



One Community; One Vision: *Life Ready*  
*Where Every Student Matters*

# **2018-2019 CLARK COUNTY SCHOOLS TRANSPORTATION PROCEDURES MANUAL**

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**EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT**

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**It is the policy of the Clark County Board of Education and Transportation Department to ensure that this handbook will be administered accurately, consistently and fairly.**

**In addition to the policies listed in this handbook, employees are expected to comply with the Employee Handbook, Board Policy, and state and federal law.**

# **UNIT ONE FLEET MANAGEMENT AND OPERATIONS**

## **ATTENDANCE REQUIREMENT**

Drivers and/or Bus Monitors that are absent more than thirteen (13) days (excused or unexcused) will be:

1. Removed from their present bid route assignment permanently. Will not be eligible to bid on another route for six (6) working months.
2. Removed from the extra-curricular trip rotation for the remainder of the school year
3. Become an unassigned driver/bus monitor for six (6) working months.
4. Be placed on a Corrective Action Plan
5. Extenuating circumstances will be considered in the decision on removing the present assignment, such as catastrophic illnesses as defined by the American Medical Association.

Their current assignment becomes open for the bidding process.

## **ASSIGNED AND UNASSIGNED EMPLOYEES**

When fulfilling their daily assignments Monday through Friday, employees will be paid a minimum of thirty (30) hours per week. Employees shall be available for additional assignments during this time without added compensation. If hours worked exceed thirty (30) hours per week, the Extra Hours would be paid at the employees current hourly rate of pay. Hours exceeding forty (40) hours per week will be paid at the employees' overtime rate of pay. Cleaning the bus, fueling, pre-trip inspection, physicals, ESS, Gifted, Migrant, etc. will be a part of the scheduled hours and will not be paid as additional time. Extenuating circumstances that require additional time will be paid at an actual driving time rate.

All drivers are required to fulfill all requirements for State Certification, including the eight (8) hour annual update.

## **SUBSTITUTE DRIVERS**

Substitute drivers are on call to drive in the event all unassigned drivers have been utilized. Substitute drivers are paid only if they perform duties as they are assigned. Substitute drivers are not eligible for the Extra-Curricular trip rotation.

Substitute drivers are required to fulfill all requirements for State Certification, including the eight (8) hour annual update.

## **COACHES, SPONSORS, AND VOLUNTEER DRIVERS**

Coaches, teachers, or sponsors of organizations who are certified Clark County School Bus Drivers are permitted to drive for their organizations. Drivers who are paid by their organizational position may volunteer to drive without pay.

## **FILLING VACANT POSITIONS**

1. When deemed necessary by the Transportation Supervisor and Dispatcher,

unassigned positions will be posted in the Transportation Division for three (3) workdays. The Transportation Supervisor and Dispatcher will award unassigned positions based on an employees' job performance, attendance, and seniority.

2. Once a route is assigned, it must be kept for a minimum of six (6) working months before it can be exchanged for another open route. In an effort to maintain a safe student transportation system, at any point in the school year, the Transportation Supervisor may reassign any monitor/driver to another position/route as deemed necessary.

## TRANSPORTATION SERVICE

### Regular Bus Service

Pupils will be eligible to be transported to and from school if they reside more than one (1) mile, by the nearest traveled road or street, from the school to which they are assigned. If traffic or other safety conditions create a hazardous situation when walking to and from school, pupils shall be eligible for transportation without regard to the distance of their school.

Students attending preschool in the district shall be transported.

Students shall be required to walk to certain centralized bus stops within the city; this means to an established bus stop on a street corner. Students who live in the county shall be picked up at their driveway unless traffic hazards would make it unsafe to stop a school bus for loading or unloading. In this case, another location would be agreed upon.

Students shall not be required to walk more than two tenths (2/10) of a mile to their bus stop except in the county where their driveway may be longer than 2/10 of a mile. In this case, they will be required to meet the bus at the end of their driveway.

### Transportation of Kindergarten Students

Kindergarten students will be picked up utilizing the same procedures as listed for all other students; that is, centralized bus stops within 2/10 of a mile of their home.

### Transportation of Preschool Students

1. Preschool students are three (3) and four (4) year old students who attend Clark County Pre-School and Head Start.
2. Stops will be established as close as possible to their home. These students are to be transported in accordance with **702 KAR 5:150 Transportation of Preschool Children**. Driver assistance must be provided.
3. Each bus transporting three (3) or four (4) year old students must have a transportation Bus Monitor who is at least sixteen (16) years of age or older. Although a student may become five (5) years old during the school year, a transportation Bus Monitor is still required while the child is attending the Pre-School/Head Start Program.
4. Pre-School students must be seated in the middle of the bus and cannot occupy the front or rear seats of the bus.
5. It is the responsibility of the parent, guardian or a person authorized to provide safe supervision at the bus stop for pickup and delivery.
6. It is the responsibility of the driver and/or Bus Monitor to deliver and receive the child safely (hand-to-hand procedure).
7. No Pre-School/Head Start student shall be left unattended at the time of delivery.
8. A copy of Child Release/Emergency Contact Form must be kept on buses that transport Pre-School/Head Start students.
9. If the authorized person is not at the bus stop to receive the student, the child will be returned to school. The driver will notify dispatch and the school that the child attends.
10. It is the parent's responsibility to keep the Child Release/Emergency Contact Form updated. It is the responsibility of designated staff to ensure that the driver is notified of any changes.
11. If a student has not ridden the bus after three (3) consecutive school days, the driver will no longer stop until informed to do so.

## FLEET SCHEDULING AND ROUTING

1. All possible efforts will be directed toward developing direct runs for all programs.
2. The number of students riding each bus and the amount of riding time will be taken into consideration when developing schedules and routes.
3. For optimal use of buses, the starting and closing time of some optional programs may be altered.
4. Arrival and departure schedules shall be arranged so as to reduce the waiting time of students as much as possible.
5. The Transportation Supervisor and Dispatcher must approve all route changes prior to implementation.
6. Any assigned driver whose route is affected by route consolidation and/or elimination will be eligible to bid on any open assignment.

## EXTRA-CURRICULAR ROTATIONAL LIST

The rotational list will be available for all drivers who have signed up during the first three (3) school days in August. The trip list will be posted by seniority and availability. New, licensed, CDL drivers will be eligible for Extra-Curricular Trips upon successful completion of training and upon completing three (3) working months as a Bus Driver. Driver must enroll in the Extra-Curricular Rotation List within three days of completion of his/her three (3) working months as a Driver. All trip drivers shall be compensated at the rate of (\$15.00) per hour for each trip taken. A one (1) hour minimum will be charged for any assigned trip. Trip time will be computed to the nearest one-fourth (1/4) hour and compensated accordingly based on the (\$15.00) per hour rate. **Trips requiring an overnight stay will be compensated at the rate of \$150 for the first night and a minimum of \$60 per day. Driver will be compensated for all hours of service more than five (5) hours, beginning on day two, at a rate of \$15.00 per hour. The driver will be required to maintain a log sheet of all service hours provided and MUST have the Trip Sponsor's signature and date.**

When a driver on the rotational list is given an assignment, and it is refused at the time given, there will not be a penalty. However, if the assignment is received and then is turned down less than 24 hours before the trip date, the individual will be passed over the next rotation. To be eligible for an Extra-Curricular Trip, it is mandatory the Trip Driver work the day before, the day of and the day after a scheduled Extra-Curricular Trip.

### Employees will not be penalized for:

- a. Board approved Personal Day
- b. Doctor's note is substantiating their absence
- c. Extended sick leave absence with supporting medical documentation
- d. Other absence as allowed by law or Board Policy

The next driver from the rotational list shall cover when any driver is given a trip and for some reason cannot take the trip. Two (2) occurrences of a driver not completing a trip he/she has accepted will result in the driver losing their trip eligibility for the remainder of the school year. Please note that the removal of your name from the trip eligibility list will apply to the entire school year.

## EXTRA-CURRICULAR TRIPS

Regular route assignments will take precedence over other assignments. Trip Supervisors, Coaches, and Trip Sponsors must make every effort to schedule trips as follows: Evening trips no earlier than 4:30 p.m. and day trips no earlier than 8:30 a.m., returning to school no later than 2:00 p.m. Times are necessary for daily student transportation.

The rotational list used to determine the field trip list is defined as all trips within a seven (7) day period beginning with Sunday through Saturday. The trip list will be posted by 12:00 noon on Thursday. You must see dispatch and/or office personnel to accept or reject your assigned trip. All trips must be accepted or rejected by 5:00 P.M. Friday or they will be reassigned, using the rotation list. Any trip not rejected by the deadline will result in the driver receiving a verbal warning and being skipped the next rotation. A second occurrence within the same year will result in the driver relinquishing the opportunity of trips for the remainder of the school year.

The Transportation Supervisor will remove drivers from trip eligibility due to poor attendance, poor driving performance, or any other factor that would be considered as inappropriate conduct. It may become necessary to remove a Driver from the regular Extra-Curricular Trip Rotational List as necessary to assign the same Driver to a Tournament trip, to allow continuity between the Trip Sponsor and Driver as scheduling is based on several day-to-day factors.

Trips may not be reassigned/traded from one driver to another. The Transportation Supervisor or his designee will reassign all trips. If an emergency occurs over the weekend, the driver shall contact the Transportation Supervisor or his designee for assistance.

Drivers may be required to use a bus other than their daily assigned bus, and are not to be changed without the dispatcher being aware. The newer buses in the fleet will be utilized on all trips, which exceed approximately 80 miles in one direction.

### **School Cancellation of Trips:**

Upon arrival at the assigned school and learning of the cancellation, the driver shall return to the Transportation Division and fill out necessary forms indicating the trip was canceled. One (1) hour will be charged to the school due to late notice.

Trip time will start when the driver leaves the bus parking lot. Time is computed to the nearest ¼ hour. Mileage will start and end at the Transportation Division and is recorded to the nearest mile.

## **FIELD TRIP BUS SERVICE**

1. Schools requesting bus service for a field trip will ensure an adult chaperone is on each bus requested to maintain discipline on the bus.
2. All drivers must perform a bus evacuation before a field trip leaving the school.
3. A passenger list must be provided to the driver before departure from the school, listing name and phone number of each person authorized to be on the bus for the field trip.
4. The aisle and emergency exits of the bus must be kept clear of all items.
5. If items must be placed inside the bus, there must be at least one empty seat between the items stored and the closest passenger. These items must be secured with cargo netting which is available at the Transportation Department.
6. All field trips shall be scheduled as to not interfere with the driver's regular route. Should it become necessary to interfere with normal driving time the Board Policy will be followed: no more than four (4) buses per day.
7. Payment for field trips shall be processed through the office of the school principal.
8. **Request for extra-curricular trips must be received in the Transportation Division a minimum of seven (7) days in advance of the desired date of the trip. Any trip request not received within the appropriate time frame, or lacking proper approval, will be denied unless there is an extenuating circumstance (ex-athletic tournaments).**
9. Bus drivers are to remain at the field trip location unless authorization to leave is given from the person in charge of the trip.
10. **The driver will always be in charge of the bus.**
11. Each school principal shall designate one (1) trip coordinator for their school to screen all trips.
12. The bus monitor or chaperone on a special needs bus must be trained to handle special needs students as well as wheelchair tie-down and lift operations.
13. Nobody will be permitted to ride a school bus on field trips except chaperone approved by the school principal.
14. Driver's meals, board and possible parking fees are to be arranged by and paid for by the organization being transported for all trips.
15. The bus must be cleaned and fueled before and after the trip.
16. Driver must perform a pre-trip inspection of the bus being used.
17. The driver will remind the chaperone/teacher of the departure time, which must be adhered to in order to get back by the return time indicated on the trip request.
18. Box lunches may be consumed on the bus in case of inclement weather if the bus is parked. The chaperone/teacher is responsible for cleaning up and disposing of all debris.
19. Schools will be charged **\$1.50 per mile**, beginning at the Transportation Division and ending at the Transportation Division, plus the applicable fee for driver's pay as determined by the Clark County Board of Education. Current rate per mile will be evaluated quarterly.
20. Drivers are prohibited from driving at an unsafe speed or more than 65 m.p.h.
21. KRS 3337.275 and .285 prohibit the Transportation Department from driving without pay for school-sponsored events.
22. **Federal Motor Carrier Safety Regulation 395.3 Maximum Driving Time** states "no motor carrier shall permit or require any driver used by it to drive nor shall any driver drive more than 10 hours following 8 consecutive hours off duty". Sponsor is to maintain a log of time the driver is engaged, and both driver and sponsor will sign and date the log and turn it in to the transportation office.



