The Bus Lot

Employee Handbook

Updated 2/24/2026

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Welcome

Dear Bus Driver,
Welcome to The Bus Lot. We are proud to have you as part of our transportation team. Your role is critical in ensuring our students arrive safely and on time every day. We value safety, professionalism, and integrity—and we are committed to supporting you in your role.

Sincerely,
Knox & Tammy Williams

Mission Statement

"To transport every student safely, reliably, and respectfully, while supporting their education and well-being."

Equal Opportunity Employer Statement

Henry Bus Lines, Inc & Little Bus Co. are equal opportunity employers. We do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, or any legally protected status.

Employment Policies

Hiring Requirements:

- Valid TN driver's license.
- Minimum age of 25.
- Clean driving record.
- Ability to pass DOT medical exam & drug screen
- Willing to complete state approved training program
- Willing to obtain a CDL with the proper endorsements

Background Checks:

All drivers must undergo and pass criminal background and driving record checks before hiring. Background checks will be updated every 5 years or as required by law.

Drug & Alcohol Policy:

Pre-employment, random, post-accident, and reasonable suspicion drug testing are mandatory per FMCSA regulations.

Probation Period:

New hires are subject to a 90-day probationary period during which performance and conduct are evaluated.

Expectations

Job Responsibilities

- Safely operate a school bus on scheduled routes
- Conduct daily pre-trip and post-trip inspections
- Report vehicle maintenance or repair issues to management
- Ensure student safety during loading, unloading, and transit
- Maintain discipline using approved behavior management procedures
- Report delays, accidents, or incidents promptly to management
- Keep accurate logs and documentation as required
- Immediately notify management of any driving/ticket infractions, even in your personal vehicle
- Follow traffic laws and Knox Co. policies

Daily Procedures

- Arrive on time
- Perform pre-trip inspection (document using Zonar)
- Follow designated routes and schedule
- Post-trip inspection and secure bus at end of route
- Report maintenance issues immediately to management
- Sweep and empty trash as needed and EVERY Friday

Safety & Emergency Protocols

- Always wear a seatbelt
- No use of mobile devices while driving or while seated in driver's seat
- Know and follow evacuation procedures
- Report any unsafe road conditions or hazards to management (and dispatch or emergency authorities as needed)
- Keep first aid kit and fire extinguisher accessible

Student Management

- Treat all students with respect.
- Maintain consistent rules on the bus.
- Report serious behavior issues to school administrators with appropriate documentation.
- Never put hands on a student unless required to prevent harm.
- Ensure all students are seated while the bus is in motion.

Communication with School Staff and Parents

- In the event of a disagreement or issue involving school staff, parents, or others, it's important to remain calm, composed, and respectful.
- Allow your contractor or supervisor to address and resolve the matter on your behalf.
- Always maintain a professional demeanor—respond with patience and politeness, even in challenging interactions.
- Please remember that Knox and Tammy are here to support you. However, it's much easier to advocate for someone who handles situations with professionalism and maturity. Stay calm, stay respectful, and focus on doing your job well.

Vehicle Maintenance & Inspections

- Complete pre-trip and post-trip checklists daily.
- Keep bus interior clean and free from hazards.
- Do not operate a vehicle you believe is unsafe.
- Note any defects and report to maintenance using the maintenance form.

Accident Reporting

In case of an accident:

1. Stop immediately and secure the bus.
2. Check for injuries and call emergency services (911) if there are students on board.
3. Notify your contractor.
4. Notify dispatch.
5. Do not discuss fault or liability.
6. Students cannot be released from the bus until an administrator or law enforcement on scene has allowed it.

Disciplinary Policies

Violations that may lead to disciplinary action include, but are not limited to:

- Repeated tardiness or absenteeism.
- Failure to follow safety protocols.
- Unprofessional behavior with co-workers, students, or staff.
- Use of drugs or alcohol on duty.
- Insubordination or dishonesty.

Compensation & Benefits

Driver Pay

Driver Base Pay	$54 per route
Preschool	$38 per route
CBI	$75 per day
Field Trips	$100
Professional Development Training	$18 per hour
New Driver Training	$18 per hour

Driver base pay is $54 per route, regardless of how long it takes to finish the route. A route consists of start to finish time in the AM or PM. You are paid for missed routes if school is closed, either for scheduled time off like holidays or unscheduled time off like weather.

