

# CROSBY INDEPENDENT SCHOOL DISTRICT

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## 2022-2023 TRANSPORTATION HANDBOOK





## TRANSPORTATION DEPARTMENT

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This handbook has been prepared to provide you, the Transportation Department employee, with a thorough understanding of the policies, practices, and procedures of Crosby ISD Transportation. The contents are by no means exhaustive, but are as complete as possible at the time of printing. At times it may be necessary to re-evaluate policies and procedures based on situations that may arise. If it becomes necessary to make modification to any policies or procedures contained in this handbook, the notification will be made in writing to the employees of this department.

Rules, regulations, and other measures for safety are of little value without superior driving skills. Ninety-nine percent of the success of any transportation program lies with those who are on the road making important driving and student decisions. The actions taken by the driver and aide determine whether the children transported will reach their final destination safely as planned.

There are people in some professions who can perform poorly without resulting in a tragedy. If a teacher, for example, makes a mistake in judgment while teaching, further explanation or re-teaching can usually correct the problem. Our role in the transportation industry does not allow for error. If a driver uses poor judgment while driving, the results can be devastating and irreparable to the students on their bus, themselves, and other motorists on the road. With this in mind, the school transporter is the most important person that a child sees each school day because if a driver fails in their duties, the child may not live to benefit from the education.

Every employee is part of the team whose goal is to serve the best interests of all of the children. All are trustees of an important public confidence and, as such, must be dedicated to doing the safest, most effective and efficient job of which they are capable.

It is essential that all employees become thoroughly acquainted with this handbook and refer to it frequently. We urge you to make suggestions to the Asst. Director or Operations Manager for future improvement and revisions to this document.

This handbook is not a substitute for the official Crosby ISD District Policy Manual but a supplement to it that is more specific to the Transportation Department. This handbook does not serve as a contract and is not intended to alter the at-will status of non-contract employees in any way. In the event that the contents of this handbook conflict with the Crosby ISD 2022-23 Employee Handbook or the Crosby ISD Board Policy Manual, the Crosby ISD Board Policy Manual will serve as the authority.

The policies and procedures contained in this handbook will be applicable from the date of the first program day of each school year to the first program day of the following school year with the exception of revisions to policies made after the school year begins. Notification for any such revisions will be made in writing to all employees.

Welcome, and have a great year!

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# Emergency Telephone Numbers

## Transportation Department

281-328-9200

### To report an absence:

#### **Transportation Dispatch**

281-328-9247 or 9248

Julie Denkins – Split Schedule\* – Dispatcher

\*5:30 A.M. – 9:30 A.M. & \*1:30 P.M. – 5:30 P.M.

281-328-9200 ext. 1286

Misti Mason – AM – Operations Manager

281-328-9200 ext. 1287

Amanda Kaminski – PM – Operations Manager

281-328-9200 ext. 1283

Lisa Wiginton – Fleet Clerk

281-328-9200 ext. 1289

Rodney Ward – Shop Supervisor

281-328-9200 ext. 1275

John McGee – Director

281-328-9200 ext. 1278

## **CROSBY ISD TRANSPORTATION DEPARTMENT MISSION STATEMENT**

It is the mission of the  
Crosby ISD Transportation Department  
to provide safe, efficient, and professional  
transportation services  
for all qualifying students of Crosby ISD  
while supporting  
the district educational mission

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# Crosby ISD School Board & Administrative Staff

## *School Board Members*

JR Humphries	<i>President</i>
John Swinney	<i>Vice President</i>
Heather Barrett	<i>Secretary</i>
Jennifer Roach	<i>Asst. Secretary</i>
KeaLynn Lewis	<i>Trustee</i>
Karen Thomas	<i>Trustee</i>
Christina Castillo	<i>Trustee</i>

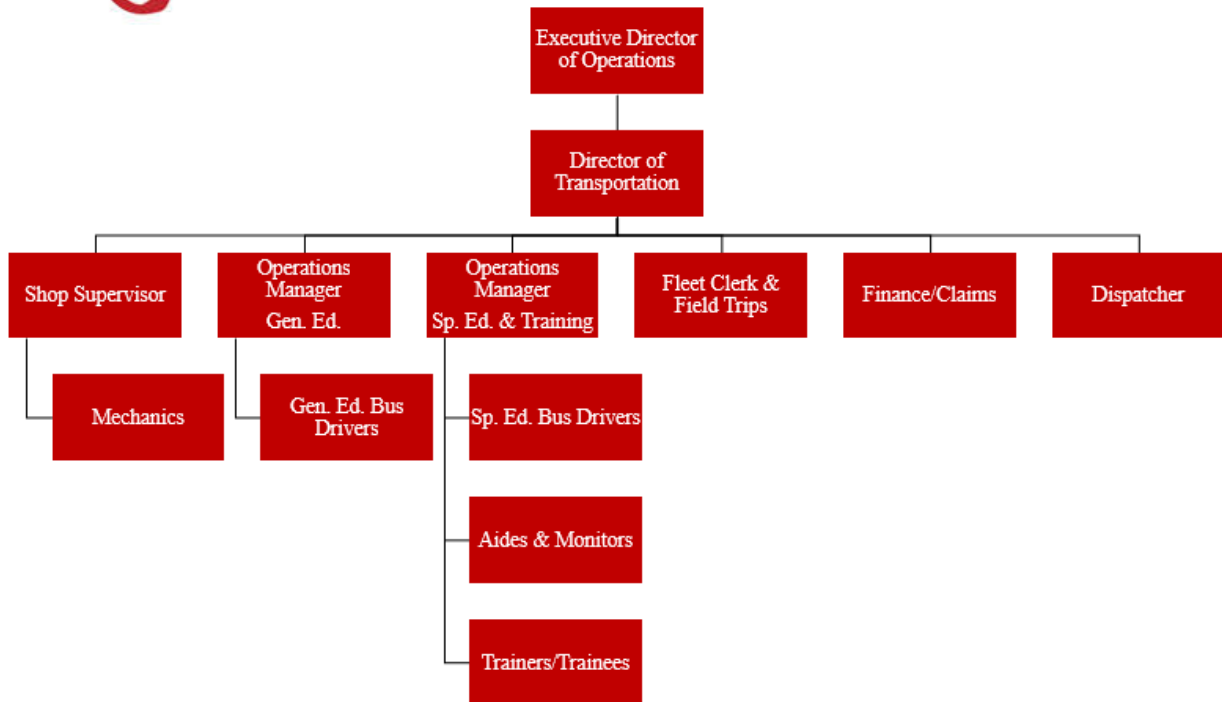
## *Transportation Department Administration*

John McGee	<i>Director of Transportation</i>
Misti Mason	<i>Operations Manager</i>
Amanda Kaminski	<i>Operations Manager</i>
Lisa Wiginton	<i>Fleet Clerk</i>
Syda Branch	<i>Secretary</i>
Rodney Ward	<i>Shop Supervisor</i>
Julie Denkins	<i>Dispatcher</i>

# Transportation Department Organizational Chart



## Organizational Chart





# Important Dates to Remember



CROSBY ISD TRANSPORTATION  
MANDATORY PROFESSIONAL DEVELOPMENT SCHEDULE  
2022-2023 School Year

Thursday, September 15, 2022	Professional Development Meeting for All	9:30am- 11:30am
Thursday, October 13, 2022	Professional Development Meeting for All	9:30am- 11:30am
Thursday, November 10, 2022	Professional Development Meeting for All	9:30am- 11:30am
Thursday, December 8, 2022	Professional Development Meeting for All	9:30am- 11:30am
Thursday, January 12, 2023	Professional Development Meeting for All	9:30am- 11:30am
Thursday, February 9, 2023	Professional Development Meeting for All	9:30am- 11:30am
Thursday, March 9, 2023	Professional Development Meeting for All	9:30am- 11:30am
Thursday, April 13, 2023	Professional Development Meeting for All	9:30am- 11:30am
Thursday, May 11, 2023	Professional Development Meeting for All	9:30am- 11:30am

“Stand back from the yellow and black.”

## 2022 - 2023 CROSBY INDEPENDENT SCHOOL DISTRICT

JULY 2022						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Total Days for Teachers: 187  
 First Day of School for Students: August 11, 2022  
 Last Day of School for Students: May 25, 2023

1st Semester: 86 days      2nd Semester: 89 days

**Total Instructional Days = 175 Days**

**HOLIDAYS**

Independence Day	July 4
Labor Day	September 5
Thanksgiving Break	November 21 - 25
Winter Break	December 22 - January 4
MLK Day	January 16
Spring Break	March 13 - 17
Good Friday	April 7
Memorial Day	May 29

**STUDENT & TEACHER HOLIDAYS**

(Administrative Staff Work Days)

October 6, 7, 10      February 17, 20

**NEW TEACHER ORIENTATION**

July 27, 28

**STAFF DEVELOPMENT DAYS** (No School for Students)

August 1-5, 8-10      February 16  
 January 5, 6      May 26

**ELEMENTARY PLC DAYS** (No School For PreK - 5th Grade)

September - 16      March - 3  
 November - 11      April - 10

\* Secondary PLC Days will continue to be on Wednesdays unless otherwise communicated.

**BAD WEATHER MAKEUP DAYS**

February 16, 17

**SCHOOLS**

**PHONE**

Crosby Kindergarten Center	281-328-9370
Barrett Elementary School	281-328-9320
Newport Elementary School	281-328-9330
Crosby Elementary School	281-328-9360
Drew Elementary School	281-328-9306
Crosby Middle School	281-328-9264
Crosby High School	281-328-9237

**KEY**

- Regular Monthly Board Meetings
- Holiday
- Holiday for Students & Employees on 187-day contracts (Administrative Staff Work Day)
- Semester Stop/Start Days
- Staff Development Day
- New Teacher Orientation
- Early Release Day
- Elementary PLC Days



AUGUST 2022						
S	M	T	W	T	F	S
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2023						
S	M	T	W	T	F	S
				1	2	3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

SEPTEMBER 2022						
S	M	T	W	T	F	S
					1	2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2023						
S	M	T	W	T	F	S
						3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

NOVEMBER 2022						
S	M	T	W	T	F	S
						1 2 3 4 5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2023						
S	M	T	W	T	F	S
						1 2 3 4 5 6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER 2022						
S	M	T	W	T	F	S
						1 2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2023						
S	M	T	W	T	F	S
						1 2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

# Personnel Policies

## Employee Responsibilities

As a Transportation Department employee, you are a special part of the educational team. You are directly responsible for ensuring that students are able to access their education and are kept safe while in transit. Regardless of your specific position and job duties, there are some basic responsibilities and expectations of all department staff members:

- Maintain confidentiality in all matters relating to students **and** staff.
- Avoid negativity and refuse to engage in behavior and conversations that are counter-productive or harmful to a positive working environment.
- Exercise caution and safety while performing job duties. This includes using all available safety equipment and reporting any and all unsafe conditions immediately.
- Attend and participate in all Prof. Dev. Meetings, trainings, and workshops as required and directed. If an absence from a required meeting is unavoidable, notify the Operations Manager, Assistant Director, or Director of Transportation prior to the meeting and then obtain minutes, notes, handouts, and other documentation after the meeting.
- Notify the appropriate supervisor of any physical or mental condition which may negatively impact the safety of or ability to perform the required job functions.

In addition to those responsibilities and expectations outlined above, the following are position-specific responsibilities:

### *Bus Drivers*

- Bus Drivers perform those duties as denoted in their job description.
- Bus Drivers are required to report for duty **fifteen (15) minutes prior to their scheduled departure time**. Reporting for duty less than 15 minutes prior to departure is considered tardy.
- Bus **Drivers are responsible for conducting and documenting a thorough pre-trip and post-trip inspection on every vehicle they drive** using the prescribed method as outlined in the exhibits section of this handbook. These inspections must be performed prior to and immediately after driving a bus off of the Transportation Department property.
- Bus Drivers are expected to use appropriate, approved student management techniques to ensure and maintain student safety on the bus.
- Bus drivers are required to make **and document** initial telephone calls to the parent of each student on their bus at the beginning of each school year and as new students are added to the bus. Drivers **must** document when a student's phone number has been disconnected or is no longer a good phone number.
- Each bus driver is responsible for ensuring that his or her vehicle has adequate fuel for the route or field trip. No vehicle may be driven with less than ½ tank of fuel.
- Bus drivers are responsible for driving their routes exactly **as indicated on their route sheets** and notifying the Operations Manager of any necessary route changes **BEFORE** making the change.
- Each Bus Driver is responsible for keeping his/her bus interior cleaned (including vomit or other body fluids) and the windows and door closed after each run. This applies to any bus that a driver may operate. If a substitute driver drives a bus, they are required to leave the bus in the condition in which it was found. The substitute is not responsible for cleaning the mess left by the regular driver.
- There is a variety of on-going and periodic reports that the driver is required to prepare, collate, or submit. Drivers are required to prepare such paperwork as seating charts and disciplinary incident reports as necessary. In addition, other periodic reports are required, such as student counts (used to adjust student loads on routes) and monthly roll-calls. All reports must be accurate to the best of your ability. **These reports directly affect the funding for this department and the operations of the school district.**
- Bus Drivers are responsible for ensuring that all state requirements for school bus drivers are met including license renewal, certification/recertification, and annual DPS bus driver physical. Failure to maintain minimum state or district requirements will result in termination.

- Drivers of special needs buses must maintain a Non-Violent Intervention certification through CPI by completing an annual refresher training. **Failure to maintain this certification will result in reassignment to a regular education route.**

### *Bus Aides*

- Bus Aides perform those duties as denoted in their job description.
- Bus Aides are required to report for duty fifteen (15) minutes prior to their scheduled departure time. Reporting for duty less than 15 minutes prior to departure time is considered tardy.
- Bus Aides will assist the driver with conducting a pre-trip inspection but are not permitted to complete the inspection without the driver or to complete the pre-trip inspection form.
- The Bus Aide is responsible for assisting in the loading and unloading of students (which may require getting off of the bus), monitoring the safety of the students, and in managing behavior of students aboard the bus.
- The Bus Aide will assist the driver in daily cleaning, closing windows, and preparing, collating, or submission of reports.
- Bus Aides must maintain a Non-Violent Intervention certification through CPI by completing an annual refresher training.

### *Alternate Drivers*

In addition to those responsibilities listed for bus driver and bus aide:

- Alternate Drivers perform those duties as denoted in their job description.
- Alternate Drivers are responsible for substituting on routes as bus drivers and bus aides as needed.
- Alternate Drivers will serve as mentors for employees of the Transportation Department through observation and guidance.
- Alternate Drivers will meet with drivers and aides in small groups periodically to solicit feedback and provide information as necessary.
- Alternate Drivers will assist drivers with route familiarization when a route change is made.
- Alternate Drivers will assist with training and retraining drivers as necessary according to the Crosby ISD driver training procedures.
- Alternate Drivers will assist with conducting bus rider safety training programs and evacuation drills at school campuses.

### *Employee Standards of Conduct*

Employees are expected to observe the Texas Professional Educator's Code of Ethics with emphasis on the following standards of conduct:

- Recognize and respect the rights and property of students and co-workers and maintain confidentiality in all matters relating to students and co-workers.
- Report to work in accordance with assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. **Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.**
- Know and comply with department and district procedures and policies.
- Observe all safety rules and regulations and report any injuries or unsafe conditions to a supervisor immediately. (Note: failure to report injuries immediately to a supervisor may result in loss of benefits.)
- Use district time and property for authorized district business and activities only.
- Exhibit honesty through personal conduct and actions.

For more complete information concerning the Crosby ISD Employee Standards of Conduct, refer to the 2022-23 Crosby ISD Employee Handbook.

### ***Disciplinary Action***

Occasionally it becomes necessary for a supervisor or the District to take disciplinary action toward an employee. Discipline results when an employee's actions do not conform with generally accepted standards of appropriate behavior, when an employee violates work rules, or when an employee's work performance is poor. The severity of the disciplinary action depends upon the nature and frequency of the offense. In most cases, disciplinary action is progressive and may range from oral warning(s), written warning(s), suspension from work (with or without pay) up to and including termination of employment.

In certain circumstances, an employee's actions (or failure to act) are serious enough to result in termination of employment rather than progressive disciplinary action. The following are situations, which shall result in termination of employment without prior disciplinary action:

- Insubordination or failure to comply with official directives
- Consuming, possessing, or being under the influence of an intoxicating substance (drug or alcohol) on Crosby ISD property or at District-sponsored events or activities.
- Conviction at trial court level of any felony or misdemeanor, which is inconsistent with the safe operation of the Department. This includes conviction of any crime involving moral turpitude.
- Fighting, making verbal threats, exhibiting threatening behavior, or attempting to do bodily injury to any employee or student of Crosby ISD. Bodily injury means pain, illness, or any impairment in physical condition.
- Possession of weapons on Crosby ISD property.
- Disorderly, disruptive, or immoral conduct on any Crosby ISD property (on or off duty.)
- Stealing, misappropriation, abuse, misuse, deliberately damaging or destroying property, tools or equipment of Crosby ISD, its employees, or its students.
- Unauthorized use of Crosby ISD vehicles or equipment.
- Falsification of personnel records, insurance records, injury reports, or other official Crosby ISD records or making false statements on an application for employment.
- Falsifying or refusing to give testimony concerning accidents and/or incidents during the course of the normal investigation process.
- Leaving a child unattended on a school bus.
- Leaving a pre-K or Kindergarten student unattended at a bus stop or with an unauthorized person.
- Leaving job site early or without authorization.
- Absent without notification for three (3) or more days. (Job Abandonment)
- Disregarding **active** railroad signals.
- Failure to come to a **complete** stop before crossing any railroad crossing.
- Testing positive for any prohibited substance on any required drug and/or alcohol screen.

Nothing in this policy or in this handbook is intended to limit in any way the District's right to terminate the employment of any employee at any time, with or without cause and with or without advance notice.

### **Compensation**

#### ***Wages***

- All drivers and full-time aides will be scheduled a minimum of 6 hours of work per day and must be willing and able to work the full 6 hours. Employees with routes timed less than 6 hours per day will receive other assignments as directed by the Director of Transportation or designee. Assignments may include, but are not limited to, Prof. Dev. Meetings, field trips, shuttles, tutorials, bus cleaning, office assistance, etc. Employees who choose not to work the offered 6 hours per day will have their pay adjusted to reflect the actual hours worked.
- Scheduled assigned hours are determined by the length of the route and allow for fifteen (15) minutes in which to conduct a pre-trip inspection before each morning, mid-day, and afternoon route.
- The wage scales for all staff are approved by the Crosby ISD Board of Trustees as well as annual pay raises.
- Employees are paid twice each month in accordance with the published pay-day schedule.

- Annual wages for regular employees are pro-rated over twenty-four (24) paychecks.
- Employees may access their wage information, payroll check stubs, leave balance, and deductions information through the Crosby ISD Employee Access Center available through the district intranet. **It is the responsibility of the employee to obtain this information themselves.** Please see the Finance & Claims Clerk for assistance with using the Employee Access Center.
- All hourly employees shall sign in and out at dispatch for each shift to ensure proper documentation of time worked. Clock-in and clock-out times will be rounded to the nearest 5 minutes automatically by the Time Clock. The number of hours worked will be calculated within the scheduled cut-off dates as established by the Payroll Department at Central Administration. All pay due during this period will be paid on the next regularly scheduled pay date.
- Field trips are supplemental and are paid at the regular hourly rate with a minimum of 2 hours per trip. (For additional information concerning field trip guidelines, see the section in this handbook on field trips.)
- Extra assignments (tutoring, activity, etc.) are supplemental and are paid at the regular hourly rate.
- Bus drivers and aides shall not be permitted to accumulate more than 40 hours per week, including extra trips, without prior authorization from the Director or designee.
- An employee who resigns or is terminated shall return all school-owned equipment or clothing which was issued to them or pay for the replacement of such item(s) before their final paycheck will be released. Such items include (but are not limited to) identification badges, personal vehicle parking permits, district-issued shirts, mailbox keys, etc.. Calculation of final paycheck and final pay date is determined by the payroll department once the separation form is received in that office.
- Bus routes and work assignments may be changed at any time during the school year to best serve the needs of the school district. The number of hours assigned to a driver or aide cannot be guaranteed from one year to the next.

### ***Supplemental Pay***

Hours worked for extra route assignments such as tutoring must be documented on a Supplemental Pay form and submitted each Friday afternoon to ensure that supplemental pay is calculated.

Employees that do not report to the Claims & Finance Clerk proper documentation for supplemental pay by the due date for that pay-period will have their supplemental pay delayed until the following pay-period.

### ***Overtime***

On occasion, your supervisor may require you to work overtime. If this is the case and you work more than 40 hours in one week, you will be paid time and one half for all hours worked in excess of 40 hours for the week in accordance with the Fair Labor Standards Act (FLSA). All overtime must be approved in advance by the Director of Transportation or designee.

### ***Position Vacancies***

Routes that become vacant during the school year will be assigned to new drivers for the remainder of the school year and will posted as open routes at the beginning of the new school year to be chosen in route selection order.

## **Retirement Benefits**

All employees who work four or more hours per week shall be enrolled in the Teacher's Retirement System of Texas (TRS). Your contributions may be withdrawn, without interest, upon termination or resignation. You are strongly encouraged not to withdraw your retirement funds until you are positive that you will not seek re-employment with Crosby ISD or another school district in the state of Texas to avoid taxes and early withdrawal fees.

For a more extensive discussion of the Teacher's Retirement System, refer to the Crosby ISD 2022-23 Employee Handbook.

## **Resignations**

An employee shall submit a letter of resignation when voluntarily leaving the employment of the school district. Final pay will be released only after the Exit Interview form is received in the district payroll office and all school-owned equipment or clothing, which was issued to them or pay for the replacement of such item(s) before their final paycheck will be released. Such items include (but are not limited to) identification badges, district-issued shirts, mailbox keys, etc. It is requested that all employees give a two week notice of intent to resign.

Two weeks' notice of resignation must be given to be considered for a letter of recommendation and rehire.

## Leaves and Absences

### *Employee Responsibilities*

- In the event that an employee is unable to report for duty, the employee shall notify the Transportation Department at **(281) 328-9200**, Option 4, between 5:15 & 5:30 for AM and between 12:30 & 1:00 for PM or at least one hour prior to departure time. At this time, the employee should state whether he or she will be absent for the next run time only or for the entire day. If the length of the absence is unknown, the employee shall call in **daily** to report.
- In case of an emergency and you must report an absence **BEFORE 5:15 AM**, call the Dispatcher, Operations Managers, Fleet Clerk, Shop Supervisor AND Director, so we don't miss your absence should an office member be absent. Please **DO NOT LEAVE A VOICEMAIL ON A DISTRICT PHONE**. The phone numbers for these people are found in the important numbers section at the front of this handbook.
- The employee shall make the notification to the Transportation Department personally instead of a spouse or other family member unless the employee is hospitalized or seriously injured.
- If an employee is absent and has not made the required communication before the departure time for the route, the absence will be considered a "No Call/No Show" which will result in disciplinary action.
- If an employee has been absent, he or she must sign an absence from duty form provided by Dispatch or the Claims & Finance Clerk upon return to work. Failure to do so may result in loss of pay for the absence.
- The Director or designee will consider exceptions and emergencies on a case-by-case basis.

### *District Policies Governing Leaves and Absences*

**Please refer to the Crosby ISD Employee Handbook on the Crosby ISD Homepage**

### Recording

Leave shall be recorded in whole workdays and half workdays.

An absence for the morning or afternoon route will be considered a half day; an absence for both the morning and afternoon routes will be considered a whole day.

An absence for an extra assignment will result in no supplemental pay for the missed assignment and no deduction of accumulated leave.

An employee shall submit medical certification for any absences that meet the following criteria:

- absent more than five (5) consecutive workdays due to personal illness or illness in the immediate family

Upon return to work after any medical leave of absence, an employee shall provide medical certification that he or she is capable of performing the essential functions of his or her job, with or without reasonable accommodation. **A medical certification for a school bus driver must state that the driver is capable of driving a school bus with school children.**

Any required documentation of illness must be submitted to the Finance and Claims Clerk or Director upon return to duty before being authorized to resume duty. Without this notice, the employee is not authorized to return to work.