23. No more than ten buses shall be allocated for field trips during any part of the day without the approval of the Transportation Supervisor.
24. **KRS 161.185** states, "All Field Trips will be chaperoned by a member of the school's certified staff. The aide or chaperone on a special needs bus must be trained to handle the special needs of the students, wheelchair securement, and lift operations."
25. All trip sponsors will adhere to the return time indicated on the trip form.
26. All elementary schools may be permitted to transport a maximum of 60 students per bus on trips; middle schools – 55 students; and high school – 50 students.
27. All buses are to be returned to the bus parking lot cleaned and full of fuel. If a bus is returned unusually dirty inside, it will be brought to the attention of the Transportation Supervisor who will contact the appropriate school; the school will be given a choice of either cleaning the bus or having transportation personnel clean it, and assess a charge of \$25.00 to the trip. Trip sponsor with the driver will maintain respectful classroom behavior of students while on the bus.
28. Federal Motor Vehicle Carrier Safety Regulation states, "no vehicle shall be operated on any tire that (1) has body ply or belt material exposed through the tread or sidewall; (2) has any tread or sidewall separation; (3) is flat or has an audible leak; or (4) has a cut to the extent the ply or belt material is exposed". **If this happens, the trip must be delayed until repairs can be made.**
29. All out of state trips must be approved by the School Council and the School Board.
30. Fifteen-passenger vans are not to be used to transport students on school-related activities.
31. A student who rides on a bus to a school-sponsored event shall ride the bus on the return route. The only exception will be if the sponsor or school principal approves a written request from the parent or guardian.
32. The driver is to work through the chaperone for corrective action on any inappropriate behavior.

## PERFORMANCE RESPONSIBILITIES

### PRINCIPALS

1. The building Principal or designee(s) shall supervise the loading and unloading of students.
2. The building Principal or designee(s) shall not allow students to carry cans, bottles, cartons or other food that is open on the bus.
3. The building Principal or designee(s) with the Transportation Supervisor will be responsible for traffic control in the bus loading and unloading zones.
4. Behavior problems reported by the driver on discipline forms are to be handled by the Principal or designee, and response provided to the driver within three (3) days.
5. Principal or designee shall not establish bus stops or request a driver to stop where there is potential danger.
6. Building Principals shall provide drivers with the names of students authorized to ride their bus.
7. Building Principals or designee(s) shall supervise bus evacuation for their school when scheduled by the Transportation Supervisor.

### TRANSPORTATION SUPERVISOR

1. The entire operation of the Transportation Division, including drivers, bus monitors, mechanics, and shop operation is the responsibility of the Transportation Supervisor.
2. Shall be responsible for all pupil transportation.
3. Shall schedule bus evacuation drills four (4) times per year: two (2) each semester, one (1) within the first week of each semester and the other anytime during the second semester, as outlined in **702 KAR 5080**.
4. Shall prepare local and state reports as required.
5. Shall be on call at all times.
6. Shall maintain all necessary records to include records of personnel and routes.
7. Shall supervise all drivers, mechanics and bus monitors.
8. Shall assist in training and retraining of drivers and bus monitors.
9. Shall maintain liaison between drivers, principals, and the public.
10. Shall be responsible for maintaining adequate staff and drivers.
11. Shall respond to emergency calls.
12. Shall administer all federal, state, and local laws and the Clark County Public School's policies, rules, and regulations.
13. Shall attend all meetings about transportation.
14. Shall provide each school with a copy of the school's routes before the opening of school.
15. Shall meet with principals and drivers before the opening of school.

16. May schedule meetings with drivers and bus monitors and local school representatives as needed.
17. Administer Disciplinary Procedures, Section IV, Dismissal Due Process as directed by the Superintendent.

## **DISPATCHER**

In the absence of the Transportation Supervisor, the Director of Operations or designee shall assume the above responsibilities.

## **DRIVER TRAINER**

1. Conducts on-the-road driver training, as well as the on-the-road vehicle training for those people who are experiencing driving difficulties in the Clark County Public Schools' vehicle fleet.
2. The trainer monitors the driving performance of all bus drivers who are experiencing traffic safety problems.
3. The trainer serves as a member of the Accident Review Committee.
4. Works with transportation personnel and school principals concerning school bus-related safety problems at various school locations when requested.
5. Assists in the maintenance of records and statistics of all Clark County Public Schools' vehicle accidents, as well as the monitoring of the motor vehicle records of all employees driving District vehicles.
6. Assists in the reviewing, screening, selection and interviewing of all bus driver candidates.
7. Assists and conducts the Student Bus Safety Programs.
8. Assists in the planning and conducting of all bus driver in-services relative to state-required bus driver certification.
9. The trainer participates in the writing of all bus driver and traffic safety curriculum for Clark County Public Schools' employees.
10. The trainer acts as liaison to the Clark County Public Schools' vehicle insurance carrier relative to loss\_experience and accident field investigation.
11. Performs other duties as assigned by the Transportation Supervisor.

## **DRIVERS**

1. The drivers shall observe the following guidelines:
  - a. Operate the school bus in accordance with all state and local laws, rules and regulations.
  - b. Maintain a consistent schedule, not leaving the bus stop before scheduled time.
  - c. Keep route updated monthly by reporting changes to routing personnel before implementation for use by a substitute or unassigned driver.
  - d. Report all accidents to the Dispatcher immediately.
  - e. Submit required reports on time, and attend meetings when called.
  - f. Complete pre-trip inspection and maintain the bus in operational condition, report mechanical deficiencies to service manager utilizing pre-trip form.
  - g. Notify Dispatcher at least three (3) days in advance of any scheduled absence.
  - h. Complete appropriate leave forms in compliance with payroll deadline to receive pay for your absence.
  - i. Complete trip forms and turns in on time to be paid for that pay period.
  - j. Perform other duties as assigned by the Transportation Supervisor and/or Dispatcher.
  - k. Shall not change route or time unless approved by the Transportation Supervisor and/or Dispatcher.
  - l. Shall maintain an active phone number for contact purposes at all times.
1. The driver shall bring the bus to a complete stop at all bus stops and shall remain stopped until students are seated or away from the bus.
2. The driver shall be on the bus while loading students.
3. The driver will ensure that all seats are shared.
4. The driver will not permit students to stand up while the bus is in motion.
5. Shall not let students off at any stop other than the stop closest to their home, without written approval from the school Principal or designee.
6. Shall make every stop listed on the route.
7. Shall not wait for students who are habitually late. Notify them of the correct time to be at the stop.
8. Shall utilize student-management procedures when working with student behavioral problems on the bus.
9. Shall report student behavioral problem to principal utilizing proper misconduct form.

10. Shall not permit unauthorized persons, including their own children, to be transported on a school bus when transporting students to and from school without written permission.
11. Shall ensure bus aisle and emergency exits are clear at all times.
12. Each employee shall clock in before and after each run in the Transportation Building.
13. **No one will be permitted to clock in or out for anyone other than themselves ~ if employees are found doing this, disciplinary action will be taken, with the possibility of termination.**
14. In the event of time clock failure and/or employee irresponsibility, employees shall complete and turn in time sheets by payroll deadline.
15. All Transportation employees must check mailboxes each morning and afternoon.

## **INCLEMENT WEATHER PROCEDURES**

### **CLOSING OF SCHOOLS**

1. If the Transportation Supervisor receives a report that roads are becoming hazardous, the streets and highways will be evaluated.
2. The Transportation Supervisor will confer with appropriate local civil agencies and communicate to the Superintendent by 5:00 a.m.
3. Once the Superintendent and Transportation Supervisor have made a decision, the media will be notified.
4. In the event school operation must be aborted after 5:00 a.m. the above procedures shall be implemented except for the designated time. In all cases, announcements will be made as soon as possible.
5. When schools are closed for the entire day, all scheduled activities, including athletic events, may be canceled. The Transportation Supervisor will check conditions at both locations, and a recommendation will be made to the Superintendent.
6. When it is possible for a decision to be made the night before, it will be reported on the television and radio newscasts at 11:00 p.m.
7. Trip chaperones are to check with the Transportation Supervisor regarding weather conditions.

### **EARLY DISMISSAL**

When severe weather conditions exist, it may be necessary for the schools to be closed early.

1. The announcement will be sent through the media indicating the time: example - all schools in Clark County will be dismissed one hour early.
2. Schools are to be notified by telephone or two-way radio.
3. School Principals with the Transportation Supervisor will work together regarding the cancellation of athletic events or any planned activities at their schools.
4. Principals are to send notices home to parents at the beginning of each school year explaining the need to dismiss school early. Therefore, parents need to make sure their child has a safe place to go if parents cannot be at home. This information is to be given to the driver.

### **Plan “ B” – One (1) HOUR DELAY/EARLY DISMISSAL:**

The decision will be made once the Transportation Supervisor has conferred with the Superintendent. For the Transportation Department to respond to early dismissal, there will need to be at least a two (2) hour warning.

When Plan “B” is used the following roads will not be traveled:

Agawam Road, Amster Grove Road, Athens-Boonesboro Road (from Grimes Mill to Fayette County line), Grimes Mill Road to include all adjoining roads, Browning Lane, Bybee Road (last house prior to going over the hill), Calloway-White Road, Crowe Ridge Road, Cunningham Lane, Dry Fork Creek Road, Red River Road (from Dry Fork Road including all adjoining roads), Elkin Station Road, Epperson Road, Ford-Hampton Road, Four Mile Road, Fox & Quisenberry Lane, Goose Creek Road, Jackson Ferry Road, Judy Pike, Lillie Ferry Road, Logan Lick Road, Midway Road, Mina Station

Road, Nest Egg Road, Oil Spring Road, Old Ruckerville Road, Pine Ridge Road, Pintail Lane, Pilot View-Ruckerville Road, Red River Road, Right Angle Road, Rabbittown Road, Renick Road, Rolling Hills Road, Royal Oaks Estates, Sie Shearer Road, Wills Rupard Road, Old Log Lick Road, White-Conkwright Road, Vienna Road.

## **DELAY OPENING OF SCHOOL DAY**

On days when inclement weather conditions exist that would prohibit the normal transportation of students and staff to school, and the prediction is that streets and roads will improve as the day progresses, a delay in the schedule may be implemented. The same procedures will be followed in school closing notification.

## **SCHOOL RESPONSIBILITY**

Each school is responsible for notifying parents and students of the decision regarding deviation from the normal school operating hours, and this will be in writing at the first of the school year.

## **UNIT TWO**

### **RULES, REGULATIONS, POLICIES AND PROCEDURES**

# CLARK COUNTY PUBLIC SCHOOLS RULES AND PROCEDURES

1. Safety is the paramount consideration in the operation of the school bus. Careless driving or failure to abide by traffic laws, or failure to conform to the regulations of the Clark County Public School District shall be cause for disciplinary action.  
  
If the driver is too busy with other vocations to take his/her time to drive safely, the driver should not operate a school bus. Any driver convicted of a flagrant violation of traffic regulations will be responsible for the fine and may be subject to disciplinary actions.
2. The driver shall be governed by all rules of the road.
3. The maximum speed at which a Clark County school bus is driven, is 65 m.p.h., either loaded or empty. Exceeding this speed limit is sufficient reason for disciplinary action.
4. All traffic signs and signals must be obeyed.
5. All citations and arrests for traffic violations are to be reported to the Transportation Supervisor as soon as possible. Disciplinary action may be required.
6. Courteous driving shall be the trademark of all Clark County Public School bus drivers.
7. The driver shall not leave the bus any time the engine is running or while the brakes are released. When at schools, drivers will remain on the bus at all times.
8. Doors on school buses must be kept closed at all times when the bus is in motion.
9. Drivers shall not use tobacco, vapor products while operating the school bus, nor knowingly permit pupils to use tobacco, vapor products when on the school bus.
10. Drivers shall not permit a personal radio to be installed or used in a Clark County Public School owned bus without permission from the Transportation Supervisor.
11. No portable or cellular phones are permitted while driving.
12. The school bus driver must have a watch or some timepiece.
13. At the first safe place to pull over after the departure of the last student, drivers shall check the bus for students who may have failed to get off at their stop.
14. It is most important that the bus is checked at the end of every run, a.m., midday, and p.m. for sleeping children. Children can often be found asleep on the bus at the end of a route.
15. Bus drivers are required to attend in-service meetings when notified.
16. All transportation staff is required to receive first aid/CPR training every two years.
17. Bus drivers **ARE NOT AUTHORIZED** to make any stops, such as stores, restaurants, or shopping centers, for students or drivers to conduct personal business.
18. No employee is permitted to take a school bus home, without prior management approval.
19. Drivers should supervise the loading of the bus, seeing to it that seats are shared fairly and that every seat is taken before pupils are permitted to stand in the aisle. State regulations allow the driver to assign seats (three (3) to each seat) if necessary.

