

DRIVER HANDBOOK
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Mid-Placer Public Schools Transportation Agency

FOREWORD

Welcome to the team! Team spirit and cooperation is the attitude we all want. It is the belief of the Agency that such an attitude will enable us to work in unison and that spirit will enable us to take pride in a job well done. You are an important member of a very unique group of drivers. You should be proud of the part you take in the education of the young people of our community.

Driving a school bus in the State of California calls for special skills. First, it is most important to keep the word **safety** in your mind every hour of the day or night. Every act we perform in the course of our duties must include the element of **safety**.

The school bus driver is constantly in the public eye, therefore, drivers are requested to act in a professional manner.

You, as a school bus driver, are the key factor in pupil transportation. You must comply with all safety procedures published in 82.7, CHP Handbook, Agency policies, this handbook, CSEA Collective Bargaining Agreement and all other applicable regulations.

As a driver, you are responsible for the health, safety, and good conduct of the pupils transported. You are also expected to keep adequate records, a clean bus, and maintain good public relations. This handbook is for your guidance and help. It covers many subjects about which you may need information from time to time. You are expected to be familiar with its contents and are responsible for additions or deletions that may be necessary. It has been prepared as an aid to better enable you to discharge your duties and responsibilities in accordance with legal and administrative requirements, as well as Agency procedures that have been found to be most effective in coping with problems that you are likely to encounter. The procedures contained herein are designed to protect the pupil, the Agency, the school districts and the driver.

Adherence to these procedures and consistent application of good judgment will ensure the highest standard of safety and efficiency in our school bus operation.

GENERAL INFORMATION

A. HANDBOOK

This is your handbook and you are expected to become thoroughly acquainted with the procedures, and requirements of the Mid-Placer Public Schools Transportation Agency, California Highway Patrol, (82.7) and the Commercial license through the Department of Motor Vehicles, pertaining to pupil transportation in the State of California.

This handbook is provided as a more concise guide to assist you in the performance of your duties. In many areas, it may paraphrase the Agency's Board Policies, California State Law, or the CSEA Collective Bargaining Agreement. This guide is intended to make those documents easier to understand and comply with. In the event of a conflict of language between this handbook and any of those documents, this handbook will be considered subordinate.

B. SPECIAL INSTRUCTIONS

Special instructions will be issued from time to time and all such instructions will be followed during the times they are in force. These instructions may be verbal or written.

Bulletins of concern may be posted on the bulletin board. You are requested to check these locations daily. All questions regarding notices or bulletins are to be referred to the appropriate supervisor for clarification.

SECTION 1

GENERAL SAFETY PROCEDURES

1. To avoid injury to students during loading, drivers will comply with, and enforce, these loading procedures.
 - a. Students will not be allowed within ten feet of the bus until it has come to a final halt and the doors open.
 - b. Drivers are to be on their own bus prior to the dismissal bell.
 - c. Drivers will ordinarily open doors and begin loading immediately upon arrival at the loading area or when the students arrive for loading.
 - d. Students will approach the bus and load in an orderly manner.
 - e. If during an approach to a loading situation, students rush a bus, the driver will immediately stop the bus's motion and direct the students to load properly.
 - f. Drivers shall not leave a school site prior to the assigned departure time.
 - g. Open windows must be kept at the window frame's ½ way up point at all times when only kindergarten students are on board.
2. You should not pull around buses loading or unloading in school loading zones. Should it be necessary to do so, it must be done slowly and with extreme caution. Use common sense and be extremely aware of your surroundings.
3. Travel only in first or low gear when on school property or in parking areas. Speed bumps are often placed in parking areas to slow down vehicles. These are **obvious** safety devices. Driving over them at a "usual" rate of speed may cause passenger injuries, or damages the bus suspensions. Roadway dips and driveway approaches will do the same damage if the driver is not observant and does not drive over them slowly.
4. The school bus dash must be completely clear at all times. Pencils, pens, clipboards, books, tissues, locks, pins, keys, etc., must be kept in a secure location. The driver area must be kept clear.
5. Drivers will always try to avoid backing of buses when away from the Agency facility. However, should it become necessary, the driver will secure the assistance of a guide; another driver, teacher, adult or the most mature student to act as a guide while backing. Preference for the selection of the guide will be in the order stated above. A driver is not relieved of responsibility of backing safely when a guide is involved. A guide cannot control the movement of a vehicle, therefore, a driver must personally check all clearances before movement of the bus and must never continue backing when unsure.
 - a. The driver will instruct the guide to assume a position at the rear of the bus, (either inside or out) where he/she is in constant view of the driver.
 - b. After the guide has signaled it is safe to back, the driver will proceed cautiously at no greater than idle speed while continually observing all mirrors.

- c. When no guide is available, drivers shall take every reasonable precaution to avoid a backing accident including getting out of the vehicle and visually checking clearances to the rear of the vehicle.
 - d. Whenever required to back a vehicle, drivers shall sound the horn at least twice and use the four-way flashing warning lights.
 - e. **If a bus must be backed at a school bus stop, the students for that stop must be on board during the backing maneuver; they must be picked up before backing and let off after backing.**
6. Agency school buses are considered by the general public to be **school buses** at all times, whether or not pupil is aboard. Therefore, in the interest of safety, public relation, and professionalism, always drive with the bus headlights on, seat belts on, doors closed, and stop at railroad crossings, whether or not a pupil is aboard.
7. Avoid unnecessary chatter on the two-way radios. Use the Agency's ten codes located in Section 8 page 24. The radios have been installed for use in emergencies and for communications concerning pupils, stops, etc.
8. Drivers shall not give students candy, gum, or other food items as rewards for good behavior or as gifts on holidays; they may be allergic to some ingredients and may make them ill.

SECTION 2

PUPIL MANAGEMENT PROCEDURES

Pupil management and discipline on school buses is one of the biggest challenges confronting school bus drivers. The daily ride to school can be an important part of a student's progress toward independence and educational achievement. You should be aware that you play an important role in influencing behavior patterns of pupils that ride your bus. You can help start the pupil's day right or wrong. The bus ride to and from school can become a pleasant experience which the pupil anticipates regularly, or it can become a dreaded experience for both the driver and pupil.

All pupils must behave appropriately as passengers of a school bus. Clearly understood and well-enforced rules are necessary for successful management of the pupils who ride school buses. Fundamental techniques of pupil management can be learned by all drivers and used successfully. A driver's proficiency in this area is not based on how many citations are written in order to maintain order on the school bus, but rather on the fact that order was maintained without the necessity of writing citations or making suspensions. Drivers who are having problems in the area of pupil management should consult with their supervisor or one of the training staff, and study the techniques used by their co-workers who are particularly talented in this field. If problems persist they should seek the help of their Supervisor.

A. PRINCIPLES OF PUPIL MANAGEMENT

Polite requests or reminders using the public address system if the bus is equipped with one, may help to head off a discipline problem. Sometimes a word of warning over the speaker system or a remark directed to the offender may suffice. When disciplinary action is necessary, the driver may need to stop the bus. The act of stopping the bus to reprimand a student lends emphasis to the situation. You should stand up and speak to the offender in a courteous but firm voice. There should be no anger involved. If necessary, the student should be moved to a seat near the driver. A student cannot legally be put off a school bus to walk home or to school. In cases of continued pupil misconduct, you must follow the proper procedures for student discipline.

You should learn the names of your passengers whenever possible, there is a great warmth in a friendly "good morning" or "good afternoon" coupled with the pupil's name. A friendly comment indicates your genuine interest. When this kind of relationship is established, students will often accept correction without resentment because you have shown that their best interest is your primary concern.

The bus driver must realize that the students are not completely developed adults; the driver can neither demand nor expect to get complete adult behavior. Language that the particular age group can understand must be used. Obviously, the approach to a problem with high school age pupils will not be on the same level as that used with elementary school pupils. The public recognizes an orderly and well managed bus and will immediately criticize a driver who is too lenient and does not have control.

Successful pupil management requires that talking to the pupils be done without shouting, excitement, or evidence of irritation. The bus driver must be careful in talking to pupils. Never threaten them. Issue instructions to the pupils without evidence of favoritism, and follow through with promised consequences. If the driver overlooks violations of conduct of one pupil, the

driver loses the respect of the other pupils. Your attitude should be friendly, cheerful, businesslike, and consistent.