If the Director or their designee has concerns about the employee's ability to safely perform his or her job duties upon returning to work without possible injury to students or him/herself, the Director may require the employee's attending physician to review the employee's job description and document that the employee is released or restricted for each specific job duty.

A supervisor may require medical certification to substantiate absences from an employee who demonstrates a pattern of absenteeism.

### Court Appearances

Absences for court appearances related to an employee's personal business shall be deducted from the employee's accumulated personal leave balance or may be taken as leave without pay (if no personal leave is available.)

**Jury Duty**

An employee who is in compliance with a summons to appear as a juror shall not be penalized for compliance.

An employee serving jury duty will be paid his or her regular daily rate of pay while serving in any and all phases of jury duty, and he or she will not have his or her available leave balance reduced due to absences for jury duty.

An employee who serves jury duty must provide a copy of the summons immediately upon receipt to the Transportation Department and a copy of the juror time card immediately upon return to work.

**Court documentation is required to ensure that the employee's available leave balance is not affected.**

**Family and Medical Leave**

An employee who has been employed for at least twelve (12) consecutive months and has worked at least 1,250 hours during the previous twelve (12) month period shall be entitled to twelve (12) workweeks of leave (during a twelve-month period) without loss of any employment benefit accrued prior to the beginning of the leave. This leave may be used for the following purposes:

- Because of the birth or adoption, including placement for foster care, of the employee's child and in order to care for the child, provided the leave is taken within 12 months of the birth, adoption, or placement of the child. By agreement between the employee and the District, this leave may be taken intermittently or on a reduced leave schedule.
- To care for the employee's spouse, child, or parent if the spouse, child, or parent has a serious health condition.
- Because of the employee's serious health condition that makes the employee unable to perform functions of his or her position.

For a more extensive discussion of Family and Medical Leave, refer to the Crosby ISD 2022-23 Employee Handbook.

**Absenteeism**

Absenteeism is defined as not reporting for work except for approved absences (such as sick leave, approved personal business leave, or jury duty) resulting in an unapproved absence. **The fact that an employee notifies the department that he or she will be absent does not necessarily excuse the absence.**

***An employee's attendance will impact their annual evaluation and will affect your route selection placement.***

An employee who is absent from work for more than five consecutive workdays may lose their regular route and could be subject to reassignment upon his or her return to work.

Once an employee has used all accumulated state and local leave and has been docked pay for days missed, disciplinary action may result including, but not limited to a disciplinary warning, suspension, or termination.

An employee who shows a pattern of absence which is considered detrimental to the normal operation of the Department may be subject to disciplinary action up to and including reassignment, suspension and/or termination.

**No Call / No Show**

When an employee fails to report for duty without making the required notification prior to the scheduled departure time for the route, the absence is considered a no call / no show.

The first occurrence of no call / no show will result in a warning and any subsequent occurrence of no call / no show will result in disciplinary action up to and including termination of employment. ***No Call No Shows will impact your evaluation.***

**Tardiness**

Employees are expected to report to work in accordance with their assigned work schedule for daily routes as well as field trips and other assignments.

When an employee fails to arrive by their designated clock-in time, ready to begin work at the scheduled time he/she is considered tardy.

The first occurrence of a tardiness will result in a warning and any subsequent occurrence of tardiness will result in disciplinary action up to and including termination of employment.



***Tardies will impact your evaluation.***

### ***Job Abandonment***

When an employee is absent from duty without making the required notification for three (3) or more consecutive workdays, it is assumed that the employee has abandoned their position and is subject to automatic termination.

## **Employee Injuries**

Any employee who is injured in any way while performing his or her job duties must report that injury **immediately** to their immediate supervisor. When reporting the injury, required forms will be completed and the employee will determine the need to seek medical attention. If the employee decides not to seek medical attention, the supervisor may require the employee seek medical attention.

Failure to report injuries immediately may result in a delay or loss of worker's compensation benefits.

For a full explanation of worker's compensation policies, consult the Crosby ISD 2022-23 Employee Handbook.

**Employees are expected to take any and all necessary and reasonable precautions in order to safely perform his or her job duties.**

## **Identification & Presence on School Campuses**

To ensure safety in the workplace, all employees are **required** to wear the District-issued photo identification badge while on duty.

When an employee of the transportation department has a need to enter a school campus building for any reason (to use the restroom, visit the office, etc.), the employee must enter the building through the front doors and display their District-issued photo identification badge at the office before going anywhere else in the building. Failure to do so will result in disciplinary action.

## **Professional Development and other Workshops**

Professional Development meeting dates are posted at the beginning of the year. Any changes will be posted one (1) week in advance.

All employees are required to attend scheduled Prof. Dev. Meetings. These meetings are used to inform employees of safety-related issues and provide information regarding any policy or procedural changes.

You are to clock in for meetings. A sign-in sheet will also be provided at the meeting in order to verify attendance and serve as documentation for audits purposes. Time spent in Prof. Dev. Meetings is included in the six (6) hour daily minimum for full-time employees. Hourly and/or sub employee's will be paid their regular hourly pay rate with a one (1) hour minimum.

If an employee is unable to attend a Prof. Dev. Meeting, then he or she is required to notify the Operations Manager or Director prior to the meeting. The employee will then be required to attend the make-up meeting. Failure to attend Prof. Dev. Meetings will impact an employee's evaluation and performance points.

Other workshops may be offered throughout the school year. When these become available, information will be posted.

### ***Prof. Dev. Meeting Etiquette***

It is important that strict meeting etiquette rules be observed during the meeting.

There should be no side conversations or other talking while the meeting is in progress.

Cell phones must be turned off or set to silent while in the meeting. At no time should a cell phone be answered while the meeting is in progress.

Questions should be held until the end of the meeting unless otherwise indicated by the speaker in order to keep the meeting on track.

Questions or comments that are **NOT** of interest to all drivers and aides present should be held and addressed with the appropriate supervisor after the meeting.

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**Do NOT air grievances and/or personal conflicts with another employee during a Prof. Dev. Meeting.**

Unless you have another assignment in the Transportation Department or other pre-approved excuse, employees are not permitted to leave the Prof. Dev. Meeting early.

**Smoking Policy**

Smoking or using tobacco products is prohibited on all district-owned property and at school-related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings. **Drivers of district owned vehicles are prohibited from smoking while inside the vehicle.**

Stopping and getting out of the bus during a route (whether or not students are present on the bus) for a smoke break is prohibited.

Violation of this policy will result in disciplinary action up to and including termination of employment.

**Alcohol and Drug Policy**

Any employee of the Crosby ISD who is required to have a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a commercial motor vehicle designed to transport 16 or more people, including the driver.



There are six (6) types of required testing:

Pre-Employment, Random, Post-Accident, Reasonable Suspicion, Return to Work, and Follow-up.

***Pre-Employment Testing***

Before being employed as a school bus driver or any other position which requires driving a school bus, a pre-employment drug test is required. Upon receipt of negative results, performance of bus driving duties may begin.

As required by law, the Asst. Director will report ALL positive DOT drug and/or alcohol test results to the Texas Department of Public Safety.

***Random Testing***

Once employed in a position which requires driving a school bus, employees will be subject to random drug and/or alcohol testing as required by Federal law. Once an employee is notified that they have been selected by the district contractor for random testing, the employee **SHALL NOT** leave the work site and must remain in the designated waiting area until the testing has been completed for that employee. Leaving the designated waiting area is considered refusal to test, is recorded as a positive test result, and will result in termination of employment.

***Post-Accident Testing***

The following guidelines will be used to determine whether a post-accident test will be administered following a vehicle collision:

- |                      |   |
|----------------------|---|
| <b><u>CASE 1</u></b> | The vehicle collision has resulted in a fatality.   |
| <b><u>CASE 2</u></b> | The vehicle collision has resulted in any person receiving immediate medical treatment away from the scene. |
| <b><u>CASE 3</u></b> | The vehicle collision has resulted in any vehicle being towed away from the scene.                          |
| <b><u>CASE 4</u></b> | The driver has been issued a citation in conjunction with the collision.                                    |

Once an employee is required to participate in post-accident testing, the employee will be removed from all assignments requiring the operation of a school vehicle until receipt of a negative result from the Medical Review Officer.

### ***Reasonable Suspicion Testing***

If at any time an employee's actions, behaviors, or appearance give indication of being under the influence of drugs or alcohol, a supervisor may meet with the employee and remove them from his/her duties until a reasonable suspicion substance test is conducted in accordance with Federal law.

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours, while at work, or at any work-related activities during or outside of usual duty hours:

- Any controlled substance or dangerous drugs defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- Any other intoxicant or mood-changing, mind-altering, or behavior-altering drugs.
- An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.



EXCEPTION: This policy does not include prescription drugs when taken as directed by a licensed physician.

Disciplinary sanctions will be imposed on employees who violate the Drug Free School requirement. These sanctions (consistent with local, state, and federal laws) can include termination of employment and referral for prosecution.

## ***Training, Retraining, and Professional Development***

In an effort to ensure the staff of the Transportation Department is as knowledgeable and prepared as possible, training and retraining will be offered and required at certain times. Such training may be offered to the department as a whole, to a smaller workgroup within the department who share a similar job duty or responsibility, or to individual employees as part of refresher training or in response to an identified need.

As part of this training and retraining program, periodic observations and ride-a-longs will be conducted by the Operations Manager/Training & SpEd. or their designee. The focus of these observations is not to punish the employee for errors or deficiencies identified, but to determine areas for improvement to ensure the employee has all of the tools necessary to be successful in his/her job.

## ***Assignments***

All employees are expected to cooperate with any changes in route, bus, field trip, or time schedule assignments which are made in support of the Crosby ISD Transportation Mission.

### ***Bus Assignments***

Crosby ISD buses are assigned to a route, not a driver. Buses will be allocated in a manner to best serve the needs of the department and district as a whole. Factors that will be considered when assigning buses to routes will be route mileage, road conditions, damage caused by students, as well as care and maintenance of the vehicle by the assigned driver. Changes in bus assignments may be made at any time.

**Performance Points**

Drivers will be awarded points based on their previous year of employment according to the criteria below:

ABSENCES		YEARS OF SERVICE	PROFESSIONAL DEVELOPMENT CLASSES	ACCIDENTS	
0 – 1 days	500 points	10 points for each completed year of service in Crosby ISD Transportation.	10 points for each meeting in attendance.	No at-fault accidents in previous 1 year	+150 points
1.5 – 2 days	400 points				
2.5 – 4 days	300 points				
4.5 – 6 days	200 points			At least 1 at-fault accident in previous 1 year	-150 points
6.5 – 8 days	100 points				
8.5 or more days	0 points				

In order for a driver to receive credit for one year of service, the driver must have completed 90 working days of continuous employment during the previous school year.

Considerations may be made for extended absences due to extenuating personal medical circumstances (requiring hospitalization and subsequent recovery) or death in the immediate family (as defined in the leaves and absences section) and will be evaluated individually by the Director.

In addition, failure to follow directives or to comply with department policies will result in disciplinary action which may include a reduction of performance points for the current school year.

This performance point system will be used to award regular routes, mid-day routes, extra assignments, and Summer routes because it takes into account the dependability, experience, and safety of the driver.

**Extra Assignments**

At times, extra routes and duties are required to meet the transportation needs of the school district. When these extra routes are available, they will be posted for drivers and aides to sign-up. Some extra assignments may be assigned rather than posted due to time schedules or other constraints.

Extra assignments will last for a period of time not to exceed the end of the current school year and will be reassigned annually according to the performance points system.

To be eligible for an extra assignment, the total number of hours per week cannot exceed 40 including the regular route assignment, mid-day route, and extra assignment unless no other qualified candidate signs up for the assignment.

A driver’s regular route shall not conflict with an extra assignment. If the extra assignment would cause a conflict, the driver will not be awarded the extra assignment. In the event that there is a change to a driver’s regular route assignment that causes a conflict with an extra assignment, the driver will lose the extra assignment.

**Posting of Extra Assignments**

When extra assignments become available, the assignment will be posted on the bulletin board in the Lounge. The posting will remain active for 48 hours (2-working days). Interested candidates who meet the minimum qualifications may sign up for the assignment in the Transportation Office. Some assignments, however, may be assigned rather than posted due to time schedules or other constraints.

**Compensation**

Drivers and aides will be compensated for their extra assignment at their regular rate of pay unless otherwise indicated on the posting.

### **Removal from Assignment**

Once an employee has been absent from his/her extra assignment five (5) times, he/she will be removed from assignment for the remainder of the school year. Considerations may be made for extended absences due to extenuating personal medical circumstances (requiring hospitalization and subsequent recovery) or death in the immediate family (as defined in the leaves and absences section) and will be evaluated individually by the Asst. Director.

An employee may be removed from an extra assignment as part of disciplinary action.

If a change in the driver's regular route assignment causes a conflict with the extra assignment, the driver will be removed from the extra assignment.

### **Trading of Assignments**

Employees are not permitted to trade extra assignments without the written approval of the Director or designee.

### **Length of Assignment**

There is not a set length for all extra assignments. When the length is known, it will be indicated on the posting. Regardless, extra assignments will be reassigned annually, with the assignment terminating no later than the last day of the school year.

### ***Special Needs Route Assignments***

When special needs routes become available, they will be posted for interested candidates to sign up. Selection may be made either by conducting interviews of the candidates.

There may be certain routes that will be assigned by the Director or their designee rather than posted due to the nature of the students riding these routes.

### ***Field Trip Guidelines***

Field trips will be offered and assigned only to those drivers that applied to be a field trip driver. **Drivers who apply to drive field trips do so with the understanding that they may be required to drive trips on weekdays, weeknights, weekends, and/or holidays.**

Field trips will be chosen through a field trip selection process over the course of the school year.

A driver who is added to the field trip driver list after the beginning of the school year will be added at the bottom of the field trip list.

### **Scheduling/Notification**

Drivers will be notified one (1) week before trip selection.

If for any reason you are unable to take a trip that you accepted, you must let the Fleet Clerk & Dispatcher know **immediately** so the trip can be reassigned. After three (3) incidents of declining a trip after already accepting it, a driver will be removed from driving field trips. After 60 calendar days, the driver may then apply to be added back to the field trip rotation.

### **Eligibility Guidelines**

- A newly hired driver is eligible for field trips after the first 30 calendar days of employment and successful completion of the 20-hour DPS School Bus Driver Certification Course.
- Field trip drivers must be registered by the first day of each month to be eligible to take trips during that month. Once a driver registers to be a field trip driver, they remain on the list for the remainder of the school year or until the driver requests in **writing** to be removed from the list.
- A driver who is absent any part of the day immediately before a trip or the day of the trip is ineligible to take that trip.
- Drivers with a route time of 30 hours or more per week (including mid-day routes and extra assignments) may be limited in the number of field trip opportunities due to overtime constraints.
- Call-in substitute drivers are not eligible for field trips.

### Field Trip Responsibilities

- **While on a field trip, it is preferred that all employees wear a Crosby ISD shirt.**
- The line-up order for multiple bus trips will be determined by the Fleet Clerk or Operations Manager and noted for all drivers on the trip.
- The driver of the lead bus on each field trip is responsible for:
  - Ensuring all drivers are present and ready before heading to school.
  - Determining the route and notifying all drivers.
  - Receiving information from the head sponsor on trip.
  - Determining the appropriate parking location at the event site.
  - Reporting problems with the group or trip to the Operations Manager upon returning.
- The driver of a field trip is responsible for obtaining the necessary materials (maps, special instructions, etc.) at least 24-hours prior to the trip departure time.
- The driver is responsible for confirming the trip information with the teacher or trip sponsor. The driver is responsible for determining the best route to the location without relying on the teacher or trip sponsor to direct them.
- The driver is expected to be at the school or other pick-up point at least 10 minutes prior to the departure time.
- **In accordance with state law, drivers are required to give a brief safety message to the passengers on their bus concerning emergency evacuation procedures prior to departure before every field trip.**

The following statement is required for the driver to announce prior to departing the campus for a field trip or athletic trip.

*Good morning/afternoon. I am your driver, Mr./Ms. [state your name.]*

*Before we begin our trip, we need to be certain that everyone understands their part in making this a safe trip.*

*While the bus is moving, all passengers are to remain seated and facing the front.*

*You may talk with others seated around you at a reasonable level.*

*Eating and drinking are not permitted on the bus due to the dangers of choking.*

*Once we reach our destination, look around the area where you are sitting to pick up any trash and to be certain that you have not left any belongings on the bus.*

*Before we cross the railroad tracks, I will signal for all passengers to be silent so that I may listen to be sure there are no approaching trains.*

*In the event of an emergency, we may be required to evacuate the bus. If we need to evacuate, remain seated until I come to your seat and instruct you to exit the bus. We may be required to evacuate through the front door, rear door, or both. If we are required to evacuate, two people seated near each exit may be needed to assist others off of the bus. If you do not know how to operate the emergency exit or are not comfortable helping others, let me know so we can change your seat.*

*Are there any questions before we begin our trip?*

*Thank you for your help! Sit back and enjoy the ride.*

- Upon returning to the school to deliver the students, check the bus for left articles and ensure the group retrieves them prior to leaving. **Upon completion of a field trip, the teacher or sponsor on the trip is required to sign**
- **the field trip sheet certifying that the safety message was presented and that they have checked the bus to ensure it is clean and no articles are left.**
- Ensure that the correct mileage and times are recorded on your field trip ticket. Failure to complete the form correctly may result in a delay or loss of payment for a trip.

- While on a field trip, it is the responsibility of the teacher and/or sponsor on the trip to manage the students. If behavioral issues are not taken care of by the teacher or sponsor, then the driver should bring the behavior to the attention of the teacher or sponsor. If behavioral concerns are not appropriately handled by the teacher or sponsor, then report this information to the Transportation Department upon your return.
- Bus drivers must remain with the sponsor and group to provide transportation while at the destination. Drivers are not required to be a chaperone/sponsor for any field trip.
- Any use of the bus by the driver while on the field trip outside of the needs of the school group must be approved in advance by the Operations Manager. (Example: Dropping off the group and leaving to shop or eat lunch.)
- Bus drivers are not expected to remain on the bus to “guard” belongings. The sponsor is responsible for the security of the belongings.
- A teacher or sponsor (employed by Crosby ISD) must be present on the bus before the trip departs.
- Children who are not enrolled in a Crosby ISD school (grades Pre-K – 12) are **not** permitted to accompany a teacher/sponsor on the field trip.
- When multiple buses are traveling together between destinations, the rear bus should change lanes first and allow each bus in front to move over one at a time.

### Compensation

- Field trips are paid at the driver’s regular hourly rate of pay for drive time and \$12.00 per hour for sit time.
- In the event that a field trip causes the driver to go into overtime for the week, any hours in excess of 40 hours worked for the week will be paid at time and a half.
- Drivers are paid a minimum of 2 hours for a field trip.
- Prior to leaving Transportation, you will be permitted 15 minutes to complete your pre-trip inspection.
- Upon your return to Transportation, you will be permitted 15 minutes to complete your post-trip inspection and cleaning.
- If a trip is cancelled after you have shown up at the pick-up location, the driver will be paid the minimum trip pay. In order to be paid for a cancelled trip, the driver must remain at the pick-up location thirty-minutes past the scheduled departure time unless notified sooner that the trip is cancelled.
- If a field trip coincides with your route time you will not be paid for both. You will only receive the normal pay for your route plus the trip hours worked outside of your normal route time.
- The driver will be notified by the Fleet Clerk designee if the regular route will be subbed-out for the driver or if the driver is required to complete the regular route prior to the field trip. **If the route will be subbed-out, the driver is still required to report for duty no later than the normal time to report for their route in case there is a time change or trip cancellation.**

### Out of Town and Overnight Trips

Overnight trips will be paid from the time the driver leaves Transportation to the time he or she returns to Transportation, less route hours and sleeping hours. Each day counts as a separate trip for the purpose calculating trip opportunities.

When assigning out of town and overnight trips, consideration will be given to the student group going on the trip as well as the nature of the trip.

### Summer School Routes

During the month of May, a sign-up sheet will be posted for drivers and aides who are interested in working during Summer School. These assignments will be awarded to those interested in the same manner as Regular Routes are awarded. The performance points for the current school year will be used as a standard.

A driver or aide who is absent from his or her Summer School assignment for any portion of a day may be removed from that assignment.

All absences from Summer School assignments will result in loss of pay. There is no paid leave during the summer.

Should a route not be required to run on a particular day due to student absence or program schedule change, the employee will not be paid for the day.

## Children in the Workplace

Employees may bring their children on the bus with them provided they are enrolled in a Crosby ISD school. Do not bring contagious children with you to work. If your child cannot be at school, they shouldn't be on the bus or at the Transportation Department.

While on the bus, the employees' children are required to observe the same safety rules and guidelines as all other bus riders in Crosby ISD. If the behavior of an employee's child raises concerns of safety, then the child will no longer be permitted to ride.

While on Transportation or in the break room, employees' children must remain with the employee. No child is permitted to roam Transportation unsupervised. Children will not be permitted to sit in the breakroom to wait for parents to return unsupervised.

Children enrolled in Crosby ISD, of department employees that regularly ride a bus to school must ride their regularly assigned bus unless arrangements have been made with the Operations Manager or designee prior to the child boarding the bus. Employees' children are not permitted to "jump" buses (randomly select a bus to ride.)

## Communications

**Transportation Staff notifications will be through district email accounts and Blackboard.**

All staff members are required to be able to access their CISD email account.

### **Address and Telephone Number**

All employees must provide the PM Operations Manager with an accurate telephone number(s) and mailing address. As changes occur, employees must update the information that is on file.

### **Mailboxes**

Mailboxes are provided for drivers and aides as a means of communication and to store their documentation. All employees must check their mailboxes *before* and *after* each run for important messages.



### **Message Boards**

Message boards are located in prominent places within the transportation facility. All employees must check these message boards *before* and *after* each run for important messages.

### **Employee Telephone Calls**

Due to the number of employees in the department, it is not possible or practical for drivers and aides to receive personal telephone calls. Office staff will not accept messages for drivers or aides. (Emergency situations will be considered on a case-by-case basis.)

## Dress Code

Drivers are required to be neat, clean, and well-groomed at all times. Dress and appearance must be in good taste and appropriate for the duties being performed. **Employees must be in dress code at the time that they report for duty.**

### **Shorts**

Shorts are permitted to be worn while on duty providing the length is to the knee. Shorts must be hemmed and no cut offs are allowed.

### **Skirts/Dresses**

Female employees may wear such items while on duty provided they extend below the kneecap while standing and they are not form-fitting.

### **Pants**

Pants must not be tightly fitting or be baggy. Pants must be worn at the waist and not below the hips. Spandex or form-fitting pants are not acceptable. Pajama pants or lounge pants are not acceptable.



***Shirts/Tops/Blouses***

Sleeveless shirts, tops, blouses and dresses are permitted...

Shirtsleeves should be tight enough to prevent the undergarments or skin on the sides of the body from being visible while the arms are raised parallel to the ground.

Halter tops, tube tops, tank tops and backless tops may not be worn.

Tops that are extremely low-cut or expose the midriff may not be worn.

**While on a field trip, employees are preferred to wear a Crosby ISD Transportation Department shirt.**

***Footwear***

Shoes must be worn at all times.

Footwear must be closed at the toe and secured at the heel for safety reasons for all employees.

Shoes with extreme heels or platform soles pose tripping hazards and are inappropriate footwear while on duty.

For comfort and safety, tennis shoes and other flat-heeled, non-skid shoes are recommended.

The following are examples of inappropriate footwear:

***Advertising, Logos, Insignias, etc.***

Clothing which advertises alcoholic beverages, tobacco, or drugs is unacceptable. An article of clothing which bears the brand name of a product of this type is also unacceptable. This applies also to carry items such as purses, bags, backpacks, etc.