Preschool, CBI, & Field Trip pay is in addition to your base pay. You are only paid for preschool routes when you actually run the route. For example: School is closed for an in-service day. While you will still be paid for your regular route (base pay), you will not be paid for preschool that day.

Professional Development Training is training you attend as an established driver throughout the year. While annual training sessions are mandatory, there are optional training sessions offered as well. All training is paid by the hour.

New Driver Training is paid by the hour. Keep track of your training hours (even if Transportation U instructors tell you it's not necessary). That includes instructional time at Transportation U, driving/riding time with your contractor, and practice time with your contractor's trainer, but **not time spent at the DMV, Fingerprinting, Drug Screening, & Testing**. Your contractor will cover all costs associated with initially obtaining a CDL, such as background checks, drug screens, DOT physical, & DMV costs. Drivers are responsible for costs associated with renewing an expiring license.

Established drivers, have been with the company for 1 school year, are on a levelized pay system. The total number of routes for a school year are divided by 10 months and that is your monthly "salary." New drivers, have started with the company during an in progress school year will be paid by the routes actually driven (or ridden) until the start of the new school year. The pay periods are from the 1st to the 14th and from the 15th to the end of each month. Payroll will be processed, and checks will be issued within five business days following the end of each pay period.

Bonuses are at the discretion of management based on performance throughout the school year.

After employment for a full school year, drivers are eligible for raises, which are also based on performance.

Training Pay

Drivers are paid hourly for all training time and are expected to track their own hours. Timesheets are available if needed. Hours should be reported to the contractor's training supervisor on the 15th & 30/31st of every month. Training supervisor reports all training hours for new and current drivers to the payroll supervisor on the 15th & 30/31st of every month. New drivers will be paid per route for the remainder of the school year. Drivers will be responsible for tracking & reporting their worked routes to the payroll supervisor. At the beginning of the next school year drivers will be paid on levelized "salary". The company will pay for all costs to obtain CDL, but not for the driver's time at the DMV, Fingerprinting, or Drug Screening.

Report training hours and additional runs to payroll using the online payroll form.

Benefits

- **Employee Referral Program:** Refer a potential new driver and earn cash rewards. If your referral results in a new driver starting class at Transportation University, you earn $50. If your referral results in a new driver successfully completing Transportation University, gets licensed, and drives a route for 90 days, you earn $300.
- **Health Insurance:** Health insurance is available for any full time employee. Company pays half of employee's individual insurance plan.

Continuing Education Training

Overview:
Training for all drivers is available year-round. Both required and optional training sessions are **paid**. If you have any questions regarding training, please contact **Driver Services/Shelli**.

The Training Coordinator for Knox County Schools is **Daniela Laws**, who can be reached at daniela.laws@knoxschools.org or at **865-594-3840**.

IMPORTANT: You must register for all training sessions through **Driver Services/Shelli** to ensure your time is properly tracked and compensated.

REQUIRED TRAINING

1. Safety School (Annual Requirement)

- All drivers are required to complete **Safety School** annually during the month assigned to them by the **State of Tennessee**.
- Safety School is now conducted **entirely online**.
- You will receive an email from **Driver Services/Shelli** notifying you when it's your month. The email will include a PDF with step-by-step instructions for accessing the Safety School website.
- If you have been a school bus driver in Tennessee for less than one year, you are **not** required to complete Safety School until your one-year anniversary.
- Safety School includes a series of videos (6–30 minutes each) with quizzes at the end. You must pass each quiz to complete the training.
    - If you fail a quiz, you must rewatch the video before reattempting the quiz.
    - You may retake quizzes as many times as needed, but the video must be watched before each attempt.
- **Failure to complete Safety School by the end of your assigned month will result in loss of your "S" endorsement.**
- **All Henry & Little Bus drivers need to complete Safety School by the 15th of the assigned month**.
- Contact **Driver Services/Shelli** for help if you have trouble accessing or completing the training.

2. Recertification (Every 3 Years)

- All drivers must complete **recertification training** every three years.
- There is a separate recertification session for **Special Education** drivers. You may be required to attend both.
- You will be notified by email if it is your year to recertify.
- Recertification includes a **Physical Performance Test (PPT)**.
- Multiple session options are available, but **you must register with Driver Services/Shelli** to attend.