19. During routine operation, drivers should not permit pupils to get on or off the bus through emergency exits.
20. Drivers shall pick up and discharge pupils at designated stops only. Drivers may not establish or eliminate bus stops. All stops are determined by cooperative decision of the bus driver and Transportation Supervisor. (However, if a new family moves to your route and children are waiting for a bus at their gate or driveway, pick them up, take them to school, and report it to the Transportation Supervisor to be checked for approval.) If a change is needed, seek advice from the Transportation Supervisor.
21. During the days of inclement weather, buses may stop at **SAFE POINTS** nearest the homes of the children on the route. Stops shall not be made on blind curves, steep grades, or near crests or hills (**THIS APPLIES ONLY TO BAD WEATHER. STOPS MAY NOT BE ESTABLISHED PERMANENTLY.**)
22. Drivers SHALL NOT WAIT at bus stops for pupils. However, if a pupil is running to catch the bus, as the student boards, the bus driver reminds him/her, courteously, that students should be at the bus stop 5 minutes early. Drivers cannot wait at the bus stop.
23. Drivers may cooperate with pupils when it is raining, snowing, or extremely cold. If pupils wait on the porch, the driver may wait a reasonable time for them to come to the bus, provided traffic conditions allow it.
24. Drivers must not permit preschool children or adults, unless assigned, to ride the bus when transporting pupils to and from school. If they come to the bus to ride, courteously tell them that you are instructed to transport pupils only. If they want to know the reason, refer them to the transportation office. Only certain designated and authorized persons are allowed to ride on a school bus. Anyone other than students must have approval from the Superintendent.
25. The driver shall not permit the display of any advertising signs (such as political placards or stickers) on the bus, either inside or outside.
26. Littering from school buses has become quite serious. In fact, it has gone beyond the matter of littering only; safety is involved. Cans, bottles, cartons, boxes, and other trash are being thrown from school buses daily. Drivers should prohibit pupils from boarding buses with cans, bottles, or drink cartons. Pupils are not to board while eating. Students must understand the seriousness of this, and they must be informed of the consequences. Please inform all students that they are subject to disciplinary action if caught throwing any object from a school bus.
27. When unusual weather conditions develop, schools may be closed. Listen to your local radio or television station for this announcement.
28. Drivers are expected to take good care of the transportation equipment. Drivers that do not do this may be subject to disciplinary action, and this pertains not only to the mechanical parts of the bus, but also includes a regular cleaning schedule for bus seats, floors, and front and rear windows.
29. All transportation operations are under the direct supervision of the Transportation Supervisor, and the school bus driver is responsible to the Transportation Supervisor. The supervision and operation of the total transportation program is the responsibility of the Transportation Supervisor. It is important that all persons responsible for the transportation system work cooperatively to ensure a safe and effective system.
30. Drivers are not permitted to wear headphones at any time.

## STUDENT MANAGEMENT

1. The driver should make the students aware of the "Regulations for Pupils Riding School Buses" and should enforce these regulations.
2. The driver is responsible for preparing passenger lists of those riding their bus, and turning in a copy to the Transportation Supervisor once a list of authorized students has been received from the school.

3. The drivers shall cooperate closely with the principals of the schools when disciplinary action becomes necessary.
4. When a student's conduct on a school bus is considered improper by the driver, the driver shall point out privately to the student, precisely why the conduct is improper, and request that the student cooperate and conform to the rules. Firmness and courtesy will be of great assistance to the driver. The driver shall keep a record of the misconduct whether or not the student is referred to the principal.
5. After having talked with a student about his/her improper conduct and after having duly warned the student of being referred to the principal, if the conduct remains improper, the driver shall refer the student to the principal for disciplinary action. When a student is referred to the principal, the behavior will be reported on the appropriate discipline report form.
6. Under no circumstance may a driver assume the responsibility of suspending a student from riding a Clark County Public School bus.
7. Drivers should not permit students to push or crowd into the entrance door. Drivers shall work with the students to ensure that they load the bus in an orderly manner. If a group of students continues to crowd and push, the driver shall report the incident to the principal and ask for help with the problem.
8. Drivers shall require that each student remains in his/her seat until the bus stop is reached. Students shall not advance toward the front of the bus before the bus comes to a complete stop.
9. Drivers shall not permit the following on the bus:
  - a. Scuffling or fighting
  - b. Students extending arms, legs, hands, or heads out of the window
  - c. No tobacco products, eating or drinking, including field trips
  - d. Throwing objects inside the bus or from the windows
  - e. Sitting or standing in the entrance or emergency exits of the bus
  - f. Animals on the bus
  - g. Students are operating any controls on the bus
  - h. Any object too large to be held on the lap
  - i. Entering or exiting through the emergency door except in the case of emergencies or drills
  - j. Abuse of equipment (marring or defacing bus, throwing trash on the floor)
  - k. Shouting at pedestrians or passengers in other vehicles
  - l. Indecent behavior or language
  - m. Wearing of headsets shall not be permitted by students, staff, or chaperones
  - n. Laser lights
10. The principal shall bear the final responsibility for the conduct of the students on the bus and for disciplinary action. The principal shall respond on the form provided concerning the disposition of disciplinary matters referred by the driver within three (3) working days. Only a principal or designee has the authority to suspend a student from riding the bus.
11. The principal or designee shall approve or deny by signature any requests from parents for their child to get off at any stop other than their assigned bus stop. **Only pre-established stops may be approved.**
12. The principal shall notify the bus driver immediately of any suspension from school involving a student who rides the bus. A suspension from school is an automatic suspension from riding a school bus. **If a student has been suspended from riding a bus, it includes all buses both morning and afternoon.**
13. Drivers shall not knowingly transport any unauthorized freight, baggage or merchandise of any kind that may impede the aisle or exits while transporting students.
14. Do not discuss religion, politics, or controversial topics with students.
15. Decorations are not to be displayed on the interior or exterior of the bus at any time.

## **REGULATIONS FOR PUPILS RIDING SCHOOL BUSES**

School bus transportation is authorized only for pupils regularly enrolled in public school - preschool through grade twelve.



The Transportation Department of the Clark County Public School District provides you with the best equipment and drivers and with the safest program possible. The following regulations are provided for your information and compliance. We ask for your cooperation.

### **While Waiting to Board a Bus**

1. Arrive at your bus stop five (5) to 10 minutes ahead of the bus. The driver may not wait for you.
2. Keep the roadway clear of books, clothing, and other articles. Never play in the path of traffic, and stand well away from the road when the bus approaches.
3. Do not damage property such as flowers, shrubbery, windows, fences, and other items while waiting for a bus.
4. Avoid making excessive noise.
5. Remember that fighting at bus stops and on the way to and from school bus stops is subject to disciplinary action (to be reported to the school principal). The driver may refuse to transport students, which are involved in confrontations, to and from school to ensure the safety of the bus.
6. Do not run alongside the bus when the bus is in motion. Wait until the bus stops and then walk to the door and board the bus in an orderly manner. **DO NOT PUSH AND SHOVE.**
7. Remember that pupils living on the opposite side of the road from a bus stop should wait on their side of the road until the bus arrives and the driver gives the signal to cross the road.

### **While Riding the Bus**

1. Obey the driver's instructions. The driver of a school bus is in complete charge of the passengers while they are aboard. If you have a complaint, take it to your principal.
2. Remember that the driver has the authority to assign seats.
3. Do not sit on books; instead, hold them in your lap. Books and other objects are not to be piled in the aisle. Band instruments or other large objects will be allowed aboard the bus only if the student can hold them in their lap or stand them on the floor, providing they do not block the driver's view.
4. Be seated immediately and remain seated while the bus is in motion. Do not stand up on the bus while the bus is in motion.
5. Do not extend arms, legs, or head out of the bus.
6. Refrain from talking to the driver except in an emergency.
7. Pets and animals are not permitted on the bus at any time.
8. Do not tamper with the emergency door, fire extinguisher, or other equipment on the bus.
9. Do not mark or deface the bus. Seat coverings must not be damaged in any manner. Anyone caught damaging the equipment will be subject to disciplinary action and restitution.
10. Do not fight or scuffle on the bus or create any loud disturbances.
11. Do not wave or shout to pedestrians or occupants of other vehicles, and do not throw items from bus windows.
12. Keep the bus clean. Do not throw waste paper on the floor.
13. No tobacco products, eating, and drinking are not permitted on school buses.
14. The use of profanity and obscene signs on the school bus is not allowed.
15. For safety reasons, students are not to wear headsets. KSR Sec. 702.5030 prohibits headsets or use of any communication devices.

16. All seat belts, harnesses, and wheelchair brackets must be secured. **Do not tamper with this safety equipment.**
17. Parents are required to have a responsible approved person at pickup and delivery points to receive their child if required. The driver shall receive authorization listing from the principal of person(s) authorized to receive these students. Parents should make sure that wheelchairs are safe and have seatbelts and working brakes.

### **On the Trip Home**

1. Passengers are permitted to leave the bus only at their regular designated stop. Any change must be made with the parent's request in writing, approved by the signature of the school principal, and notice of the same given to the driver at the time of boarding.
2. If a pupil lives on the opposite side of a road from the bus stop, the pupil should go to the front of the bus and wait until the bus driver gives the signal to cross the road. **NEVER** cross the road in the rear of a stopped school bus.

### **Responsibility of Parents**

1. Parents should report any alleged misconduct on school buses to the principal.
2. Parents should report all traffic hazards, and the bus numbers of all buses operated carelessly; and call the transportation department at (859) 744-5620.
3. Parents should encourage pupils to observe all safety and conduct regulations established for the safe and efficient operation of the school bus.
4. Parents should observe extreme caution when approaching bus stops, moving buses, or stopped buses.
5. Parents should help supervise large numbers of children at bus stops.
6. Parents should see that their children are at the bus stop five (5) minutes before the bus is scheduled to arrive.
7. Parents are required to have a responsible approved person at the bus stop to receive their child if needed.
8. Parents should see that children are ready to board the bus.

### **General Information**

1. Pupils are expected to ride their assigned buses.
2. Pupils are not permitted to switch buses without authorization from a principal or the Transportation Supervisor.
3. Any pupil in flagrant violation of these regulations will be subject to disciplinary action in accordance with the Code of Student Conduct.

**UNIT THREE**  
**GENERAL INFORMATION**

# GENERAL INFORMATION

1. All transportation employees are expected to become familiar with the contents of this manual and follow them.
2. Drivers can expect their route to change during the year. Also, routes are subject to elimination and consolidation at any time.
3. Drivers will only permit students who are assigned to their bus to ride. All others must have permission and a signed note from principals. No adults are permitted without approval from the Superintendent.
4. All employees will be issued a Working Agreement at the beginning of each school year, which will show hours and assignment. All employees are expected to fulfill the terms of their Working Agreement. **Any violation of the Working Agreement will be subject to disciplinary action, which may include termination of employment (See Unit Five).**

## MEDICAL EXAMINATION (Reference: Policy 3.211)

Each school bus driver is required to pass a medical examination when first employed and every year after that. All other classified employees must pass a medical exam when they are first employed.

The medical exam is provided by the county health department or a doctor chosen by the Board and is paid for by the Board. If an employee chooses to be examined by someone else, they pay for the exam.

Medical records are confidential, and the employee determines who can have access to his/her records.

## GUARANTEE OF FAIR TREATMENT

The Clark County Schools provide that every employee's position is treated with respect and in a fair and just manner. Mistakes may be made regardless of everyone's best efforts. Attempts will be made to correct such mistakes in a timely manner.