Clothing which bears vulgar or obscene language or pictures is unacceptable.

Clothing which bears a message deemed to be negative or inappropriate for an educational environment will not be permitted.

***Undergarments***

Appropriate undergarments must be worn at all times.

***Tattoos***

Employees with tattoos must ensure that the tattoos are covered while on duty as a school bus driver or aide. This includes wearing long-sleeve shirts, long pants, high socks, bandages, or other means to appropriately cover the tattoo.

***Body Piercing***

Visible body piercing (other than earrings for female employees) are not permitted. This includes tongue rings, nose rings, eyebrow piercings, etc.

Male employees are **not** permitted to wear earrings or studs.

***Hair Color***

Hair Color should be a natural hair color.

***Performance Evaluation***

All employees will have their job performance evaluated annually. Performance evaluations will determine an employee's continued employment or the need for refresher training. A copy of the evaluation for drivers and aides is included in the exhibit section of this handbook. All employees have the option to respond in writing to the Director concerning their evaluation.

## **Professional Conduct and Decorum**

As educators, we are to conduct ourselves in an appropriate manner. The use of profanity and vulgar conversations is not in keeping with this expectation. Such behavior is to be kept out of the workplace.

**The use of profanity in the presence of students is a serious incident and will be treated as such with regard to disciplinary action.**

While on duty or on district property, conversation topics and language must be kept appropriate for the workplace. Gossip and negativity are not productive and reflect poorly on those involved.

## **Harassment and Sexual Harassment**

The district prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

### ***Discrimination***

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

### ***Harassment***

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment or employment opportunities.

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

### ***Sexual Harassment***

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis of employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

### ***Retaliation***

The district prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate disciplinary action.

Example of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

### ***Reporting Procedures***

An employee who believes that he or she has experienced prohibited conduct (including discrimination, harassment, or retaliation) or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor. Alternatively, to report prohibited conduct by your supervisor, the employee may report the alleged acts to one of the following:

Christy Covan, Executive Director of Human Resources

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. Failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

For more information regarding the Crosby ISD Harassment policy, please consult the 2022-23 Crosby ISD Employee Handbook and the Crosby ISD Board Policy DIA.

### **Restricted Areas**

To ensure employee safety, drivers and aides are not permitted to enter the shop without express authorization from the Shop Supervisor or the Operations Manager.

Violation of this directive will result in disciplinary action up to and including termination of employment.

### **Vehicle Parking**

Parking lots are provided for the use of Transportation Department employees and visitors.

Buses must be parked in their assigned space unless a spare bus is being used in place of another.

If a spare bus is used for an extended period of time, then the spare bus may be parked in the regular buses parking space.

Buses are not to be parked in front of the shop or wash bay at any time except as directed by the Transportation Asst. Director designee or shop personnel.

No Parking of any vehicle will be permitted to park within the fire lanes.

No guarantees are made regarding protection from damage or burglary of personally owned vehicles parked on Crosby ISD property. Reports of any such incidents are to be made with Precinct 3 Constables.

Employee parking spaces are on a first come, first served basis. Exercise courtesy when parking to ensure the maximum number of spaces are available.

Personal vehicles shall not be driven into the bus parking areas without express permission from the Operations Manager.

### **Emergency Notification Plan**

When severe weather occurs causing hazardous driving conditions, or when such weather or other emergency situation exists which may delay or prohibit the opening of school, parents and students are advised to listen to radio and television stations for current news reports.

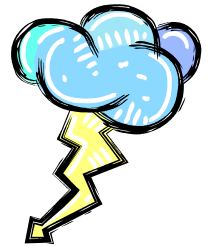
In the event that school will be delayed or closed, the Director will receive notification from the Superintendent and will then implement the emergency call and email program for all Transportation Department employees. Telephone calls may be made personally by department staff or through the use of the Blackboard callout system.

The decision to close the schools or to change the starting or ending time is based upon several factors. The main factors are:

The health, safety, and welfare of the students.

The transportation of the students to and from school.

Disruption is caused in the home when school starts late, dismisses early, or is closed. This is important since both parents work in most homes.



Once the decision to close or delay school has been made, the local television and radio stations will be notified. Please monitor the following sources:

**CISD Email and Blackboard Texts and Emails**

<b>Radio Stations:</b>	KILT	610 AM / 100.3 FM
	KKBQ	92.9 FM
	Sunny 99	99.1 FM
	KRBE	104.1 FM
	KPRC	950 AM
<b>Television Stations:</b>	KPRC-TV	Channel 2
	KHOU-TV	Channel 11
	KTRK-TV	Channel 13
	KRIV-TV	Channel 26
	KIAH-TV	Channel 39

**Web-Sites:**            [www.Crosbyisd.org](http://www.Crosbyisd.org) Crosby Independent School District

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# Operations Guide

## Vehicle Use

### *Restrictions*

- Vehicles owned and operated by Crosby ISD may be operated only by currently licensed, certified, and approved employees of Crosby ISD.
- School buses are limited by law to serve school children or school employees on school business only.
- School buses shall not be driven on personal errands and drivers are not permitted to take a school bus home without specific authorization from the Asst. Director or designee.

Violations of these vehicle use restrictions may result in disciplinary action including but not limited to letter of reprimand, suspension, and termination.

### *Keys*

Each driver will be issued a numbered set of keys by dispatch before each route... Keys must be turned in to dispatch after each AM, Mid-Day, PM and Activity routes on a daily basis.

**Lost sets of bus keys will be replaced at a cost of \$5.00 to the employee.**

**No keys should be left inside any vehicle at any time.**



### *Bus Parking*

Buses must be parked in their assigned space unless a spare bus is being used in place of another. If a spare bus is used for an extended period of time, then the spare bus may be parked in the regular bus parking space.

Buses are not to be parked in front of the shop at any time except as directed by the Director or designee.

### *Vehicle Cleanliness*

The regular cleaning and housekeeping of the bus is the responsibility of the driver who regularly drives that vehicle. If a driver uses a vehicle that is not their regularly assigned vehicle, he or she is expected to leave it in the same or better condition as it was found. On buses where an aide is present, the aide shares in the cleaning responsibilities.

Regular cleaning includes sweeping the floors, cleaning windows, and keeping the instrument panel and dashboard clean. The only approved cleaner for all surfaces on a school bus is Spic & Span wipes which are available from the shop. Any other cleaners found on school buses will be confiscated and disposed of with disciplinary action resulting from repeated violations.

**No cleaning supplies may be kept or stored on a bus except a broom, garbage can, Spic & Span wipes and body fluid kit without prior approval from the Director or designee!**

Bodily fluid spills (such as vomit, urine, feces, blood, etc.) must be properly cleaned by the driver as soon as possible using the factory-provided body fluid cleanup kit on his or her bus. If a bus is not equipped with a factory-provided kit, then a suitable substitute may be obtained from the shop. Once the body fluid clean-up supplies have been used, submit a work-order to the shop to have the supplies replaced.

Infectious waste (body fluids such as blood, vomit, urine, feces, etc.) is to be disposed of by placing them in a garbage bag, tying-off the bag, and placing in a second garbage bag before placing in the dumpster. **Bodily fluids must not be left in a garbage can on the bus, or any other garbage can except the dumpster.**

Buses may be mopped with the supplies provided by the shop, but spraying or washing down the inside of the bus shall not be done by the driver.



Drivers may be permitted at times to do more extensive cleaning to their buses with prior approval from their supervisor.

### ***Personal Items/Clutter***

Drivers are not permitted to keep personal items on their bus which are loose or obstruct vision. If found, such items will be removed.

## **Driver Qualification**

### ***Licensing***

All Crosby ISD employees who operate a school district vehicle must be properly licensed by the State of Texas to operate that vehicle.

School bus drivers are required to hold a Class B (or higher) Commercial Driver's License with a Passenger (P) endorsement and a School Bus (S) endorsement.

Driver's licenses can be renewed up to twelve (12) months prior to expiration.

Failure to renew a license will result in immediate removal from a driving assignment and may result in termination of employment.

### ***Physical Exam***

Every bus driver is responsible for maintaining a current, annual medical examination certificate. A standard Texas Department of Public Safety form must be completed by the District contract physician and submitted to the Transportation Department to be filed with confidential personnel records. In order to maintain consistency and compliance, annual physicals must be performed by the district's contracted service and will be paid for by Crosby ISD.

If a driver fails his or her physical and does not pursue corrective measures with their own physician, they will remain ineligible to drive a school bus and may be subject termination.

### ***Certification***

All bus drivers are responsible for maintaining a current Texas Department of Public Safety sponsored school bus driver training certification by renewing every three (3) years with an 8-hour refresher course. Newly licensed drivers must complete the 20-hour basic school bus driver certification course at the first available class within six (6) months.

Drivers may recertify up to six (6) months prior to expiration and are encouraged to do so to prevent becoming disqualified.

Failure to recertify will result in immediate removal from a driving assignment and may result in termination of employment.

### ***Documentation***

All bus drivers must carry with them at all times the following items:

- current, valid CDL
- current, valid Bus Driver Certification card
- current, valid physical examination certification

These items will be checked periodically and if an employee is found without them, he or she will not be permitted to drive until such time that he or she can produce these documents.

### ***Driving Record***

All district employees who operate a district vehicle must maintain a driving record acceptable to the standards developed jointly by the Texas Department of Public Safety and the Texas Education Agency. The driving record must also be acceptable to the Crosby ISD fleet insurance carrier at the normal rate.

### ***Driving Record Evaluations***

In accordance with requirements set forth by the Texas Department of Public Safety, each school bus driver's driving record will be reviewed at least annually. A school bus driver is disqualified from driving a school bus once he or she accumulates ten (10) points on his or her license. Points are assessed for violations that occur in **any vehicle you drive**. See the exhibit section for a listing of violations and the points assessed for each.

Once a driver becomes disqualified from driving a school bus, he or she will no longer be eligible for employment as a school bus driver and will be terminated. The employee is welcome to re-apply for another position for which he or she may be qualified.

### ***Driver Impairment***

No driver shall operate a Crosby ISD vehicle while the driver's ability or alertness is impaired (or likely to become impaired) by fatigue, illness, or any other cause as to make it unsafe to begin or continue to operate the vehicle.

### ***Traffic Violations***

All employees who drive a district vehicle are required to report any moving traffic violation for which they receive a ticket/citation from a peace officer and all collisions in which they are involved to their immediate supervisor by the end of the next business day. (This includes violations while driving their personal vehicles.) Notification shall be made by providing a copy of the citation to his/her immediate supervisor.

Any employee who is issued a citation by a peace officer for violating a traffic law(s) that jeopardize the safety of students or school property (while performing his or her duties in a Crosby ISD vehicle) is subject to immediate termination.

Any fines resulting from a traffic citation issued by a peace officer (while operating a Crosby ISD vehicle) are the responsibility of the employee and not the District.

**Verified** reports (through direct or technological observation) of violating traffic laws or regulations while operating a Crosby ISD vehicle will result in disciplinary action up to and including suspension (with or without pay) and termination of employment.

## **Vehicle Collisions**

### ***Consequences***

Our goal is to be collision free. However, there is a need for guidelines establishing consequences when a driver (employed by Crosby ISD) is involved in a collision considered to be preventable or the driver's actions are a contributing factor to a collision involving a Crosby ISD vehicle.

A collision is defined as any kind of event involving a Crosby ISD vehicle that results in vehicle damage, bodily injury, and/or property damage.

Collisions involving a district vehicle are classified into two categories:

**Non-Preventable:** Collisions in which the driver was not the cause of the collision and appropriate caution was exercised. No disciplinary action will result from non-preventable collisions, however additional defensive driving training may be recommended.

**Preventable:** Collisions in which the driver was at fault or where the appropriate caution was not exercised. A driver need not be issued a citation for a collision to be considered preventable. Disciplinary action will result from preventable collisions.

Collisions resulting from any of the following will result in immediate termination, regardless of the damage/injury cost:

- Driver under the influence of drugs or alcohol
- Gross negligence
- Illegal or improper crossing of railroad tracks
- Serious traffic violation (excessive speeding at least 15 MPH over the limit, erratic/improper lane change, reckless driving, fatal collision, following too closely)
- Failure to report an accident

Drivers involved in a preventable collision will be subject to the following consequences:

- Completion within 60 days of a state-approved defensive driving course at the employee's expense.
- Removal from field trips and extra assignments for 90 calendar days. At the end of the 90 day period, the employee may sign up for any extra assignments that may be posted at that time. **The employee will NOT be automatically returned to his/her original assignment.**

- The following table will be used to determine disciplinary action applied to a driver who is involved in a preventable collision:

Incident # Within 36 months	Damage / Bodily Injury Amount	Consequences
1 <sup>st</sup>	\$0 - \$1,499.99	Letter of reprimand and appropriate retraining.
	\$1,500.00 - \$2,499.99	One day of suspension without pay and appropriate retraining.
	\$2,500.00 - \$4,999.99	Three days of suspension without pay and appropriate retraining.
	\$5,000.00 - \$10,000	Five days of suspension without pay and appropriate retraining.
	\$10,001 +	Termination
2 <sup>nd</sup>	\$0 - \$1,499.99	Two days of suspension without pay and appropriate retraining.
	\$1,500.00 - \$2,499.99	Three days of suspension without pay and appropriate retraining.
	\$2,500.00 - \$10,000	Five days of suspension without pay and appropriate retraining.
	Both collisions totaling \$10,001 +	Termination
3 <sup>rd</sup>	Any driver having three preventable collisions in a 36-month period will be terminated.	

**Collision Procedures**

In the event of a collision, the first priority is the safety of your passengers.

1. Protect the scene. Set out reflectors as necessary to prevent further collisions.
2. Determine the need to evacuate to bus. You must evacuate the bus if...
  - The bus is positioned on a railroad crossing
  - The smell of raw fuel is present
  - There is smoke and/or threat of fire
  - The bus is positioned in the roadway in such a manner as staying on the bus would pose a greater threat to the passengers' safety
3. Call the Transportation Department with the following information:
  - Location of the collision
  - Are there any injuries?
  - Is an ambulance needed?
4. Care for injuries and take precautions to prevent further injuries. **Never leave the scene of a collision.**

The Transportation Department will call the appropriate law enforcement agency to investigate. An ambulance will be dispatched to your location. If necessary, a bus will be dispatched to your location to transport the uninjured children and/or complete your route. The office will contact the schools with students involved.

Begin to secure the following information for your report: (paperwork is located in the emergency packet of your bus)

- The names and seating position of all passengers on your bus
- Name, address, telephone number, driver's license number, and insurance information for the other driver involved
- Make, model, and license number of the other vehicle(s) involved
- Location of the collision, street, intersection, block number, etc.



- Time and date of the collision
- Any unusual street or weather conditions

All collisions shall be thoroughly investigated by the Asst. Director or designee and appropriate consequences and preventive measures will be determined.

Do not discuss any details of the collision with anyone except for the police and Transportation Department officials in person.

Immediately upon your return to the Transportation Department, complete any and all collision documentation.

If the collision occurs anytime outside of normal operating hours for the Transportation Department, ensure that the following telephone calls are made:

- The Shop Supervisor, Fleet Clerk, Operations Manager or Asst. Director (phone numbers located in the emergency packet on each bus).
- Appropriate law enforcement (county sheriff, city police, metro police, etc.) - **911**
- The fire department and/or ambulance as needed - **911**

### ***Post-Accident Drug/Alcohol Screening***

In accordance with federal law and district policy, the following criteria will be used to determine the need for administering a post-accident drug and alcohol screening:

- If the employee is involved in a collision **resulting in a fatality, a post-accident test is required.**
- If the employee is involved in a collision in which any person requires immediate medical treatment away from the scene, **a post-accident test is required.**
- If the employee is involved in a collision in which any vehicle is towed from the scene, **a post-accident test is required.**
- If the employee is involved in a collision for which the employee receives a citation, **a post-accident test is required.**

## **Communications**

### ***2-Way UHF Radios***

All Crosby ISD school buses are equipped with 2-way UHF-band radios to provide for ESSENTIAL communication between buses and dispatch. The control of all radio operations is maintained through the Crosby ISD Transportation Department base station and is licensed through the United States Federal Communications Commission (FCC).

#### **Basic Radio Operation**

The radio will turn on automatically when the bus is started and is pre-programmed to a default volume level.

The radios are set to stay operable once the bus is turned off so that we may contact you if necessary while your bus is parked at a campus or other location.

**When you park your bus after your route, YOU MUST TURN OFF YOUR RADIO!**

**Radios are monitored by dispatch at all times!**

#### **FCC Regulations**

In order to maintain our licensing through the FCC, all operators are required to comply with the following regulations:

1. Always monitor prior to transmitting. Failure to do so may block other transmissions.
2. Keep your messages brief. Plan what you are going to say before you transmit a message.
3. Never use the radio for personal messages.
4. The use of jargon (CB language) and profanity is prohibited.
5. Speak clearly and in a normal conversational tone. Shouting only reduces the clarity of your messages.

6. Press the transmit button to talk. Listen for the short beeps then begin to speak with the microphone 2 to 4 inches away from your mouth. Release the transmit button when finished speaking.
7. Signal the end of your conversation by saying “clear” before hanging up the microphone.

### **Unit ID**

Every user is required identify themselves and the other user they are calling by use of the assigned unit ID as shown below.

<b>Unit ID</b>	<b>User</b>
Bus #	Route Drivers (Always use the regular route bus number even when driving a spare bus)
Base	Dispatch
T-1	Asst. Director
T-2	Transportation Manager - Routing
T-3	Transportation Manager - Training
T-4	Fleet Clerk
T-5	Shop Supervisor

When dispatch completes a transmission, the dispatcher will end the final transmission with “Crosby Base clear (time).”

### **Codes**

To help keep transmissions brief, we will use the following codes:

<b>Code</b>	<b>Meaning</b>
10-4	OK
Leaking Brake Fluid	Weapon on board
Code Yellow	Drug Testing – Check with dispatch
ETA	Estimated Time of Arrival

### **Examples of Transmissions**

1. The driver of bus 123 is calling base to report malfunctioning railroad arms at Pineland.
  - “123 to Base”
  - “Base, go ahead.”
  - “The arms are stuck down at Pineland.”
  - “10-4. Report when 10-76. Crosby Base clear, 3:17 PM.”
  - “123 clear.”
2. Base is calling bus 123 to locate a missing student and the driver responds that the student is not on the bus.
  - “Base to 123”
  - “123”
  - “Is John Doe on your bus?”
  - “Negative”
  - “Did he ride today?”
  - “Yes”
  - “10-4. Crosby Base clear, 4:11 PM.”
3. A driver has students fighting on the bus and requires police assistance.
  - “123 to base.”
  - “Base, go ahead.”
  - “Code Blue, 10-99.”
  - “10-4, 123. 10-20?”
  - “Tidwell and Deep Valley.”
  - “10-4, stand-by.”
  - 
  - “Base to 123.”
  - “123”
  - “Officer 10-76.”

“10-4. 123 clear.”

“Crosby Base Clear, 2:19 PM.”

4. Random drug testing has been called. Base is alerting all drivers to check with dispatch upon return to determine if they are required to report for testing.

“Base to all drivers. Code Yellow. Crosby Base clear, 7:43 AM.”

***NO RESPONSE IS REQUIRED!***

### ***Personal Cell Phones***

Texas Transportation Code 545.425 prohibits the use of a wireless communication device while operating a motor vehicle (effective September 1, 2017.) In accordance with this law, no Crosby ISD employee may operate a school bus while using a personal cellular telephone (for voice AND/OR text communication, accessing stored data, using apps, or other active use.) **This includes the use of hands-free device and headsets!** (Hands-free devices and headsets shall not be worn while on duty.)

“Operating a school bus” is defined by the following:

- driving the bus or while stopped on public or private roadways
- performing a pre-trip or post-trip inspection
- waiting in the loading zone of a campus while students are present on the bus or in the loading zone
- loading or unloading students
- any other time at which the driver must be in full control of the vehicle and/or students for safety reasons

Any employee that violates this policy will face disciplinary action up to and including termination of employment.

## **Pre-Trip Procedures**

The specific guidelines for conducting a pre-trip inspection and three-step air brake test on your bus are included in the exhibits section of this handbook.

A thorough pre-trip vehicle inspection and three-step air brake test will be conducted by the driver prior to every route, extra trip, and any other time that you will be driving a bus off of the transportation department property. If any irregularities affecting the safe operation of the vehicle are discovered during your pre-trip inspection, ask the shop for assistance **before** driving the vehicle.

**Drivers are NOT permitted to pre-trip a vehicle for another driver unless specifically authorized by the Director or designee.**

Failure to perform a proper pre-trip inspection and three-step air brake test will result in disciplinary action including, but not limited to, letter of reprimand, suspension without pay, and termination.

All pre-trip inspections must be documented on the vehicle inspection form in ink (a sample form is provided in the exhibit section of this handbook.) The pre-trip inspection form is designed to last for one week. The form must remain on the bus until it is completed and then turned into the box in the office at the end of the week. ***Do not record pre-trip inspections for multiple vehicles on the same form!***

When a spare bus is used in place of another bus on a route or trip, the inspection must be reported on a single-use pre-trip inspection form.

When recording mileage on the pre-trip inspection form, **DO NOT INCLUDE THE TENTHS!** Always write **ALL** numbers to the left of the decimal in the odometer reading every time it is recorded.

### ***Fueling Procedures***



No bus may be driven with less than ¼ tank of fuel.

Drivers are responsible for ensuring that the vehicle that he or she is driving has adequate fuel. Upon returning from your morning route, look at the fuel gauge **WHILE THE ENGINE IS RUNNING**. If the fuel level is ½ tank or less, the vehicle needs fuel. If you are the driver who observes the need for fuel, you are the driver who is responsible for fueling the vehicle.

The fueling island will be open for fueling each morning beginning at 8:00 am. Drivers will be responsible for fueling his or her own bus. A shop employee will be present at the fueling island to perform the under-hood inspection while you are fueling. Fueling is to be done after your AM route.

### Fuel Pump Operations

Diesel buses can be fueled with minimal effort on the part of the driver. Equipment is installed on the buses that automatically transmit the bus number and mileage reading to the system and then the correct fuel will be dispensed.

To activate the pumps, pull up to the appropriate fuel pump, insert the nozzle into the fuel tank opening on the bus, turn on the pump by moving the lever to the "ON" position, and squeeze the handle on the pump. Fuel should begin flowing.

Do not use the hold-open clips on the fuel nozzles! The driver must actively hold the nozzle while fueling to prevent accidental spillage of fuel.

Once finished pumping fuel, turn off the pump by moving the lever to the "OFF" position, hang the nozzle back on the pump, replace the cap on the fuel tank opening on the bus, and drive away.

If there is any fuel spillage, it must be reported immediately to a shop employee or supervisor!

### *Bus Starting Procedures*

#### Air Conditioners

Bus air conditioners must be **completely turned off** before trying to start the engine. The air conditioner places too great of a strain on the electrical system if running while the engine is off. Failure to follow this procedure may cause damage to the bus and will result in disciplinary action.

#### Diesel Engines

Before starting a bus with a Diesel engine, ensure that the transmission is in neutral!

Turn the key to the ON position and look for one of the following lights on the dash:



OR



OR



When this light goes out, it is safe to start the bus.

If the bus has a manual engine shut-off (kill switch), make sure the handle is pushed in before cranking the bus.

#### *Air Tank Drain Valve*

Most buses are equipped with a pull-cord on the driver's side of the bus below the driver's compartment. This pull cord is used to drain the moisture from the air tanks to prevent contamination of the air lines.

Drivers must pull this cord and hold it until no moisture can be seen draining from under the bus **before every route**.

## *In-Transit Operations*

### *Hand Positioning*

Drivers are to operate the bus with **both** hands positioned on the steering wheel at the 10 o'clock and 2 o'clock or 9 o'clock and 3 o'clock positions as shown below. Drivers are not permitted to lean or rest on the steering wheel while driving.