3. Monthly Training (Ongoing Requirement)

- Mandatory training sessions are held **twice per month** for all Henry Bus and Little Bus drivers.
- You are required to attend **one session per month**.
- Make sure to **sign in** at each session to receive credit and payment.

OPTIONAL TRAINING

- Optional trainings offered by Knox County Schools are held **in person** at the **Sarah Simpson Center**.
- You will receive email notifications and text reminders for upcoming sessions.
- If you choose to attend an optional training session, you **must notify Shelli** afterward so you can be paid.
- A carpool bus is often available for transportation. If you plan to ride, **you must notify Driver Services/Shelli**, even with a last-minute text, or you may be left behind.
- **PreK drivers** may leave early from training to arrive at their school on time. However, they should arrange their own transportation or carpool with other PreK drivers.
    - The regular carpool bus **does not return in time** for PreK route drivers to meet their schedules.
- **Consistent attendance at optional training reflects positively on our company** and supports ongoing professional development.

If you have any questions or need assistance with any training requirements, please reach out to **Driver Services, Shelli Davis** or contact **Daniela Laws** at **865-594-3840** or daniela.laws@knoxschools.org.

Attendance Policy

Purpose

The purpose of this policy is to ensure reliable and consistent student transportation by outlining clear attendance and punctuality expectations for school bus drivers. Reliable attendance is essential for student safety, route efficiency, and overall service quality.

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1. General Expectations

- Drivers are expected to report to work on time and complete all scheduled shifts, including morning and afternoon routes, field trips, and other assigned duties.
- Excessive absenteeism, tardiness, or failure to follow call-in procedures may result in disciplinary action, up to and including termination.

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2. Definitions

- **Absence**: Failure to report to work as scheduled, regardless of reason.
- **Tardiness**: Reporting to work after the scheduled start time or not being ready to depart at the assigned time.
- **Scheduled start time**: The time of your first pickup in the morning and the school pickup time in the afternoon.
- **No-call, No-show**: Failing to notify the supervisor of an absence or tardiness prior to the scheduled shift.

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3. Reporting Absences and Tardiness

- Drivers must notify management **as soon as possible before** the start of their shift if they will be late or absent. Notification within 6 hours of your shift must be made **verbally by phone to Knox Williams** or supervisor on duty. No third-party messages will be accepted.
- For multi-day absences, daily updates may be required unless a return-to-work date has been provided.
- For planned absences, please text or email the dates/details after speaking with Liz Peterson.

Absences cont.

- The following will be subject to disciplinary action:
  - Failure to notify management within the required timeframe
  - Frequent call-outs on Mondays, Fridays, or around holidays without justification
  - No-call, no-show incidents

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4. Tardiness

- Drivers must be on-site, have ample time to complete their pre-trip, and arrive at their first pickup location at the scheduled time.
- Chronic tardiness will be treated as a performance issue and may lead to progressive discipline or affect bonuses.

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5. Documentation and Return to Work

- Drivers returning from injury or illness must comply with all district policies regarding fitness-for-duty requirements.
- Management may additional documentation to clear you for duty.

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6. Incentives for Good Attendance

At the supervisor's discretion, drivers with exemplary attendance may be eligible for recognition or incentives (e.g., attendance bonuses, certificates, or commendations).

Equipment Usage

Zonar Transportation Technology

- **Electronic Vehicle Inspection Reporting (EVIR)**
  Our fleet uses Zonar's EVIR system to complete all required pre-trip and post-trip inspections. Each vehicle is equipped with RFID tags located at key inspection points. As drivers move through the inspection, the system verifies that each zone has been physically checked. EVIR replaces paper inspections and helps ensure accuracy, accountability, and improved safety across our fleet.
- **Driver Behavior & Safety Monitoring**
  Zonar also provides real-time monitoring of driving behavior, including speeding, harsh braking, and other safety-related events. This information allows supervisors to coach drivers, address concerns early, and maintain a safe transportation environment. The system may generate alerts when unsafe behavior is detected to support continuous safety improvement.
- **Zonar Policy:**
  1. Use Zonar for a Pre-Trip Inspection before every route.
  2. Post-Trip Inspection should be used at the end of the day.
  3. Use the Student-Check feature at the end of the morning route.