There will be no discrimination or recrimination of any employees because they present a complaint or problem. Employees should follow these steps to have it solved:

1. Discuss the concern with the immediate supervisor, and make every effort to solve the problem.
2. If the employee is not satisfied, the supervisor will send the employee to see the Director of Human Resources. The Director of Human Resources will talk with all who are involved in reviewing the facts.
3. After meeting with the Director of Human Resources, and if the problem has not been resolved to the employee's satisfaction, the entire matter shall be referred to the Superintendent and/or the Board of Education.

## DRESS AND APPEARANCE

The dress and appearance of staff is based upon standards of decency, style, safety, cleanliness, and work to be performed and should set an acceptable example for students. Clothing should fit properly and look professional.

### THE FOLLOWING IS NOT ACCEPTABLE ATTIRE:

- Tank tops and muscle shirts with spaghetti tie straps.
- Vulgar words, slogans, or signs displayed on any item of attire.
- Spandex or other tight-fitting clothing.
- Walking shorts, culottes and split skirts shorter than three (3) inches above the knees.

- Costumes that restrict vision and movement or have vulgar slogans.
- Sandals, thongs, and open toe shoes and shoes without a heel strap.

**USE OF SCHOOL PROPERTY (Reference: Policy 3.2321)**

No employee is to use any District building, vehicle, equipment or material in performing outside work.

**DRIVING RECORD (Reference: Policy 3.2321)**

Employees who drive board-owned vehicles and/or transport students are required to provide a copy of their driving record from the Kentucky Department of Transportation to the Superintendent each year. Any traffic citation received during the year is to be reported to the Superintendent before driving a Board owned vehicle or transporting students.

**OUTSIDE EMPLOYMENT OR ACTIVITIES (Reference: Policy 3.2331)**

Employees are not allowed to perform any duties related to an outside job during their regular working hours. One exception is if an employee is a member of the National Guard or any reserve branch of the U.S. Armed Forces. In this case, employees are entitled to a leave of absence from their regular duties.

**POLITICAL ACTIVITIES (Reference: Policy 3.2324)**

No District employees are to promote, organize, or engage in political activities while performing their duties during the workday. They are not to encourage students to adopt or support a particular party or candidate or use school property or materials to support a particular political party or candidate.

**CONFLICT OF INTEREST (Reference: Policy 3.2721)**

No employee of the District is to have any monetary interest of more than twenty-five (\$25.00) per year, at the time they are hired or thereafter, in supplying any goods, services, property or merchandise which is paid for with school funds.

**1.5 THE WORK PLACE**

“Workplace” is defined as the site for the performance of work done for the district. That includes any place where work on a school district project or activity is performed, including a school building or other school premises; any school-owned vehicle; off school property during any school-sponsored or school approved activity, event or function, such as a field trip or athletic event.

**1.6 EMPLOYEE RESPONSIBILITY**

Each employee of the Clark County Public Schools is responsible for complying with the district’s policies as they relate to a drug-free workplace. An employee must notify his or her supervisor of a conviction of any criminal drug status no later than five days after the conviction.

**1.6.1 DRUG AND ALCOHOL TESTING**

The Omnibus Transportation Employee Testing Act of 1991 is the federal law, which requires school bus drivers to be covered under a comprehensive drug and alcohol testing program. Effective in January 1995 the law requires the following testing:

- Pre-employment
- Post accident

- Random
- Reasonable suspension
- Prior to return to work after misuse

Employees are prohibited from performing safety-sensitive functions under the following conditions:

- When the alcohol concentration is .04 or greater.
- Within four hours after using alcohol.
- If they refuse to be tested
- When any drug test reports the presence of a prohibited drug or an adulterated or substituted test specimen.

No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

The regulation requires a drug test for beginning school bus drivers, bus mechanics and other district personnel who drive a bus. The law also requires drug/alcohol test for bus drivers who are involved in an accident.

School bus drivers shall immediately notify their supervisor of the revocation of their driver's license, conviction for DUI or conviction of reckless driving.

Drug and alcohol tests shall be a condition of initial employment for a Kentucky bus driver, school bus mechanic and other local school district personnel who drive a school bus. The testing will also be required when involved in a vehicle accident in which it was determined that the bus driver was at fault.

Employees required to undergo testing shall take a drug-alcohol test at the place designated by the district. In the event the bus driver is injured and requires hospitalization the individual shall take the drug-alcohol test at the treating hospital.

An employee's failure to comply with the district's request to have a drug-alcohol test administered in accordance with this policy shall result in immediate termination.

A person shall not be employed as a school bus driver if convicted of driving a motor vehicle while under the influence of alcohol or any illegal drug within the last five (5) years.

A person shall not be permitted to drive a school bus unless he or she is physically and mentally able to operate a school bus safely.

## **1.7 ATTENDANCE**

Employees of the Transportation Division, especially drivers and bus monitors, are essential to the accomplishment of daily work schedules. There is no way to double-up or simply backlog work when the driver or bus monitor is absent and maintain normal time schedule. Employees scheduled for driver or bus monitor duties, when absent, must be replaced on a one-for-one basis. It is essential that all employees of the division provide as much advance notice as possible of planned absences, preferably at least three (3) days, except for emergencies. Every effort should be taken by employees to schedule appointments and personal activities so as not to interfere with normal driving time.

## **1.8 PROFANITY**

Profanity of any type is not permitted on school property.

## **1.10 OFFICIAL CALENDAR**

The "Official School Calendar" is published by the Clark County School System annually, and contains all holidays, record days (no school) and other special days throughout the school year.

## **1.11 TARDY**

The Transportation Supervisor and Dispatcher will determine a time to be at work so a consistent schedule may be maintained. Three (3) tardies will equal one (1) unexcused absence. Excessive tardies will result in disciplinary action.

**UNIT FOUR**  
**DRIVER TRAINING**



# NEW BUS DRIVER TRAINING

## Driver Selection

The Transportation Supervisor, Driver Trainer, identifies the need for substitute bus drivers and advertises for drivers.

The Transportation Supervisor, Driver Trainer, processes the bus driver applicants and screens the applicants. The selected candidates are then contacted and informed of the training class starting dates and times.

## Bus Driver Training Program

### PHASE I

Presents fundamentally sound classroom training consisting of:

1. Perceptual skills training
2. Special relationships
3. State laws and regulations
4. Traffic laws
5. Signs, signals, and markings
6. Familiarization with Transportation Procedures Manual
7. General student safety
8. Care and maintenance of the bus
9. Emergency procedures
10. First Aid
11. Commercial Driver's License test preparation

### PHASE II

Bus driver trainers will provide on-the-road training. The bus driver trainers will conduct range instruction. The bus driver trainee can be placed in a tightly controlled situation that allows time to develop driving skills in a less hazardous situation than in the regular traffic pattern. After the range training is completed, the bus driver trainers will complete the trainee's instruction in the regular traffic environment. The bus driver trainee will then be observed by the bus driver trainer while driving the bus with and without students to assume substitute status. Also, the bus driver trainer will have the bus driver trainee perform other skill tests. Upon successful completion of this final phase of training, the trainee is ready to assume substitute status.

### PHASE III

Additional training is provided to those drivers who seem to be experiencing difficulties in performing the driver task. Both classroom and behind-the-wheel training will be provided for this personnel.

# ACCIDENT REVIEW COMMITTEE

The Bus Accident Review Committee consists of members from the Division of Pupil Transportation. Other members sitting on the committee will be selected on an availability basis as follows: ( 4 members must be present)

Transportation Supervisor, Chairperson  
Vehicle Service Manager  
Driver Training Instructor  
District Representative  
Insurance Representative  
Bus Driver (Elected Yearly)

The Accident Review Committee will meet after every accident to review all accidents involving Clark County Public School vehicles. The causes of the accident are discussed, and the Accident Review Committee decides upon the recommendation made to the Superintendent. The Committee decides by majority vote whether the accident is, in fact, chargeable based on the driver's testimony, witnesses, video evidence, and the police report. Should the members of the Accident Review Committee be deadlocked on the disposition of an accident, the chairperson of the Review Committee will make the final recommendation on that particular accident. Should the driver disagree with the Committee's findings, the driver may forward a written appeal to the Accident Review Committee within five (5) working days for reconsideration. The committee shall then meet with the driver to consider the appeal. The Committee will provide the driver with a written response within five (5) working days. The driver involved in the accident will be required to perform a post-accident drug screen test and will be removed from their driving duties for up to 48 hours with pay following the accident. The driver will be reassigned to other duties as needed during that time.

Should the driver disagree with the Committee's decision on the first appeal, the driver may submit a second appeal promptly to the Superintendent for final disposition.

Accidents will be classified as those chargeable to the driver and those not chargeable to the driver:

## 1. Chargeable Accidents

An accident for which the driver is responsible.

Upon determining a chargeable accident, the Accident Review Committee will report its findings to the Superintendent for review and appropriate action.

The first accident charged to a driver may result in one of the driver trainers being assigned to observe and to provide additional training for the driver concerning his/her driving technique. If a driver has a second chargeable accident during the fiscal school year, he or she will attend additional training classes consisting of two three-hour training sessions. Each driver will drive a vehicle appropriate for the job category. Should a driver have a third chargeable accident within five (5) years prior, he or she will be referred to the Superintendent for final disposition.

## 2. Non-Chargeable Accidents

These are accidents that are not due to the driver's negligence.

## **UNIT FIVE**

### **DRIVER AND BUS MONITOR RESPONSIBILITIES**

# SCHOOL BUS DRIVERS

## 1.1 REQUIREMENTS FOR SCHOOL BUS DRIVERS

All Drivers must:

1. Have a social security number.
2. Be twenty-one years of age or over.
3. Have a valid Kentucky CDL (Commercial Drivers License) and all necessary endorsements.
4. Be of good moral character.
5. Have a good driving record.
6. Shall maintain an active phone number for contact purposes at all times.
7. Pass a physical examination each year as prescribed by the Board.
8. Be able to demonstrate driving skills judged to be acceptable by a certified driver trainer instructor prior to acceptance into the driver-training program.
9. Pass a driving test on a bus and be able to operate both standard and automatic transmission buses.
10. Study and know all rules and regulations as written in the transportation manual and obey all traffic laws.
11. Attend drivers' in-service meetings before the opening of and during the school year
12. Read and keep route records as necessary.
13. Be able to control the students on the bus.
14. Make seating assignments for students on the bus.
15. Be able to work cooperatively with other transportation personnel.
16. Maintain a good safety record, especially free of motor vehicle-related accidents.
17. Use the drivers' checklist to ensure completion of all responsibilities before and after each driving assignment.
18. Keep their assigned bus clean, inside and out, and this includes spare buses when it is necessary to drive one.
19. Keep fuel tank adequately filled (at least half full at all times). Spare buses are to be filled when required. The overfilling of a bus is not permitted, please use caution when filling.
20. Take precautions to ensure that school buses are not refueled while students are on board.
21. Check the operation of the bus and equipment each time it is taken out and complete the necessary inspection form each day.
22. Have a properly functioning timepiece.
23. Maintain a good attendance record and a good record of being on time.
24. When an absence is unavoidable, the employee must **personally** notify the dispatcher by 5:00 a.m. for morning route, 10:00 a.m. for mid-day route and 12:00 p.m. for afternoon route.
25. **All** absences, short term or long term, must be **reported to and approved** by the dispatcher.
26. Have a high school diploma or GED certificate.
27. Be able to drive all type of school buses.
28. Do not leave bus while the engine is running.
29. Keep the door closed at all time while the bus is in motion.
30. Not use portable or cellular phones, Bluetooth, etc.
31. Check the bus immediately after each run.
32. Only stop the bus at stops designated on the route sheet.
33. Not wait for students. However, if a child is making an effort to get to the stop, then we will pick them up and report the incident to the appropriate school.
34. Not display any signs, stickers on their bus inside or outside.
35. Not transport glass of any kind, balloons, cans, skateboards, ball bats (unless in a team travel bag) and like items on the bus.

## 1.2 PHYSICAL REQUIREMENT FOR SCHOOL BUS DRIVERS

**Kentucky Administrative Regulation 702 KAR 5:080 Section1**, states: Section 1. (1)(a) A local board of education shall require annual medical examination of each school bus driver or driver of a special vehicle used to transport school children to and from school and events related to the school.