Hands at 10 o'clock and 2 o'clock



Hands at 9 o'clock and 3 o'clock

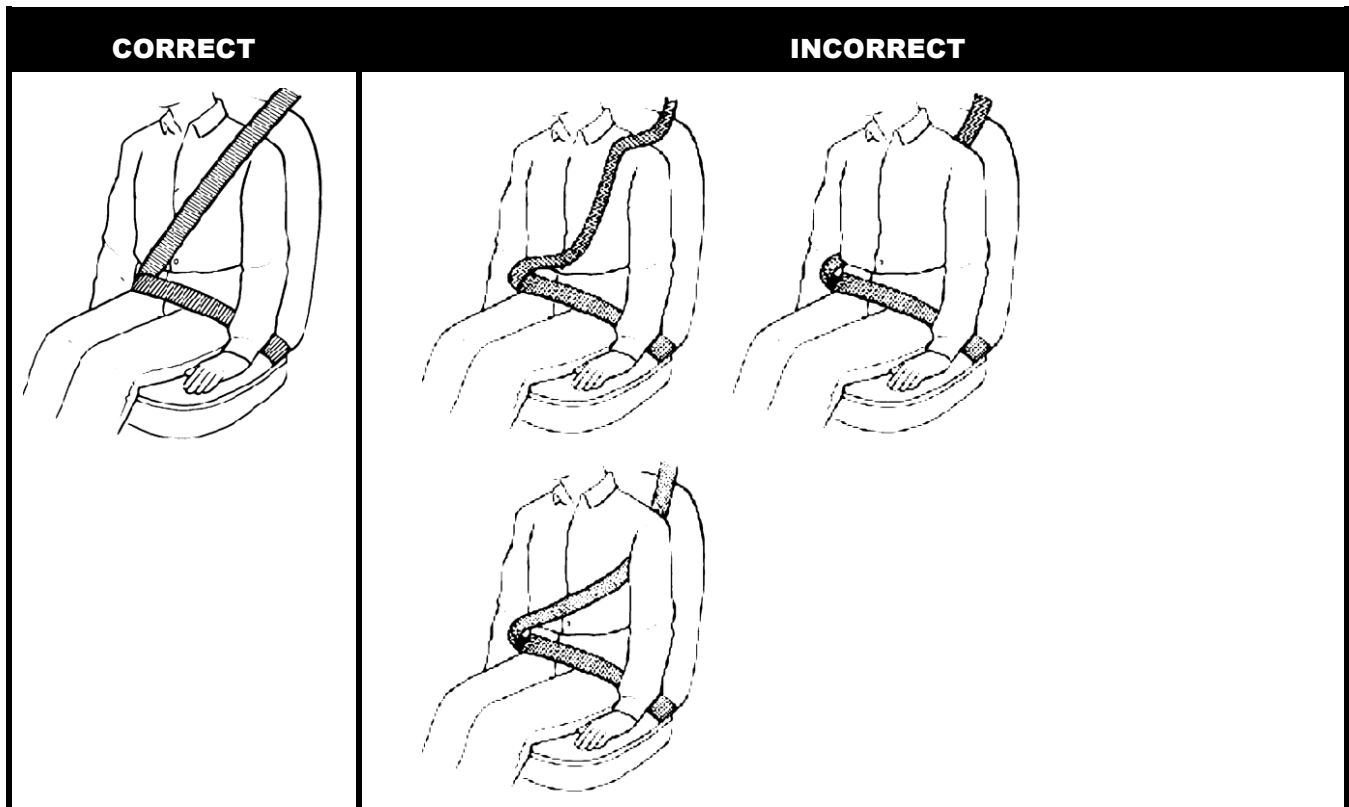
### ***Pedal Use***

Drivers may only use the right foot to operate the accelerator and brake pedals. At no time may a driver use the left foot or both the left and right feet to operate the pedals.

### ***Seatbelt***

In accordance with state law, all school bus drivers are required to wear his or her seatbelt *properly* according to the manufacturer's instructions while operating the vehicle. The following diagram shows proper use of the lap/shoulder belt.

The use of clips or devices to provide slack in the seatbelt is **unsafe and prohibited** and will be disposed of when found.



### ***Bus Service Doors***

In accordance with state law, bus service doors must remain closed at all times while the bus is moving. This is for the safety of passengers and to protect the vehicle from damage.

### ***Passengers***

In accordance with state law, the following will be observed while operating a bus:

- No passenger may be permitted or required to stand while riding the bus.
- The designed seating capacity of the bus may not be exceeded.
- No passenger may be permitted to sit in any position or area not designed as a seating position.

A driver is not permitted to bring extra passengers (friends/family) with them on a route or field trip.

The aisle, stepwell, and emergency exits must be clear of all persons and objects.

(Further information on passengers is provided in the student management section of this handbook.)

No passenger may use the emergency exits except for their intended purpose.

Buses shall not be fueled with passengers on board.

**Leaving the Bus Unattended**

Any time the driver must leave the bus unattended for any reason, he/she must remove the key from the ignition, take it with them, and ensure the bus is secured with the parking brake set and the transmission in neutral.

**Failure to properly secure the bus including setting the parking brake and/or placing the transmission in neutral will result in 2 days of suspension without pay (if the incident does not result in a student injury or collision) for the first incident. If the incident results in a student injury or collision, termination of employment will result.**

**Idle Time**

To help prolong the life of the vehicles and prevent excessive emissions, buses may not idle more than five (5) minutes except with explicit authorization from the Asst. Director or designee.

When parked at a campus to load or unload students, turn the engine off. The exception to this rule is when buses are in a “load and go” situation and it is not feasible to continually stop and start the engine. Excessive idling will result in disciplinary action.

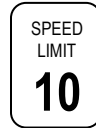
**Traffic Rules on Crosby ISD Property**

Extreme caution must be exercised while driving on Crosby ISD property (Transportation and campuses) due to the number of pedestrians present.

**Speed Limits**

The maximum speed limit on all Crosby ISD property is

If your bus shifts to second gear, you are going too fast!



Personal vehicles shall not be driven into the bus parking areas without express permission from the Director or designee.

**Speed Limits**

All maximum and minimum speed limits must be obeyed while operating a vehicle owned by Crosby ISD. Remember that school buses should be considered a slow-moving vehicle and operated as such. Posted speed limits do not mean that you must drive that fast.



The maximum speed limit for a school bus with a standard inspection sticker is **50 MPH**.



The maximum speed limit for a school bus with a commercial motor vehicle inspection sticker is **60 MPH**.

Vehicle speed must be adjusted with consideration to road conditions, traffic, and weather conditions.

In residential areas, it is recommended to drive 20 MPH or less for the safety of pedestrians.

**Signaling Intentions**

All drivers are required to give an appropriate signal before turning from a direct course on the roadway, changing lanes, or turning right or left at any intersection.

Turn signals shall be given at least 100 feet continuously before turning. (A distance of 300 feet is recommended.)

No driver shall stop or suddenly decrease the speed of his or her vehicle without giving an appropriate signal to any vehicle to the rear when there is opportunity to give such a signal.

**Caravan Driving**

Any time that buses operate in a caravan or convoy fashion, the drivers must maintain sufficient space between buses to allow other vehicles to enter and occupy that space safely.

When changing lanes, the rear bus moves first and holds traffic back to allow the buses in front to move over one at a time from back to front.

### Backing Guidelines

Backing should not be done unless absolutely necessary.

All reasonable and prudent care should be taken if it becomes necessary to back your bus.

The driver of a school bus shall not back unless such movement can be made safely.

If backing the bus is necessary, the following guidelines should be considered:

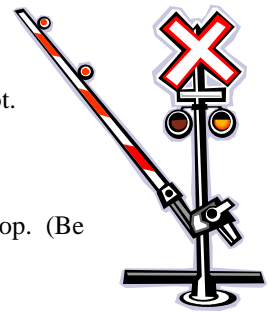
- Walk to the back of your bus to ensure there is nothing behind you. Then back immediately and watch carefully.
- If it is necessary to back a great distance, stop halfway and get out to check your progress.
- Never back around the corner of an intersection to turn around except at an approved bus turnaround.
- If it is necessary to back into or out of a driveway, back into the driveway whenever possible. This way, the bus may drive forward onto the roadway with clear view.
- A school bus may not be backed in a bus loading zone without specific authorization from the Director of Transportation or designee.
- Do not back your bus on or onto a public roadway unless it is an approved bus turnaround.
- The driver of a school bus shall not back the bus upon the shoulder or roadway of any controlled-access highway.
- When it is necessary to back across a sidewalk onto a street, stop at the sidewalk to ensure that there are no pedestrians or children playing, and then proceed, stopping before entering the street to ensure that traffic is clear.
- If you are unfamiliar with an area, call for assistance prior to backing your bus.

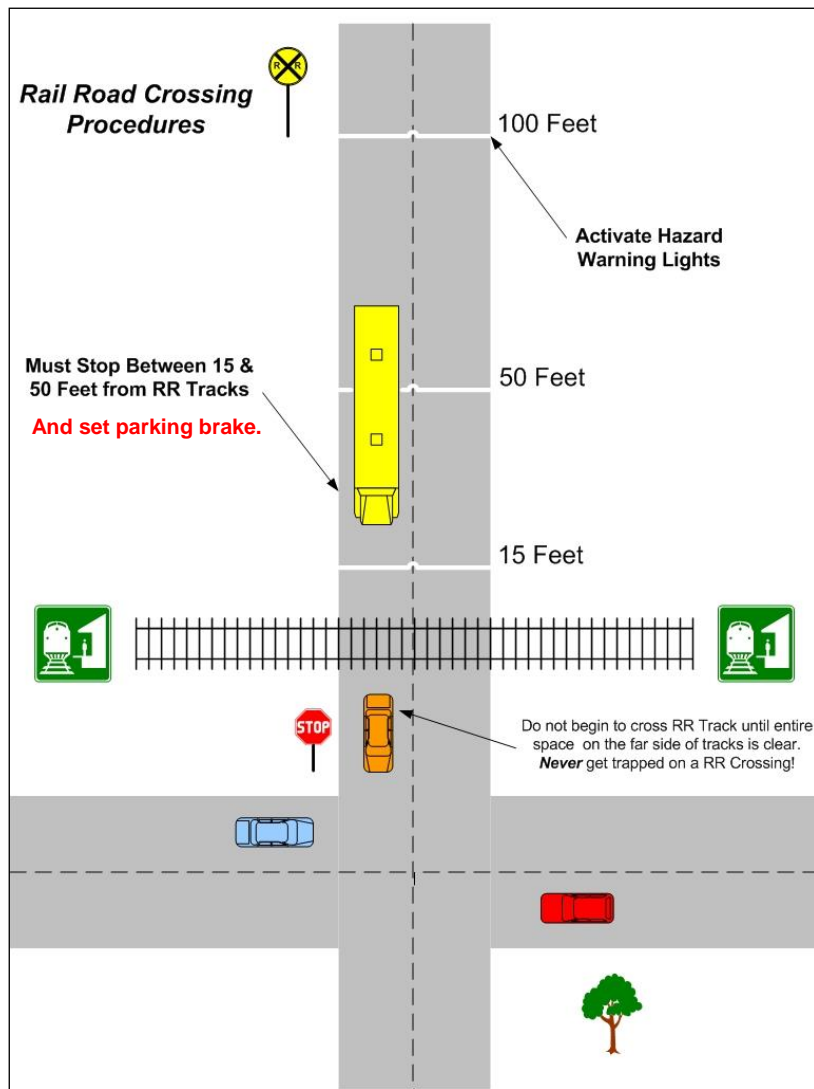
### Railroad Crossings

Buses are required by federal law to stop at all railroad crossings whether carrying passengers or not.

When crossing railroad tracks, observe the following guidelines:

- When approaching the tracks, Crosby ISD bus drivers will activate his or her 4-way flashers (hazards) approximately 250 feet before the tracks to alert other motorists of an upcoming stop. (Be sure not to activate your 4-way flashers too early so as not to confuse other motorists.) It is unlawful to use your student loading lights at railroad crossings. **See the diagram below.**
- Approach the tracks in the far right-hand lane whenever possible. If you must turn left immediately after a railroad crossing, you may approach the crossing in the left-hand lane so as not to require a last-minute lane change.
- Before crossing a railroad track, the driver must bring his or her bus to a **COMPLETE STOP** 15 to 50 feet from the nearest track (with no other vehicles between the bus and the tracks) **and SET THE PARKING BRAKE.**
- Turn off all noisy equipment and signal for students to be quiet.
- While stopped, the driver must look and listen in both directions for approaching trains and signal(s) indicating the approach of a train. If necessary, the driver may open the service door and driver window to see and hear better in both directions.





- The driver must not cross the tracks when...
  - ...a train is crossing the roadway on which the bus is traveling.
  - ...a train is approaching the tracks within a distance of 1,500 feet or less and that train, because of its speed or proximity to the crossing, is an immediate hazard.
  - ...warning signal(s) or devices are activated, whether or not a train is present.
  - ...there is not sufficient room on the other side of the tracks to cross and then stop without the rear of his or her bus being clear of the tracks.
- If the bus must stop to wait for a train or malfunctioning warning devices, the driver must set the parking brake and keep his or her foot on the service brake.
- The driver will not proceed across the tracks until safe to do so.
- Do not let the railroad arms come into contact with your bus!
- When multiple tracks are present, ensure that all sets of tracks are clear before proceeding across all.
- When there are multiple crossings close together, bus drivers must stop between each set when there is sufficient room to do so safely. If there isn't enough room to stop between each set, cross all at one time.
- When two buses approach a railroad crossing together from either direction, the bus that arrived first may cross first. **Only one bus may cross the tracks at a time.**
- Buses may not change lanes while on the railroad tracks.



If signals appear to be malfunctioning, **the bus must not cross!** The only people who can direct you across the tracks while signals are active are a police officer or a railroad employee. **NEVER GO AROUND RAILROAD ARMS!**



Be sure to call Transportation to report railroad arms that are down or trains that are blocking a railroad intersection so that the situation can be reported and provisions can be made for your route.

Railroad crossings for METRO-Rail are marked with the EXEMPT sign. With this marking, school buses are not required to stop for these crossings.

Failure to follow any of these guidelines for railroad crossings will result in severe disciplinary action including but not limited to suspension (with or without pay) and termination pending investigation.

### ***Student Loading and Unloading***

Student loading and unloading is the most important part of the bus driver's and aide's jobs. Unfortunately, it is also the most dangerous part as well. In order to make this as safe as possible, bus drivers must observe the following guidelines and procedures related to student loading and unloading. Failure to follow any of these guidelines for student loading will result in severe disciplinary action including but not limited to suspension (with or without pay) and termination pending investigation.

#### **Use of Loading Lights**

It is unlawful to operate any alternating red-flashing warning signal light on any school bus except when the bus is stopped on a highway or street for school children to board or depart from the bus. This is the sole purpose of red warning lights.

As a school bus driver, set the example for the general public and ensure that you are stopping for other school buses that are loading or unloading students.



#### **Approaching the Bus Stop**

- Begin slowing the vehicle
- Activate AMBER warning lights 300 feet prior to the bus stop.
- Scan traffic for any hazards
- Come to a complete stop **with the bumper 10 feet back from the student** and with the student **at least 10 feet from the side of the bus.**
- **Set the parking brake and keep your foot on the service brake.**  
**Failure to set the parking brake will result in 2 days of suspension without pay (if the incident does not result in a student injury or collision) for the first incident. If the incident results in a student injury or collision, termination of employment will result.**
- Only when the bus is completely stopped is the driver permitted to open the door and activate the RED loading lights.

#### **Loading Procedure**

(If the bus stop is located at a bus turnaround, load the students before backing the bus.)

- Be sure that all traffic has stopped.
- If students must cross the road, maintain eye contact with the student and signal the student when it is safe to cross.
- Allow all students to board and **be seated** before closing the service door and deactivating the red loading lights.  
**All students must be seated before moving the bus in accordance with state law.**
- Release the parking brake.
- Check all mirrors to ensure that there are no students in the danger zones around the bus.
- When safe to do so, pull away from the stop and proceed to the next stop.
- **If a student is running for the bus, wait for the student and remind them they must be at the bus stop ten minutes before the bus arrives.** Repeated incidents by the same student must be treated as a bus safety incident and proper procedures and documentation must follow.
- **Once a student has boarded the bus at their stop, they may only be released from the bus at their school campus unless directed otherwise by dispatch.**

## Unloading Procedure

(If the bus stop is located at a bus turnaround, back the bus before unloading students.)

When unloading students at bus stops, follow the same procedures for approaching the stop and loading students. In addition, observe the following unique situations for unloading students:

- **Do not allow students to stand in anticipation of the bus stop in accordance with state law.**
- Keep the door closed and all students inside the bus until traffic has stopped and it is safe to release the students.
- Count students as they get off the bus and ensure that you can account for the location of all students before proceeding.
- Require any students that must cross the street to do so **in front of the bus**. Instruct them to watch for you to signal them when it is safe to cross the road.
- The driver must ensure that Pre-Kindergarten and Kindergarten students get off of the bus only with an approved person present at the stop. If an approved person is not present, the student must be returned to school. Call transportation with the information and return the student to the front of the school after dropping off the other students. Walk the student into the office.

Once a Pre-Kindergarten or Kindergarten student has been returned to school a second time, the process to begin suspension of bus riding privileges will be initiated.

**Dropping a Pre-K or Kindergarten student off without an approved person present directly jeopardizes the safety of a student and will result in termination of employment.**

- If a student gives indication that they are scared or uncertain about getting off of the bus at their stop, do not force the student to get off. Instead, notify transportation for further instructions.

## Bus Stop Safety Considerations

Keep in mind the following while driving your route:

- Do not **honk** your horn for students that are not out at the bus stop! It is not necessary to announce your arrival.
- Buses are not permitted to block intersections when making a bus stop. Stop either before or after the intersection. If necessary, due to the traffic volume on the cross-street, stop both before and after the intersection.
- Buses must stay on their side of the road. Buses are not permitted to angle across the road and block traffic. If necessary, place the front left tire on the center line of the road (for a two-lane road), but do not cross the line.
- When a raised median is present, traffic traveling in the other direction is not required by law to stop for school buses unloading or loading. Because of this, students are not permitted to cross a raised median at a bus stop.

If you find that a stop on your route poses safety concerns due to visibility, traffic volume, etc., notify the Operations Managers immediately by completing the route hazard form so that the situation can be looked into. A sample route hazard form can be found in the exhibit section of this handbook.

## Loading and Unloading Students at School Campuses

When stopped in a loading zone at a campus to load or unload students, set the parking brake, place the transmission in neutral, and turn off the engine. **It is not necessary to use the loading lights while loading or unloading students on school property.**

**Failure to set the parking brake will result in 2 days of suspension without pay (if the incident does not result in a student injury or collision) for the first incident. If the incident results in a student injury or collision, termination of employment will result.**

When students begin to load the bus, turn the key to the "ON" position, but don't start the engine until you are ready to leave.

When loading in the afternoons, buses should line-up in the same order as often as possible.

Drivers should approach loading zones with extreme caution realizing the possibility of students running out into the path of a bus.

**The driver must be present on his or her bus 5 minutes before the students begin to load.**

When entering the loading zone in the mornings to unload students, drive as far forward as possible before stopping to allow as many buses to enter the loading zone as possible.

If a driver is going to remain parked in the loading zone for some reason, that driver must activate his or her 4-way flashers and pull forward. This will signal the buses behind to go around the parked bus.

Buses are permitted to pass another bus in the loading zone **ONLY** after the parked bus has pulled forward and activated the 4-way flashers. This indicates clearance for the other buses to pass.

Once a driver has loaded his or her students and has begun to move the bus, that driver shall not stop again to load students unless directed to do so by a Transportation or Campus official.

Exercise extreme caution around school campuses. Traffic is heavy with parent vehicles and students walking and riding bikes.

There is no backing in a school bus drive without specific authorization from Transportation Director or designee.

Students must not be released from the bus at the campus in the morning until the appropriate campus staff member opens the doors and is ready to receive the students (regardless of the time.)

Drivers shall unload students from their bus in front-door-evacuation style every morning.

**When a Student Has Missed Their Bus**

It is the responsibility of the student to arrive at the bus stop ten (10) minutes before the arrival time of the bus. In the event that a student has missed their bus, the bus will not return for the student unless directed to do so by the Transportation Department office.

If a parent is chasing the bus down in their car, flashing their lights and honking their horn, proceed to the next bus stop at which the student may board the bus. **Do not make extra stops to pick up students that have missed their own stop.**

**When a Student Has Missed Their Bus Stop**

Students are responsible for knowing where they are to get on and off of the bus. It is also the driver's responsibility to ensure that students get off of the bus at their designated stop only. In the event that a student has missed their bus stop, return the student to their stop if the student is Pre-K – 5<sup>th</sup> grade. If the student is a Middle School or High School student they may get off of the bus at the next bus stop provided it does not place the student in danger of traffic or other surroundings. If possible, make the block to drop the student off at the regular bus stop or take the student back to the stop after completion of the route.

***Lane Selection and Use***

A school bus is a slow-moving vehicle by the nature of its use, and therefore should be driven in the farthest right-hand lane whenever possible.

It is permissible for a bus to drive in the left-hand lane (of a multiple lane roadway) when that bus is preparing to turn left.

“Weaving” in and out of traffic lanes is not considered a safe driving practice and will not be permitted.

Changing lanes is prohibited within 100 feet of any intersection.

***Passing Other School Buses***

One school bus may pass another school bus on a roadway (with multiple lanes in each direction) **except where prohibited below** provided that the speed limit is not exceeded at any time during the maneuver and that the maneuver may be completed safely with respect to all other vehicles on the roadway.

***Intersections and Turning***

Intersections can be one of the most dangerous places for a vehicle to be. With this in mind, the following guidelines should be observed to avoid a collision in an intersection.

- Prepare early and slow down before the intersection. Intersections are no place for speed.

- Drivers are required to signal his or her intention prior to turning. Get in the proper lane and signal your turn well in advance.
- Check traffic in front of, to the sides, and to the rear of the bus.
- Check for a clear right-of-way
- Monitor all mirrors throughout the turning process.
- Make turns smoothly without placing strain on the engine.
- Square off your turn. (Don't cut across other lanes of traffic or curbs unnecessarily.)
- Realign the bus in the proper lane and cancel the turn signal.
- Steer wheels back into position. Do not allow the wheels to "spin" back into position.

Exercise courtesy at intersections:

- When approaching an intersection, watch for large vehicles already at the intersection that may require a large amount of room to turn. If necessary, stay back from the intersection until that vehicle has completed its turn.
- Before turning, ensure that you can safely execute the turn without coming into contact with other vehicles at the intersection. If not, allow the other vehicle to proceed through the intersection first.

Exercise caution: NEVER wave another vehicle on through an intersection or otherwise direct another driver to do something. You are not authorized to direct traffic. Doing so may place you as the driver in a position of assuming partial liability for any collision that may result.

Shoulders are not turn-lanes and may not be used as such. Caution should be exercised when turning near a shoulder to ensure that other vehicles are not illegally using the shoulder as a turn-lane which could impact your ability to safely perform the turn.

It is permissible to make a right turn on a red traffic signal **unless** when posted "No right turn on red." When doing so, exercise extreme caution to ensure that you do not impact the flow of traffic on the roadway onto which you are turning. You must bring the vehicle to a COMPLETE stop prior to turning right on a red signal.

When turning left onto a roadway having a center left-turn lane, you are not permitted to turn into the center left-turn lane and wait for traffic to clear so you may enter the right-hand lane.

### **Lane Positioning for Specific Turns**

#### ***Left turn from a two-way roadway onto a two-way roadway***

The vehicle must approach the intersection near the center line and must not cross over the center line of either roadway.

#### ***Left turn from a two-way roadway onto a one-way roadway***

The vehicle must approach the intersection near the center line and must not cross the center line of the two-lane roadway. The vehicle should turn into the closest possible lane on the one-way roadway.