Loud talking on the bus is a condition that requires much patience. Absolute silence among students is not a healthy atmosphere. Younger pupils tend to convert physical activity into talking on the bus, where they are restrained in their physical movements. You must understand pupil management so that you will know that issuing an order does not complete the teaching process. You must patiently and constantly repeat the rules for some students. If there seems to be one prime offender, the problem should be discussed privately with the student without constantly bringing the problem to the attention of all the students.

When a crisis does develop, you must act promptly and decisively. You must handle the matter without anger or emotion. It is poor practice to reprimand a whole bus load for the misdeeds of a few. All disciplinary measures should be related to established and recognized violations of behavior standards. Follow the established rules and regulations.

B. FAIRNESS

You must take pride in the appearance and operating condition of your bus and you should make your passengers feel welcome aboard.

You should be friendly but not overly familiar with your students, nor should you encourage your passengers to be overly familiar with you. You need to establish a feeling of mutual respect with the students.

Friendliness is a key in establishing good relationships with the students.

C. BE FIRM

Firmness implies decision making. Decision making must not be based upon anger. You must be certain that your students understand the rules. These should be explained in a friendly and firm manner using a positive approach. For example, it is better to indicate that passengers are to remain in their seats rather than stating that they are not to move from their seats. Once the rules are understood, you must see that they are enforced. If they are overlooked on the first serious offense, it is easy to ignore them on the second offense, and virtually impossible to reinstate them on the third. The result could be chaos and an open invitation to challenge the authority of the bus driver. Firmness will not result in loss of friendliness. Be consistent in recommending similar disciplinary actions for similar violations.

The school bus driver has the authority and responsibility necessary to implement established rules and regulations. You are held accountable for acceptable behavior of students on your bus. The bus driver's decisions and actions are always subject to review by supervisors and administrators.

STUDENT CONDUCT

A. DRIVERS AUTHORITY

The following sections of the California Administrative Code are hereby cited as the basic Agency policy regarding bus drivers' authority:

Authority of Driver. Code # 5 CCR 14103

Pupils transported in a school bus shall be under the authority of and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. The school district board of trustees shall adopt rules and regulations to enforce this provision.

Ejection of Pupils Code # 13 CCR 1217 (i)

The driver of a school bus shall not eject any school pupil unless the pupil is given into the custody of a parent or any person designated by the parent or the school or police officer.

B. BUS CONDUCT REFERRAL SYSTEM

This student conduct procedure promotes a standardized transportation disciplinary program throughout Mid-Placer Public Schools. However, substantial leeway is provided school administrators and transportation supervisors to deal with individual situations. This system is meant to provide a positive approach to bus conduct and discipline, to establish clearly defined procedures and substantially reduce inequities.

School site administrators will be advised of all misconduct reports and may participate as desired.

Students committing willful damage to the school bus, or who are guilty of flagrant or repeated violations of the rules and regulations, shall be reported to the school site administrators, a transportation supervisor or designees, who shall take appropriate disciplinary action, which may include denial of the privilege of riding on school buses. Costs for all damages will be billed to the student/parent. A report form is provided so that the bus driver can report violations and actions already taken regarding the student.

Step 1. Normally, a first violation within a 12 month calendar period will result in the student being issued a report from the bus driver which must be signed by the parents and returned to the bus driver the next school day. If a student does not return the note as scheduled the bus driver will notify the Dispatcher, and the parents will be contacted immediately. Bus drivers will not refuse transportation because the note is not returned. The parent's copy of the report will be mailed. Conferences are optional at this step but may be called by the school site administrator, parent or transportation supervisor.

If a first violation of the rules concerns smoking; lighting matches, lighting of fireworks; tampering with bus apparatus; vandalism; profane language or gestures toward a school employee, the public or another student; intoxication or substance abuse; or behavior that is judged severely detrimental to bus safety or discipline by the Agency, Step 1 or 2 may be eliminated, and the referral procedures may begin at Step 2 or 3.

Step 2. A second violation within a 12 month calendar period will result in the student losing one or more day's transportation privilege. The parents' copy of the report will be mailed within 24 hours. Conferences are optional at this step but may be called by the school site administrator, parent or transportation supervisor.

Step 3. A third violation within a 12 month calendar period will result in a mandatory conference with the student, parent, bus driver, a transportation supervisor and school administrator. At this time an agreement stating length of loss of transportation privileges and the steps that the student must take to reinstate his/her privileges will be agreed upon. The student may not ride a bus until this conference is held, and privileges are restored.

Step 4. If Steps 1 through 3 fail to effect desirable behavior, the parent may be requested to ride the bus with the student for a specified number of days to assist the bus driver in monitoring the student's behavior.

Step 5. If a student and/or parent will not cooperate in resolving a behavior problem, transportation may be denied at any time by the Agency or school.

Step 6. In cases where the pupil is enrolled in a special education program, the site administrator shall refer the violation to the IEP team as appropriate to determine if the withdrawal of transportation services is appropriate under the circumstances.

If you are not able to complete the citation to give the student prior to his/her leaving your bus, you must complete the form notifying the parent that the child will receive the citation in the mail. Give the original to the student at the time of the disciplinary problem and attach the copy to the citation notice when you return to the Agency. This allows the person calling the parent to advise the parent that the student knew about the citation.

C. BUS CONDUCT REPORTS

Bus Conduct Reports will be issued for misconduct only after a bus driver has exhausted normal discipline maintenance procedures as previously indicated. These reports should not be given without considerable forethought by the bus driver. A student should never be told of an intent to issue a report and then not have one issued.

A bus driver must be prepared to follow through with any report issued. i.e. suspension, conference. Drivers shall not allow a student to ride any bus during a suspension.

It is important that each bus driver issuing a report provide as much accurate and specific information as possible. Reports will be written so that they are legible and easily read. This is especially important in the comments section of the report. The report must be specific; it will describe what action occurred or what caused the report to be filed.

Procedures:

1. The bus driver will inform the student of his/her misconduct, and that a report is going to be issued.
2. The bus driver will make out the report and give the goldenrod copy to the student to take home to inform the parents. It will then be signed and returned to the bus driver. It shall be the student's responsibility to ensure the report is forwarded immediately to the parents for information and signature.
3. The bus driver will submit the remaining copies to the Dispatcher for disposition. For second and subsequent violations a supervisor will upon receiving the citation, immediately notify the parents.

4. The parents will ensure the return of the goldenrod copy to the bus driver, who will submit it to the Dispatcher.
5. The yellow copy will be mailed to the parents.
6. The pink copy will be submitted to the school.
7. The Dispatcher will coordinate conferences and communications and take action as required herein.
8. Good Rider or Safe Rider awards may be given out at the driver's discretion. These should show long term good behavior or a remarkable improvement in conduct. They are generally an effective pupil management tool with younger students and some Special Education students.

PUPIL MANAGEMENT

A. RELATIONSHIP WITH PUPILS

You are expected to establish and maintain a professional relationship with all students. Any act by you which might cause anyone to be concerned with, or suspicious of, your relationship with any student must be carefully avoided.

B. ESTABLISH A SYSTEM

Safe efficient operation of a school transportation system requires the effort of all persons involved. Part of your responsibility as a bus driver is to educate your riders about their responsibilities. It is important that the pupils aboard your bus know what is expected of them and that the rules are practiced and enforced **CONSISTENTLY** among all the drivers of the Agency.

When properly done, students will realize it is for their benefit. This training will make your job safe, more efficient and easier. It is therefore necessary that you make the pupils aware of the rules during the first few days of school.

C. STUDENT RESPONSIBILITIES

Students shall at all times conduct themselves in a courteous and orderly manner so that the bus driver is not distracted, and the rights and feelings of other students, passing motorists, and pedestrians are respected.

All cases of student misbehavior should result in guidance being exercised by Agency employees. Counseling, including warning, should be used in correcting students and should be used prior to more severe forms of reprimand or punishment. However, this does not preclude more severe forms being used when misbehavior is considered quite serious and immediate action is considered necessary. Bus drivers, especially, should make strong efforts in the area of guidance by direct contact with the student, and by referral to the Agency and school.

The following behavior is expected of students while riding school buses and while waiting in the vicinity of school bus stops. At the beginning of the school year bus drivers shall review these expectations with their students.