(b) To ensure student safety, a district may require a school bus driver to pass a routine medical examination or a special type medical examination more often than annually at the district's expense.

(c) A current Medical Examination Report, form TC94-35E and supplement (TC 94-35E and the Supplement to TC 94-35E) for each school bus driver shall be retained by the district.

(2) The medical examination shall include tests for:

(a) Hearing and vision disorders;

(b) Emotional instability; and

(c) Serious medical conditions including:

1. Diabetes;

2. Epilepsy;

3. Heart disease; and

4. Other chronic or communicable diseases if indicated in the opinion of the licensed medical examiner.

(3) The examination shall include risk assessment and appropriate follow-through, as established in [704 KAR 4:020](#), Section 1, for tuberculosis upon initial employment.

(4) A medical examination of a school bus driver shall be reported on the Medical Examination Report, form TC94-35E and supplement, and shall be submitted to the local superintendent or the superintendent's designee.

A designated Care Center assumes the final responsibility for determining eligibility. All school bus drivers are required to immediately report to the Transportation Supervisor any change in their medical status.

A person shall not be permitted to drive a school bus unless he or she is physically and mentally able to operate a school bus safely.

### 1.3 LICENSES

**702 KAR 5:080** Section 6. (1) A school bus driver shall have a current, valid Commercial Driver's License with applicable endorsements and restrictions.

### 1.4 TRAINING

**702 KAR 5:080, Section 7**, states: (1) Minimum training requirements to become a school bus driver shall consist of the training course developed by the Kentucky Department of Education and three (3) driver review, evaluation, and instruction components.

(2) A person shall not be certified to teach the school bus driver training curriculum until that person has:

(a) Satisfactorily completed a minimum of thirty-three (33) hours of classroom and driving instruction conducted by the Department of Education and relevant to the driver training curriculum; and

(b) Been issued an instructor's certificate by the commissioner of education.

(3) Instructors shall be required to renew their certificates annually by completing six (6) hours of update training conducted by the Department of Education.

(4) The School Bus Driver Training Course core curriculum shall consist of the following instructional units and minimum instructional times:

(a) Laws and regulations, which shall include at least two (2) hours of instructional time;

(b) Driving fundamentals, which shall include at least two (2) hours of instructional time;

(c) Care and maintenance, which shall include at least two (2) hours of instructional time;

(d) Critical situations one, which shall include at least one (1) hours of instructional time;

(e) Incidents and emergency procedures, which shall include at least two (2) hours of instructional time;

(f) Pupil management, which shall include at least two (2) hours of instructional time;

(g) First aid, which shall include at least one (1) hours of instructional time;

(h) Special education transportation, which shall include at least one (1) hours of instructional time;

- (i) Extracurricular trips, which shall include at least one (1) hours of instructional time;
  - (j) Vehicle operations, which shall include at least three (3) hours of instructional time;
  - (k) Vehicle control at speed, which shall include at least one (1) hours of instructional time; and
  - (l) Bus route identification, driver review and instruction, which shall include at least two (2) hours of instructional time.
- (5) Upon successful completion of the core curriculum, the school bus driver applicant shall complete the following:
- (a) Driver review I, evaluation and instruction, which shall include at least two (2) hours of instructional time within the first five (5) days of driving;
  - (b) Driver review II, evaluation and instruction, which shall include at least two (2) hours of instructional time after not less than twenty (20) days and not more than thirty (30) days of driving; and
  - (c)1. Driver review III evaluation and instruction, which shall include at least one (1) hour of instructional time within three (3) to six (6) months of completion of driver review II.
2. Driver review III shall be done with students on the bus.

Questions pertaining to any area of bus driving or concerns about routes should be discussed with the Driver Trainer.

A Driver Trainer will give annual evaluations. Any questions about the scores or validity of comments on the evaluations will be taken to the Transportation Supervisor for re-evaluation.

The training course shall consist of the following instructional units and minimal instructional time:

<u>Subject</u>	<u>Time</u>
Laws and Regulations	2 hours
Driving Fundamentals	2 hours
Care and Maintenance	2 hours
Critical Situations	1 hour
Accidents and Emergencies	2 hours
Pupil Management	2 hours
First Aid	1 hour
Special Education Transportation	1 hour
Extra-Curricular Trips	1 hour
Vehicle Operations	3 hours
Vehicle Control at Speed	1 hour
Bus Route Identification	2 hours

“Upon successful completion of the core curriculum the school bus driver applicant shall complete within (30) days:

**Drivers Review I, Evaluation and Instruction** - two (2) hours within the first five (5) days of driving:

**Driver Review II, Evaluation and Instruction** - two (2) hours not less than twenty (20) days nor more than thirty (30) days.”

**Driver Review III, Evaluation and Instruction** – one (1) hour within three (3) to six (6) months of completion of Driver Review II. [Review III will be completed with students on board]

**Further, Section 8 states:**

(1)(a) Prior to the beginning of each school year, a certified driver shall complete an eight (8) hour training update relevant to the curriculum.

(b) Each district shall be responsible for planning and conducting its own update based on the needs of its drivers and to ensure student safety. A district unable to administer its own eight (8) hour update shall receive prior written approval from the Department of Education before sending a driver to receive the training from another district.

(2) Discontinuance of driver employment and subsequent reemployment shall require the driver to become requalified by a training update within the twelve (12) month period following the driver's certification termination date.

(3) A driver who does not complete the training update and recertification as required by subsection (2) of this section shall be required to complete the beginning training program.

## 1.5 REPORTING TRAFFIC CITATIONS

The Kentucky Commercial Driver License Manual states:

- You must notify the Superintendent or his designee immediately upon conviction for any traffic violation (except parking).
- You must notify your motor vehicle licensing agency within 30 days if you are convicted in any state of any traffic violation (except parking).
- You must notify your employer if your license is suspended, revoked, canceled, or if you are disqualified from driving.

**Clark County Transportation Division also requires drivers to notify the Transportation Supervisor within (3) days of any traffic violation (except parking).**

## 1.6 LAWS PERTAINING TO SCHOOL BUSES

**KRS 189.370** Passing stopped school or church bus prohibited except:

(1) If any school or church bus used in the transportation of children is stopped upon a highway for the purpose of receiving or discharging passengers, with the stop arm and signal lights activated, the operator of a vehicle approaching from any direction shall bring his vehicle to a stop and shall not proceed until the bus has completed receiving or discharging passengers and has been put into motion. The stop requirement provided for in this section shall not apply to vehicles approaching a stopped bus from the opposite direction upon a highway of four (4) or more lanes.

(2) Subsection (1) of this section shall be applicable only when the bus displays the markings and equipment required by Kentucky minimum specifications for school buses.

(3) If any vehicle is witnessed to be in violation of subsection (1) of this section and the identity of the operator is not otherwise apparent, it shall be a rebuttable presumption that the person in whose name the vehicle is registered or leased was the operator of the vehicle at the time of the alleged violation and is subject to the penalties as provided for in [KRS 189.990\(5\)](#).

**KRS 189.375 School or Church bus stop signaling device; use; stopping regulated.**

No school or church bus shall be licensed or operated for the transportation of school children unless it is equipped with bus alternating flashing signal lamps and a stop arm folding sign. The bus body shall be equipped with a system of four (4) red signal lamps, two (2) on the front and two (2) on the rear of the bus, and four (4) amber signal lamps. Each amber signal lamp shall be located near each red signal lamp, at the same level, but closer to the vertical centerline of the bus. The bus body shall be equipped with a stop arm folding sign on the driver's side with letters at least six (6) inches in height displaying the word "stop" on both sides. Prior to stopping the school bus for the purpose of receiving or discharging school children, the driver shall activate the amber flashing signal lamps. Once the bus comes to a complete stop, the driver shall extend the stop arm and activate the red flashing signal lights prior to opening the door so it shall be plainly visible to traffic approaching from both directions that the bus is in the process of receiving or discharging passengers. No driver shall stop a school or church bus for receiving or discharging passengers in a no passing zone which does not afford reasonable visibility to approaching motor vehicles from both directions unless a "School Bus Stop Ahead" sign has been installed a reasonable distance before that spot in the roadway. No driver shall stop a school or church bus for the purpose of receiving passengers from or discharging passengers to the opposite side of the road on a highway of four (4) or more lanes; provided,

that this provision does not prohibit the discharging of passengers at a marked pedestrian crossing.

## **1.7 DRIVING UNDER DIFFICULT CONDITIONS**

Every driver should anticipate driving under difficult conditions. The driver cannot control many of these conditions. However, a driver must be knowledgeable in defensive driving techniques and be prepared to react and adjust to critical and difficult situations.

The Clark County Board of Education requires proper conduct on the school bus in order for the drivers to devote the major part of their time and attention to the safe operation of the bus.

Whenever the bus driver determines the existence of an unsafe condition, the bus must be stopped until the unsafe condition no longer exists. Assistance may be requested from the dispatcher whenever the unsafe condition is beyond the capability of the driver to correct. A misconduct form must be completed and turned in to the appropriate school no later than the next working day.

Students must ride the bus to which they are assigned, and must get on and off the bus at the same stop each day unless written permission is obtained from the principal or designee and given to the driver when boarding. Permission notes from parents, teachers or others are not acceptable.

When a principal gives permission for students to ride a different bus than their assigned bus, the pupils are to ingress and egress the bus at a regular stop only. One will not be created for them.

## **1.9 STUDENT CONDUCT**

The following actions are considered unsafe and are prohibited on school buses:

- Fighting, scuffling, yelling, loud talking
- Throwing items into the bus, inside the bus, or out of the bus
- Making remarks and disrespectful signs to people on the street or on the bus
- Changing seats or moving about while the bus is in motion
- Failure to share seats
- Damaging part of the bus
- Failure to follow driver's instructions
- Putting hands or head out the windows
- Getting off the bus through the emergency door when no emergency exists
- Defacing or dirtying the bus in any way

## **1.10 NON-TRANSPORTABLE ITEMS**

The following items are prohibited from regular school bus routes:

- All glass items
- Skateboards, and baseball bats (unless in a team travel bag)
- Fishing poles, rods or reels, etc.
- Firearms or explosives
- Tobacco products
- Food or drinks of any type
- Any form of contraband
- Live or stuffed animals, fowls, or reptiles of any type
- A preserved specimen that would frighten or cause a commotion
- Any item that would likely block the aisle or exits in case of collision
- Any school project that cannot be held on the students' lap or placed under the seat.
- Certain school projects regardless of size may not be transportable. Contact the Dispatcher for final determination.

Field trip buses will allow footballs, basketballs, baseballs, bats, volleyballs, tennis racquets and softballs may be brought



on the bus but must be kept in the equipment bag and in possession of the owner at all times.

Since it is unsafe to have items which will block the center aisle or emergency exists, the only musical instruments pupils are permitted to bring on the bus are those which can be held in the student's lap. They cannot sit under the seat and must not interfere with other students sharing the seat. Elementary students sit three (3) per seat.

Violin	Trumpet/Coronet/Oboe
Viola	Clarinet (b flat)
Piccolo	Alto Clarinet
Bells	Flute

Instruments allowed with stipulations: these must sit on the floor between the student's feet. They must not sit on the seat or on the lap.

Bassoon	Tenor Saxophone
Bass Clarinet	Trombone
Alto Saxophone	French Horn

Instruments not permitted on the school bus during regular morning and afternoon bus runs, as they cannot be transported safely according to state policies:

Tuba	String Bass
Drums	Cello
Baritone Horn	

## 1.11 PRE-TRIP INSPECTION

All bus drivers are required by Federal Safety Program, **Standard No. 17 and Kentucky Administrative Regulation 702 KAR 5:080** to perform daily pre-trip inspections of their bus and to report any defects discovered using the proper inspection report. This inspection must be made each time the bus is taken out.

The inspection form must be filed with the vehicle maintenance shop on a weekly basis, unless deficiencies are noted. Then the form must be turned in the day the deficiencies were noted.

## 1.12 RADIO PROCEDURES

The two-way radio is an important method of communication in the Transportation Division. The radio should be utilized only in an emergency situation, or to advise of pertinent information. The Federal Communications Commission (FCC) regulates radio use. This School District operates on a frequency of 463.8 and 468.8 with 40 watts of output power. The repeater antenna is located at the former Pilot View School. The base station call sign assigned by the FCC is KNNF401.