#### ***Left turn from a one-way roadway onto a two-way roadway***

The vehicle must approach the intersection in the farthest left lane and must not cross the center line of the two-way roadway.

#### ***Left turn from a one-way roadway onto a one-way roadway***

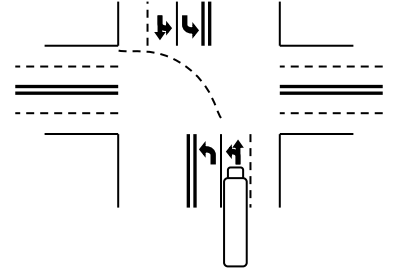
The vehicle must approach the intersection in the farthest left lane as possible and turn into the closest possible lane without contacting the curb.

#### ***Left turns with a single left turn lane present***

The vehicle must approach the intersection and enter the turn from the left turn lane and then turn into the closest possible lane.

**Left turns with multiple left turn lanes present**

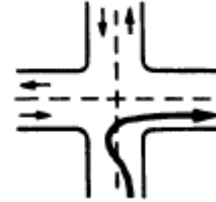
Because of the room required for a bus to safely execute a turn, buses should turn from the left turn lane that is farthest to the right and then turn into the lane that the pavement markings or signs instruct. If no instructions are present, turn into the farthest right-hand lane of the roadway that you are turning onto.

**Right turns**

When making any right turn, the bus must approach the intersection and complete the turn as close as possible to the right-hand curb or right-hand side of the roadway.



Correct Right Turn



Incorrect Right Turn

In order to ensure curb clearance, buses must use the following procedure for right-hand turns:

- Approach the intersection in the farthest right-hand lane approximately 3 feet from the curb (close enough to prevent other vehicles from passing on the right while you are turning.)
- Proceed on a straight path of travel until you are certain the rear wheels will not come into contact with the curb or right edge of the roadway.
- Turn the steering wheel a full lock turn to the right, swinging over the center line of the roadway that you are turning on to if necessary.
- Realign the bus in the farthest right-hand lane as possible.

It is the responsibility of the driver to ensure that proper curb clearance is maintained when making right turns. Failure to do so will result in obvious tire and or wheel damage to the bus. Evidence of this type of damage will result in disciplinary action on the driver including but not limited to letter of reprimand, appropriate retraining, suspension (with or without pay), and termination.

**Freeway Driving**

When entering the freeway, accelerate in order to enter the freeway at a reasonable rate of speed for the traffic present.

Drive in the farthest right-hand lane as possible.

Keep in mind that the maximum speed for a school bus is 50 M.P.H. (60 M.P.H. with a DOT inspection sticker), regardless of the speed of surrounding traffic.

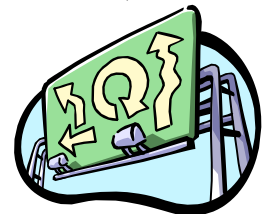
Watch entrance and exit ramps for vehicles entering or exiting the freeway. As a slower moving vehicle, be prepared to allow these other vehicles to enter and exit freely.

Watch signs and change lanes to prepare for exits early.

When exiting, activate turn signal, slow the vehicle, and move to the deceleration lane when one is present.

Be prepared to yield to traffic on the access road, even though you may have the right-of-way.

In the event of a flat tire or blow out, follow the procedures given for a tire blow out and get the bus off of the freeway and onto the access road. Your concern is with the safety of the students and not protecting the tires.



### ***Toll-Road Driving***

When driving on the Hardy Toll Road or Sam Houston Tollway, observe the same rules as freeway driving.

At toll booths, use the far-right hand lane designated for buses, trucks, and trailers when required.

When using an E-Z Tag, maintain your lane placement and proceed through the E-Z Tag lane at a normal rate of speed. If you see the red light come on, notify transportation immediately upon your return so that the tag malfunction can be investigated. If you see the yellow light that says “Call EZ Tag”, don’t worry...your tag is working. Just relay this message to the Operations Managers upon your return to the Transportation Department.

When using the E-Z Tag at an exit or entrance lane with a traffic control arm, approach the lane slowly and prepare to stop. When the booth reads the tag, the arm will raise and you may proceed cautiously.

**Use of toll roads for bus routes is prohibited without express prior authorization!**

### ***Night Driving***

Maintain a speed at which you will be able to stop within the distance illuminated by your headlights.

Use your high beam headlights only when no other vehicles are present in the lane in front of the bus or approaching from the other direction.

Keep windows and windshield clean (**This is your responsibility**).

Take extra caution in watching for pedestrians.

Do not drive when sleepy. Pull off the road and rest.

When an oncoming vehicle approaches, do not look directly into the headlights, but instead at the edge of the vehicle’s light spray.

### ***Tire Blow Out***

A blow out when traveling is dangerous. Do not jam on the brakes. Reduce speed gradually until the vehicle can be safely brought to a stop. Maintain a firm grip on the steering wheel to keep control of the vehicle.



### ***Leaving the Roadway***

When it becomes necessary to leave the roadway onto the shoulder, do not jerk the wheel to immediately return to the roadway. Allow the vehicle to slow down, and then gradually ease the wheels back onto the pavement.

### ***Commercial Vehicle Weigh Stations***

Anytime that a school bus passes a commercial vehicle weigh station that is in operation with a sign indicating “**ALL TRUCKS AND BUSES MUST EXIT**”, the driver is required to enter the weigh station and wait in line with the other commercial vehicles, regardless of whether students are or are not on the bus.

### ***Route Guidelines***

Bus routes are established with respect to student safety and efficiency in transportation. In order to maintain this level of safety and efficiency, drivers must observe the following guidelines:

#### **Route Directions and Bus Stops**

No route maps, student lists, or other paperwork is permitted to be left on a bus while parked! This information is confidential and must be kept in the driver’s mailbox when not being used.

All official route maps and information will be maintained in dispatch for substitute drivers to use.

**Drivers are not authorized to change the way in which a route is driven or alter bus stops. When the driver makes unauthorized changes to his or her route, the driver assumes liability for such changes.**

If the driver observes circumstances on a route which could impact student safety or transportation efficiency, then he or she shall report this information to the Operations Managers on the Route Hazard form. Only then can changes be made to the route.

When changes are made to a route, these changes do not become effective until the driver receives them in writing.

During inclement weather, the driver is given reasonable latitude to exercise good judgment in making additional stops in order to let students off closer to their homes without deviating from the normal route path.

As student enrollment fluctuates, the Asst. Director or designee has the option to adjust routes in order to even out student loads or route times.

Students are to load and unload at their designated bus stops only. Any temporary changes to a student's pick-up or drop-off location will be communicated to the Transportation Department and, in-turn, notification will be made to the driver. Without information from the transportation department, a student may not ride a different bus or get off the bus at a different stop.

When a new student is present at your bus stop, transport the student to school and give the student a registration form.

When a new student boards your bus at the school to go home, transport the student **if the student is first grade or above**, and give the student a registration form. **The Transportation Department must have a registration form from the school for students in Pre-K or Kindergarten before the student begins to ride the bus home!**

Students are **NOT** permitted to ride any other bus other than their assigned route bus.

### Authorized Riders

Only those authorized to do so may ride on a Crosby ISD school bus. This includes Crosby ISD students, employees of Crosby ISD serving as a sponsor for a field trip, Crosby ISD administrators, and any other individuals for which express permission has been granted by the Asst. Director or designee

### Student Overloads

If an overcrowding situation occurs, transport the students (as long as the maximum seating capacity for the bus is not exceeded) and notify the Operations Manager immediately upon returning to Transportation (make sure to bring accurate roll information with you). If transporting the students would exceed the maximum seating capacity of the bus, then call transportation for assistance and another bus will be dispatched to your aide.

### Time Schedule

Route time schedules must be followed as closely as possible. Under normal conditions, drivers must not vary more than five minutes from the normal time schedule. **The driver should, under no circumstances, be early!** If necessary, the driver should pull the bus over in a safe location and wait until he or she is back on schedule.

If there is a need to adjust your time schedule, see the Operations Managers.

Always ensure that the gate time and arrival times on your route sheet are correct.

Arrival times at campuses will be periodically evaluated and adjustments made by the Operations Manager as necessary.



### Road Hazards

Bus drivers are the eyes of the district. When you see road hazards or detours on your route, report these to your Operations Manager immediately upon your return to Transportation.

### Checking for Students at the End of Each Run

**Morning Routes** After unloading the students at each campus, the driver SHALL walk through the bus to ensure that no students or items remain on the bus before departing the campus.

**Afternoon Routes** After the final stop on each run, the driver shall pull over at the first available and SAFE location, secure the bus, and walk through the bus to ensure that no student or items remain on the bus before leaving the route area and proceeding to the next destination.

### Mechanical Breakdown Procedure

In the event that you have an in-transit breakdown, move your bus off of the roadway, if possible, to prevent a collision. Call transportation and advise them that you have a mechanical failure. Activate your 4-way emergency flashers, set the

parking brake, and turn off your engine (if the shop instructs you to do so). At this time, set out emergency triangle reflectors in the appropriate locations.

In the event that an engine over-heats, the driver should stop the bus immediately. **DO NOT** pour water in the radiator of an overheated engine.

In most cases, students should remain on the bus in the event of a mechanical failure. Only when the students' safety is in jeopardy should they be evacuated from the bus.

If a relief bus is sent to transport the students, it will park as closely to the disabled bus as possible. Both buses will activate the red student loading lights, and students will board the relief bus.

### ***Hazardous Weather Driving Procedures***

The school bus driver is responsible for the safety and well-being of passengers as well as for the safe operation of the bus. Adverse weather conditions contribute to many vehicular accidents and it is essential that certain procedures be followed and considerations be made. The Asst. Director or designee will determine and so advise all drivers if inclement weather (including fog) will delay the start-up of regular route services.

In the event that inclement weather develops while regular route services are already in progress, the driver must make sensible decisions using sound judgment and common sense based upon the conditions at his or her location. The general rule of thumb to follow is if you have any doubts that continuing to operate/move your bus down the road based upon weather conditions is unsafe – STOP at the first safe opportunity and wait until the conditions improve. Notify transportation by radio if you are stopped in excess of 5 minutes.

When driving in inclement weather, keep in mind that posted speed limits are for ideal conditions only. When the pavement is wet, icy, or snowy, lower your speed. The driver must have complete control of his or her bus at all times when stopping, starting, and turning.

### ***High Water***

When faced with high water, do not proceed if you cannot see the center line or edges of the roadway, or if you are in a situation where you have water entering through the door of the bus. If such conditions exist, the water is too high and you should find an alternate route and notify the Transportation Department for assistance.

Never go around or drive past barricades where high water is present!

## **Post-Trip Procedures**

A thorough post-trip vehicle inspection will be conducted and documented by the driver upon returning to Transportation after every route, extra trip, and any other time that the bus has been driven off of the transportation department property. This inspection will afford the driver the opportunity to identify any malfunctions that may require repair and to ensure that no passengers remain on the bus. If any irregularities affecting the safe operation of the vehicle are discovered during your post-trip inspection, report the problems **in writing** to the shop using the vehicle maintenance request form.

### ***Child Reminder System***

Each bus is equipped with a Child Reminder System which requires the driver to walk to the back of the bus at the end of a route. This system is triggered by the activation of the loading lights. Once the lights have been activated at any time while the bus is running, the system is armed. When the bus engine is turned off, the driver has approximately 30 to 45 seconds to walk through the bus and open the back door to disarm the system. If the system is not disarmed in time, the horn will begin honking and the lights flashing to alert the driver.

**This system is a tool to assist the driver with a post-trip inspection. It is not intended to reduce or eliminate the driver's obligation and responsibility to inspect the vehicle after EVERY trip!**

We have two different Child Reminder Systems installed on our buses. All buses prior to 2005 model year had the system installed by the District while all buses 2005 model year and after were installed by the factory.

### **Disarming the System**

#### ***International buses***

With the engine off and the service door closed, **turn the key to the ACCESSORY position.**

You will hear a steady alarm sounding and the dome lights will turn on.



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Walk through the bus to the rear and open the rear emergency exit door. The alarm will silence and the dome lights will flash to indicate that the system has been reset. The lights will remain on to allow the driver to check for passengers and belongings that are left on the bus.

***Blue Birds and All Other Buses prior to 2005***

With the engine off and the service door closed, **leave the key in the OFF position.**

You will see a red light on the side panel come on and the dome lights will turn on.

Walk through the bus to the rear and open the rear emergency exit door or press the silver button located on the rear header panel. The dome lights will flash twice to indicate that the system has been reset. The lights will remain on for 20 seconds to allow the driver to check for passengers and belongings that are left on the bus.

**Leaving a student unattended on a bus directly jeopardizes the safety of a student and will result in immediate termination of employment as a bus driver.**

# Student Management

The role of the school bus driver and aide is not simply to drive the bus and keep order!

**Positive interaction** is essential to developing a rapport and level of respect with the students that you transport. Remember that you are the first and last member of the educational team that the student sees each day and that comes with enormous power and responsibility. In many cases, you may be the first adult that a child sees each day due to the parents or guardians having already left for work when the child wakes up. The bus ride to school sets the stage for how the student's day will be and how successful they may be in their learning.

## *Greet your Students*

Regardless of personal feelings about a student, the driver and aide should greet the students **by name** as they board the bus. This may take some time to learn each student by name, but it is essential to developing a mutual respect with the students. This positive interaction and mutual respect will make the student much more willing to abide by the bus safety rules and comply with verbal instructions.

## *Control and Authority*

The Asst. Director or designee along with the Assistant Principals at each campus are responsible for supervision, direction, and control of all matters relating to the transportation of students for the respective schools. Assistant Principals have the same authority and control over students transported by the school bus as that which is given the Assistant Principal in the control of students on the school grounds and in the classrooms. The Transportation Department and the Assistant Principals are responsible for enforcing all rules and regulations approved by the Board of Trustees pertaining to bus transportation.

## *School Bus Safety Rules*

Explain the rules the first day the students are on the bus. We cannot expect children to obey rules if they have not been explained. You will find students more receptive if you explain WHY rules are necessary and important rather than telling them "just because."

Do not make your own rules of conduct.

Always obey the rules that apply to you as the driver and set an example. Children are quick to spot a double standard. These rules include traffic laws as well as appropriate school policies.

The following are the bus safety rules that students are expected to follow:

### *Meeting the Bus*

- Students must be on time and visible at the bus stop. It is recommended that students be at their bus stop ***ten (10) minutes before pick-up time***. Once a bus departs a stop or school, it **will not stop for late students or stop at unauthorized locations to receive or discharge passengers.**
- Students must not stand on the traveled portion of the roadway while waiting for the bus.
- Student must not approach a moving bus until it stops. Once the bus has stopped, the student may walk toward the bus to board once the driver signals to the student.
- Students must enter the bus carefully in an orderly manner as instructed.
- Once on the bus, students must go directly to their seat and be seated properly so the bus may continue the route.

### **Bus Safety Rules**

- Observe the same conduct level as is expected in the classroom.
- Profanity and obscene gestures are not allowed.
- Do not eat or drink on the bus except for water in a closed plastic bottle.
- Do not litter or damage the bus in any way.
- The driver is authorized to assign seats.
- All items prohibited at school are also prohibited on the bus.
- Remain seated while the bus is moving with all body parts inside the windows.
- Fighting, horseplay, and throwing objects are prohibited.
- No live/dead animals or flammable materials are allowed.
- Large, bulky items that cannot fit under the seat or in the lap of the student are not allowed on the bus. Arrangements must be made for the parent to transport these items. This includes large band instruments and school projects.
- No skateboards, balls, roller blades, or balloons may be brought on the bus.

### **Departing the Bus**

- When getting off of the bus, students should move quickly but safely away from the unloading area.
- The emergency door at the rear of the bus is to be used in emergency situations only. It is not to be used for boarding or departing the bus.
- ***Students are allowed to board and depart the bus at designated bus stops ONLY!***

## **Documentation and Incident Reporting**

With the large number of students that we transport daily, it is easy for details of incidents to “slip our mind” and get lost when the need arises to recall them.

### ***Documentation Log***

To aide in the recall of details, each driver and aide is provided a spiral notebook to use as a documentation log. **This log is to be kept in the mailbox of each driver and aide in the break room when not in use during a bus route.**

When a driver changes routes, the documentation log will be turned into the office and it will be issued to the new driver of the route.

Use the log to document student behavior (instances when you have had to verbally warn a student about their behavior), seating reassignments, parent telephone calls (time, date, topic, parent response, etc.), incidents that seem out of the ordinary, or anything else that may be pertinent at a later date.

This documentation is not just for you, but for everyone who is responsible for ensuring safe transportation, so write notes in your log where somebody else can understand them without explanation.

### ***Incident Reports***

When an incident or situation happens that needs more than just a note in your documentation log, complete an incident report form giving as much detail as possible of the situation. Turn the incident report into dispatch as soon as possible so the matter can be addressed. If you would like a copy of the incident report for your documentation log, ask dispatch to make a copy of it for you. A sample incident report form is provided in the exhibit section of this handbook.

## Driver Actions

**The purpose of discipline is NOT to punish for previous actions...it is to correct future behavior!**

By and large, the vast majority of our students will act within the established rules. There are, of course, some who will misbehave and require some type of response or action from you. This is the point where you should have already considered those reasonable expectations we can anticipate from students and deal with the incident accordingly. In many cases, a verbal reprimand or warning will suffice. Keep in mind that it is not always advantageous to acknowledge *all* rule infractions. If you pull out the “big guns” for the small things, then you leave yourself little direction to go for more serious incidents.

Be aware that students with special needs are required by Federal law to be served in the least restrictive environment. This may mean that a student with special needs may be assigned to ride a regular route bus with his or her non-handicapped peers. When this happens, it may be necessary to use some modified disciplinary techniques with the student. Generally speaking, if a student with special needs is being served on a regular route bus, then that student is held to the same bus rider safety rules as all other students on that bus.

### ***Communicate Expectations***

Students cannot be expected to correct their behavior if they are not made aware of what is expected. This should be the first step for the driver and aide!

Let the student know what they are expected to do and give them an opportunity to do it. Simply looking up in the passenger mirror and stating “okay...that’s a write-up!” is not sufficient or effective in correcting the student’s actions.

Remember that the driver and aide are the most powerful part of the transportation team. Discipline issues need to be handled on the bus using authority and mutual respect whenever possible.

**With the younger students, you may be required to repeat directions and expectations several times since their attention spans are shorter.**

### ***Assigning Seats***

**The driver and aide are required to assign seats for all grade levels.** This proves to be a very useful tool in separating groups of students who may be causing problems or negatively influencing the behavior of other students. When reassigning seats for disciplinary reasons, move the student closer to the front of the bus where the behavior may be more closely monitored. If necessary, make sure the student is placed in a seat where the camera will be certain to record the behavior (the 3<sup>rd</sup> or 4<sup>th</sup> seat from the front on each side of the bus).

Each driver **MUST** submit a current seating chart to dispatch with their monthly roll call to be kept with the official route documentation.

If a seating reassignment is necessary for disciplinary action, document the date that the student’s seat assignment was changed.

### ***Telephone Calls to Parents/Guardians***

All drivers will make and document an initial phone call to the parent / guardian of the students on their lists by the deadline set annually by the Transportation Department. Introduce yourself as their child’s bus driver and let them know which bus number their child will be riding.

When a student fails to follow the bus safety rules, a powerful tool can be a telephone call to the child’s parent or guardian. Discuss the student’s behavior with the parent and let them know that the behavior is affecting the safety of their child and all other children on the bus and must not continue. Ask for assistance from the parent in addressing this with their child. Let them know that if it continues, you will be required to submit a bus safety referral to the Transportation Supervisor and disciplinary action will follow.



If you need a “catch-phrase”, here is a good one:

**“Riding the bus is a privilege to students who are eligible. To receive this privilege, students are required to obey all of the safety rules while on the bus.”**

Document all telephone calls to parents (positive and disciplinary) to serve as a history when you have to address the student’s behavior again. If you leave a message, don’t get an answer, or the number is no longer good, document that as well.

***Bus Safety Referral***

The continuing misbehavior or misconduct by a student may require further action such as a notification to the Transportation Supervisor. When this is necessary, the driver will attempt to call the parent or guardian to notify them of the referral and then submit a bus safety referral (see the exhibit section for a sample form) to the designated location. The safety referral will be reviewed by the Asst. Director or designee as to the details of the incident and determine the corrective action for the student. This discipline/corrective action may range from a verbal warning to suspension from the bus for a set length of time. The action taken will be commensurate with the safety infraction and student's history.

Bus Safety Referrals must be submitted the day of the incident for AM and mid-day route incidents, or by 9:00 AM the following morning for PM route incidents. After this time, the referral may not be able to be processed due to the time lapse.

**Every bus referral must include a written description of the incident.** Simply placing check marks in the boxes is not sufficient!

Be sure to indicate details regarding the telephone contact with the parent or guardian. If there is not a working phone number or there was no answer, indicate that as well.

**Remember that bus referrals are NOT the first action that should be taken!**

**Prior action should include:**

1. Discuss behavioral / safety infraction with student (state expectations and consequences)
2. Seating re-assignment
3. Phone call to parent / guardian

In the event that a driver or aide is abusing or over-using the bus referral process, counseling and possible student management retraining will result.

***Requested Assistance***

In the event a driver or aide requires assistance from an administrator or law enforcement officer, the behavior must be followed up by a bus safety referral submitted to the Transportation office.

***Confiscated Items***

An item that a driver confiscates from a student because the item is prohibited on the bus (i.e. CD players, electronics, laser pointers, etc.) is to be returned to the student (with the exception of drugs, weapons, tobacco or any illegal contraband) when they get off the bus or brought to the Transportation Department office and given to your supervisor labeled with the student's name, bus number, and date. Drivers may not confiscate items and hold them past the end of the day. Any item that is confiscated and then lost or stolen becomes the responsibility of the driver to pay for or replace such item.

***Transportation Department / Campus Action***

When a student's behavior poses a threat to the safety of themselves and the other students on the bus, the following disciplinary action steps will result:

**1<sup>st</sup> Report** Student will be given a warning by a Transportation administrator

**2<sup>nd</sup> Report** Student may be removed from transportation for up to three (3) school days.

**3<sup>rd</sup> Report** Student will be removed from transportation for ten (10) school days.

**4<sup>th</sup> Report** Student will be removed from transportation for a length of time up to the remainder of the semester.

**5<sup>th</sup> Report** Student may be removed from transportation for the remainder of the school year.

**Severe Clause** If a bus safety incident is deemed severe enough, the progressive discipline steps may be by-passed and the student may be removed from transportation for a length of time as deemed appropriate by the Transportation Department or school administrator.

Any student being removed from transportation for the remainder of the Fall semester will return to transportation with the understanding that the next report received may result in removal from transportation for the remainder of the school year.

## **AEP / DAEP Students**

Students assigned to an Alternative Education Program (AEP) or a Disciplinary Alternative Education Program (DAEP) are not eligible for transportation services.

## **Pre-K and Kindergarten Students**

Pre-K and Kindergarten students will be served at bus stops in the same manner as elementary students.

Pre-K and Kindergarten students will only be released from the bus if a parent/guardian or other designated person is present **at the bus stop** to receive the child. If no approved person is present, the child will be returned to Transportation for the parent to pick-up. Once a student has been returned to the campus twice, the process to suspend bus riding privileges will begin.