We will be monitoring usage to make sure everyone is using Zonar every day.

Fueling Buses

Fuel buses at your convenience, however, don't let the fuel gauge drop below half of a tank. On Friday afternoons (or last day of the week) return buses to the lot with a full tank, or as close as reasonably possible. Each bus has its own fuel card to be used at any Weigle's location. A pin number will be required to complete the transaction. Your pin number is the last 4 digits of your Driver's License number, which is located on your Knox Co. ID badge. You may use your own rewards account to earn rewards on company transactions. Please write the bus number & current mileage on the receipt then put it in the envelope for that month in your clipboard. If you are on a spare, please write both bus numbers on the receipt. Turn in receipts to management at the end of every month.

House Keeping

Buses need to be kept tidy to prevent rodent problems. Empty trash every Friday and more often if needed. Sweep the floor every Friday and more often if needed. Cleaning supplies are available in the bathhouse as needed; please sign out what you take for inventory purposes.

Weekly/Monthly Paperwork

After texting a photo to Knox Williams of your route sheet, front and back, SPED routes will return paperwork at the end of every week to a supervisor. General Ed buses return paperwork monthly. When returning paperwork, place it in the basket marked “Route Sheets” inside the training center. Return fuel receipts at the end of each month with your paperwork.

Two-Way Radio Use Policy

The two-way radio is an essential safety and communication tool for all school bus operations. To ensure it is used effectively and professionally, the following guidelines must be followed at all times:

- The two-way radio is to be used only for communication that requires immediate attention while a route is in progress.
- If a message can wait until you return to the lot, it should not be transmitted over the radio.
- All radio communication must be:
  - Professional and courteous
  - Free of slang, profanity, or personal conversations
  - Relevant to student safety, vehicle operation, traffic concerns, or urgent route information
- Be brief and concise
  - Keep all transmissions short, clear, and to the point
  - State only the essential information
  - Avoid repeating information unless requested by dispatch
  - Long or unclear messages slow down communication and can interfere with emergency transmissions.
- The radio must remain available for urgent communication.
  - Pause before speaking to ensure the channel is clear
  - Yield to any message involving student safety, mechanical issues, or emergency situations
  - Avoid interrupting ongoing transmissions unless absolutely necessary

Prohibited Two-Way Radio Use

The two-way radio must not be used for:

- Personal comments or non-work-related topics
- Complaints or discussions that can be handled in person
- Reporting minor issues that do not affect immediate safety or route completion

Compliance

Failure to follow radio protocols may result in retraining or disciplinary action. Proper radio etiquette ensures clear communication, efficient operations, and the safety of all students and staff.

Inappropriate or unnecessary radio traffic disrupts operations and may delay responses to actual emergencies.

The Basics of calling Dispatch

A. Who is Dispatch?

- There are 8 dispatch channels for Knox County Schools.
- They are staffed by personnel from the transportation department, Transportation U, and sometimes OT/PT.
- Dispatch is located in the TVA Tower that houses Knox County Schools Central Offices. They do not have private offices, just cubicles, so it is loud, with lots of distractions.

B. What can Dispatch do for me?

- Post delays on the county's website
- Send an automated text/email to notify families of delays, but only on BIG buses
- Contact a school for an administrator, officer, or custodian to meet the bus upon arrival
- Alert a transfer bus or shuttle to wait for you if you are running late
- Notify the school if you will be arriving after the doors have been locked
- Send an officer or school staff member to assist you in an emergency

C. How do I call Dispatch?

On your 2-way radio:

- Switch to dispatch channel using either the up channel or down channel button
- Call "your bus number to dispatch"
- Remember to switch back to your home channel (42) after you are done with dispatch
- They are busy listening to 400 buses and may not be able to answer right away, if they don't answer on the first call, wait a minute and try again

****Ask a supervisor to assist you in reaching dispatch*

*for necessary, non-emergent issues after route.****

Calling Dispatch Cont.