## 1.13 BASIC RULES FOR RADIO OPERATION

1. Check before each run to ensure that the radio is on, and the volume is set to a listening level.
2. Listen for conversation already in progress. Do not interrupt an ongoing conversation, unless you have an emergency.
3. Hold the microphone approximately 2 inches from your mouth. Key the microphone and pause one to two seconds before speaking. Do not yell into the microphone.
4. Identify the unit you are calling first, then your unit number. Example: "Dispatch this is bus 226."
5. State your information as briefly and concisely as possible.
6. Be professional! Keep the language clean. Keep the transmission pertaining to transportation business. Do not transmit personal business over the radio.
7. Avoid using "CB" phrases such as, "Over and out," "got your ears on," "Wilco," or "I'm gone."
8. Use the word "CLEAR" to indicate your conversation is finished.

## 1.14 PROCEDURES FOR REPORTING AN ACCIDENT

1. Maintain composure and contact the Dispatcher.

2. Advise if there are injuries. Notify the school principal(s) if the accident involves children enrolled in their school.
3. **If your bus is not involved, do not report the accident unless there are apparent injuries and the proper authority is not on the scene.**
4. State if your bus is involved in the accident, or state "no buses involved."
5. If you are involved, indicate if you have students on board and what schools students are being transported.
6. Give street name, intersection, or any other information to indicate the location.
7. **Do not move your vehicle unless told to do so by a police officer.**
8. Immediately check for personal injuries and notify the dispatcher if an ambulance is needed.
9. If your bus is in a position where it may cause further collisions, place reflective triangles as instructed to warn motorists of danger.
10. Get needed information: license plate number, description of other vehicle and names of any witnesses.
11. Get the name, address and social security number of the other driver.
12. Get the name and phone number of Insurance Company.
13. Get names, ages, addresses and phone numbers of all students on board your bus.
14. **DO NOT** leave the scene of the accident until the police instruct you to do so.
15. Upon return to the Transportation Office, fill out a report and attach all information for Transportation Supervisor.
16. **DO NOT** admit fault.

### 1.15 HOW TO REPORT MECHANICAL TROUBLE

- State your location, indicate the street name you are on, and the nearest intersection street. If in a rural area, indicate the nearest address.
- State the problem with the bus.
- Indicate if you need another bus and if you have another run to complete.
- Listen to and follow instructions.

### 1.16 BUS CLEANING/WASHING

Drivers and bus monitors are to ensure the cleanliness of their assigned bus, both inside and outside. Do not hose out the inside of the bus, as this will cause the electrical system to short out, and may cause warping, rotting and rusting of the deck plates. Buses must be swept daily and mopped as needed. The automatic bus washer on an established schedule will conduct the bus washing on the outside. The slick finish on floors is not acceptable.

### 1.17 IN CASE OF FIRE

Learn the cause of the fire, how to prevent them and what to do to extinguish fires.

### 1.18 CAUSES OF FIRES

The following are some causes of bus fires:

- After accidents - spilled fuel, improper use of flares
- Under-inflated tires
- Damaged or loose electrical connections
- Improper fueling and driver smoking

### 1.19 FIRE PREVENTION

Pay attention to the following:

- Pre-trip inspection - make a complete inspection.
- Make sure fuel tank cap fits securely.
- Keep the inside of your bus clean and clear of debris.
- Route awareness - monitoring of instruments and gauges. Use the mirrors to look for signs of smoke from the tires and other parts of the bus.

### 1.20 FIRE FIGHTING

Knowing how to fight fires is important. Here are some procedures to follow:

- Know how the fire extinguisher works. Read instructions before you need to use it.
- When using the extinguisher stay as far away from the fire as possible.
- Aim at the base of the fire, not at the flame.
- Position yourself upwind.
- Try to extinguish a fire only if you know what you are doing and it is safe to do so.

## 1.21 SCHOOL BUS EVACUATION PROCEDURES

In any school bus emergency situation, the driver must use good judgment in deciding the best action to take under the circumstances. If evacuation is necessary, the procedure will depend on the particular situation. The driver must make sure the students get off the bus safely and make sure they are safe after they get off by having them assemble 100 feet (40 paces) from the bus and away from traffic. A school bus should always be evacuated when there is a fire, if there is a danger of a fire or if the school bus is in an unsafe position.

There are six (6) Emergency Evacuation procedures to know. Clark County only practices three types: Front Door, Rear Door, and Combination Front & Rear.

**FRONT DOOR EVACUATION:** At the order of the driver, all students will exit the bus through the front door of the bus. The driver shall make sure the bus is evacuated in an orderly fashion and then check the bus for students.

**FRONT AND REAR DOOR EVACUATION:** At the order of the driver, all students will evacuate the bus through their assigned door. Half of the students will utilize the front door, and half of the students will utilize the back door. The first six seats on each side will use the front, and the rest will utilize the back door. The driver will then check the bus for students.

**REAR DOOR EVACUATION:** At the order of the driver, all students will exit the bus through the back door. The driver shall make sure the bus is evacuated in an orderly fashion; the driver will then check the bus for students.

**LEFT SIDE DOOR EVACUATION:** The driver shall make sure the bus is evacuated in an orderly fashion, directing students to the left side door. The driver will then check the bus for students.

**FRONT AND LEFT SIDE DOOR EVACUATION:** The driver shall make sure the bus is evacuated in an orderly fashion, directing the students to the rear and or left side door. The driver will then check the bus for students.

Evacuation drills need to be performed on all special trips (including sporting teams and band groups).

Before each field trip, the driver needs to inform students of the location of:

- Fire Extinguisher
- First Aid Kit
- Emergency Exits

Every driver needs to appoint people to assist in case of an emergency.

## 1.22 RAILROAD CROSSINGS

Railroad crossings represent one of the greatest hazards to you, your bus and your passengers. The following procedures recommended for safely crossing railroad tracks:

- Carefully observe traffic and reduce speed far enough in advance of the stop to avoid trapping other motorists in panic stops or rear-end collision with the bus.
- Activate four-way hazard lights.
- Stop your bus from 15 to 50 feet before the nearest rail, as far to the right lane as possible to avoid conflict with other vehicles.
- Listen and look in both directions for trains. You should open your window and front door to improve your ability to see and hear, students should be quieted, and all equipment should be shut off until the bus has cleared the crossing. If there is a train and it has passed, make sure that there is no train approaching on an adjacent track that is hidden by the first train.

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

In addition to the above, the driver of any school bus, which has stopped at any railroad tracks at which there are in operation any flashing lights and bells, should not proceed across any such tracks unless authorized from a law enforcement officer or trained personnel. However, this does not relieve the driver of personal responsibility for safe crossing. See Emergency Procedures (Unit 8) for additional information and reasons for evacuation other than listed above.

### **1.23 TRANSPORTING OF STUDENTS**

**KRS 158.110 Transportation of Pupils:** The Board of Education may provide transportation for any pupil of any grade to the school assigned by the Board of Education if the student does not live within a reasonable walking distance to the school.

#### **Clark County Public School Policy 06.32 Eligibility for Transportation:**

Pupils shall be eligible to be transported to and from school if they reside more than one (1) mile, by the nearest traveled road or street, from the school to which they are assigned. If traffic or other safety conditions make walking to school extremely hazardous, pupils shall be eligible for transportation without regard to the distance to their school. No student shall be required to walk more than two tenths (2/10) of a mile to his or her assigned bus stop. All bus stops shall be centralized with the exception of special needs students, and where stopping the bus would be a hazard.

### **1.24 REGULAR STUDENT TRANSPORTATION**

Students are expected to be at their assigned bus stop five (5) to ten (10) minutes before the scheduled bus arrival. The bus driver is responsible for staying on schedule and must not leave the stop before the time listed on their route sheet. Leaving the bus stop early may be cause for disciplinary action. Drivers must not deliver students to school more than 30 minutes before bell time, and should not arrive at school in the afternoon more than 15 minutes before bell time.

The bus should stop approximately 50 feet from an intersection to allow vehicles turning right or left into the street by the bus to be able to see the activated stop arm and avoid violating the stop arm.

Students should be instructed to wait for the bus off the roadway. If a student must cross the street or roadway they should wait for the driver to signal them.

Students are to enter and exit the bus only through the front door except in case of emergency.

Students must use their regularly assigned bus stop unless they have written permission from the school Principal.

Students are expected to observe the standard rules of behavior as posted at the front of the school bus.

### **1.25 SPECIAL EDUCATION STUDENTS**

Transportation for special needs students will generally depend on the type of disability.

- The location of individual bus stops will be determined by safety factors, student's disabilities, and availability of suitable bus turnaround.
- Students must be ready five (5) minutes before the scheduled pick-up time. Drivers must not wait more than two (2) minutes. Any further delay will hinder the bus from maintaining a normal pick-up schedule for all other students.
- The following categories of special needs students must not be left unattended at the time of delivery: FMD, MMD, HI, VI, and MD.

### **1.26 KINDERGARTEN STUDENTS (5-YEAR-OLDS)**

Five-year-old students will follow the same guidelines as regular students for morning and afternoon transportation. A parent must be present upon dismissal from the bus.

### **1.27 SPECIAL CONTINGENCY ACTION**

The following contingency actions have been developed for use in the Transportation Division:

## Situations

- A weapon is observed in the possession of a student **before** boarding the bus...
- The driver should not let the student on the bus, and should immediately notify the dispatcher. The dispatcher will notify the local Police, giving location and description then notify the school principal.
- Weapon **observed** on the bus
- The driver will immediately notify the dispatcher of a “Code Silver” at (location) en route to (school/stop). The dispatcher will notify the local Police and ask them to intercept the bus at (location). It is important that the hazard is removed as quickly as possible from the bus.

If you receive information that a student who has just **departed** from the bus is armed, you will notify the dispatcher of the situation, providing name location, type of weapon, and description of the student.

The dispatcher will notify the local police. The driver will make a written report to the principal the following day.

- **An incident on the bus in which a weapon is observed...**

The driver will notify the dispatcher of the situation and stop the bus in a safe place. The driver will ask the student with the weapon to get off the bus. If the student does not get off, announce an evacuation drill.

- **An injury on the bus...**

The driver will stop the bus and advise the dispatcher of the location and nature of the injury if known and wait for the emergency medical personnel.

- **A suspected bomb on the bus...**

The driver will notify the dispatcher of a Code “Blondie,” give the location and immediately evacuate the bus. Students should be instructed to leave their backpacks and other carry-on items on the bus. Students will be moved as far from the bus as possible and placed behind some physical protection. The dispatcher will notify the police and give the location of the bus.

- **A student is attacking the driver or bus monitor...**

Drivers and Bus Monitors are permitted to act in self-defense, or protect the safety of other students. Excessive force is never authorized.

## BUS MONITOR

### 2.1 GENERAL REQUIREMENTS

All school Bus Monitors must:

1. Have a social security number.
2. Be of good moral character.
3. Pass a physical examination. The Transportation Supervisor may schedule physicals on a random basis.
4. Know all rules and regulations about the Bus Monitor as written in the transportation manual.
5. Attend in-service meetings before the opening of the school year.
6. Cooperate with and follow instructions given by the driver.
7. Maintain a good safety record.
8. When an absence is unavoidable, notify the dispatcher by **5:00 a.m.** for morning route and **12:00 p.m.** for afternoon route.
9. Shall maintain an active phone number for contact purposes at all times.

### 2.2 SCHOOL BUS MONITOR TRAINING

#### Special Education Bus Monitor Training

There are no laws requiring bus monitor to be placed on Special Education school buses. However, for the added safety and comfort to the children and assistance for the driver, bus monitors are used on Special Education buses in Clark County. All bus monitors are to be trained in the following areas, and the training will generally take four (4) hours if they are in a class for themselves and not combined with a driver’s class:

Laws and Regulations  
Special Education  
Pupil Management  
Emergency Procedures  
First Aid  
Pre-School/Head Start Students  
Entrance and Exit of the bus

## 2.3 LAWS AND REGULATIONS

The school bus monitor needs to be aware of the laws and regulations about pupil transportation.