1. Be at the bus stop no less than 5 minutes prior to the arrival time of the bus. Stay away from traffic. Line up in a safe and orderly manner, ten feet away from where the bus stops. Do not approach the bus until the door is open. Do not run towards the bus.
2. Students are to board and leave the bus as instructed by the driver. Drivers may seat all students in an orderly manner, either front to rear, or rear to front.
3. Board and leave the bus in an orderly manner. Do not push or shove other students. Keep your hands to yourself.
4. Be courteous to fellow students and the driver. Respect the rights of others.
5. Go immediately to available seats without stopping to visit.
6. Move over promptly and cheerfully to share the seat with fellow passengers. Do not save seats for others. Keep your possessions out of the aisles.
7. Remain seated and facing the front of the bus while it is moving. Never change seats without permission.
8. Use or possession of tobacco, drugs, or alcohol is prohibited.
9. Watch your step getting on and off the bus – use the handrail.
10. Students living across the street upon which the bus has stopped to unload them, must wait until the driver gets off the bus to escort them across the street. Students cross only when the driver indicates that it is safe to do so. Students must cross in front of the bus and walk straight across the street, following safety regulations.
11. Remain seated while driver is off bus escorting other pupils.
12. Lighting of matches, lighters, or firecrackers, is strictly prohibited.
13. When the bus stops at your stop, remain seated until the door is open. Get off by Alternating seats, and remain seated until it is your turn to go.
14. Have respect for private property while going to and from the bus stop. Stay off people's lawns, flowers, and shrubs.
15. Help keep the bus clean
16. Eating, chewing gum, or drinking of beverages, except water, on the bus is not allowed.
17. Keep all parts of your body, including your hair, inside the bus at all times.
18. Do not throw objects out of the windows.
19. No student will be allowed to damage, deface, or tamper with the bus.
20. Damage to seats, windows, and other parts of the bus is unnecessary and costly. Any damage will be paid for by the students responsible.

21. Remember that loud talking, laughter, or unnecessary confusion diverts the driver's attention and could cause an accident.
22. Students must wear shoes and proper school attire at all times while on the bus.
23. Students will not be allowed to get off at a stop other than their own without a note from a parent/signed off by the school.
24. The driver may only discharge students at school or at their designated bus stops.
25. Live animals, reptiles, birds, or pets of any kind, except those certified as companions, are not allowed.
26. No glass items allowed.
27. Dangerous items are not allowed.
28. All students are to be quiet at railroad crossings.
29. Other unauthorized or unsafe actions are prohibited.
30. Stay outside the 10 foot danger zone around the bus.
31. Obey all rules of safety and conduct. Follow instructions or directions of driver.

These rules are established for the safety of the students. Students violating them are subject to a Bus Conduct Report. It is a privilege to ride the school bus.

Several copies of the School Bus Rules should be kept on the bus to be given out to new students and those who may have forgotten the rules during the year. They are also included in the bus pass information parents/students receive.

D. HOW TO GET CHILDREN TO DO WHAT YOU WANT THEM TO DO

1. Earn their respect and confidence.
2. Clearly establish your standard of behavior when you first begin the run
3. Be friendly, but not familiar.
4. Be firm, but not tough. Be polite, considerate, and respectful.
5. Show interest in the things that interest students.
6. Learn their names. Never call a pupil "dumb", "stupid", or say anything to embarrass them before other pupils. Avoid using pet names like "baby", "sweetheart", "red", etc.

E. DO'S AND DON'TS OF PUPIL DISCIPLINE

1. Do keep the situation under control.
2. Try to avoid disciplining a whole group.

3. Be consistent with your level of tolerance.
4. Avoid partiality.
5. Don't hold grudges.
6. Be polite, but authoritative.
7. Never allow students to address you disrespectfully. To do so is the first step in breaking the professional relationship between you and your passengers.
8. Do not discuss personal matters, other student's problems, other drivers, or school employees with your students.
9. Do not make, or attempt to make, any appointment with students outside of school hours.
10. Unless a student needs help in getting on or off the bus because of injury or handicap, avoid putting your hands on a student.

F. AUTHORIZED TRANSPORTATION

Only students enrolled in participant schools and residing within the established bus pick-up boundaries are permitted to ride the Agency buses. All students must carry a valid bus pass or ticket card.

The exception to this is adults who are authorized by a District to act as chaperons of field trips. If you have any doubts as to the authorization of a passenger boarding the bus, you should notify the dispatch office immediately by radio.

Volunteer parents or school employees may be allowed to be transported on the bus using established bus stops, and with proper prior approval.

G. LOST CHILDREN

From time to time a child will get on the wrong bus. This happens most frequently during the first few days of school but may happen at any time due to families moving into the area and children being confused as to which bus to take. If you finish your run and find you have a student left on your bus, this procedure should be followed:

1. Ask for child's name and residence location or bus stop. If the child is positive of location and it is reasonably close, take him to his location. Radio in and advise of your actions so that the school may be called as a worried parent may already have called when the child did not arrive home at the scheduled time.
2. If the child does not know location of residence or bus stop, use your radio and have the school called for information. If close by, deliver the child. If not close, bring the child back to school or keep him with you until arrangements are made to get the child home from there. Under no circumstances should a lost child be left at any location other than his home or the school.

3. If you have a subsequent run, radio Dispatch the student's name and school but proceed on your run. You will be instructed as to the disposition of the student.

H. STUDENTS NOT ELIGIBLE FOR TRANSPORTATION

On morning runs you may encounter a student who is not eligible for transportation due to the student's suspension of privilege or attempting to bring something aboard that cannot be transported. Before denying transportation for any reason, call Dispatch. This is especially critical with the younger children. If there is nobody home to care for the child, he/she should be transported. If a child refuses transportation, their name should be radioed in so that the school can be notified.

I. SPECIAL PERMISSION TO RIDE THE BUS

If a student desires bus transportation to an established stop other than his/her regular bus stop, the bus driver must receive a note to that effect. The note should be signed by a parent, guardian or other legally responsible person and cosigned by the school.

If a student does not have a signed note as described above, and if the school agrees to allow the student to leave the bus at a different stop, the school shall deliver to the bus driver a written authorization to that effect, signed by a responsible school official.

Transportation under this procedure shall be provided only on a space available basis.

J. USE OF AM/FM RADIOS ON BUSES

Drivers must exercise caution in playing the AM/FM radio on the school bus. Some of the stations that are not to be played are: 93.7, 98.5, 96.9, 102.5, 106.5, 107.9, or any other station that may be inappropriate due to the nature of the material or off color jokes. It is not acceptable to set radios at a high volume with loud music, which may be very entertaining but very distracting and annoying to other passengers on your bus, including teachers and pupils. Set the volume at a level that does not mask out signals of emergency vehicles.

If you play the AM/FM radio, play it at a low volume which is safe for both you and the pupils. Failure to do so will result in poor public relations and could require more severe restrictions on use of these radios or disciplinary actions.

Drivers must be aware of the music played on their radios. Don't jeopardize the use of the radio/tape on your bus.

K. RELEASING STUDENTS FROM THE BUS

In the event that a parent wishes to take his/her child from the bus, it will be necessary for the parent to make prior arrangements with the Dispatcher, listing the name, address, telephone number, driver's license or other official identification of the person authorized to receive the pupil from the bus.

The Dispatcher will notify the driver of the arrangements made.

In the event that an adult approaches the bus and requests the driver to release a student into their custody at any time, or if suspicious circumstances exist to give a driver reasonable cause to question the release of that student, the driver will immediately notify Dispatch.

Prior to being released, the driver will verify the persons identification by viewing the official identification card, (current driver's license, military identification, etc.), and matching the photograph with the person receiving the child, and ask the child who is that (mom, dad, aunt, friend). The receiving party's name and identification number will be radioed to Dispatch for approval.

L. BUS OVERLOAD

If enroute to school, a bus that is at capacity will stop to inform the students awaiting transportation that another bus will be dispatched. It will be the driver's responsibility to ensure that the Dispatcher is notified of the overload situation.

If an overload situation occurs while a bus is loading at a school site, the driver will ensure that the Dispatcher is notified of the overload situation immediately and prior to leaving that school.

The driver will group the excess passengers so that the second vehicle will transport passengers living in close proximity of one another and closest to the school.