D. Do Not ask Dispatch to:

- Call 911…You must always call 911 yourself unless you or someone else on your bus isn't able to do so.
- Call your families because you are late. Call them yourself if you can or ask your aide to call. Sometimes a supervisor may be able to make calls for you.
- Have bushes trimmed…they have more important things to do. Make a mental note of the location and report it to the city or county using the mobile app. Or ask for assistance in using the app.
- Simply do not radio dispatch for anything that can wait till after route.

School Bus Driver Dress Code

Purpose

This policy establishes a professional and safe dress standard for school bus drivers. The attire worn by drivers reflects the values of our school district and contributes to the safe and effective transportation of students.

General Appearance Standards

School bus drivers are expected to present a clean, neat, and professional appearance at all times while on duty. Clothing should be free from offensive images or anything that will prevent you from safely doing your job.

Prohibited Attire

- No clothing with inappropriate logos, offensive messaging, or advertisements (e.g., alcohol, drugs, profanity).
- Flip-flops, slides, or any footwear with an open heel.

Grooming and Hygiene

- Personal hygiene must be maintained daily.
- Hair and beards should not impair vision.
- Strong perfumes or colognes should be avoided due to student allergies and sensitivities.

Compliance and Enforcement

Failure to comply with the dress code may result in:

1. A verbal warning for first-time or minor infractions.
2. A written warning for repeated or serious violations.
3. Further disciplinary action, up to and including suspension or termination, for continued non-compliance.

Dress Code cont.

Special Circumstances

If a driver has a medical condition or religious practice that requires an exception to any part of this dress code, they should contact their supervisor or Human Resources to request reasonable accommodation.

Drug and Alcohol Policy

1. Purpose

This policy is established to:

- Ensure the safety of students, the public, and company personnel.
- Comply with the **U.S. Department of Transportation (DOT)** regulations under **49 CFR Part 40 and Part 382**.
- Meet applicable **Tennessee state laws** for commercial drivers and student transportation providers.

As a provider of transportation services for school-age children, we have **zero tolerance** for drug or alcohol use that impairs safety or violates the law.

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2. Who Is Covered

This policy applies to all individuals who:

- Are **employed or contracted** by The Bus Lot as **school bus drivers**, and
- Hold a **Commercial Driver's License (CDL)**.

This includes full-time, part-time, substitute, and standby drivers.

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3. Prohibited Conduct

Drivers should **not**:

- Consume alcohol **within 8 hours** before going on duty or performing safety-sensitive functions.
- Use **illegal drugs or controlled substances** at any time.
- Report to work or perform duties under the influence of **alcohol or drugs**.
- Possess alcohol, controlled substances, or drug paraphernalia in any company or school-owned vehicle.
- Refuse or fail to submit to any **DOT-mandated drug or alcohol test**.
- Attempt to **alter or tamper** with test results.

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4. Drug & Alcohol Testing Requirements

As required under **49 CFR Part 382**, the following types of testing will be conducted:

A. Pre-Employment Testing

- A **negative drug test result** is required before performing any safety-sensitive duties.

B. Random Testing

- Drivers will be selected for unannounced random drug and alcohol testing throughout the year.

C. Post-Accident Testing

Required when:

- A fatality occurs;
- Alcohol testing must be conducted within 8 hours; drug testing within 32 hours if the driver is cited for a moving violation and:
    - A vehicle is towed from the scene, or
    - Someone is injured and requires medical attention away from the scene.

D. Reasonable Suspicion Testing

Based on direct observation by a **supervisor trained** in the signs of drug or alcohol misuse.

E. Return-to-Duty and Follow-Up Testing

For drivers who have violated this policy and are returning to safety-sensitive duties under a **Substance Abuse Professional (SAP)**'s direction.

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5. Consequences of Violations

Violations of this policy or any part of 49 CFR Part 382 will result in:

- **Immediate removal** from safety-sensitive functions, with placement on suspension without pay.
- **Disciplinary action**, which may include **termination of employment or contract**.
- **Mandatory evaluation** by a DOT-qualified **Substance Abuse Professional (SAP) at the employee's expense**.
- **Reporting to FMCSA's Drug and Alcohol Clearinghouse**, as required by law.
- Possible **Loss of CDL** under **Tennessee law**.

6. FMCSA Drug and Alcohol Clearinghouse

All CDL drivers are subject to the **FMCSA Drug and Alcohol Clearinghouse** (49 CFR Part 382 Subpart G). Employers must:

- Query the Clearinghouse during **pre-employment** and **annually**.
- Report any violations, refusals, or test failures.