**Public Law 93-112 Section 504:** No otherwise qualified handicapped individual in the United States shall solely by reason of his handicap, be excluded from participation in, be denied the benefit of, or be subject to discrimination under any program or activity receiving federal funding assistance.

Individuals with Disability Education Act (IDEA): Requires development of an Individualized Education Plan (IEP) for each handicapped student, and requires that each person involved in any aspect of a handicapped child's Special Education program to be appropriately and adequately trained.

These laws also require that transportation be provided as a related service in order to access their education.

### 702 KAR 5:150: Transportation of Pre-School Children

Section 1. (1) A local board of education shall require each school bus transporting three (3) and four (4) year old children to be staffed with a minimum of one (1) driver assistant who is qualified and trained to assist in the transportation of three (3) and four (4) year old children by a certified local board of education school bus driver training instructor. If the driver assistant is not a volunteer and is to receive pay or other remuneration for serving as a driver assistant or school bus monitor, the employed driver assistant shall be at least sixteen (16) years of age.

(2) The driver training instructor shall qualify the driver assistant with training in student entrance of bus, student exiting from bus, safety rules of transportation, first aid as it pertains to emergency and immediate care, emergency evacuation, and student management as it relates to seated positions and seat occupancy.

(3) The Division of Pupil Transportation of the Department of Education shall provide the curriculum for driver assistant training.

(4) The number of assistants required for any one (1) school bus shall be recommended to the superintendent by the driver training instructor or the transportation director.

(5) Liability insurance shall be provided for the driver assistant as a named insured.

Section 2. It shall be the responsibility of the parent, guardian, or person authorized by the parent of a preschool child to provide safe supervision to and from the bus stop and delivery to and receipt from the driver assistant.

Section 3. (1) A driver assistant shall be responsible to deliver and receive the child safely to and from the parent, guardian or person authorized by the parent in writing. Three (3) and four (4) year old children who cross a roadway shall be escorted by the driver assistant.

(2) A three (3) or four (4) year old child shall not be left unattended at the time of delivery.

(3) If the parent, guardian or a person authorized by the parent to accept the child is not present upon delivery, the child shall be taken to a prearranged location.

## 2.4 WHEELCHAIR SECUREMENT

When the wheel chair lift is positioned at ground level, the chair is to be rolled onto the lift with the back of the chair toward the bus. The hand brake is to be locked in the "ON" position.

1. Occupants must be placed on the bus facing the front of the bus.
2. Chairs must be secured with the four-point tie down.
3. Tie downs must be made on a secured portion of the chair at approximately a 45-degree angle.
4. Chairs secured utilizing the old style straps will be secured with the pull-through strap in the front and ratchet strap in rear.
5. Chairs secured with the retractable straps will be secured with the rear retractor assembly and the hand crank retractor in the front.
6. All persons transported must be secured by the seat belt installed on the bus including the shoulder strap, and any belt that may be used to secure them in the chair.

## **2.5 WHEN BUS MONITORS ARE REQUIRED**

- When three (3) and four (4) year old students are present on the bus.
- When the IEP from the school requires one.
- When, for practical reasons, due to behavior problems on the bus.
- When the amount of work, as is the case of a lift bus, indicates the need.

## **2.6 EMERGENCY PROCEDURES FOR SPECIAL NEEDS**

In the case of an emergency or accident, the driver is the person with the major responsibility for the bus and students. However, the bus monitor should know how to assist the driver if an emergency should occur.

### **PRE-PLANNED EVACUATION PROCEDURE**

The driver and bus monitor will have a written pre-planned emergency evacuation procedure to follow according to the disabilities and needs of the students on their bus.

The most efficient method of evacuation is to evacuate those students who are capable of walking and removing themselves from danger first. Any student who could be lifted easily would be next with the driver and bus monitor utilizing the two-person method. Those who are heavier and would require the most time should be last (see 2.17 for additional information).

## **2.7 FIRST AID**

First Aid may be administered if you have been formally trained and hold a valid certification from the American Red Cross or other authorized agency.

## **UNIT SIX**

### **SPECIAL NEEDS**



## **KNOWING THE PASSENGERS**

The bus driver has a unique opportunity to provide a very significant, positive influence on the lives of his/her passengers when transporting mentally, physically, and emotionally disabled students. Many basic tasks of meeting personal care needs, communicating, socializing with others, and physically moving from one location to another (e.g., crossing the street) are generally major accomplishments or goals for these passengers.

By providing an atmosphere of friendly assistance and responding to the passengers and their attempts to master these basic skills, the driver often becomes an important part of the educational effort to help these students reach their greatest level of achievement.

Knowledge of the following general disability areas can assist the bus driver in understanding and work with exceptional child education students.

### **Speech and Language Disordered (SD) (LANG/D)**

The student may have any or all of the following problems: does not pronounce words clearly, stutters, and does not understand what people say to him/her, and is unable to put his/her thoughts into words.

### **Learning and Behavior Disordered (LD) (BD)**

This is an administrative category, for a student in an **LBD** classroom may be classified as either learning disabled (**LD**) or mild mentally disabled (**MMD**)

#### **Down Syndrome**

This person has a genetic birth defect that usually results in some degree of mental disability, along with such physical characteristics as slanted eyes and protruding tongue, and he/she is in the **MMD** or **FMD** range.

#### **Learning Disabled (LD)**

These students have intelligence within the normal range but have difficulties in one or more specific areas, such as motor skills or reading, writing, mathematics. Their problems are mostly academic, but sometimes their frustration with avoidance of academic tasks can result in mild behavior problems. These students tend to learn each thing in isolation, rather than applying their knowledge to many situations, and the students tend to act on impulse without considering the consequences.

These students are mildly mentally disabled. As adults, many of them will be able to hold jobs and live independently. They learn best when provided with very clear specific directions and much repetition. They tend to follow the lead of others (adults or fellow students) but have difficulty discriminating whether or not that leadership is appropriate.

#### **Functionally Mentally Disabled (FMD)**

These students are moderately mentally disabled. As adults, some of them will be able to hold simple jobs that require limited decision-making. Most of them will always live with their families or in group homes. Many **FMD** students have impaired motor skills and move more slowly and awkwardly than non-disabled students. They are generally willing and able to follow directions that are given in simple terms.

#### **Severely/Profoundly Disabled (SPD)**

These students are severely mentally disabled and frequently have physical disabilities as well. Very few of them will be gainfully employed as adults, but they benefit from inclusion in social activities and other learning experiences with non-disabled persons. A major goal is to teach them to be as independent as possible, using whatever language and motor skills they have in order to care for their own needs and interests with others.

#### **Emotionally/Behavior Disabled (E/BD)**

These students typically have intelligence within the normal range. Their major problems are usually those of controlling their own behavior and interacting appropriately with adults and peers. They may overreact to apparently trivial situations. They may also be defiant of authority-especially in front of their peers. They may "test" an adult to find out if misbehavior will be tolerated. They need to be given - before an incident occurs - very specific directions as to what is expected of them. It is helpful to establish a few rules. It is better to state rules in terms of what they should do (e.g., "Keep your

hands inside the bus”) rather than what they should not do (e.g., “Do not put your hands outside the bus”). Do not make idle threats. If consequences have been previously established for a specific misbehavior, they must be capable of being carried out.

Some students are in a behavior management program and are rewarded when the bus driver reports to the teacher that their bus behavior has been acceptable.

### **Vision Impaired (VI)**

Very few of these students are totally blind. Most have some usable vision and can see shapes, shadows, and other clues that help them to move through their surroundings. They are taught to use their senses of touch and hearing to provide the additional information they do not receive through their eyes. While some read Braille materials, most can use large print textbooks or other enlarging devices. Most of these students have average intellectual ability.

### **Hearing Impaired (HI)**

These students have a range of hearing losses from mild to profound. All of them are encouraged to communicate through speech, and it is somewhat difficult to understand. They are also expected to speech read (“read lips”) as much as possible so that they will be able to communicate with non-disabled persons. Some students supplement their speech with various types of manual (hand) signing. It is easier for them to speech read if the person is facing them and speaks at a normal (not slowed) rate. (A mustache/beard sometimes makes speech reading more difficult.) Many hearing-impaired students have some speech, but have difficulty discriminating between speech and background noises. Most hearing-impaired students are within the normal range of intelligence. Almost all hearing impaired students have hearing aids and should be encouraged to wear/use them at all times.

### **Physically Disabled/Other Health Impaired (PDOHI)**

These students have a range of physical or health problems. Some are able to work full-time in the general (comprehensive) education program and need only special transportation and an architecturally accessible building. Others are medically fragile and chronically ill and need the environment of a special classroom. They are taught to compensate for their physical disabilities to the extent possible to lead productive, independent lives.

### **Multiple Disabled (MD)**

Students in this category have a combination of two or more disabling conditions--physical and mental. Therefore, the students within this category do not all have similar needs. Their programs are specially designed to match their needs and abilities.

## **THE RESPONSIVE DRIVER**

The Exceptional Child Transportation Bus Driver should have the temperament, personality, and patience to deal with disabled children. Drivers of deaf students must have a basic understanding of or a willingness to learn sign language. Drivers must be able to drive automatic and standard transmission vehicles.

The bus driver is a key person. The quality of the ride provided the passengers directly affect the quality of the education they will receive. The driver is deeply involved in the educational progress of the Exceptional Child Education students he/she transports in addition to being responsible for their safety. For these reasons, the driver must have pertinent information about each of his/her passengers and must be a special observer of behavior on the bus.

The bus driver is often the source of information that is vitally important to his/her supervisor, the student's teacher and parents. Try to avoid confrontations between you and the parent or teacher. You are an important part of the educational team. Encourage parents and teachers to contact the Transportation Supervisor to resolve any disagreements.

### **Control**

Occasionally, a particular student's needs require more than the driver can provide as one who must be responsible for the safety of all passengers. Do not allow students to continually demand your attention when you are driving. Use the Bus Behavior Write Up form when needed.

## PROPER PROCEDURES IN EMERGENCIES

1. Assist the child. Keep calm. Make the child comfortable.
2. Give the radio operator the following information:
  - a. Bus number and state, "I have an emergency."
  - b. Location
  - c. Type of emergency
  - d. Child's name
  - e. Child's school
3. Keep the DOT or designee informed as to the status of emergency.

## MANAGEMENT OF THE CHILD HAVING A CONVULSIVE SEIZURE

Objective: To prevent injury to the child

1. Observe the progression of symptoms during the seizure.

Note the following:

  - a. The first thing the child does in an attack—where the movements are
  - b. Types of movement of the part involved, when stiffness starts, the position of eyeballs and head
  - c. Parts involved
  - d. Size of pupils
  - e. Incontinence of urine and feces
  - f. Duration of each phase of the attack
  - g. Unconsciousness, if present, and its duration
  - h. Any obvious paralysis or weakness of arms or legs after the attack
  - i. Inability to speak after the attack
  - j. Whether or not the child sleeps after the attack
2. Support the child during the convulsive seizure.
  - a. Ensure an adequate airway.
  - b. Give the child privacy and protection from curious on-lookers.
  - c. Protect the head with padding to prevent head injury.
    1. Towels, blankets, coats, clothes, or book bags can be used.
    2. Loosen constrictive clothing.
    3. Protect without possibility of suffocation.
  - d. When jaws are clenched in spasm, DO NOT attempt to pry open to insert a mouth gag.
  - e. Place child on his/her side during convulsion (if possible) to facilitate drainage of mucus and saliva. Do not attempt to lift child during the seizure; to do so may cause injury. Instead of moving the child during a seizure, remove things that could cause injury.
  - f. Once convulsive movements have stopped, allow the child to recover naturally. When appropriate (when the child awakens), re-orient the child to his/her environment.

## EXCEPTIONAL CHILD TRANSPORTATION PROCEDURES

1. Before the opening of school, an in-service meeting for bus drivers and ECTAs will be held to discuss special needs of the students in that particular program.
2. Wherever possible, all Exceptional Child Education students will be transported by regular buses also serving Exceptional Child Education programs.
3. No child shall be assigned to an Exceptional Child Vehicle without the authorization of the Director of Special Services and the DOT.
4. A reasonable loading and unloading time is allocated for each student, both morning and afternoon.