M. TRANSPORTING ILL, INJURED OR DISRUPTIVE STUDENTS

If, in the judgment of the bus driver, a student is too ill, or in such condition, or displays disruptive or dangerous action, such that it might be unsafe for him/her or other passengers to ride the bus, the driver may refuse to allow that student to board the bus. The driver will immediately radio Dispatch for a 10-35*. If the student is at school, the school will transport the student or arrange with the family for transporting the student.

* Refer to Agency 10 codes located in Section 8 page 24

SECTION 3

DRIVER RESPONSIBILITIES

- A. According to California state laws and regulations, it is the responsibility of all School bus drivers to maintain their CDL, Special Certificate, DL51 Medical, and First Aid Card if applicable. You must maintain all renewal hours of training, and proficiencies in each vehicle you drive.

The agency makes both in-service and renewal classes available. It is your responsibility to make sure that you fulfill the yearly requirements of your Special Drivers Certificate.

B. ROUTE SHEETS

In order that the transportation system may flow smoothly and efficiently, it is necessary that all route changes be handled through the dispatch office. If you have any safety or routing issues about your Versa Trans Route sheets, please submit them in written form to the dispatch office.

C. VIDEO CAMERA PROCEDURE

Drivers should notify Dispatch of any service that is needed: new recording medium, repairs, request for installation.

When recording material is removed for viewing, a replacement will be installed in its place. Tapes or digital images shall not be removed from the Mid Placer offices without specific approval from the CEO.

D. LOCAL DRIVING HAZARDS

To acquaint drivers with situations unique to the Agency's operation area, a list of hazards has been developed; buses are to be driven to avoid these situations.

Updated August 1, 2006

RED LIGHT ESCORT STOPS ARE NOT TO BE ON THE FOLLOWING ROADWAYS.

1. 1. Highway 49 (Grass Valley Highway) No Red Lights.
2. 2. Highway 193 (Lincoln-Newcastle Highway)
3. 3. Bell Road between I-80 and Highway 49. No Red Lights.

4. 4. Ophir Road
5. 5. Auburn-Folsom Road
6. 6. Dry Creek Road – Hwy 49 to Bowman Road – No RLE.

The following list are “DO NOTs” for safety reasons.

NOTE: Some Special Education Routes MAY be exempted with some of these, however, Dispatch must approve prior to using any of these stops or turns.

AUBURN:

1. Do not Exit from I-80 Eastbound onto Maple Street.
2. Do not load or unload students in front of the Gym at Placer High.
3. Do not load or unload students at the STOP sign at Orange and Agard.
4. Do not make a left turn from Oak Street onto Lincoln Way. (By Alta Vista School).
5. Do not make a left turn into Racquet Club Estates from Luther Road. (CHP)
6. Do not make a left turn from Racquet Club Estates Drive onto Luther Road. (CHP)
7. Do not take bus into Sweetpea’s Restaurant Parking Lot on Luther.
8. Do not use the Highway 49 entrance/exit into or out of the Grocery Outlet Center.
9. Do not use Auburn Ravine entrance/exit into or out of the Grocery Outlet.
(Use only the Elm Street entrance/exit).
10. Do not travel on New Airport Road between Highway 49 and Bill Francis Drive unless it is the only access to a student’s stop.
11. Do not make left turns onto Highway 49 from any road unless it is a signal- controlled intersection.

COLFAX:

16. Do not make a right turn onto Highway 174 off Main Street.

SECTION 4

BREAKDOWN PROCEDURE

When mechanical problems develop which render the bus inoperable or unsafe for pupil transportation, the bus, if at all possible, should be moved as far off the main traveled portion of the roadway as is safe and practical. If bus cannot be moved off roadway and is in a position to obstruct traffic or be a hazard, emergency reflectors should be placed in accordance with Vehicle Code Section 25300. You should then radio in the following information:

1. Location
2. Direction in which bus is headed
3. Number of students aboard, if any
4. As nearly as possible, describe the cause of the problem.
5. Red flashing lights are not to be used to transfer students at mechanical breakdown sites.

In the event of total electrical failure which would make operation of the radio impossible, the driver should send a couple of the older, more reliable students to phone in the preceding information, or ask the aid of a passerby to relay the information. At no time should the driver leave the bus when passengers are aboard.

SECTION 5

ACCIDENT/INJURY REPORTING

A. VEHICLE ACCIDENT

In case of accident, contact dispatch immediately, then follow instructions on your accident packet in the first aid kit. You must use the seating chart that is located in your accident kit to indicate where each student is seated. Include birth dates and telephone numbers, if the situation is not critical; refer to your passenger list for their details. Do not enter into arguments; be courteous at all times.

B. UNINVOLVED ACCIDENTS

If you are reporting by radio an accident that you observe, please indicate that you are not involved, then proceed to give necessary details as to location, injuries, type of help needed, etc.

C. STUDENT ACCIDENTS

Student accidents, whether an injury results or not, shall be reported immediately by radio and a report made in writing and signed by you. This shall be done upon completion of the run. This report shall include student's name, school, time of day, description of accident, name of students who witnessed the accident.

D. REPORTING DAMAGE TO BUS

All damage to a bus regardless of how minor, shall be reported on the day the damage occurred and a report shall be completed.

E. INDUSTRIAL INJURIES

The law requires that you must inform your supervisor immediately anytime an on the job injury occurs so the proper paperwork can be completed. Reporting the accident should never exceed 24 hours. Contact a supervisor at home if the offices are closed.

If it is necessary that you see a doctor, you may need to have a signed release before returning to work. Ask your supervisor regarding this requirement. Bring the release with you when you return to your next scheduled shift.

SECTION 6

EVACUATION

Only evacuate a school bus when passengers are in more danger on the bus than off of it. For example, if there is the possibility of a fuel explosion after an accident, evacuate the bus. A safe evacuation is an orderly exit from the bus by following a preplanned method.

California Education Code 39831.5 "During each school year, each pupil who is transported in a school bus shall receive appropriate classroom instruction in safe riding practices and shall participate in emergency bus evacuation drills."

Practice drills are in the interest of safety for all concerned in the event it becomes necessary to evacuate a bus. A well- planned procedure rather than a disorderly evacuation will reduce "panic."

A. Students aboard our buses must be prepared to:

1. remain calm, not panic;
2. follow instructions;
3. have an interest for the safety of others;
4. know how to operate all emergency door and window releases;
5. have students able to perform an evacuation without driver assistance.

The following pages show detailed instructions developed for training purposes. Different types of drills can be used. Keep in mind that the purpose is to teach the pupils a way out of our buses other than those normally used for loading and unloading purposes.

B. EXTRA CURRICULAR TRIPS

Verbal instructions shall be given before leaving on extracurricular field trips.

Extracurricular trip forms provide a spot for the teacher/coach to sign verifying the necessary information was provided.

SECTION 7

SUGGESTED PROCEDURES TO MINIMIZE THE DANGER OF A POSSIBLE HIJACK OF A SCHOOL BUS

- A. Remember - the care and safety of your passengers is your highest obligation!
- B. Try to be ready for the unusual at all times!
- C. Use good judgment in unusual situations or in any unanticipated stop. Keep alert!
- D. Watch for, and be aware of, any strangers at regular stops.
- E. Do not allow an unauthorized person to board your bus.
- F. If an armed person does take control of your bus, you should do exactly as that person directs. Give up any personal belongings, if demanded, without a struggle. Do not try to be a "hero"; that action might cause retaliation against you or your passengers.
- G. You and your passengers should do every thing possible to observe the person so you can give an exact description when asked later.
 - 1. Height, weight, build, complexion, etc.; study the person and memorize these characteristics.
 - 2. Memorize hair color, eye color, distinct facial characteristics; study the face feature by feature, noting size or shape of ears, nose, etc.; any distinct feature, including scars or blemishes.
 - 3. Note clothes style and speech patterns - any distinct mannerisms.
- H. When moved from your original location, try to determine where you are being taken, and by what means and what route.
 - 1. How long did you travel?
 - 2. By what route? Freeway, surface street, uphill or downhill? What kinds of traffic sounds were audible?
 - 3. Try to determine where you were held - what was the physical location like? What sounds were you able to hear - traffic sounds, industrial sounds, etc.; rural or urban?
- I. Try to persuade the person(s) to provide the necessities for your passengers - food, shelter, protection, etc.
- J. Try to be kept with your passengers. Do not do or say anything to irritate or antagonize your captors. Learn which passengers may have special health problems (e.g., need for regular medication).
- K. Stay cool!