Drivers must register with the Clearinghouse at:
https://clearinghouse.fmcsa.dot.gov/

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7. Prescription Drugs and Over-the-Counter Medications

Drivers must inform the company if they are taking any **prescription or OTC medication** that could impair driving performance.

Use of medication containing **marijuana or other controlled substances** (even if prescribed) is **prohibited** under DOT rules.

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8. CBD and Medical Marijuana Notice

- **DOT prohibits** the use of marijuana **for all CDL holders**, even in states where it is legal.
- **Tennessee does not recognize medical marijuana**, and no exceptions are made for CDL drivers.
- **CBD products** are prohibited as they may contain enough **THC** to cause a positive test. These products include, but are not limited to shampoo, lotion, make up, oils, etc.

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9. DOT drug/alcohol violation

Before you can return to a DOT safety-sensitive position, you must successfully complete a return-to-duty process. All costs associated with this process are the responsibility of the employee.

- A Substance Abuse Professional (SAP) will have to:
    1. Conduct a thorough face-to-face assessment which includes speaking to your supervisor and your family
    2. Recommend a required plan of treatment and/or education
    3. Send a report to your employer about that recommendation
    4. Monitor your progress through that plan

5. Conduct a face-to-face follow-up evaluation, to verify that you completed the recommendation and that it was successful

- If the SAP determines the treatment was successful, the SAP will send a report of compliance to your employer. Your employer can then order a return-to-duty test, which must be negative. (The specimen collection will be observed).
- If your return-to-duty test is positive, you will have a new violation. You will be required to start over with another assessment, and another recommendation for treatment.
- If the SAP determines that you didn't cooperate with the treatment plan, or that you didn't participate appropriately, the SAP will send a report of non-compliance to your employer, and you will have to continue with the program.
- If you return to work, you will be subject to follow-up testing.
- The SAP must set up a follow-up testing plan of no fewer than 6 unannounced tests, over at least 12 months. However, the SAP could require any number of tests, over 60 months. The specimen collection will be observed.

What happens after the substance abuse evaluation?

- Your SAP will make recommendations for treatment, follow-up testing and your ability to return to your DOT-regulated position. Next, your SAP will:

  1. Conduct a clinical follow-up evaluation to determine if you have complied with the recommendations

  2. Send a report of compliance to your employer

- Your employer then decides if they want to offer you a return-to-duty test. Depending on the company's written policy, they may decide to terminate you, either before or after the return-to-duty test. DOT drug testing is designed to identify safety risks. In your employer's eyes, you may still pose a risk.
- If your employer decides to take you back, and if you have a negative return-to-duty DOT drug screen, you will be subject to follow-up testing as required by your SAP. There must be at least 6 unannounced follow-up tests in the first year. However, your SAP can require any number of tests, and the testing period can last up to 5 years.

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10. Assistance and Rehabilitation

Drivers are encouraged to voluntarily seek help **before** a policy violation occurs.
Voluntary self-reporting to a supervisor or contractor will not exempt a driver from **required testing or removal** from safety-sensitive duties but may allow for return-to-duty consideration after treatment.

11. Confidentiality

All testing records and medical information will be maintained in **strict confidence**, in accordance with **DOT regulations and HIPAA**. Only authorized personnel will have access to test results.

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12. Legal References

- **49 CFR Part 40** – DOT Drug and Alcohol Testing Procedures
- **49 CFR Part 382** – FMCSA Controlled Substances and Alcohol Use and Testing
- **Tennessee Code Annotated § 55-50-405** – Disqualification from CDL
- **Tennessee Code Annotated § 49-6-2116** – Safety and training requirements for school bus drivers

Security Camera Use Policy

1. Purpose

The purpose of this policy is to inform employees that **The Bus Lot** utilizes **security cameras** in certain areas of company property to promote safety, prevent theft, and monitor workplace compliance. This policy ensures transparency while balancing the company's need for security with employee privacy rights.

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2. Scope

This policy applies to all employees, contractors, visitors, and vendors present on company-owned or leased property.