5. Exceptional child field trips will be assigned by the following criteria:
  - i. The employee is selected by seniority and from the extra-work sign-up list when practicable.
  - ii. Mileage and time are efficient for pickup and delivery.
  - iii. Field trip does not put the employee in overtime.
  - iv. If a driver is not trained in the operation of an Exceptional Child Vehicle, then a trained Bus Monitor must accompany the trip.
6. All Exceptional Child Education drivers will receive, before transporting an Exceptional Child, an emergency notification card listing who is authorized to receive the student, who the emergency contacts are, what particular needs the student requires and any health guidelines.
7. The driver or Exceptional Child Bus Monitor will report all incidents on the Bus Conduct Report.

## **PERFORMANCE RESPONSIBILITIES**

### **Exceptional Child Transportation Bus Driver**

The Exceptional Child Transportation Bus Driver is responsible for the following duties:

1. To drive a standard or automatic transmission vehicle;
2. To assist in routing the run;
3. To contact parents of children on the route, informing them of pick up times, bus number, and driver;
4. To coordinate with parents, school's transportation liaison, and Transportation Services for special situations (e.g., a child might ride the bus only in the morning or only in the afternoon; a child might be picked up one place in the morning and delivered to a different place in the afternoon);
5. To contact the DOT or designee in sufficient time to cover the run when a substitute driver is needed;
6. To prepare a seating chart and written instructions explaining exactly how the route is to be run and to remain on the bus at all times;
7. To understand that parents and school personnel are primarily responsible for loading and unloading children (there are situations that arise, with all students being different, that present loading and unloading circumstances that require special help from transportation and school staff. School staff is not prohibited from boarding a school bus to help exceptional students load or unload. As a support service, the transportation staff must also help when these situations occur and must be willing to help each other help the students);
8. Be sure that all seat belts, harnesses, and wheelchair tie downs are secured;
9. To be responsible for performing emergency evacuation drills as outlined in the Kentucky Administrative Regulations;
10. To be aware that all other rules for bus drivers apply;
11. To perform all other duties as assigned by the DOT Exceptional Child Transportation Dept.

### **Exceptional Child Bus Monitor**

**Qualifications:** The ECTAs should have the temperament, personality, and patience to deal with disabled children. ECTAs of deaf students must have a basic understanding of, or a willingness to learn, sign language.

The ECTA (paraprofessional) is responsible for the following duties:

1. To report to the DOT or designee for bus assignments;
2. To assist the driver in maintaining pupil control on the bus;
3. To consult with and assist the driver in record keeping;
4. To notify the DOT or designee as far in advance as possible when unable to report to work;
5. To secure all seat belts, harnesses, and wheelchair tie downs;
6. To perform all other duties as assigned by the DOT.

**NOTE TO ECTAs:** Operation of the "lift" is the responsibility of the ECTA.

## **Types of Seizures**

1. Aura
2. Grand Mal
3. Petit Mal
4. Focal (Psychomotor and Focal Motor/Jacksonian)

## **Clinical Manifestations**

### **1. Aura**

- a. Small localized seizures that sometimes precede grand mal seizures and act as a warning.
- b. The child cannot explain them but knows they exist.
- c. May include vague symptoms such as irritability, headache, gastrointestinal disturbances, or mental dullness.
- d. The interval between the aura and grand mal seizure is usually short, but it may be an hour or more a day.

### **2. Grand Mal**

- a. Onset
  1. Onset is abrupt.
  2. May occur at night.
  3. An aura occurs in about one-third of epileptic children before a grand mal seizure.
- b. Tonic Spasm
  1. The child's entire body becomes stiff.
  2. The child usually loses consciousness.
  3. The face may become pale and distorted.
  4. The eyes are frequently fixed in one position.
  5. The back may be arched with the head held backward or to one side.
  6. The arms are usually flexed with the hands clenched.
  7. The child may be incontinent and may bite his/her tongue or cheek. (This occurs because of sudden forceful contraction of the jaw and abdominal muscles.)
  8. The child is often unable to swallow his/her saliva.
  9. Breathing is ineffective and cyanosis (turning blue) results if spasm includes the muscles of respiration.
  10. The pulse may become weak and irregular.
- c. Clonic Phase
  1. This phase is characterized by twitching movements that follow the tonic state.
  2. Phase usually starts in one place and becomes generalized, including the muscles of the face.
- d. Duration
  1. Duration varies.
  2. Usually, convulsions cease after a few minutes and consciousness returns.
- e. Post-Convulsive State of Child
  1. Is usually sleepy or exhausted
  2. May complain of a headache
  3. May appear to be in a dazed state
  4. Often performs relatively automatic tasks without being able to recall the episode.

### **3. Petit Mal**

- a. Onset--rarely appears before three (3) years of age
- b. Clinical Signs

1. Loss of contact with the environment for a few brief seconds
2. May appear to be staring or daydreaming
3. Will suddenly discontinue any activity and resume it when the seizure has ended.
4. Minor manifestations include rolling of the eyes, nodding of the head, and slight quivering of the trunk and limb muscles.
5. Duration is usually less than 30 seconds.
6. Frequency varies from one to two per month to several hundred each day.

c. Post Convulsive State of Child

1. Appears normal
2. Is not aware of having had a convulsion

**4. Focal Seizures**

- a. Psychomotor
- b. Clinical signs

1. Child undertakes purposeful but inappropriate motor acts.
2. The child may pick at clothing with hands.
3. The child may make chewing movements with mouth or perform other complicated actions.
4. A young child may emit a shrill cry or attempt to run for help.
5. There is usually a gradual loss of postural tone.
6. May have pallor around the mouth.
7. Duration is brief, usually about one minute.

c. Post-convulsive state of child

1. The child may be confused after an attack but has no "memory of what happened."

d. Focal Motor (Jacksonian Seizures)

e. Clinical signs

1. Sudden jerking movements occur in a particular area of the body such as the face, arms, or tongue (less often the leg or foot).
2. Seizure begins in one area of the body and spreads to adjacent areas on the same side in a fixed progression.
3. Prognosis: Seizures may become more extensive as the child matures, leading to Grand Mal Seizures

f. Focal Sensory (rare in children)

1. Sensations may occur such as numbness, tingling, and coldness.

**To Observe the Child for Recurrent Seizures**

1. Place child where he/she can be watched closely.
2. Check the child frequently. Watch for and report to school or parent(s)/guardian(s) if you see:
  - a. Behavior changes
  - b. Irritability
  - c. Restlessness
  - d. Listlessness

**Care During a Seizure**

**Maintain patient airway and adequate ventilation.**

Loosen tight clothing (belt, collar, etc.); turn the child onto the side to facilitate drainage, or turn head to the side and point chin downward, which allows saliva and mucus to run out of the mouth and not be aspirated; the tongue will drop forward away from the airway. During convulsions, the child is unable to swallow, and increases the possibility of aspiration because vomit and increased secretions are frequently present.

**Do not attempt to forcibly open convulsing child's mouth if the jaws are clenched.**

**Do not attempt to push an airway or tongue blade forcibly between front teeth.** To do so may break or loosen teeth or injure lips.

**Never put your fingers into the child's mouth.** The child may accidentally bite you during the seizure.

**Do not attempt to restrain the child's movements during convulsions.** Restraint may increase the movements and their severity and could cause fracture if extreme spasticity is present. Lightly hold the child's hands to prevent him/her from banging them.

**UNIT SEVEN**  
**FLEET MAINTENANCE**



# FLEET PREVENTIVE MAINTENANCE SCHEDULE

The Preventive Maintenance Inspection (PMI) control system is designed to give shop management an improved method for scheduling and controlling the necessary cycles of maintenance inspection performed for the Clark County Public Schools' (CCPS) vehicle fleet.

The PMI system utilizes a filing system to accumulate vehicle readiness information pertinent to vehicles and to the type of inspection to be performed for each unit one week **in** advance.

## Repair Procedure

Each day the bus driver will complete a Driver Inspection Report to be turned in to the bus garage at the end of each week. For major repairs, the bus is to be taken to the bus garage. All minor repairs will also be performed at the Bus garage and documented by the signature of the individual completing the repair. After repairs are completed, the driver's copy of the work order will be furnished for verification.

## Preventive Maintenance Inspections

Preventive maintenance inspections will be scheduled as follows:

Inspection A-Safety inspection w/air brake adjustment 1,000 miles/monthly

Inspection B-Inspection A plus oil change

Gas 3,000 miles

Diesel 6,000 miles

Inspection C-Inspection A plus B plus tune-up

Gas 12,000 miles

Diesel 18,000 miles

Inspection D-Inspection A plus B, and C plus

Transmission 24,000 miles

Using the PMI control system will enable the school system to certify once each month that each school bus used during that month received the proper safety inspection.

Inspection CCPS vehicles, adjusting the brakes and changing the oil by use of the lift is a fast method of accomplishing this basic preventive maintenance operation. If something is found during the inspection that requires major repair, the need for repair will be written up, and the bus will be repaired. A substitute bus will be used if a major repair is required.

## Breakdown Maintenance

Service runs will be made to any down vehicle. Emergency repairs will be made so that a bus may continue on its route. Sometimes such repairs will necessitate the bus returning to the maintenance garage.

## Scheduled Maintenance

Buses should be scheduled into the shop for a PMI as notified by garage personnel. First, the mechanics should make sure any parts needed for repairs are on hand before the vehicle is in the shop. If repairs can be scheduled when the vehicle is in the shop for regular preventive maintenance, it would reduce the downtime of the vehicle and uses the technician's time to best advantage.

## Contract Vendor Assistance

When workloads are heavy and it would impair the scheduled preventive maintenance program and workflow, there must be the flexibility of sending work to outside shops for repair. On work that is sent out, work orders should be made up of the detail of what work is to be performed and what parts replaced.

The technician should get an estimate of cost based on the work described on the work order. The contractor should notify the technician if he/she finds any additional repairs or parts are needed and should not proceed until authorized personnel inspects further repairs or parts and authorization is given.

## **Wrecker Service**

Wrecker service is needed on occasion when repairs in the field are impractical or when an accident has occurred. For this, an outside wrecker service should be used. The mechanic on the scene will determine if a wrecker is required.

## **Bus Wash Capabilities**

Bus wash capabilities for the outside of the bus are limited. Every effort will be taken to clean all buses each month. However, priority is given to those buses going out of the county on trips. The driver is responsible for ensuring the inside of the bus is kept clean. Clean buses will provide the community with a better-looking pupil transportation system and decrease body damage due to road grime and salt during the winter months.

## **Warehousing, Parts, Inventory**

A well-organized vehicle maintenance storeroom is indispensable to a successful program.

The objective of the storeroom and purchasing operation is to contribute to the profit objective by controlling the investment in spare parts and repair material at the lowest point consistent with operation and vehicle maintenance requirements. The storeroom operation strives to have the necessary spare parts and repair material on hand in the right quantity at the minimum cost. The relationship between vehicle maintenance and the storeroom is of major importance for effective vehicle maintenance.

The control of active parts stock is essentially a storeroom activity employing usage data, stock-outs, and inventory records to maintain the optimum economic stock. The technicians will assist greatly in this problem by foreseeing plans that will change the requirement of particular items and by making the necessary reports to the Transportation Supervisor.

## **Dispensing Fuel and Oil**

Drivers are to ensure enough fuel is kept in the bus to complete the next day's morning route (half a tank). (If a substitute is driving the morning route, there should be enough fuel to complete the morning run.) Substitute drivers are to ensure there is at least half a tank of fuel in the bus when it is parked in the evening.

If a driver feels s/he needs oil, the vehicle maintenance staff should be consulted to determine how much oil is needed. The vehicle maintenance staff is responsible for putting oil in buses. A vehicle maintenance staff member is on duty before the first bus leaves in the A.M. and after the last bus returns in the P.M.

## **Under Hood Responsibilities**

The driver shall be responsible for checking all oil, transmission, steering, water, and battery levels in vehicles.

The Transportation Supervisor shall be responsible for inspecting all assigned vehicles on a monthly basis in compliance with the State Department of Regulations.

The Transportation Supervisor or designee shall be responsible for receiving the weekly Driver Inspection Report from each driver indicating vehicle condition and needed repair (if any) or as deficiencies are noted.

## **Minor Maintenance**

The technician shall be responsible for minor maintenance such as replacement of lights, lens, wiper arms, wiper blades, and any minor repairs reported on the Driver Inspection Report. All parts used for minor repair shall be charged out on a work order.