SECTION 8

BUS OPERATION & MAINTENANCE

A. DRIVER RESPONSIBILITY FOR SCHOOL BUS

You will be assigned to specific buses and routes; but from time to time it may be necessary to assign you to a different route or bus. It is your responsibility to make sure that you know the location and proper use of safety and emergency equipment, including fire extinguisher, first aid kit, reflectors, and lifts.

Any difficulties that render a bus inoperable or makes its operation hazardous shall be reported immediately in writing to Dispatch and through the use of the "work order" form. This form should be filled out completely, describing the malfunction as accurately as possible. If help is needed in determining or describing trouble, consult a supervisor.

B. PRE-TRIP INSPECTION

13 CCR 1215: It shall be unlawful for the driver to drive a vehicle that is not in safe operating conditions or is not equipped as required by all provisions of law and this subchapter. The driver is specifically responsible for the following:

- A. Daily Inspection. Prior to operation, the driver shall inspect each vehicle daily to ascertain that it is in safe condition, it is equipped as required by all provisions of law, and all equipment is in good working order.
- B. Repairs. Unless the driver of a school bus or SPAB is the mechanic charged with the care and maintenance of the bus, the driver shall not make any repairs of the bus or its equipment except necessary emergency repairs on the road.

It is necessary to complete and sign the appropriate form for every bus you drive during that day.

If you find, while conducting your pre-trip inspection, questionable damage, contact Dispatch for verification and check the "Vehicle Condition Reports" on file in the lounge. If condition is not on the "report", contact Dispatch immediately.

C. DUAL AIR SYSTEM (SPRING BRAKES)

THIS INSPECTION MAY EXCEED MINIMUM LEGAL REQUIREMENTS.
BLOCK WHEELS IF NECESSARY

1. Using appropriate and safe procedures, (i.e, park brake applied, transmission in neutral, clutch disengaged if equipped) start the engine to build up air pressure. Ensure the parking brake is applied.
2. CUT-OUT. When air governor cut-out pressure is reached, *note the pressure. (max. 130 psi)
3. CUT-IN. Apply and release service brake pedal gently to allow the air pressure to drop and the air governor to cut in. *Note the pressure when it begins to rise.(min 85 psi) Allow the system to build back to cut-out pressure.
4. STATIC TEST. Place the vehicle in first or reverse gear if equipped with manual transmission. If the vehicle is equipped with an automatic transmission place vehicle in park or ensure the vehicle will not move when parking brake is released. Shut the engine

off, and check the pressure gauge(s) for one minute. Note any pressure drop (2 psi per minute allowed).

5. APPLIED TEST. Release the parking brake. Make a full service brake application, after the gauge(s) stabilize, hold for one minute observing any drop in pressure. (3 psi per minute allowed). *Note the amount of air required to make a full service brake application.
6. LOW AIR WARNING DEVICES. (If the front and rear air systems cannot be drained separately.) Turn on ignition, do not start engine. Apply and release the service brake pedal gently until the low air warning devices activate.(must activate no lower than 60 psi.)
 - 6.a. LOW AIR WARNING DEVICES, FRONT. (If the front and rear air systems can be drained separately.) Turn on ignition, do not start engine. Drain the air in the front service system until the low air pressure warning device actuates (no lower than 60 psi).*Note the pressure. (When draining air from either front or rear service systems, air in the tank not depleted should remain intact. Loss of air in the tank not depleted might indicate a faulty check valve.)
 - 6.b. EMERGENCY STOPPING SYSTEM. Continue to reduce the air pressure to zero psi, then release the parking brake, start the engine and immediately move the vehicle. Depress the clutch if so equipped, and apply the emergency stopping system by using the service brake pedal. The system should have rear service brakes only
 - 6.c. LOW AIR WARNING DEVICES, REAR. Start engine. Allow the air system to build to at least 100 psi and repeat steps 6a and 6b for the rear service system test. The system should have front service brakes and rear brakes applied by modulated release of air from the spring brake chamber. (The modulated release of air is controlled by the system when you apply the service pedal.)
7. PARKING BRAKE. Start engine. Allow the air system to build to no less than 100 psi, release the parking brake and move the vehicle a short distance. Depress the clutch if so equipped and apply the parking brake.
8. SERVICE BRAKE. Make a stop to test the function of the service brakes before picking up passengers. This inspection procedure is not conclusive as to brake adjustment status * Cut-out, cut-in, application and low air warning pressures should be consistent for each pre-trip inspection. Noticeable changes from previous inspection should be communicated to maintenance staff.

D. HYDRAULIC BRAKE SYSTEM WITH POWER STEERING BOOSTER

General Information

These systems can be identified by following hydraulic supply and return lines between the power steering pump and the master cylinder. The brake system receives power assist from the power steering pump when the engine is running. When the engine is not running or the belt that drives the power steering pump is not in place, the power assist comes from a different source. For example, on some buses this emergency power assist is generated from an electric motor and pump attached to the master cylinder. This motor is designed to engage when the regular power assist is not working. This type of system can be tested by stepping on the brake pedal while the engine is off. By stepping on the brake pedal a “hum” should be heard meaning the electric motor has started running. The pedal should feel normal in reaction just as the engine is running.

Also, a red light may appear on the dash with the word “brake” illuminated. This would indicate the emergency stopping system is working properly.

Because of the variety and design of hydraulic power brake systems and the operation of the warning devices, the instructor should use the original equipment manufacturer (OEM) brake inspection information as a guide in developing an effective brake inspection procedure for a particular vehicle. The OEM information can be found in the vehicle’s owner’s manual or may be obtained from the chassis manufacturer.

Note: The Anti-Braking System (ABS) does not have a check out procedure. The dash light indicated if it is functioning or not. Without the ABS system functioning, a vehicle still has its normal braking system.

E. POST-TRIP DUTIES

1. A post-trip inspection of the bus and equipment is required. Double check for flat or low air tires, broken or ripped seats, broken windows, leaks, burned out lights, etc. Reporting needed repairs as they happen saves break-downs, delays, tempers and money.
2. The bus dash must be completely free of all loose articles. Keep it clean and dusted.
3. When the bus is returned to the yard at the end of each day, you will check condition of bus, and make a written report on the Vehicle Maintenance Record, if necessary, so that repairs may be made before the bus is due to run the following day.
4. All windows must be closed, emergency doors pinned, all electrical switches turned off, and entrance door locked at the end of use and/or end of day.
5. Required paperwork must be properly completed and submitted prior to leaving the facility.
6. Drivers are allowed up to 15 minutes to complete the post-trip duties specified in the Collective Bargaining Agreement.

F. TRANSPORTATION OF EXTRA EQUIPMENT

Drivers shall not permit any greater quantity of equipment or luggage in vehicles than can be safely and conveniently carried without causing discomfort or unreasonable annoyance to passengers. Special equipment and personal belongings should not be placed in the passenger compartment whenever possible. In no event shall aisles, doors, steps, or emergency exits be blocked, or anything be stored higher than the bottom of the window. Many buses have luggage space either under or in the rear of the bus.

G. LOST AND FOUND, CONFISCATED ITEMS

Drivers must check after each run for items left behind by students on the bus. Articles left on the buses by the students are to be taken by the drivers to the school of attendance on a subsequent run to that school.

Anything of value left on the bus at the end of the day will be secured in the drivers' lounge or other appropriate area overnight, and taken to the school the next day.

Substitute drivers will attach a note on the article with the school and route number so that the regular driver will be able to return such items to the school.

Items confiscated will normally be returned to the student when he/she disembarks the bus. Items confiscated during serious infractions of bus rules will be given to the proper school administrator for disposition. Confiscated items, that are illegal for students to have in their possession, will be turned in to the Dispatcher.

H. TWO-WAY RADIO OPERATION AND PROCEDURES

The two-way radio communication system is the link between you - the driver - and any assistance you may need. In order to operate at a high level of efficiency and to allow the Agency to assist you in a timely manner, certain rules and procedures must be followed.

The radio system is licensed by the Federal Communications Commission as a special emergency service. As such, the use of the assigned frequency is restricted to school bus operations. The frequency is monitored by the FCC and repeated violations could result in the **termination** of the license to operate.