## **Key Points to Remember About Student Management**

- Never hit, spank, or grab a student.
- Never put (or let) a child off the bus except at the proper destination (bus stop). Drivers do not have the authority to deny riding privileges.
- Keep in mind that your purpose in correcting a student is simply to change undesirable behavior. The least corrective action that can be used, the better. Always focus on correcting future actions rather than punishing for past actions.
- Never give an order you do not intend to (or cannot) enforce.
- Never use a student as an example to the others. Don't discipline a student in front of his or her peers when possible.
- Have a reason for what you ask a child to do, and take time when possible to explain the reason to the student.
- Be honest in what you say and do. A child's faith in you is a great help.
- Be fair and consistent with discipline. Don't discipline a student for something and then permit other students to do the same thing. Don't enforce a rule today and then not tomorrow. This confuses the students about the rules and expectations.
- Be friendly, but not familiar. Show interest in the students and their activities, but don't be a buddy.
- Remember that a sense of humor is extremely valuable.
- Do not take personal feelings or prejudices out on the students.
- Maintain poise and control at all times. **Don't lose your temper.**
- Look for the good in everyone – all children have good points.
- Don't pick on every little thing that the students do. Sometimes it pays not to hear and see certain things.
- Be sincere in your work.
- Any student carrying any type of weapon on the bus must be reported.
- Jokes or idle remarks about suicide, homicide, assault, drugs, terrorist threats, or the like must be treated as serious statements. These must be reported immediately.
- Follow-up with all students who have been disciplined. Ensure that you have maintained the confidence and respect of the child.
- "Remember to forget." Start each day with a clean slate and allow the child to have a fresh start each day.
- Verbally harassing students individually or as a group is counter-productive to any situation and will not be tolerated.
- **NEVER** use a student as a monitor or disciplinarian on your bus!

## **Video and Audio Recording Equipment in Use**

Every Crosby ISD school bus is equipped with devices to record audio and video. Video cameras may be used to assist the department in monitoring and evaluating student behavior and driver/attendant performance; therefore, students and drivers are subject to being videotaped on a school bus at any time. Drivers/attendants are cautioned that the video/audio monitoring system does not lessen your responsibility in monitoring and managing student behavior. This capability provides a tool in assisting you in meeting this responsibility.

Video recordings are confidential student records and cannot be taken off of the property of the Transportation Department. Tampering with the video system will result in disciplinary action.

## **Child Abuse Reporting Procedures**

Every adult has the responsibility of reporting known or suspected cases of child abuse. If you are the first person to become aware of such abuse, you are responsible for calling Children's Protective Services at (800) 252-5400 within forty-eight (48) hours of the incident.

Please notify your supervisor immediately if you suspect abuse and will be making a report. This way, the campus Principal can also be alerted.

State Law specifies that an employee may not delegate to or rely on another person to make the report. If you are nervous or worried, you may ask your Supervisor to be present with you when **you** make the phone call.

## **Transfer of Medication**

Drivers are not permitted to transport medication for a student from home-to-school or school-to-home.

## **Student Injuries**

Anytime that a student is injured while loading the school bus, riding the bus, or unloading from the bus, the injury must be reported and documented on the Incident Report form (see the exhibit section for a sample form). The report should include all details of the incident including cause, actions of other students, names of all people involved, etc.

For injuries other than minor cuts or scrapes:

**If the injury occurred in the morning**, the driver must call transportation and ask for a nurse to meet the bus at the school.

**If the injury occurred in the afternoon**, the driver must make parent contact before releasing the student at his or her stop. The driver must call transportation and then transportation will attempt to call the parent to inform them of the injury. If transportation is unable to make parent contact then the driver may be instructed to return the student to school.

## **Confidentiality**

Drivers and aides are provided various information regarding the students who ride our buses. This information is considered to be an "educational record" and is protected by federal law.

Transportation Department employees are expected to maintain confidentiality with regard to the students that are transported by Crosby ISD.

Discussing students' behavior, address, handicapping conditions, or any other information with anyone except for the parent, Transportation Department administrators, or other Crosby ISD administrators is considered a breach of confidentiality and may result in termination of employment.

**This also includes discussion about students with other drivers.**

# Special Needs Transportation

Transportation as a related service is provided to all qualifying students based upon their individual special needs.

The decision to place a student on a special needs bus is made jointly by the campus and the parent in an ARD meeting (Admission Review and Dismissal). Students may be placed in the least restrictive environment as possible in accordance with federal law. Sometimes, the needs of the student may be met on the regular education bus with slight modifications, while other students require a more restrictive and more closely monitored environment afforded by the special needs bus.



The special needs driver and aide are expected to work as a team, sharing in the responsibilities of the safe transportation of students with special needs. Some tasks, due to their nature, are more the responsibility of one team member over another.

## Driver Responsibilities

- Notify parents/guardians at the beginning of the school year and as new students are added to the route of the anticipated pick-up and delivery time for their student.
- Any changes that are necessary in the assigned route that is given to you must be discussed with the Operations Manager before implementing the changes.
- Ensure that all maps and information sheets are current at all times. Discuss any changes with the Operations Manager.
- Perform a pre-trip and post-trip inspection of the vehicle. The aide is not qualified to perform this inspection but will assist the driver with the inspection. **The pre-trip inspection must also include a check of the wheelchair lift to ensure it is functioning properly.**
- The aide and driver work together to secure the wheelchairs, but the aide makes the final check to verify that the wheelchair is secure.
- The driver and aide share the responsibility of ensuring that each student is provided service in accordance with the Special Needs Transportation Supplement as determined by the ARD meeting. This includes restraints, ride length, leaving the child unattended, ensuring that the student is delivered to the proper location and to the proper person, physical contact, etc.
- The driver and aide are responsible for developing a WRITTEN evacuation plan outlining the specific steps to take in the event of an emergency evacuation. This plan is discussed in greater detail later in this section and in the Emergency Evacuation section of this handbook.
- The driver is responsible for completing the Medicaid attendance report and submitting to the Operations Manager on the last day of each month. **The driver MUST sign this form, not the aide!**
- The driver and aide are to remove the outer wheelchair hook-ups after each AM, Mid-Day and PM routes.

## Aide Responsibilities

- Provide the parent of each student on special needs transportation a copy of the “Guide to Special Transportation Services” brochure annually.
- Be available to assist students on and off of the bus as each student requires. (When a student boards the bus, you are to be outside the door waiting to assist them onto the bus. When the student is ready to exit the bus, you are to exit the bus first and assist the student off the bus.)
- Ensure that students are seated properly with all restraints required for each student. If the student fastened their own seatbelt, check to ensure that the seatbelt is properly fastened and tightened.
- You and the driver are both responsible for maintaining the discipline on the bus. When disciplining students, keep in mind the special needs of the students and whether the behavior is a result of the students’ handicapping conditions. (Remember...not all students with special needs can control their behavior.)



- Aides are to sit on the bus in such a manner as to observe and be accessible to all students. Sitting at the front of the bus is not an appropriate place when students are on the bus.
- If it is unknown whether a student will ride the bus or not, the aide should call prior to leaving transportation to verify this information. (Example: A student did not ride to school in the morning, therefore the aide should contact the school before the afternoon route to determine if the child came to school some other way during the day.)
- If a student has not come out to the bus at the school in the afternoon, it is the responsibility of the aide to go into the school to determine whether or not the student is at school.
- If a student is injured, it is the aide's responsibility to complete the injury report.
- The driver and aide work together to secure the wheelchairs, but the aide makes the final check to verify that the wheelchair is secure.
- The aide is responsible for ensuring that seatbelts and wheelchair tie-downs are in good working order and are neatly arranged and straightened when not in use.
- The driver and aide share the responsibility of ensuring that each student is provided service in accordance with the Special Needs Transportation Request as determined by the ARD meeting. This includes restraints, ride length, leaving the child unattended, ensuring that the student is delivered to the proper location and to the proper person, physical contact, etc.
- The driver and aide are responsible for developing a WRITTEN evacuation plan outlining the specific steps to take in the event of an emergency evacuation. This plan is discussed in greater detail later in this section and in the Emergency Evacuation section of this handbook.
- Aides are responsible for reporting to the bus with the driver and assisting with the pre-trip/post-trip inspection.

### *Special Needs Route Services*

Route services for students with special needs are very specialized by their nature. There are no centralized bus stops and there are fewer students per bus. Below are some of the inherent considerations and guidelines to use with respect to special needs route services.

#### *Curb-to-Curb*

Special needs route services are provided curb-to-curb which means that students will be picked up at a point as close as practicable to the student's home (while remaining on public roads and streets) and deliver the student to the students assigned campus where the campus staff will receive the student in the bus loading zone. Due to the design of some neighborhoods and other safety factors, it may not be possible in ALL locations to pick students up directly in front of their homes.

#### *Entering the Home of a Student*

Bus drivers and aides are **NOT** responsible for approaching or entering the home of any student in order to receive or deliver the student. It is recommended that drivers and aides not do this for their own personal safety and professional protection.

#### *Leaving Students Unattended or with Unauthorized Individuals*

Unless you are provided documentation from the Transportation Department which authorizes you to do so, you are not permitted to leave a student with special needs unattended at the bus stop.

Only those people specifically listed on the student's special transportation form are authorized to receive the student.

If no appropriate person is present at the stop, the bus will wait two (2) minutes and then continue the route to return the student to school afterwards. **Be certain to radio the transportation department when you pull away from the student's stop so we can contact the school.** If possible, make a second attempt to drop off the student if you are still in the area.

#### *Time Schedule*

Just like regular route services, special needs route services must run as close to on time as possible. **The route must never be early!**

Students are expected to be at the bus stop ten (10) minutes before the expected arrival time of the bus.

If a student is not at the stop and ready when the bus arrives, the driver will wait two (2) minutes for the student and then proceed with the route. **Do not honk to alert students that the bus has arrived!**

### ***Student Absences***

If a student has not ridden the bus for three (3) consecutive days without notice, the aide must attempt to call the parent to determine the cause and when the child might begin to ride again. If the aide is unable to make contact, report this to the Operations Manager.

When a student has not ridden for five (5) consecutive days without notice, ask the Operations Manager for clearance to discontinue service to that stop.

## **Behavior Management on the Special Needs Bus**

Safety is the primary focus for transporters both on the regular education bus and the bus for students with special needs. With this in mind, behavior management can pose some challenges on the special needs bus. Understanding that the students may not always be in total control of their behaviors and actions is an important skill for the driver and aide.

While student behaviors must be documented and reported as they are on the regular education bus, the corrective action may look very different. The driver and aide must find creative, soothing, means to correct undesirable behavior on the bus. When behavior is such that it begins to create a safety concern for the student or for others on the bus, it may be necessary to take more formal disciplinary action including removal of the student from the bus for a period of time to assess the needs of the student and any modifications that may be necessary to transport the student safely.

When a student's behavior and actions become an immediate threat to his or her own safety or the safety of others, it may be necessary to intervene. In such cases, it is essential that the driver and or aide act in the best interest of the ***care, welfare, safety, and security*** of the student. Intervention should take the least amount of force and corrective action as possible to achieve the desired results. Often this may simply be verbal intervention. However, if the student becomes physical or combative, then the use of ***Non-violent Physical Crisis Intervention***<sup>®</sup> may be required using the Crisis Prevention Institute (CPI) approved methods by those staff members who are trained to use them.

CPI Non-violent Physical Crisis Intervention certification is required of all drivers, aides, or any other personnel acting in that capacity on a bus transporting students with special needs. This certification is good for one year and requires a 3-hour recertification annually. For more information regarding CPI and Non-violent Physical Crisis Intervention see the CPI publication.

## **Communication and Interaction**

Drivers and aides are encouraged to develop a good rapport with the parents/guardians of the students they transport on a special needs route. However, the driver and aide are not responsible for relaying information between the campus and the parent.

**Drivers and aides are not permitted to transfer medication between home and school!**

At the beginning of each school year, the driver and aide will give the parent or guardian of each student on a special needs route a "Guide to Special Transportation Services" brochure to help communicate the expectations to each parent.

The driver and aide are not permitted to make special arrangements with the parents/guardians of the students they transport with respect to the pick-up or delivery of their child (such as an alternate drop off location, alternate person to receive the child, agreeing to enter the home, honking or telephoning to announce the arrival of the bus, etc.)

## **Confidentiality**

Confidentiality is of extreme importance when working with special needs students. Discussing the handicapping conditions of students in the presence of other students or parents is unacceptable and a breach of confidentiality. For additional information concerning confidentiality, see page 55 in the Student Management section of this handbook.

## **Universal Precautions**

Many times, working with students with special needs will place you at a greater likelihood of exposure to more body fluids. These students may often drool, spit, bite, urinate and defecate while on the bus. Any body fluid spill must be cleaned up as soon as possible by the driver and bus aide.

Always wear gloves and use the body fluid clean up kit to limit the exposure of other students on the bus. Due to the affectionate nature of many of these students, it is essential to keep your hands as clean as possible to limit the students' exposure to any harmful germs.

All bodily fluid spills must be cleaned as quickly as possible using the supplies as provided in the body fluid cleanup kit. All soiled items should be treated as infectious and discarded in the trash can. Once you have returned to the Transportation Compound, the trash must be double-bagged and disposed of in the dumpster.

### **Transporting Students with Wheelchairs**

Extreme caution and care must be observed when loading and unloading students in a wheelchair to ensure the safety of the student.

#### ***Basic Cautions when Working with Wheelchairs***

- ☺ Be certain the handgrips are secure on the handles.
- ☺ Be certain the armrests are locked in place.
- ☺ Always use, but never rely on wheelchair brakes.
- ☺ Don't rush when pushing a wheelchair. Push at your normal walking speed.
- ☺ Watch out for the footrests...they stick out in front of the seat itself.
- ☺ Make sure that the student's arms, legs, hands, and feet are inside the wheelchair and don't get caught in the wheels or on something as you pass by.
- ☺ When going up or down inclines, always place yourself on the down-hill side of the chair. (Push up the incline and back-down and incline.)
- ☺ If a student is operating their electric wheel chair, be very cautious not to get run over.

#### ***Damaged / Unsafe Wheelchairs***

If a student's wheelchair appears to be damaged or unsafe (brakes not holding, wheels loose, frame insecure, internal harness damaged or missing, etc.), call transportation for assistance and guidance. It may or may not be possible to transport the student safely.

#### ***Steps for Using a Wheelchair Lift***

1. When opening the door, ALWAYS secure the door with the chain so it does not close on the student.
2. Only employees may operate the lift or move wheelchairs.
3. When unfolding and lowering the lift, watch your feet to make sure the lift does not drop down on top of them. **Never stand in front of the lift while unfolding!**
4. Ensure that the wheel stops on the lift platform are working properly before placing a student on the lift. **Ensure the lift is always raised completely before placing a student on or removing a student from the wheelchair lift platform!**
5. The passenger restraint on the wheelchair must be securely fastened before loading a student onto the lift. **The student MUST be secured in the chair to be transported safely!**
6. **The student and chair must always face away from the bus while on the lift. This places the most weight closest to the lift supports.**
7. When loading and unloading electrically operated wheelchairs, turn the power off and operate manually when moving the chair onto or off of the lift. Leave the power OFF while the chair is on the lift.
8. Set the brakes securely on the wheelchair before moving the lift.
9. Keep one hand firmly on a solid part of the wheelchair while it is being raised or lowered. Do not let go until your teammate takes hold of the chair.
10. Do not ride the lift with the student.

### ***Manual Operation of the Wheel Chair Lift***

In the event of a vehicle malfunction resulting in a loss of electrical power, the driver and aide will be required to operate the wheelchair lift manually. Below are the general procedures for manual operation of the wheelchair lift. Review the specific instructions for operating the lift manually on your specific assigned vehicle.

#### **To Unfold Platform and Lower Lift**

1. Remove cotter pin at the top of the actuator.
2. Pull to remove the quick release pin (push top of platform slightly to relieve pressure).
3. Carefully use handhold to lower platform.
4. With the platform unfolded place slotted end of the pump handle into the backup pump release valve and turn counter clockwise ½ **turn only to open valve.**
5. When platform gets to the desired height, turn handle clockwise to stop the platform.

#### **To Fold Platform and Raise Lift**

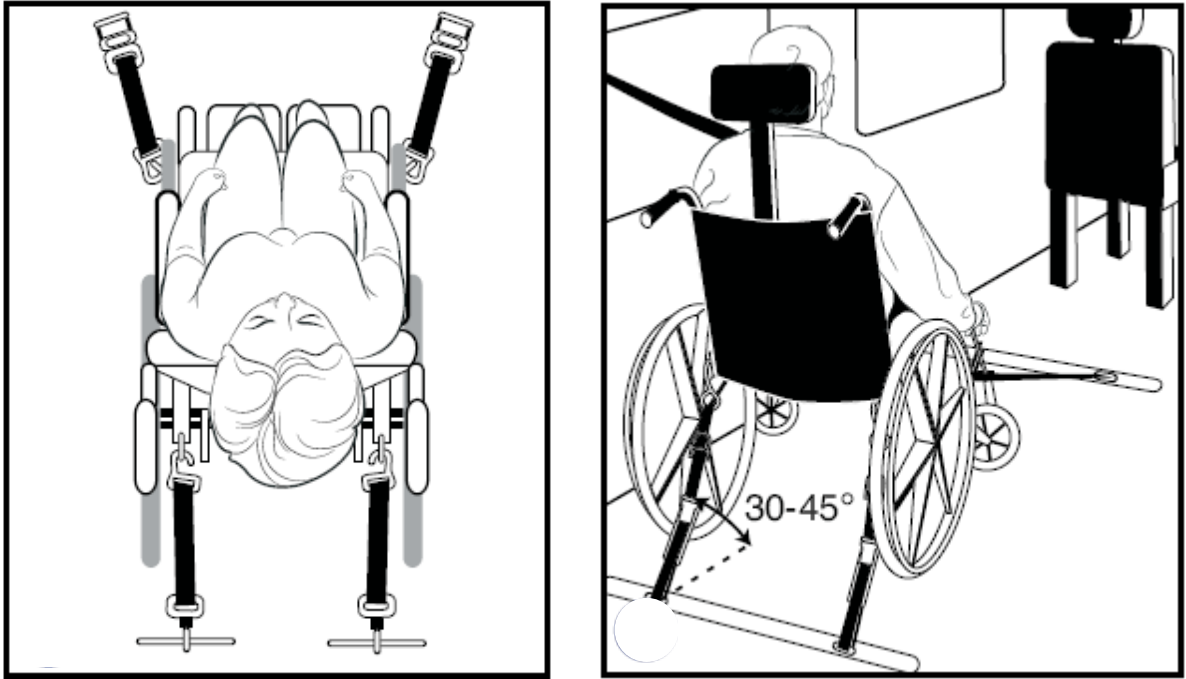
1. Place slotted end of pump handle into back up pump release valve and turn clockwise to close valve.
2. Insert the handle into the slot in the back up pump and pump the handle up and down until the platform reaches the desired height.
3. Remove cotter pin at the top of the actuator.
4. Pull to remove the quick release pin (push top of platform slightly to relieve pressure).
5. Remove cotter pin from the bottom of the actuator pin.
6. Disconnect the actuator harness plug (lift locking tab and pull)
7. Remove actuator (pull out to remove)
8. Store actuator and all pins inside of the bus.
9. Carefully use handhold to fold platform manually and secure the platform.

### ***Securing Wheelchairs Properly***

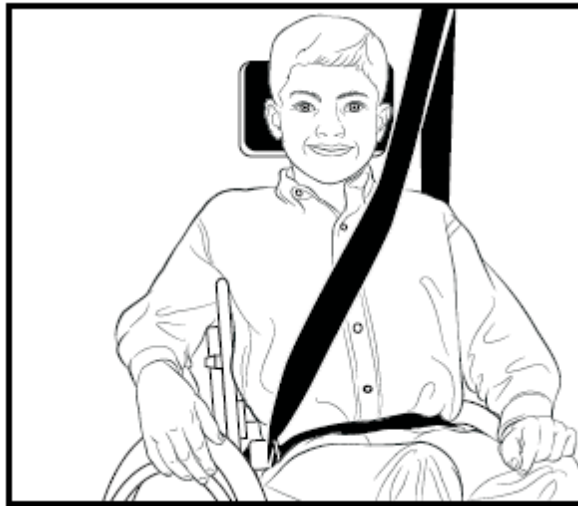
Injuries, even fatalities, can result when a wheelchair is not properly secured in a bus.

To ensure the safety of your passengers, the following guidelines must be followed when securing wheelchairs for transport.

- ♿ Wheelchairs must be secured forward-facing only!
- ♿ Always use a least four (4) straps to secure wheelchairs. If a passenger and their wheelchair total over 275 pounds, then it is recommended to use 6 straps (2 in front and 4 in back).
- ♿ Front straps should be connected around a welded part of the wheelchair frame and connect to the floor at approximately a 40° - 60° angle. The front straps should be connected to the floor at the widest possible points.
- ♿ Rear straps should be connected around a welded part of the wheelchair frame and connect to the floor at approximately a 30° - 45° angle. The rear straps should not wrap around or through the rear wheels. They should connect to the floor using the narrow set of floor track.



- ♿ Always use the lap/shoulder belt to secure students in wheelchairs unless specifically instructed not to do so with a particular student on the special transportation form.



- ♿ Perform a “shake-test” on the chair to ensure it is properly secured before the bus drives away. **Be sure to tell your student that you are going to do this before you do!**
- ♿ Only when the chair is completely and properly secured is it safe to move the bus!

## **STAR Seats, Car Seats and Safety Vests**

Some students require the use of supplemental restraints such as STAR seats, car seats and safety vests according to their Special Transportation Form. If so, a restraint will be provided and installed in your bus for you. You will be shown how to adjust and operate the particular restraints that are installed on your bus. Observe the following when using car seats and safety vests:



- Do not remove the car seats from your bus or change the location of the seats. If you need a seat moved notify the Operations Manager.
- Check the tightness of your car seat during each pre-trip inspection by grabbing it with both hands near the belt path and gently shaking it from left to right. If the car seat moves over an inch at the belt path, notify the Operations Manager immediately before using the car seat!
- Report any changes in the child's height or weight that may necessitate a change in car seat to the Operations Manager immediately.
- Car seats must be kept clean. Report any excessive soiling to the Operations Manager.
- Safety vest cam-wraps should stay securely tightened around the seatback.
- When the student boards the bus, place the vest on the student and zip it up before placing the student in the seat and securing to the cam-wrap.
- **If a safety vest is installed in a seat, then the seat immediately behind it must be empty or have a student in it that is also restrained in a safety vest, car seat, or seatbelt.**
- A student cannot be placed in a car seat or safety vest unless specifically authorized to be in one on the special transportation form.
- No STAR Seat or Safety Vest can be installed next to an Emergency Exit

## **Seatbelts**

A student may require a seat belt according to their abilities. The aide is responsible for ensuring that students who require seatbelts have them fastened properly before the bus moves. It may be developmentally appropriate for a student to fasten the seatbelt themselves, but the aide must always check afterwards to make sure it is properly fastened and tight.

# Evacuations and Emergency Procedures








A collision can happen to anyone, anytime, anywhere. Knowing what to do in the event of an emergency – before, during, and after an evacuation – can mean the difference between life and death. This unit covers what to do in case of collisions or other unexpected emergencies.

## *Determine the Need to Evacuate*

In most cases, student safety and control is best maintained by keeping the students on the bus during an emergency or impending crisis situation **if doing so does not expose them to unnecessary risk of injury**.

The decision to evacuate must be a timely one!

A decision to evacuate must include consideration of the following:

-  Is there a fire or danger of fire?
-  Is there a smell of raw or leaking fuel?
-  Is the bus likely to hit by other vehicles?
-  Is the bus in the direct path of a sighted tornado?
-  Would removing the students expose them to speeding traffic, severe weather, or expose them to a severe environment such as downed power lines?
-  Would moving students complicate injuries such as neck and back injuries and fractures?
-  Is there a hazardous spill involved? Sometimes it may be safer to remain on the bus rather than risk exposure to the hazardous spill.

## Mandatory Evacuations






The driver must evacuate the bus when:

- The bus is stalled on or adjacent (within 15 feet of the nearest rail) to a highway-railway crossing.
- The position of the bus may change and increase danger (i.e. the bus comes to rest near a body of water or on a cliff where the bus could still move and go into the water or over the cliff.)
- There is an imminent danger of collision.
- There is a need to quickly evacuate because of a hazardous materials spill posing an immediate threat to the passengers if you remain on the bus. In this case, evacuate to an area upwind at least 300 feet from the incident.