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3. Camera Use

Security cameras may be used for the following purposes:

- To monitor entrances, exits, and parking lots for unauthorized access.
- To protect company property and assets from theft or vandalism.
- To enhance the safety and security of employees and visitors.
- To review incidents involving workplace accidents or misconduct.
- To assist in investigations or disciplinary procedures when necessary.

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4. Areas Under Surveillance

Cameras may be installed in, but are not limited to, the following areas:

- All outside property
- Training Center & Offices
- Garage and storage areas
- Parking lots & Building exteriors
- Lobby Areas
- Inside company vehicles, including buses

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5. Areas Not Under Surveillance

To maintain personal privacy, cameras **will not be installed** in the following areas:

- Restrooms
- Any other area where a reasonable expectation of privacy exists

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6. Notice

By entering company property, employees acknowledge and consent to being monitored in designated areas.

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7. Access to Recordings

Video footage is considered confidential and will only be accessed by authorized personnel, such as:

- Company management
- Human Resources
- Security personnel
- Legal Counsel
- Law enforcement (if required)

Recordings will not be used for purposes unrelated to safety, security, or workplace policy enforcement.

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8. Tampering and Misuse

Employees are strictly prohibited from:

- Tampering with, disabling, or obstructing security cameras.
- Accessing or sharing surveillance footage without proper authorization.

Violation of this policy may result in disciplinary action, up to and including termination.

Social Media Policy

1. Purpose

This policy outlines acceptable use of **social media** by employees to protect the safety, reputation, and privacy of students, staff, and the company or school district. Social media includes, but is not limited to, platforms such as **Facebook, Instagram, X (Twitter), TikTok, Snapchat, YouTube**, and blogs, as well as **texting or messaging apps** when used to share public or personal content.

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2. Scope

This policy applies to:

- Online activity **conducted on or off duty**
- Any content that references, depicts, or is associated with **The Bus Lot**, **students**, **parents**, **coworkers**, or **school events**
- Posts made on **personal or professional accounts**

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3. General Guidelines

Employees must:

✅ Use social media **responsibly, ethically, and professionally**

✅ Avoid content that **harms the company's or district's reputation**

✅ Ensure any reference to work, students, or school-related activity complies with **student privacy laws**, including the **Family Educational Rights and Privacy Act (FERPA)**

✅ Report any posts or online content that threaten **student safety**, reference **drug use**, or may suggest a violation of **school policy or law**

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4. Prohibited Conduct

School bus drivers are prohibited from:

❌ Posting photos, videos, or names of students on social media—even with good intent (e.g., "funny moments" or "cute kids")—without **written parental consent** and **supervisor approval**

Prohibited Conduct Cont.

❌ Engaging in online conversations with students, including **DMs or private messages**, unless authorized for official purposes

❌ Sharing confidential or sensitive information about routes, incidents, school activities, or other staff

❌ Making threatening, discriminatory, harassing, or sexually inappropriate comments

❌ Using social media during active shifts or while operating a school bus

❌ Using **company or school logos, uniforms, or vehicles** in personal posts without permission

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5. Legal Considerations – Tennessee Laws

In addition to federal laws (e.g., FERPA), the following **Tennessee laws** apply:

- **TCA § 39-17-308** makes online harassment and threats (including through social media) a **criminal offense**.
- **TCA § 10-7-504** protects student education records and prohibits unauthorized disclosure online or otherwise.
- **TCA § 49-5-1003** outlines moral conduct for school personnel; social media activity can be used as grounds for discipline if it reflects unprofessional behavior.

Employee Handbook Acknowledgment

Employee Name: _____

Job Title: _____

Date of Receipt: _____

I acknowledge that I have received a copy of the **Employee Handbook** either in **printed** or **digital** form for: ☐ Little Bus Co.

☐ Henry Bus Lines.

I understand that it is my responsibility to read and become familiar with the policies, procedures, and expectations outlined in the handbook. I acknowledge that the handbook is intended to provide general information and guidance, and it does not constitute a contract of employment.

I also understand that the company may revise, supplement, or rescind policies described in the handbook as necessary, with or without notice, and that it is my responsibility to stay informed of such updates.

Format Received (check one):
☐ Paper Copy ☐ Digital Copy (PDF or online access)

Employee Signature: _____

Date Signed: _____

Supervisor or HR Representative: _____