1. Operating Procedures:

- a. Dispatchers are contacted by calling Base
- b. Identify yourself by using your
 - a. Route # (Rt. 12 to base)
 - b. Bus # if on a Special Trip (Bus 21 to base)
- c. Try to avoid unit-to-unit conversations. All radio communications should be to or from the dispatcher.
- d. Use the Agency's 10-code whenever possible.
- e. Avoid using names of individuals unless absolutely necessary.
- f. Plan your message so that the information is clear and concise.
- g. Be aware you may not be hearing other units transmitting that will cause a delay in the dispatcher's answer.
- h. Clear the channel before transmitting to eliminate talking over someone.
- i. A telephone will be used for routine communication, lengthy communications or sensitive topics which would best not be transmitted on public airways.

TEN CODES

10-0	Radio Check
10-2	Come to Base
10-4	Acknowledged
10-7	Temporarily out of Service
10-8	Back in Service
10-9	Repeat
10-12	Pick Up (student)
10-13	Don't Pick Up (student)/No Show
10-20	Location
10-21	Report by Phone
10-22	Disregard
10-35 A	Armed
10-35 D	Drug /Alcohol Intoxication/acting aggressively
10-36	Cease all radio transmission except for emergencies
10-75	No Red Lights Snow/Ice
10-96	Time Check
10-98	Finished Assignment, Available

You should be aware other areas use the same frequency. When you are operating out of the area, you should not disrupt their local operation unless it is an emergency. By disengaging the channel guard, you can monitor the radio activity in that area.

I. SPEED IN YARD

Vehicle movement in the bus yard will be in first or low gear at no more than 5 m.p.h. Traffic will circulate clockwise around the yard. When vehicles are being backed up, you will sound horn before putting the vehicle in reverse.

You are cautioned to drive carefully in the yard especially when buses are being fueled or drivers are practicing the roadeo obstacles in the driveways.

When leaving the yard, remember to stop, and then proceed slowly through the gate. If you are going too fast, the whole bus will rock side to side. This causes tremendous damage to the springs on the buses.

J. SERVICING

Normal servicing of buses is pre-scheduled on a calendar time basis. Drivers must be prepared and will be expected to cooperate with the Dispatch office when they are directed to bring their bus to the shop for service or are given a spare bus on a temporary basis.

K. WARM UP

Gas engines shall be warmed up approximately five (5) minutes before the start of the A.M. run and three (3) minutes after the bus has been standing for more than three (3) hours.

For diesel engines use the same procedure as for gas engines except the instructions for the use of the choke do not apply. Do not warm up an engine above 1000 RPM.

L. COOL DOWN

Except for momentary stops all engines are to idle for two (2) minutes before shutting down. After extended operation under heavy load, allow engine to idle five (5) minutes before shutdown to allow time for internal temperatures to equalize and prevent boil-over and possible cracking or warping of the heads. However, engines are not be idled at school loading zones for more than two (2) minutes.

M. INSTALLATION AND USE OF TACHOGRAPH CARDS

After each day's use, a new tachograph card must be installed in the recording device, if the bus is so equipped. Beginning mileage will be put on the tachograph card as it is installed. The driver's name, date, bus number, and beginning and ending mileage will be included on the miles per hour side of the recording tachograph card when it is removed. Each driver using a bus must use a separate tachograph card. Driver's complete last name and initial must be printed on each card and must be legible. Great care should be taken that no marks are made outside of the center field area of the tachograph card. Tachograph cards are carbon sensitive to marks. They must be handled with care and not thrown or scuffed up in any way. Tachograph cards are to be submitted as part of the post-trip paperwork.

Wind clock and accurately set it daily, if required.

Drivers taking buses on special trips will ensure that the tachograph is in operation.

Anyone having questions or in doubt of how to use the recording device should seek instruction.

Tachograph cards are considered to be valid, legal evidence. Therefore, it is important to make sure it is operating correctly.

N. BUS WASHING AND CLEANING - WASH ON CEMENT SLAB ONLY

Drivers are responsible for the interior and exterior cleanliness of their assigned bus. Drivers will see that their assigned bus is thoroughly cleaned once every two weeks on the outside, and daily on the inside.

Under no circumstances will bus washing cause a driver overtime, either directly or indirectly, without supervisory approval.

Drivers who are unable to wash their bus will contact the Dispatcher who may designate another employee to do the washing. Drivers being paid for layover time will wash their assigned bus during such layover period.

Time cards will be annotated by date, time, and vehicle number. Time for bus washing is as follows: Transit buses, 1.2 hour; conventional's, 0.8 hour; and vans, 0.5 hour. Additional time must be pre-approved.

The complete bus wash includes, but is not limited to:

1. The entire exterior of the vehicle that can be cleaned with available equipment.
2. Wheels and wheel wells.
3. Exterior of all windows.

4. Floors will be swept; then mopped with fresh soap and water. Immediately rinse the floor with mop using fresh, clear water. Interior should be done first so that floors have adequate time to dry before subsequent runs, if any. Hosing out floors will be avoided whenever possible because it causes rusting and floor deterioration. Shop supervisor may authorize hosing of floors in unusual circumstances.

Drivers will thoroughly clean the interior of their bus at the conclusion of each day's use. This will include, but will not be limited to:

1. Lifting seats so that accumulated dirt and trash between seat back and seat bottom may be removed. (e.g. Monday, first eight seats on the right side; Tuesday, first eight seats on the left side etc.)
2. Thoroughly sweeping floor.
3. Cleaning interior windows (e.g. Monday, first eight windows on left side; Tuesday, first eight windows right side, etc.)
4. Cleaning interior windshields as necessary.
5. Dusting dash and instrument panel, and safety equipment.
6. Wiping seats with damp cloth.
7. Ensuring at all times the mirrors, windshields, etc. are kept clean for visibility and safety in operation.
8. Cleaning a section of the ceiling of the vehicle on Monday, another section on Tuesday, etc.

O. ENGINE RPM OPERATING RANGES

The engines in the Agency buses are required to perform over a broad RPM range under varying loads and operating conditions. Each engine type has an optimum RPM operating band where maximum power is available with minimum fuel usage and drive train wear. Adherence to the RPM range listed for each bus will ensure maximum utilization of each vehicle engine regardless of load or operating condition.

Failure to maintain the engine within the designated RPM range will result in excessive fuel consumption, overheating, and abnormal wear on drive components. The minimum RPM indicated for each bus should be strictly adhered to under all operating conditions; however, it is important to note that an engine can be "lugged" at any RPM below the maximum rated RPM. "Lugging" is defined as any operating condition in which an increase in engine speed (RPM) cannot be achieved with an increase in accelerator pedal position, or when engine speed (RPM) decreases with the accelerator in its maximum position.

P. BUS FUELING

Fuel tanks are to be kept at three-quarters (3/4) full. Do not overfill your fuel tanks. Do not fill to the point fuel is in the filler pipe.

Regular Drivers: Anytime you drive a bus, **other than your assigned one**, fuel it if the gauge is below full.

Keep your assigned bus's tank between 3/4 and full.

Sub Drivers: Fuel every bus you drive, regardless of how you find it, if the gauge is below full.

The pumps are open 4:30 a.m. to 7:30 p.m., seven days a week.

Fuel your bus according to your routes assigned. You will not be paid extra, or overtime to sit in line and wait for a fuel pump to become available.

Q. SPILLS AT FUEL ISLAND

A bucket of absorbent will be placed on the fuel island for you to spread over any oil or fuel spill. Notify the shop if a spill occurs. If needed, rags are available from the shop.

R. FUEL CREDIT CARDS

Cards may be issued for business use by Agency personnel as needed, and returned after use. These credit cards are to be used to purchase products delivered into Agency vehicles only. If a card is lost, report this fact to the Dispatch Office, so appropriate action can be taken.

S. CLASSIFYING UNSAFE BUSES ON WORK ORDERS

When a bus is marked unsafe on a work order it means the bus is dangerous, risky or untrustworthy. **THIS BUS IS NOT SAFE TO DRIVE!!** First of all, make sure this is really the condition the bus is in before you write it up this way. When a bus is in an unsafe condition and you write up a work order and note it so, the following procedures **must be followed**:

1. Work Order & Bus Keys together must be handed in to Dispatch.
2. Dispatch will give you a tag to **Red Tag** bus immediately. Tag should be hung from visor.
3. Dispatch will hand carry **Work Order & Keys** to shop.

THE BUS SHALL NOT BE DRIVEN UNTIL A MECHANIC DETERMINES IT IS SAFE.