## *Emergency Exits*

Familiarize yourself with the emergency exits found on your bus. Know their location as well as how they operate. **An emergency evacuation is NOT the time to try to learn how to operate and emergency exit!**

Typical emergency exits that may be found on your bus include:

-  Front service door
-  Rear emergency exit door
-  Roof hatches
-  Flip-up emergency windows
-  Kick-out windshield

**Emergency Equipment**

All buses are required to have the following emergency equipment in them:



Fire extinguisher



3 reflective triangles



First aid kit

The driver and the aide on each bus must know where this equipment is located and how it works.

This equipment must be checked as part of the pre-trip inspection each time.

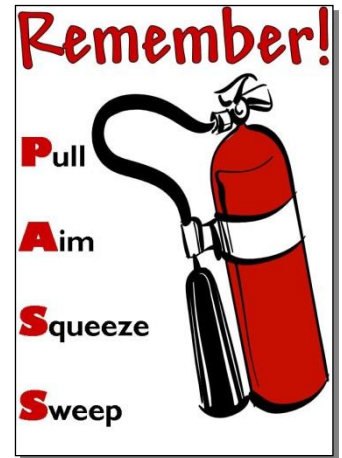
**Fire Extinguisher Use**

The most important thing to remember about the fire extinguisher on the school bus is that it is **not intended to put out a burning bus!** The fire extinguisher is there to help control the fire as much as possible in an effort to complete the evacuation process.

The fire extinguisher should be checked each time during the pre-trip inspection to ensure that it is fully charged. Look at the visual gauge to be certain that the needle is in the green range.

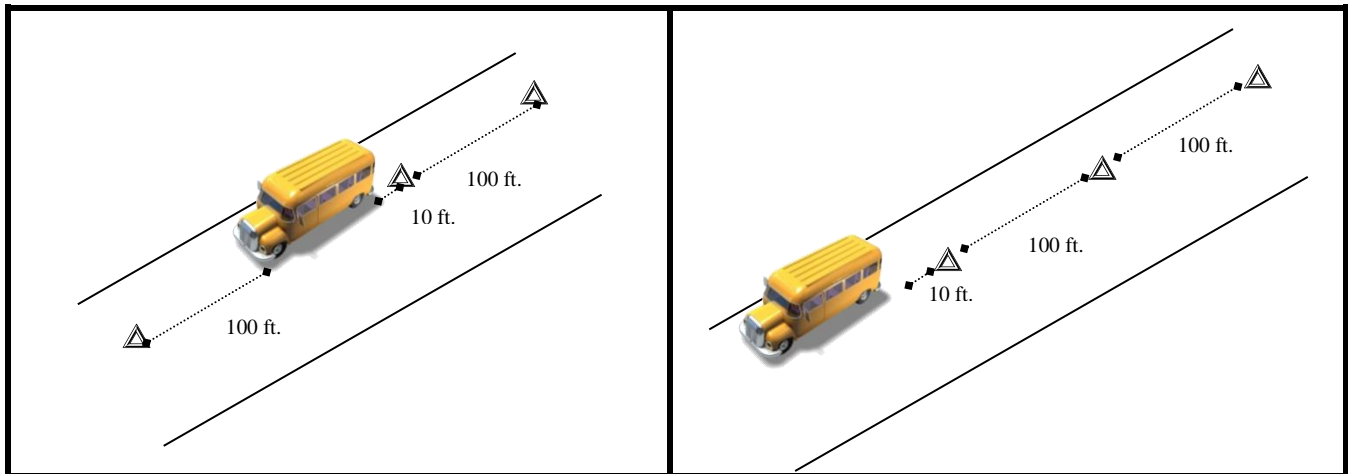
To use the fire extinguisher:

1. Pull the pin
2. Aim at the base of the flames
3. Squeeze the handle
4. Sweep side-to-side



**Emergency Triangle Placement**

In cases of a vehicle breakdown or collision, the bus driver is responsible for placing reflective triangles in the required position to alert other motorists and prevent any subsequent collisions. The following diagrams show proper triangle placement.



2 Way Roadway

1 Way Traffic or Limited Sight Distance



### ***Emergency Packet***

Each bus is also equipped with an emergency packet containing information to use in the event of a collision. This packet must also be checked during the pre-trip inspection to ensure that the necessary contents are there and ready to be used.

The emergency packet contains the following:

- Insurance card
- 2 information exchange forms – one for you to complete and give to the other driver, the second for the other driver to fill out and give back to you
- Blank seating chart – fill this out to indicate who was on the bus and where they were seated at the time of the collision (if you do not have a seating chart already completed)
- Emergency procedures checklist
- Emergency telephone numbers
- Blank accident information form – use this form to record pertinent details of the collision to include in your incident report upon return to transportation

In the event that any item is used from this packet, see dispatch to get replacement items.

### ***Planning for Emergencies***

#### **Student Assistants**

During an emergency evacuation, it is helpful to have two student assistants at each emergency exit to help the other students off of the bus. Prepare ahead of time by assigning two older, responsible students to seats near each emergency exit. Discuss with these students what they are needed to do in the event of an emergency situation.

#### **Student Leaders**

In addition to your two student assistants, assign one responsible student to each emergency exit to act as a leader to guide the students to a safe place the you determine at the time of evacuation.

#### **Determining a “Safe Place”**

A safe place is an area 100 feet away from the bus in the direction of on-coming traffic.

It is important to move in the direction of on-coming traffic to prevent the students from being hit by flying debris in the event the bus is struck by another vehicle.

If fire is present, lead the students **UPWIND** 300 feet away from the vehicle.

### ***General Procedures for Emergency Evacuations***

1. Determine if evacuation is in the best interest of safety. Keep the students in the bus unless conditions warrant emergency evacuation.
2. Secure the bus –
  - Set the parking brake
  - Place transmission in neutral
  - Shut off the engine
  - Remove the ignition key
  - Activate hazard warning lights
  - Activate loading/unloading lights
3. If time allows, radio dispatch with notice of the evacuation.
  - Location
  - Conditions
  - Type of assistance needed

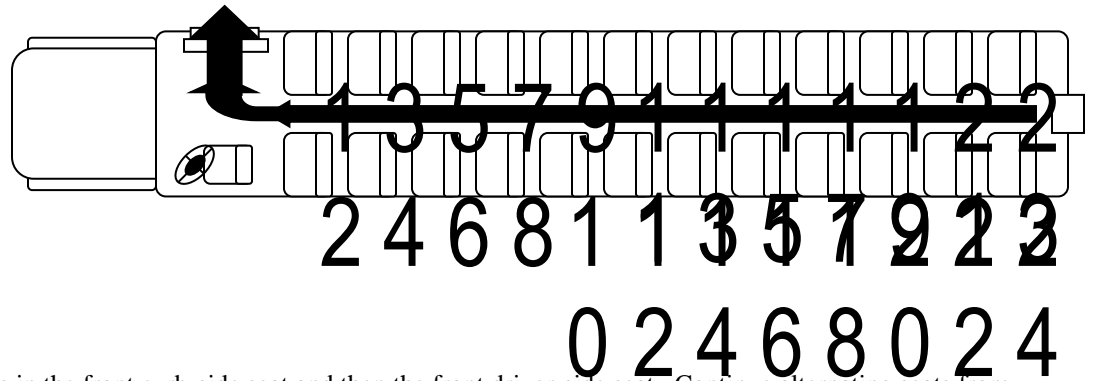
4. Dangle the radio microphone out of the driver’s window for later use.
5. If radio is inoperable and no cell phone is available, ask two passing motorists or area residents to call transportation dispatch to report incident.
6. Determine safest exits for evacuation.
7. Announce evacuation to the students.
8. Prepare for evacuation by positioning yourself in a manner as to control the exit of the students.
9. Evacuate students from the bus beginning with the student assistants, then the leader, then the remaining students.
10. Walk through the bus to ensure that no students remain. **BE CERTAIN to check under seats for younger students as they tend to hide when they are scared!**
11. Retrieve the emergency equipment, exit the bus, and join the waiting students.

**Types of Emergency Evacuations**

There are several types of emergency evacuations including front door, rear door, split (front and rear door), and alternate exits.

The diagrams below show the order of evacuation for the front, rear, and split evacuations.

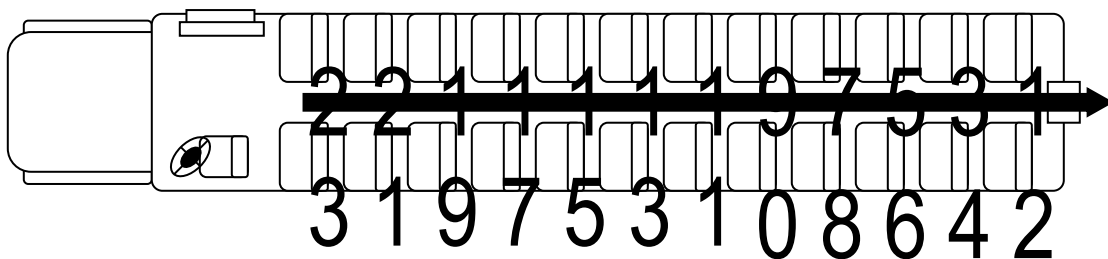
**Front Door Evacuation**



Begin with students in the front curb-side seat and then the front driver-side seat. Continue alternating seats from curb-side to driver-side until the seats at the back have been evacuated.

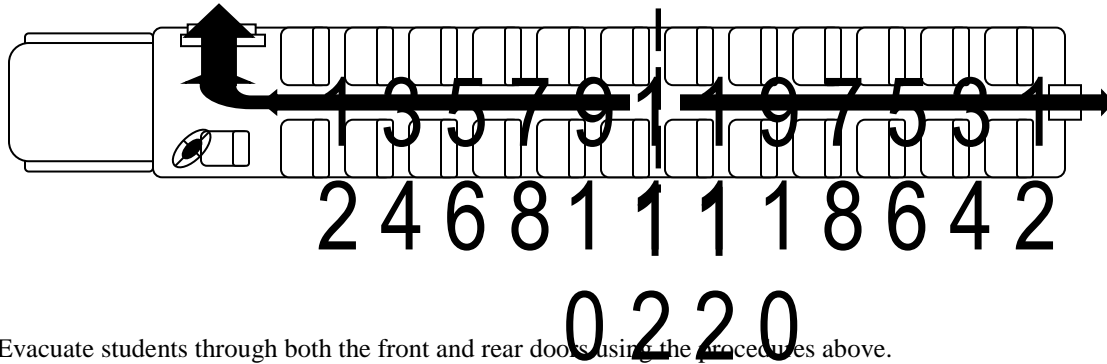
\*\*\*When fire is present at the rear of the bus, begin evacuating with the rear seats first through the front doors! Always get the students away from the fire first.

**Rear Door Evacuation**



Begin with students in the rear curb-side seat and then the rear driver-side seat. Continue alternating seats from curb-side to driver-side until the seats at the front have been evacuated.

\*\*\*When fire is present at the front of the bus, begin evacuating with the front seats first through the rear door! Always get the students away from the fire first.

**Split Evacuation**

Evacuate students through both the front and rear doors using the procedures above.

***Post-Collision Procedures***

In the event of a collision, **KEEP CALM** and act deliberately.

**DO NOT MOVE THE BUS UNLESS DIRECTED BY DISPATCH OR LAW ENFORCEMENT!!!**

Follow these guidelines:

1. Secure the bus (set the parking brake, transmission in neutral, activate the 4-way flashers)
2. Determine if any passengers are severely injured.
3. Radio dispatch with location, severity of collision, and information about any injuries.
4. Determine the need to evacuate as discussed above.
5. Provide first aide to any injured student
6. Begin to fill out the paperwork in your emergency packet
7. Remain on scene and comply with all emergency personnel requests/directives.

**DO NOT DISCUSS ACCIDENT DETAILS WITH ANYONE EXCEPT EMERGENCY RESPONDERS AND TRANSPORTATION DEPARTMENT ADMINISTRATORS!!!**

***Evacuation Considerations with the Special Needs Bus***

When evacuating a bus carrying students with special needs, consideration must be given to the students and their handicapping conditions.

It is important to maintain a very calm and reassuring atmosphere to prevent the students from becoming overly startled.

The driver and aide must determine the best order in which to evacuate the students on their bus. The urgency of the evacuation and the specific conditions present will determine:

- whether to remove students from their wheelchairs to evacuate or to keep them in the wheelchair and manually operate the lift to evacuate the student
- Whether to remove students from car seats or other restraints or to leave them secured when evacuating.

Keep in mind how the students with special needs will behave or react once they have been evacuated from the bus and are standing (unattended) on the side of the road while the driver and aide continue to evacuate the other students. This will be a primary consideration when determining the order of evacuation.

***Unauthorized Passengers / Hijacking***

Whenever possible, do not allow unauthorized persons to approach the bus on the door side!

Direct them to the driver's window if they need to talk to you.

**Hijacking Procedures**

1. Tell the students to remain seated and quiet.
2. Comply with the hijacker's instructions.

3. **DO NOT** confront the hijacker or take unnecessary risks.
4. If possible, activate your amber warning lights while driving.
5. Tell the hijacker that you must radio in to dispatch or they will become suspicious.
6. Radio dispatch with the following:
  - “Bus [123] to base...
  - I have been delayed on my route, but status is clear.”

**THEN LEAVE THE MICROPHONE KEYED SO YOU ARE TRANSMITTING SECRETLY.**

#### *Student with Weapon*

If you have reason to believe that a student on your bus has a weapon, continue your route as normally as possible. **DO NOT CALL ATTENTION TO THE STUDENT!**

Radio dispatch with the following statement:

“Bus [123] to base.  
I am leaking brake fluid.”

This statement will alert dispatch to your situation and they will respond in a coded manner to attempt to gain more information about your circumstances. Follow the instructions of the dispatcher.

#### *Field Trip Preparations*

**In accordance with state law, drivers are required to give a brief safety message to the passengers on their bus concerning emergency evacuation procedures prior to departure before every field trip.**

The following statement is required for the driver to announce prior to departing the campus for a field trip or athletic trip.

*Good morning/afternoon. I am your driver, Mr./Ms. [state your name.]*

*Before we begin our trip, we need to be certain that everyone understands their part in making this a safe trip.*

*While the bus is moving, all passengers are to remain seated and facing the front.*

*You may talk with others seated around you at a reasonable level.*

*Eating and drinking are not permitted on the bus due to the dangers of choking.*

*Once we reach our destination, look around the area where you are sitting to pick up any trash and to be certain that you have not left any belongings on the bus.*

*Before we cross the railroad tracks, I will signal for all passengers to be silent so that I may listen to be sure there are no approaching trains.*

*In the event of an emergency, we may be required to evacuate the bus. If we need to evacuate, remain seated until I come to your seat and instruct you to exit the bus. We may be required to evacuate through the front door, rear door, or both. If we are required to evacuate, two people seated near each exit may be needed to assist others off of the bus. If you do not know how to operate the emergency exit or are not comfortable helping others, let me know so we can change your seat.*

*Are there any questions before we begin our trip?*

*Thank you for your help! Sit back and enjoy the ride.*

**Pre-Trip Inspection:**

As you walk to the bus, check:

- Leaks / puddles
- Body damage
- Bus leaning
- Operation of entry door

Enter the bus and check:

- Tightness of handrail
- Emergency equipment (triangles, fire extinguisher, first aid kit, body fluid kit)

Start the engine:

- Make sure oil pressure comes up
- Make sure alternator is charging to 12 to 14 volts
- Place the transmission in "D" and press on the accelerator to make sure the parking brake holds
- Place transmission in "N" and continue to build air pressure.

Air Brake Test:

- Build pressure to 120 psi
- Turn off the engine and turn the key back on
- Release the parking brake
- Step on the brake pedal and hold it for one minute (you should lose no more than 3 – 5 psi in one minute)
- Pump the brake pedal. At 60 psi the warning buzzer and light comes on. At 20 psi the brake knob pops out.
- Restart the engine and build the air pressure back up to 120 psi

Close the service door and turn on all lights.

Check the following from the driver's seat:

- Wipers and washers
- Fans / defrosters / heaters / air conditioners

Place the transmission in "R" and walk through the bus to the rear. Check the following:

- Seats for damage and tightness
- Emergency windows and hatches (open and close at least once daily)
- Open the emergency door, check for buzzer, and check the lights at the rear:
  - Amber warning lights
  - Back-up lights
  - Clearance lights
  - 4-Way flashers
  - Taillights

Close the emergency door and place the transmission back in "N"

Open the service door and exit the bus. Walk around to check the following:

Passenger side:

- Fuel cap is on and tight
- Windows are not broken or cracked
- No body damage
- Side marker lights are working
- Rear tires are properly inflated and lug nuts tight
- Tire tread depth of 2/32" minimum

Rear of bus:

- Red loading lights
- Open and close emergency door
- Windows are not broken or cracked
- No body damage
- Tail pipe is secure

Driver's side:

- Windows are not broken or cracked
- No body damage
- Side marker lights are working
- Rear tires are properly inflated and lug nuts tight
- Tire tread depth of 2/32" minimum
- Pull air tank drain cord until no moisture comes from under bus
- Open battery box door and check that cables are connected and no corrosion is on the terminals. **Make sure battery box door is closed tightly.**
- Stop sign (if present) is working properly
- Hood is latched
- Front tire is properly inflated and lug nuts are tight
- Tire tread depth of 4/32" minimum
- Mirrors are tight

Front of bus:

- Windshield is not broken or cracked
- Mirrors are tight
- Headlights and turn signals are working
- License plate is present and secured
- Crossing-arm (if present) is working properly
- No body damage
- No leaks under bus

Passenger side:

- Mirrors are tight
- Hood is latched
- Front tire is properly inflated and lug nuts are tight
- Tire tread depth of 4/32" minimum

Enter bus:

- Stepwell light is working

Turn off all lights except headlights and clearance lights

Adjust seat properly

Adjust mirrors properly

Complete the pre-trip inspection form

Fasten seatbelt

**Bus Driver Daily Pre-Post Inspection**

Week Of: \_\_\_\_\_

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Inside the Bus

Start Engine/Look & Listen for Trouble Signs

Fuel Gauge Working-No Less than 1/2 Tank

Brake Lights/Turn Signals/Reverse Lights Working

Brake Test

Radio Turned On/Channel (1) / Volume Up

First Aide Kit/Reflectors/Fire Ext-Charged

Clean Windows/Windshield/Wipers

Current Drivers Lic/Cert Card/Physical Card

Mirrors/Int Lights/Current Ins Card

Horn/Defroster/Heater Blowers

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Outside the Bus

Windshield/Mirrors, Front & Rear Windows

Headlights/Clearance Lights/Tail-Brake Lights

Tires/Lug Nuts

Rear Emergency Door

Exhaust/Tail Pipe Secure and Open

Flashers/Loading Lights

Driver Initials

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Bus# \_\_\_\_\_

Drivers Signature: \_\_\_\_\_

Bus Driver Daily Pre-Post Inspection - Wheelchair Inspection

	Mon		Tues		Wed		Thur		Fri	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Open and Secure Lift Door										
Check that Lift Light is ON										
Unfold & Lower Lift - Checking for Smooth Operation										
Check the end Stopper, Does it Lock & Fold Correctly While Up & Down										
Check Safety Belt for Security & Serviceability										
Inspect Floor Area & Hydraulic Cylinder around Lift for Fluid Leaks										
Raise Lift -Is the End Stopper Locked into place?										
Raise & Attempt to Fold Lift into it's Stored Position										
Fold Lift into it's Secured Position & Check securement of entire assembly										
Check that each wheelchair has 4 Floor Securements and a Lap Belt assembly.										
Check all Straps/Securements for Cuts/Frays/Contaminated or Damaged Webbing										
Check Buckles / Hardware for Worn or Broken Parts										
Belt Cutter within Easy Reach and in Plain Sight										
Check Each Students IEP for Special Instructions/Precautions										



Bus# \_\_\_\_\_  
 Drivers Signature: \_\_\_\_\_

**Crosby Independent School District**

TRANSPORTATION DEPARTMENT

**STUDENT INCIDENT OR ACCIDENT REPORT**

(Non-Collision)

STUDENT NAME \_\_\_\_\_ SEX \_\_\_\_\_

STUDENT'S SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

DRIVER NAME \_\_\_\_\_ BUS \_\_\_\_\_

DATE & TIME OF ACCIDENT/INCIDENT \_\_\_\_\_

STUDENT REQUIRE EMERGENCY MEDICAL SERVICES YES ( ) NO ( )

IF YES, WAS THE STUDENT TRANSPORTED BY EMS YES ( ) NO ( )

WAS THE INCIDENT REPORTED TO SCHOOL AUTHORITIES YES ( ) NO ( )

IF YES, CONTACT PERSON \_\_\_\_\_ EXT. \_\_\_\_\_

WAS THE INCIDENT REPORTED TO PARENTS/GUARDIAN YES ( ) NO ( )

IF YES, CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

DESCRIBE THE INCIDENT/ACCIDENT (how it happened and injuries, if any):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DRIVER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

T:FORMS/STUDENT INCIDENT REPORT



Bus# \_\_\_\_\_ Driver Name: \_\_\_\_\_ Campus: \_\_\_\_\_ Load: \_\_\_\_\_ Date: \_\_\_\_\_

( Driver's Side ) Crosby ISD Seating Chart ( Passenger's Side )

W = Window M = Middle A = Aisle

1	W		A I S L E  W A L K  W A Y	2	W	
1	M			2	M	
1	A			2	A	
3	W			4	W	
3	M			4	M	
3	A			4	A	
5	W			6	W	
5	M			6	M	
5	A			6	A	
7	W			8	W	
7	M			8	M	
7	A			8	A	
9	W			10	W	
9	M			10	M	
9	A			10	A	
11	W			12	W	
11	M			12	M	
11	A			12	A	
13	W			14	W	
13	M			14	M	
13	A			14	A	
15	W			16	W	
15	M			16	M	
15	A			16	A	
17	W		18	W		
17	M		18	M		
17	A		18	A		
19	W		20	W		
19	M		20	M		
19	A		20	A		
21	W		22	W		
21	M		22	M		
21	A		22	A		
23	W		24	W		
23	M		24	M		
23	A		24	A		

# CROSBY ISD TRANSPORTATION

## TIME CORRECTION FORM

If a punch is missed, please complete this form with the actual time of arrival or departure.  
**Please use a separate form for each transaction** and submit to the Director for approval.

Name:	Employee ID#
-------	--------------

Record your missed punches below, sign and return:

Date:	Time In:	AM <input type="checkbox"/>	PM <input type="checkbox"/>	Time Out:	AM <input type="checkbox"/>	PM <input type="checkbox"/>
-------	----------	-----------------------------	-----------------------------	-----------	-----------------------------	-----------------------------

Reason for missed punch:

I certify that the time above is accurate for corrections.

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

\_\_\_\_\_  
Date

I have verifiability that the work has been performed by the employee.

\_\_\_\_\_  
Director Approval

\_\_\_\_\_  
Date

*For Payroll Use Only*

# CROSBY ISD TRANSPORTATION

## SUPPLEMENTAL PAY FORM

NAME: \_\_\_\_\_

DATE	TIME IN	TIME OUT	TOTAL	VEHICLE ID	CAMPUS	TASK	APPROVED

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# CROSBY INDEPENDENT SCHOOL DISTRICT

## Absence from Duty Report

*(Use for advance request or for staff to report absence after return to duty)  
Leave requests shall be granted in accordance with Board Policy DEC (Local)*

Name \_\_\_\_\_ ID# \_\_\_\_\_ Position \_\_\_\_\_

Department/Campus TRANSPORTATION Date and Time Submitted \_\_\_\_\_

10 working days in advance written request is required for shaded area listed below (unless an emergency).

