confiscate water bottles if they become a nuisance.
- 16) Drivers are required to have assigned seats on regular bus routes. Tier 1 will separate Intermediate, Middle School and High School. Tier 2 will assign each individual student a seat.
- 17) Students will not throw any objects on the bus, at any time. All sports equipment is to be in a bag prior to loading the bus.
- 18) Use of electronic games, cell phones, portable speakers, etc may be prohibited from a bus if creating a disturbance, offensive to other students, or safety hazard.
- 19) Student-owned electronic devices are not to be used to make recordings or take pictures when riding in a school vehicle.
- 20) Students are not allowed to exit the bus until their assigned drop off location. Approval from an Administrator or Transportation is required to exit prior to assigned drop off.
- 21) Drivers may confiscate any item deemed a safety issue from any bus passenger. The driver will give the item back to the student at their drop off location or to an Administrator.



- 22) Drivers have the right to ban items deemed a safety issue or causing disturbances from their respective bus.
- 23) Students should inform the driver, when possible, of their intention not to ride the bus

5.2.4 After Leaving The Bus

- 1) Never cross behind the bus. If you have to cross the street after debarking, walk along the side of the road in front of the bus until you can see the driver's face. Wait until the bus driver signals you to cross. Then walk checking traffic in both directions before crossing the other lane of traffic.
- 2) Remain off the roadway until the bus pulls away. If your child checks the mailbox, teach him/her to wait in the drive until the bus pulls away before checking the box.
- 3) Never return to the bus for any reason after unloading. It is recommended that students have a book bag or sport bag in which to carry all papers, books, shoes, etc. – all loose items. This is especially important for younger riders who might forget the danger of chasing a paper or other dropped item under the bus. Any person(s) who waits for student(s), should stay well away from the street and never go near the bus at any time. Driver will stop the bus in a safe location away from anyone waiting at the bus stop.
- 4) Items Prohibited at all times on buses: Weapons, tobacco, tobacco paraphernalia, alcohol, illegal drugs, vaping, flowers, balloons, pets (Approved Service Animals allowed), glass containers, and any other items determined to be a safety hazard or detrimental to the operation of the vehicle.

5.3 Special Procedures

A hard cover, three ring binder will be kept in all vehicles that transport students. The binder contains a copy of all accident, emergency evacuation, fueling, and locations of designated emergency cover. The binder will be kept up to date and in an easy to access location.

Policies and procedures are covered in the Standard Transportation Operations Policy in detail. Reference the STOP for any policies or procedures not covered in the Driver Handbook.

5.3.1 Emergency Bus Evacuation

- 1) Evacuate your bus if:
 - a. There is a fire, or danger of fire on the bus.
 - b. The bus is in an unsafe location – In the event that a school bus is stopped in an unsafe location and is unable to proceed, the driver must determine immediately whether it is safer for passengers to remain on the bus or to evacuate.
 - c. The bus is in the path of a tornado.
- 2) Secure your bus.
- 3) Student monitors are to be determined and are to be given instructions as to their responsibilities in an emergency exit.
- 4) The driver or sponsor will determine which exit(s) to use and area to gather according to the emergency at hand.
- 5) Use exit(s) that will allow the safest, quickest exit of all passengers.
 - a. Front door
 - b. Rear door and/or side door
 - c. Emergency window exits/windshield
 - d. Hatches
- 6) The driver will give student monitors directions for location of cover; others should follow if the event warrants.
- 7) The driver will remain on the bus until completely evacuated. Check the bus to ensure all students have evacuated.



- 8) Older students who are responsible for younger children are to give them protection.
- 9) The driver is responsible for knowing who is on the bus.
- 10) The driver is not to let anyone leave the scene without authorization from a supervisor.
- 11) The driver should have at least 3 designated areas on his/her route to be used for cover when and if necessary (ditches, churches, homes, businesses, etc.). The designated stops are identified in the emergency 3 ring binder located in each vehicle.
- 12) If using a ditch or depression in the ground for cover, all students should lay as close to the ground as possible with hands over their head, away from trees, the bus, and other objects.
- 13) If using a basement for cover, students should sit close to the wall and are to place their head between their knees with their arms over their head.
- 14) The driver is to take the first aid kit and body fluids spill kit with him/her.

5.3.2 Accident Procedures

- 1) Notify the transportation office of the accident and location.
 - a. If during regular office hours notification is to be made via the 2-way radio. The transportation office will call 911. An administrator, school police officer, and a school nurse will come to the scene to help, if needed.
 - b. If during non-office hours, contact 911 and notify Assistant Transportation Director or Transportation Director by phone. Reference the 3-ring binder in each vehicle for their contact information.
- 2) Get students under control. Be sure to have an accurate list of all students, current seating chart, addresses, and telephone numbers that are in the vehicle.
- 3) Check for injuries and render first aid.
- 4) Do not allow anyone to leave the scene until authorized by a Police Officer and the Transportation Office.
- 5) Evacuate vehicle. **Only if necessary for the safety of the students.**
- 6) Display safety triangles.
- 7) Render aid to other victims, if necessary and possible.
- 8) Do not move the vehicle until the police release it.
- 9) Provide information to the police and the driver of the other vehicle but do not admit guilt.
- 10) Fill out a USD 266 Accident Report and turn it into the Transportation Office promptly.
- 11) Accidents will be reviewed by the Director of Transportation. At-fault accidents may result in termination.
- 12) If anyone assigned to the bus requires emergency medical transportation, contact Control with all necessary information. The Assistant Director or Director of Transportation will contact the emergency contact.

5.4 Activity Trips

- 1) Regular routes take precedence over trips. Activity trips that occur during route times will be assigned to non-route drivers first.
- 2) Failure to maintain current maps and seating charts on a route will negatively impact trip assignments. Failure to update and obtain supervisor signature monthly as required will result in disciplinary action.
- 3) Drivers who are not able to fulfill the duties of an assigned trip shall notify the transportation office who will then reassign the trip based on a rotation.
- 4) Drivers are to discuss specific routes to destinations with the transportation office before boarding the bus. The sponsor is not to determine the route.
- 5) All activity trips will have at least one adult sponsor. This sponsor is responsible for the students. The driver is not responsible for discipline.



- 6) Sponsors are responsible for the cleanliness of the interior of the bus after arriving home from an activity.
- 7) Drivers are to perform the bus evacuation procedure speech