T. P.M.I. MILEAGES

Drivers should ensure mileage on Monday's afternoon post-trip reports is correct as this is used by the shop to schedule PMI. list.

Note: Drivers of buses that will, within the week, have PMI's between 300 miles or 3 days of due date need to fill out a work order to confirm that bus has been scheduled for maintenance.

Work order is then given to dispatch.

SECTION 9

PERSONNEL PROCEDURES

1. BUS DRIVER CERTIFICATE RENEWAL

During the last year of certificate validity drivers are required to attend a state mandated renewal class. Agency employees will be required to attend the Agency Certificate Renewal Class if the employee is within their last year of certificate renewal.

During the year you are expected to attend various in-service meetings to update your knowledge as a professional school bus driver. Other in-services where you can also earn in-service hours are: workshops, safety meetings, safety fairs, roadeos, etc. Usually, these in-services cannot apply towards the classroom hours required for T-01 certificate renewal credit. Check with the Operations Manager for prior approval.

It is your responsibility to attend a minimum of ten hours of in-service per year.

It is also your responsibility to prepare for renewal by:

1. Attending a minimum of ten (10) hours of Agency classroom in the year preceding renewal date.
2. Arranging for a check ride. This should be done 60 days prior to CHP testing to allow for more practice if needed.
3. Appointments for renewal tests with the School Bus Safety Officer will be made through the Agency. CHP tests will not be scheduled without clearance from an Agency Instructor. We will not send someone to test that the Agency believes is not prepared.
4. If you fail your driving test and do not hold a current bus driver certificate, you are placing your position as a school bus driver in jeopardy as you no longer meet the job requirements.

At least annually, bus drivers will have a safety ride check, with a person designated by the Agency, to assure continuing use of appropriate driving skills, pupil management, and compliance with applicable policies and procedures.

The safety check ride will be used as a part of a driver's annual personnel evaluation.

2. CORRECTIVE TRAINING

Corrective training shall be done: as deemed necessary by the Agency management and/or accident/incident review committee.

3. LICENSES

While on duty, you must carry all required licenses and certificates. If any license is allowed to expire or you do not attend the required number of hours to maintain your school bus certificate, you will be relieved of duty pending renewal. You will be putting your position with the Agency in jeopardy if you allow this situation to occur.

4. TIME KEEPING

You will be responsible for logging the daily hours you work. Time is to be recorded to show actual time worked.

5. PAY CHECKS

The timeline for issuing paychecks is under review by CSEA and management. Drivers will be paid at least once per month.

5.1 TRAINEE REIMBURSEMENT/TRAINING PAY

New licensees trained by the Agency shall, upon completion of 400 hours of driving service with the Agency, be paid for 20 hours of behind-the-wheel training at driver rate step B. Up to \$250.00 of the original applicants fees will be reimbursed after 40 hours of driver service with the Agency.

6. SPECIAL TRIPS

Special Trips will follow the procedure outlined in the Collective Bargaining Agreement. Substitutes will be used only if no qualified driver will accept the trip or under an emergency situation.

7. ABSENCE FROM WORK

Please follow the procedure in the Collective Bargaining Agreement. When ill or injured, and unable to report for work, call Dispatch at least 1 ½ hours before your assigned time. When absent from work, you must notify Dispatch by 4:00 p.m. of your intent to return to duty the following day. If you fail to call and your route has been assigned to a substitute, you may not be allowed to work.

8. DRINKING OR EATING ON BUS

When students are aboard, drivers should not be drinking or eating on the bus. Drivers may have water on the bus, as long as it is not consumed while the bus is in motion.

9. DRIVER APPEARANCE AND ATTIRE

When on duty, it is expected that you maintain high standards of personal grooming and wearing clean apparel.

The Agency requires that all drivers wear uniform components as provided. You are required to wear clean, well-maintained articles of apparel. Please note that the following are not considered proper attire: Sweat pants, body-hugging knits, latex/bicycle pants, or acid/stone washed denim. Short shorts, cut-offs, overalls are considered unacceptable. A 5” minimum inseam on shorts is required. EERC approved pants are dark blue, black denim, cords, hopsack, cotton, twill and polyester. Appropriate undergarments must be worn. Low heeled, closed toe shoes with a back strap must be worn. Any other type of footwear must be approved by a supervisor prior to reporting to work. Good judgment, good taste, and safety must be the rule.

It is the intent that the Agency logo always be visible to the public. You are expected to be in complete uniform when reporting for work and while on duty. Name tags are considered part of the uniform. If you have lost your tag or it is damaged, notify the Administrative office.

The Agency provides the approved shirts, vests and outerwear apparel. Agency or CASTO State Rodeo shirts may also be worn. Novelty and sweatshirts that reflect a positive image of school

transportation, may be worn upon prior approval of the Agency CEO. A white shirt with a collar shall be worn with the agency vests.

Dark blue, black, or tan khaki pants, shorts or pant-skirts are the approved attire. Drivers may receive up to \$40.00 per fiscal year reimbursement for the purchase of these items. (\$20.00 per pair.)

Failure to wear your uniform will result in disciplinary action up to and including suspension and/or termination.

10. CHANGE OF ADDRESS

You must inform the Agency immediately of any change of address or telephone number. All drivers are required to notify the Department of Motor Vehicles of change of address within 10 days of the change (14600,(a)vc).

SECTION 10

MISCELLANEOUS

1. EMPLOYEE LOUNGE

The employee lounge is provided to enable employees to relax on breaks or between work assignments. It is the responsibility of each employee to keep it clean and neat. Pick up your own trash and place in the containers provided for that purpose.

Any misuse and/or abuse of the facility will not be tolerated. Cost of damages may be borne by the employee.

The refrigerator is emptied of all items on Friday afternoon. All items left behind will be thrown away.

2. PARKING OF BUSES BETWEEN RUNS

It is required that all school buses be parked between runs in the bus yard - not at private homes, on public streets, or at any other location unless so authorized by the CEO or their designee.

3. PARKING OF PERSONAL VEHICLES

Parking for drivers is on the West side of the building, along the fence in front of the building, and in front of the building.

There is to be no parking of personal vehicles in the bus stall areas. (Exception: Drivers on a Special Trip with an after dark return time may park in their trip bus' stall). If this exception is abused, this provision will not be made available to trip drivers.

4. USE OF AGENCY VEHICLES

If you drive one of the Agency's cars to pick up students, you must check it out, engine, tires, lights, seat belts, etc. Fuel tank must be half or better at all times.

5. UNAUTHORIZED USE OF AGENCY VEHICLES

Unauthorized use of an Agency vehicle, ~~or~~ **or** the transporting of unauthorized passengers could result in immediate termination.

6. SMOKING

Smoking is not allowed in or on any Agency property, buses, vehicles or on any of the schools properties, at any time.

Smoking in prohibited areas will result in disciplinary action up to and including suspension and/or termination.

You are expected to comply with all Board policies.

7. TRIMMING OF TREES

If there are, in your opinion, trees that need to be trimmed at any of the homes you service, please talk to the parents/guardians. If they are not trimmed within a few days, report the situation to the dispatch office.

8. DECORATING OF BUSES

We appreciate and enjoy the spirit in which you may wish to decorate your buses for the holidays. However, due to the varied beliefs of the public we service, holiday decorations are prohibited.

9. ALCOHOL AND CONTROLLED SUBSTANCES

All drivers must comply with State Law, and the Federal Drug and Alcohol testing program. Failure to do so will be grounds for termination of your employment with the Agency. A termination for this reason must be reported to the Department of Motor Vehicles within 5 days.

10. AEROSOLS IN BUS

It is against the law for aerosol cans to be transported on the inside of buses.

11. UNAUTHORIZED RIDERS

Friends and/or relatives of employees are not allowed to ride any bus. This does not effect a student with a valid bus pass on his/her regular home to school run, or on extra curricular trips.

Students should be told that they will not be allowed back on the bus if they leave the bus at other than their designated stop. Dispatch should be notified immediately.

Relatives, friends and other adults shall not be allowed to ride the school bus to or from the trip destination without prior approval from of the Agency.

All drivers will be expected to adhere to this directive.