**Absences for five (5) or more consecutive days for personal illness of a family member shall have a written statement from a health care practitioner attached to this Report.**

Reason for Absence	Date(s)	AM	NOON	PM	All Day
Personal Business	_____				
Personal Medical Appointment	_____				
Family Medical App. - Relationship _____	_____				
Jury Duty or Subpoena (Attach document)	_____				
Vacation/Non Duty	_____				
Personal Illness	_____				
Family Illness-Relationship: _____	_____				
Death in Family: _____	_____				

Day(s) shall be charged against accumulated  State Personal Leave  Local Leave  
 Comp. Hours  Vacation/Non-Duty

Staff Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Leave Status:  Approved  Disapproved Comment: \_\_\_\_\_  
 Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

*For office use only:*  State Personal Leave  Vacation/Non-Duty  Bereavement Days  
 Local Leave  Non-Paid Day  Military Leave  
 Comp. Hours  Miscellaneous  Dr's Statement

Name of Substitute(s) \_\_\_\_\_ Date(s) \_\_\_\_\_

Copy: Staff Member

Finance/Payroll Signature \_\_\_\_\_ Date \_\_\_\_\_

**Department of Public Safety**  
**School Bus Drivers' Driving Record Evaluation Guidelines**

**TABLE I**  
**SCHOOL BUS DRIVERS' DRIVING RECORD EVALUATION**  
**One (1) Point assessments for Three (3) Years**

Brakes not on all wheels required	No parking lamps
Carry passenger without a helmet	No passenger vehicle endorsement (CDL)
Clearance lamps improperly mounted	No reflector(s) when required
Clearance lights not visible sufficient distance	No school bus endorsement (CDL)
Defective parking lamp(s)	No stop lamps
Defective safety glazing material	No tail lamp(s) -not equipped
Defective stop lamp(s)	No tank vehicle endorsement (CDL)
Defective tail lamp(s)	No turn signal lamps when required
Defective turn signal lamps	No white flag on tow chain (or cable)
Defective windshield wiper	No windshield wiper
Driving safety course sec. 143(a)(1)	Pull more than one trailer or other vehicle
Endorsement violation CDL	Red light(s) on front
Fail to give info/render aid	Reflectors improperly mounted
Hazardous material placard violation	Reflectors not visible sufficient distance
Head lamps glaring not adjusted	Side marker lamps not visible sufficient distance
Identification lamps not visible sufficient distance	Slow-moving vehicle emblem violation
Improper flashing lights	Tail lamp(s) improperly located
Improper use of back-up lamp	Too many auxiliary driving lamps
Improperly directed or adjusted lamp(s)	Too many auxiliary passing lamps
Mirror violation	Too many fog lamps
More than four driving lamps lighted	Too many spot lamps
Muffler violation	Unauthorized glass coating material
No automatic brake application on breakaway (trailer)	Unauthorized use of siren, bell or whistle
No beam indicator	Warning devices not installed or defective
No clearance lamps	Wrong color back-up lamp
No double trailer endorsement (CDL)	Wrong color clearance lamp(s)
No fire extinguisher	Wrong color identification lamps
No front seat belts (when required)	Wrong color license plate light
No hazmat endorsement (CDL)	Wrong color reflectors
No head lamp(s) -not equipped	Wrong color side marker
No motorcycle endorsement	Wrong color signal device
No mud flaps or improper mud flaps	Wrong color spotlight
No multiple-beam road lighting equipment	

**TABLE II**  
**SCHOOL BUS DRIVERS' DRIVING RECORD EVALUATION**  
**Two (2) Point Assessments for Three (3) Years**

Accident Accident citation issued Accident fatal Accident incapacitating injury	Accident non-incapacitating injury Accident non-injury Accident no citation issued Accident possible injury
--	--

\* ANSI out of state violation

**REVIEW PROCEDURE**  
**FOR**  
**DISQUALIFICATION APPEAL**

Two (2) points shall automatically be assessed for a crash involvement occurring within three (3) years of the date of the driver record evaluation which appears on the driver history record. Applicants disqualified on the basis of penalty points assessed for crash involvements appearing on their driving record may request a review by the person(s) designated by the employer to determine if they were a cause of the crash(es). The applicant must identify the specific crash involvement(s) to be reviewed. Request a copy of the crash report(s) on the approved form. Mail the form to Crash Records, Texas Department of Transportation at the address listed on the form.

The designated person(s) shall review information pertinent to the crash(es), which should include the **Texas Peace Officer's Crash Report**. In examining this report, consideration of such items as Charges Filed, Investigators' Narrative of What Happened, Diagram, and Factors/Conditions Contributing to the Crash should assist in making a determination as to whether or not the assessment of penalty points is appropriate.

If the designated person(s) reviews the crash report and any other pertinent information and determines that the applicant was not a cause of the crash(es), no penalty points should be assessed. If the designated person(s) determines that the applicant was a cause of the crash(es), two (2) penalty points shall be assessed for each crash.

\*The terms "crash" and "accident" shall be used interchangeably.

**TABLE III**  
**SCHOOL BUS DRIVERS' DRIVING RECORD EVALUATION**  
**Three (3) Point Assessments for Three (3) Years**

Bus driver failed to activate warning signal/equipment	Fail to stop at proper place (flashing red signal)
Bus failed to stop at RR crossing	Fail to stop at proper place (not intersection)
Bus shifting gears while crossing RR tracks	Fail to stop for school bus (or remain stopped, specify)
Careless driving	Fail to stop-designated point-at yield sign
Changed lane when unsafe	Fail to stop-emerging from alley, driveway or building
Child (4-17) not secured by safety belt	Fail to use due care for pedestrian
Coasting	Fail to use proper headlight beam
Consume alcohol while driving	Fail to yield at stop intersection
Crossed RR with heavy equipment without notice	Fail to yield at yield intersection
Crossed RR with heavy equipment without stop (or safety)	Fail to yield for blind or incapacitated person
Crossing physical barrier	Fail to yield right of way
Cut across driveway to make turn	Fail to yield right of way -changing lanes
Cut corner left turn	Fail to yield right of way -turning right on red signal
Cut in after passing	Fail to yield right of way at open intersection (specify type)
Did not use designated lane or direction	Fail to yield right of way leaving (private drive, alley, building)
Display fictitious driver license	Fail to yield right of way on left at obstruction
Disregarded flashing red signal (at stop sign, etc.)	Fail to yield right of way to emergency vehicle
Disregarded flashing yellow light	Fail to yield right of way to pedestrian at signal intersection
Disregarded lane control signal	Fail to yield right of way to pedestrian in crosswalk
Disregarded no lane change sign	Fail to yield right of way to pedestrian in crosswalk-no signal
Disregarded no passing zone	Fail to yield right of way to pedestrian on sidewalk
Disregarded police officer	Fail to yield right of way to pedestrian-green arrow signal
Disregarded RR crossing gate or flagman	Fail to yield right of way-turning left (at intersection, alley, private road or driveway)
Disregarded signal at RR crossing	Failed to give one-half of roadway
Disregarded traffic control device	Failed to give way when overtaken
Disregarded turn marks at intersection	Failed to pass met vehicle to right
Disregarded warning sign at construction	Failed to stop for approaching train
Drawbar over 15 feet	Failed to stop for streetcar-or stop at wrong location
Driver opened door in moving traffic	Fleeing from police officer
Drove on or across streetcar track where prohibited	Following ambulance
Drove on sidewalk	Following too closely -following too closely truck
Drove on wrong side of divided highway	Following too closely -caravan
Drove on wrong side of road	Heavy equipment disregarded signal of train
Drove onto (or from) controlled access highway where prohibited	Illegal backing
Drove through safety zone	Illegal load extension
Drove to left of rotary traffic island	Illegal pass on right
Drove without lights-when required	Illegally passed streetcar
Drove wrong way in designated lane	Impeding traffic
Drove wrong way on one-way roadway	Improper lane change
Endorsement violation CMV	Improper lookout
Fail to comply with requirements on striking fixtures on highway	Improper turn
Fail to comply with requirements on striking unattended vehicle	Improper turn or stop hand signal
Fail to control speed	Improper use of auxiliary driving lamps
Fail to dim headlights-following	Improper use of fog lamps
Fail to dim headlights-meeting	Improper use of spot lamps
Fail to drive in single lane	Increased speed while being overtaken
Fail to keep right on mountain roadway	Interfere with funeral procession
Fail to signal for stop	Interfere with streetcar
Fail to signal required distance before turning	Lack of caution on green arrow signal
Fail to signal with turn indicator	Made a U-turn on curve or hill
Fail to sound horn-mountain road	No driver's license
Fail to stop at marked RR crossing	No flag or projecting load-daytime
Fail to stop at proper place (at traffic light)	No lamps (or reflectors) on project load at night

No seat belt-driver	Speed under minimum
No seat belt-passenger	Speeding
Obstructed view through windshield	Speeding-10 mph maximum for solid tire
Obstructing traffic	Speeding-15 miles or over
Operate motorcycle without approved headgear	Speeding 10% or over
Operate vehicle where prohibited	Speeding over limit
Operate vehicle with child in open bed	Speeding-in a school zone
Parked double	Too many riders on motorcycle
Parked on a bridge or in a tunnel	Turned across dividing section
Parked on crosswalk	Turned left from wrong lane
Parked on grade-failed to turn wheels	Turned right from wrong lane
Parked on roadway	Turned right too wide
Parked with headlamps not dimmed	Turned when unsafe
Parked within an intersection	Unrestrained child under 4 or less than 36 inches in height not secured by child passenger safety seat
Parked without lights	Unrestrained child –safety seat violation
Parked without locking ignition and/or removing key	Unsafe speed (too fast for conditions)
Passed through barricade	Unsafe start from parked, stopped or standing position
Passed vehicle stopped for pedestrian	Vehicle hauling explosives (or flammable materials) failed to stop at RR crossing
Passed-insufficient clearance	Vehicle hauling explosives failed to reduce speed at RR crossing
Passengers/load obstruct drivers view or control	Violate DL restriction on occupational license
Prohibited motor vehicle on controlled-access highway	Violate DL restrictions
Racing-drag racing-acceleration contest, etc.	Warning devices not displayed (flags, fuses, flares, reflectors)
Ran red light	Wrong side of road-not passing
Ran stop sign	Wrong side, 4 or more lane, two-way roadway
Reckless driving	
Restriction violation-CDL	
Slower vehicle failed to keep right	

\*ANSI out of state violations



**TABLE IV**  
**SCHOOL BUS DRIVERS' DRIVING RECORD EVALUATION**  
**Ten (10) Point Assessments for Three (3) Years**

<p>Aggravated assault with motor vehicle          Alcohol beverage code offense          Boating while intoxicated          Controlled substance act offense          Criminal negligent homicide-1<sup>st</sup> or 2<sup>nd</sup> degree          Dangerous drug act offense          Driving under influence of drugs          Driving under influence (DUI)-minor          Driving while intoxicated          Driving while intoxicated -w/child under 15          Driving while Intoxicated-probated          Driving while intoxicated bond forfeiture          Driving while license invalid</p>	<p>Driving while license invalid bond forfeiture          Driving while license disqualified-CMV          Drug offense          Drug offense-bond forfeiture          Fail to stop and render aid-felony          Fail to stop and render aid-misdemeanor          Felony-use of CMV          Felony-use of CMV-controlled substance          Intoxication assault          Intoxication manslaughter          Involuntary manslaughter          Volatile chemical act offense</p>
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\*ANSI out of state violations

**TABLE V**  
**SCHOOL BUS DRIVERS' DRIVING RECORD EVALUATION**  
**Ten (10) Point Assessments**

<p>ALR CMV disqualification -.04 or more          ALR CMV disqualification -.04 or more HAZMAT          ALR CMV disqualification -refusal          ALR CMV disqualification -refusal -HAZMAT</p>	<p>ALR suspension -failure          ALR suspension -refusal          ALR suspension Under 21 -Refusal          ALR suspension Under 21 -Failure</p>
--	---

\*ANSI out of state violations

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## REVIEW PROCEDURE FOR DISQUALIFICATION APPEAL

Ten (10) penalty points should automatically be assessed for any of the code entries listed above that appear on the driver's license record of a school bus driver *if the violation occurred on or after October 7, 1996*. Any persons disqualified from driving a school bus on the basis of penalty points assessed from an Administrative License Revocation (ALR) suspension or disqualification appearing on their driver's license record and who has properly filed an appeal, may request the points be withdrawn pending appeal of the ALR judge's decision.

The school bus driver must provide to the designated person(s) a file-stamped copy of the appeal filed with the State Office of Administrative Hearings and Texas Department of Public Safety. Once the designated person(s) has confirmed that an appeal has been properly filed, the penalty points assessed for an ALR suspension or disqualification shall be removed from the applicant's driving record *pending* the final decision of the appeal if:

- (1) The applicant's driver's license has not been suspended as a result of any alcohol-related or Drug-related enforcement contact (as defined in the Texas Transportation Code Annotated § 524.001) during the five (5) years preceding the date of the person's arrest; and
- (2) The person has not been convicted during the ten (10) years preceding the date of the Person's arrest of an offense under:
  - (A) Article 6701I-1, Revised statutes, as that law existed before September 1, 1994;
  - (B) Section 19.05(a)(2), Penal Code, as that law existed before September 1, 1994;
  - (C) Section 49.04, Penal Code; or
  - (D) Section 49.07 or 49.08, Penal Code, if the offense involved the operation of a motor vehicle.

A withdrawal of the penalty points under this table is effective for not more than ninety (90) days after the date the appeal petition is filed. On the expiration of the ninetieth day, the person(s) designated by the employer shall assess ten (10) penalty points. An extension of the ninety-day period or additional time shall not be allowed.

If, in the final decision of the court, the driver's license is not suspended/disqualified, no penalty points shall be assessed. If, in the final decision of the court, the driver's license is suspended or disqualified, ten (10) penalty points shall be assessed for each suspension or disqualification arising from a separate arrest.

### **Credit for concurrent suspension arising from same alcohol-related incident**

If a criminal conviction occurs that arises out of the same arrest as the ALR suspension/disqualification, the penalty points shall be assessed for the Table IV criminal conviction only. Any disqualification time already served under the Table V disqualification will be credited to the Table IV disqualification time period. The total disqualification period arising out of the same arrest shall not be longer than ten (10) years.

**Sample School Bus Driver's Driving Record**STANLEY E. CLARK  
DIRECTOR**TEXAS DEPARTMENT OF PUBLIC SAFETY**

5805 N. LAMAR BLVD. – BOX 4087 – AUSTIN, TEXAS 78773-0001

[www.txdps.state.tx.us](http://www.txdps.state.tx.us)

DRIVER LICENSE DIVISION

512-424-2600

EN ESPANOL 512-424-7181

LAMAR BECKWORTH  
ASST. DIRECTOR**SCHOOL BUS DRIVER RECORD: 04/24/2009**

- THIS TYPE OF RECORD WILL REFLECT COMPLETION OF A DRIVING SAFETY COURSE.
- THIS RECORD REFLECTS ENFORCEMENT ACTIONS, CONVICTIONS, AND CRASH INVOLVEMENTS THAT ARE ALLOWED TO BE DISPLAYED BY LAW.

**REQUESTED BY:**SCHOOL DISTRICT NAME,  
REQUESTING OFFICIAL  
ADDRESS  
CITY, TX ZIP**DRIVER, ANNIE OLE**1234 Santa Claus Ln  
HUMBLE, TX 77346-0000  
REPORT OF APPROVED DRIVER EDUCATION COURSE.Date of Birth: 12/25/1965  
Sex: FEMALE  
Eye Color: BROWN**DRIVER LICENSE INFORMATION**

<b>Driver License Number:</b>	<b>987654321</b>	License Type:	CDL	License Class:	B
Date Originally Issued:	08/02/1983	Date Last Issued:	03/29/2005	Date of Expiration:	12/25/2009
Restrictions:	NONE				
Endorsements:	PASSENGER SCHOOL BUS				

**STATUS INFORMATION**

*Driver eligibility reflects a person's eligibility to drive at the time this document was requested.  
Administrative Status details additional notes related to the person's record that do not affect driving eligibility.*

**Driver Eligibility:** ELIGIBLE  
**Administrative Status:** NONE

**ENFORCEMENT ACTION HISTORY**

*This section displays enforcement actions that may affect a person's eligibility to drive.*

THE RECORD CONTAINS NO HISTORY OF ENFORCEMENT ACTIONS

**EVENT HISTORY**

*This section displays information relating to convictions, crash involvement, and safety courses completed.*

<b>EVENT 1</b>	<b>CONVICTION</b>	<b>SPEEDING EQUAL TO OR GREATER THAN 10% ABOVE POSTED LIMIT</b>			
Offense Date:	05/16/2008	Conviction Date:	06/13/2008		
City:	HOUSTON	State:	TX		
CMV:	NO	HAZMAT:	NO	CDL:	NO

End of Record



**CROSBY INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Job Title:</b>	<b>Bus Driver</b>	<b>Wage/Hour Status:</b>	<b>Nonexempt</b>
<b>Reports to:</b>	<b>Director of Transportation</b>	<b>Pay Grade:</b>	<b>Aux: BD</b>
<b>Dept./School:</b>	<b>Transportation</b>	<b>Date Revised:</b>	<b>4/18/97:12/10/10:05/2020</b>

**PRIMARY PURPOSE:**

Provide safe, secure and efficient transportation services for all students and staff of the district enhancing the districts mission statement to produce literate, responsible citizens capable of learning and applying academic and social skills successfully in any life.

**QUALIFICATIONS:**

**Education/Certification:**

- High School Diploma or GED
- Certified or certifiable as a Texas School Bus Driver
- Hold or obtain a CDL, class B minimum with a "P" & "S" Endorsement
- Must be a minimum of 21 years of age
- Must pass Annual State of Texas School Bus Driver Physicals
- Must pass ALL Federal DOT Drug and Alcohol Test

**Special Knowledge/Skills:**

- Ability to exercise judgment in decision making
- Strong organizational, communication and interpersonal skills
- Must have empathy for children
- Know federal, state, local and school district regulations, procedures and laws as relating to operating a passenger vehicle
- Ability to carry out written and oral instructions
- Ability to control large groups of children
- Ability to read, understand and use a map

**Examinations:**

- Willing and able to submit to substance abuse testing as prescribed by Federal DOT
- Able to meet or exceed annual state required physical examination

***Such alternatives to the above qualifications as the administration may find appropriate and acceptable.***

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Operate a school bus on an assigned route in transporting children to and from school, as well as related activities, in a safe, timely manner.
2. Operate all district owned vehicles necessary to facilitate the educational program.
3. Maintain, read and understand route descriptions including time changes and notify the proper personnel immediately of any deviations or overcrowding.
4. Maintain scheduled route to established time and mileage as best possible.



## CROSBY INDEPENDENT SCHOOL DISTRICT JOB DESCRIPTION

### Trans/Bus Driver

5. Exercise student management through correct use of communication and discipline and report discipline problems through proper school district procedures.
6. Maintain good work habits through timeliness and low absenteeism for daily assignment and extra trips.
7. Properly care for vehicle under your command and its component parts as prescribed by the distance to minimize wear and to extend its useful life.
8. Operate the bus two-way radio correctly and according to federal and district procedures.
9. Inspect each vehicle before and after each trip using the correct procedures and complete the pre and post trip inspection forms.
10. Operate the vehicle stopping to allow passengers to board and disembark using safe and responsible procedures.
11. Operate adaptive transportation equipment to board and discharge challenged passengers using safe and responsible procedures.
12. Keep bus clean and orderly with daily cleaning after each route operated as well as check for lost items.
13. Maintain a presentable appearance, including being properly dressed according to district guidelines, neat grooming and good hygiene.
14. Maintain a cooperative attitude with fellow employees, supervisors, parents, and school personnel, always promoting district goodwill.
15. Must be able and willing to fuel bus in accordance with district standards.
16. Must be able to control emergency situations, exercising quick judgment in a proper manner.
17. Must assist in completing bus evacuation drills to local school district and state government standards.
18. Must be able and willing to complete and turn in all required documentation to the transportation office in a timely and accurate manner.
19. Successfully complete a driving skill evaluation when required.
20. Required to attend all training, district required meetings and training as well as any other announced meetings.
21. Check the bus at the conclusion of each run to insure that no children have been left on the bus.
22. Maintain confidentiality of information.
23. Perform other duties as assigned.

#### EQUIPMENT USED:

- School bus, school bus broom, fuel pump, wheelchair lift, two-way radio



**CROSBY INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Job Title:</b>	<b>Bus Aide</b>	<b>Wage/Hour Status:</b>	<b>Nonexempt</b>
<b>Reports to:</b>	<b>Transportation Director</b>	<b>Pay Grade:</b>	<b>Aux: BA</b>
<b>Dept./School:</b>	<b>Transportation</b>	<b>Date Revised:</b>	<b>4/18/97:11/1/11:05/2020</b>

**PRIMARY PURPOSE:**

Assist bus drivers in providing safe, secure and efficient transportation services for all students and staff of the district enhancing the districts mission statement to produce literate, responsible citizens capable of learning and applying academic and social skills successfully in any life.

**QUALIFICATIONS:**

**Education/Certification:**

- High School Diploma or GED
- Minimum of 21 years of age

**Special Knowledge/Skills:**

- Ability to understand and carry out written and oral instructions
- Ability to communicate verbally
- Must have writing and arithmetic skills to complete forms and reports
- Must have empathy for challenged children
- Able to read and interpret schedules and forms
- Ability to read and use a map

***Such alternatives to the above qualifications as the administration may find appropriate and acceptable.***

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Assist in transporting children to and from school, as well as related activities, in a safe, timely manner.
2. Assist in maintaining, reading and understanding route sheets including time changes.
3. Maintain good work habits through timeliness and low absenteeism for daily assignment.
4. Be prepared to operate the bus two-way radio correctly and according to district policy.
5. Assist bus driver in inspecting each vehicle before and after each trip using the correct procedure.
6. Operate adaptive transportation lift to board and discharge challenged passengers using safe and responsible procedures.
7. Maintain a presentable appearance, which includes being properly dressed, neat grooming and good hygiene.
8. Maintain a cooperative attitude with fellow employees, supervisors, parents, and school personnel, and always promoting company goodwill.
9. Must be able to control emergency situations in a proper manner.



## CROSBY INDEPENDENT SCHOOL DISTRICT JOB DESCRIPTION

### Trans/Bus Aide

10. Must assist in completing bus evacuation drills to local school district and state government standards.
11. Must be able and willing to complete and turn in all required documentation to the transportation office in a timely accurate manner.
12. Attend all required in-service training; district required meetings and training as well as any other required meetings.
13. Responsible for maintaining control of the students while on the bus to ensure a minimum amount of distraction for the driver.
14. Exercise student management through correct use of communication and discipline and report discipline problems through proper school district procedures.
15. Must walk to the rear of the bus to provide the driver assistance any time backing up necessary.
16. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
17. Perform other duties as assigned.

#### **EQUIPMENT USED:**

School bus broom, fuel pump, wheelchair lift, two-way radio

#### **WORKING CONDITIONS:**

##### **Mental Demands:**

- Ability to maintain emotional control under stress
- Ability to maintain effective control over challenged students
- Dealing with life threatening emergencies as well as coping with screaming children
- Ability to communicate effectively (verbal)
- Complying with all Crosby ISD policies and procedures

##### **Physical Demands/Environmental Factors:**

- Lifting and pulling up to 50 lbs., including pushing wheelchairs
- Ability to operate wheelchair lift and various school bus equipment
- Climbing on and off bus to assist challenged riders
- Walking to and from parking lots, in aisles on board bus, around bus for inspections
- Long periods of sitting in the vehicle and attending meetings
- Communicating verbally talking with passengers and using two-way radios
- Staying alert for general traffic conditions, inspecting vehicle, and monitoring passengers
- Able to hear traffic sounds, emergency vehicles, passenger inquiries, monitoring the radio, detecting mechanical problems
- Operate in all-temperature conditions

Performed work position requirements also include sitting 80%, twisting and bending 50%, kneeling 20%, climbing 10%, extended reach above head 20% and extended reach in front of body 80% above 12 inches and in front 14 in

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