12. SAFETY BINGO

In order to encourage safety in the work place, the Agency has established a Safety Bingo Program for all employees except supervisory/confidential, with the following policies:

- a. The Agency will start each "Safety Bingo" game with an initial \$30 and add one dollar for each accident-free day.
- b. An accident is defined as an at fault vehicle accident or an on-the-job injury to an employee that results in a cost to the district in dollars or lost time. Employees will be informed when an accident occurs.
- c. If there is an accident, that particular game will be stopped, new cards will be issued, and the game will start over the first working day of the next month.
- d. When there is a "Bingo", a new game will start as soon as possible with new cards.
- e. Bingo numbers will be drawn each workday. The numbers will be posted in the Lounge. It will be the responsibility of employees to obtain the numbers.
- f. Employees must be on duty to be entitled to use a number drawn.
- g. Employees in current paid status only are eligible to win.
- h. Those drawing the bingo numbers may not participate in the bingo game.
- i. Bingo cards will be issued by number with one card for each participant. **Lost cards will be cancelled, and not replaced.** Cards should not be left in mailboxes.
- j. Prizes will be given to winners upon verification of the bingo card(s), usually within a week. If there is more than one winner, the prize will be divided equally among the winners.

14. SEXUAL HARASSMENT

A DRIVER'S RESPONSIBILITY

Each driver has the responsibility of maintaining a physically safe and emotionally comfortable environment free of harassment on their bus.

EXAMPLES OF SEXUAL HARASSMENT:

- a. Unwelcome leering, sexual flirtations or propositions.
- b. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- c. Graphic verbal comments about an individual's body, or overly personal conversation.
- d. Sexual jokes, stories, drawings, pictures or gestures.
- e. Spreading sexual rumors.
- f. Touching an individual's body or clothes in a sexual way.
- g. Cornering or blocking or normal movements.
- h. Displaying sexually suggestive objects in the work environment.
- i. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

A hostile environment may be created by actions or comments that cause a student to be fearful or intimidated about riding the school bus.

Student reports of sexual harassment must be taken seriously and reported to your supervisor immediately. DO NOT place yourself in the position of judging the merit of any harassment complaint. To protect the students, yourself, and the Agency, all reports must be documented and dealt with appropriately.

SECTION 11

UPGRADING AND CONTINUOUS TRAINING

The following guidelines are to set criteria to help determine training needed, and to promote continuing training for drivers.

UPGRADING TRAINING

This training may be under-taken to remove certain legal restrictions placed on either your driver's license or special certificate. See a member of the Training staff to learn what steps are necessary to remove any restrictions you may be operating under.

PROFICIENCY TRAINING

1. This training is required to ensure that drivers are qualified, and knowledgeable about each bus that they drive. If you are inadvertently assigned a bus that you are not familiar with, or not qualified to drive, **DO NOT DRIVE IT!** Inform dispatch of the problem so that appropriate corrective action can be undertaken.

The type of training and length of training needed to remove restrictions, or to obtain proficiencies depend upon a drivers individual skills.

2. To maintain their proficiency rating for the various types of buses and equipment operated by the Agency, drivers must complete the continuous training form and submit it to Dispatch. It is the driver's responsibility to maintain proficiencies. Failure to obtain, or maintain proficiencies may effect a driver's eligibility to bid on routes, or to be offered extra assignments.

The CEO may make exceptions to this rule based on the needs of the Agency.

SECTION 12

SPECIAL EDUCATION

1. PARENT HANDBOOK

Drivers of Special Education children must read, and be familiar with, the parent handbook for parents of special education students. Drivers are expected to enforce and comply with the procedures set forth in the handbook.

2. ABSENT STUDENTS

After an absence, other than a 10-13 A.M. or P.M., only parent/guardian of student must call in to resume pick up. Dispatch will notify you when to resume. After Holidays or vacation you are to go by all houses, unless a student is on an extended absence.

3. NO SHOWS

Always let Dispatch know when a student is a "no show" at their pick up point. Do not go back the next day unless Dispatch directs you that a call has been received.

4. CITATION SYSTEM

Same general procedure, except no suspension without consulting with Dispatch. Special care must be taken because transportation is a State mandate.

5. RESTRAINTS/SUPPORT VESTS

Restraints and vests may be necessary for some students. Drivers may not use them unless given permission by a supervisor.

6. WHEELCHAIR BRAKES

Must prevent the chair from moving when applied. If faulty, **do not transport. Radio Dispatch immediately.**

7. SEAT BELT

Chair restraint belt must be attached to the chair or we cannot provide transportation.

8. WHEEL CHAIR TIE DOWNS

A 4 point tie down is mandatory under Agency procedures. All tie downs must be picked up and stored after use. Tie downs should be stored in the designated container.

9. CAR SEATS

Must meet federal standards, and be secured properly to the seat to ensure a safe ride. Only Agency owned car seats, booster seats, or other restraints shall be used on Agency buses. Exceptions to this procedure must be approved by the CEO.

10. LIFT COVER

Shall be in place at all times.

11. LOADING AND UNLOADING

Students should be loaded and unloaded by the drivers. Aides and parents may be allowed to buckle students in. Parents may not affix tie downs, operate, or ride on lifts. Drivers are responsible for proper securement of all devices.

Students are not to be left unattended on buses. Stay with your bus if students are on board.

Be on your bus prior to dismissal time to greet and load your students.

12. NEW STUDENTS

A new Special Education student shall not be transported without permission from Dispatch.

13. SEATING CHART

Driver shall maintain an up-to-date seating chart. This should be the first card/page of each run.

14. ROUTE CARDS

Route cards or sheets should be kept in the lounge. They must be updated within 24 hours of any assigned change to the route. This should be done during lay over or administration time. Route instructions shall indicate times of pickup, drop off or transfer including name of student and where they are delivered.

15. STUDENT INFORMATION

Individual student information shall be on the reverse side of that student's name and address card, and kept in the route book. Remember, most student information is considered confidential.

16. FUELING

Fueling information should be indicated on the route card. Many buses have to be fueled twice a day.

17. EMERGENCY KNIFE

Be sure you know where the emergency strap cutting device is on each special education bus you drive.

18. UNIVERSAL PRECAUTIONS

Avoid contact with any body fluids by using your universal precaution kit supplies. If used, always refill.

19. PARKING AND LOADING AT SECRET RAVINE SCHOOL

The following procedure will apply to parking at Secret Ravine for **AM, MID-DAY AND PM ROUTES**.

- a. **66 passenger or larger buses**, will park past the school on the right. Problems with cars parked in bus spot are to be radioed in to Dispatch.
- b. All other buses are to line up parallel to the curb about 1 foot from each other allowing as many buses as possible to be on the curb at any time. Late buses will wait for buses that are curb side to load and leave before pulling into the loading zone. Buses will not cut **in or out** around other buses. **If you are waiting for a late student and it is your time to pull out, you are to pull around the circle to back of line.**
- c. This procedure may delay you but it will eliminate foot traffic between buses by parents and students and provide the safest loading environment for bus riders.

20. BUS CHECK

All drivers shall check their bus before leaving each school in the a.m. and at the end of each run in the p.m. for clothing, books, small children and sleeping passengers.

All articles found on the bus should be tagged and turned in to the school location at the end of each route or the following workday. Do not turn in to Dispatch.

21. UNDELIVERABLE STUDENTS

When a driver has undeliverable students, Dispatch should be notified the first time that delivery is attempted, unless route is running early. Driver should proceed on run, dropping other students in the area off, and then returning to undeliverable student's drop for a second try.

In the meantime, Dispatch will be contacting emergency drop people. If no one is available to accept student, the following procedure will be implemented:

- 1st P.M. run -Driver will check with Dispatch for instructions.
- 2nd P.M. run -Driver will notify Dispatch of available time they can stand by.
 -DDispatch will be trying to reach emergency drop designees.
 -Driver will deliver to emergency drop address or to a site as directed by the Agency office.
 -DDispatch will notify the appropriate authorities of circumstances. i.e. needs to leave, child needs safe place to wait for parents.

22. STUDENT CONFIDENTIALITY

It is inappropriate to discuss students' behavior, disabilities, health, or special needs in the lounge with other drivers, your spouse or other outsiders.

The proper procedure is to discuss the needs/behavior problem with another only on an official "need to know" basis.

The main focus is -- no discussions or conversations with people who would not qualify under "need to know."

23. MEDICATION

Do not administer, or offer to do so.

24. PERSONAL BELONGINGS

Personal belongings that require special handling or secure placing, or take up extra space, need Agency approval prior to being transported.