

# Buckeye Union School District Transportation Manual



**Buckeye Union School District**

Transportation Department

**Staff/Bus Drivers Operation Manual**

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to \_\_\_\_\_ dated \_\_\_\_\_



## Mission Statement

*It is the Mission of the Buckeye Union School District to provide the highest quality educational program for all students so that they fulfill their innate potential, become lifelong learners, and contribute to society as responsible citizens.*

### **THE MOST IMPORTANT PERSON**

You, the school bus driver, are the most important person in school transportation. Safe school transportation depends on your commitment and dedication. Your passengers' safety is in your hands. Transporting students to and from school safely is the bus driver's basic responsibility.

School bus drivers are models for their passengers and are representatives of the Buckeye Unions School District. A bus driver's attitude, conduct and appearance should contribute to the respect and good relations with passengers, parents, and fellow motorists.

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# Chapter 1: Driver Requirements

Every bus driver must be mentally and physically competent to operate a school bus. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when he/she uses any controlled substances, except when the use is pursuant to the instruction of a physician who has advised the driver that the substance does not make them drowsy, impair alertness, impair reaction time, or otherwise adversely affect his/her ability to safely operate a commercial vehicle. Drivers should always check with their physician and/or pharmacist about the side effects of any prescribed or non-prescribed medication to ensure that such medication does not cause drowsiness, impair alertness, impair reaction time or otherwise adversely affect his/her ability to safely drive.

## **Certification, License, Knowledge and Abilities (CSEA Contract 23.1: License Requirements)**

**1.1** It is your personal responsibility, as a school bus driver, to maintain and have in your possession while driving, the following valid licenses, cards or certificates:

- **Class A or B Drivers License with a valid Medical Card with appropriate Endorsements (P&S). Renewal will be reimbursed by the District.**
- **Current Medical Card - District will recommend a facility or renewal will be reimbursed by the District up to \$58.00, or the current rate in effect for a District paid DOT physical, for any required medical exam with a receipt.**
- **School Bus Driver's Certificate - Renewal will be reimbursed by the District.**
- **First Aid Card (if applicable)**

**1.2** All drivers are expected to keep all required licenses and certificates valid. Failure to do so may result in immediate suspension from duties and/or termination from employment.

**1.3** When it is time for a driver to renew their school bus certificate additional training on vehicle inspection is available upon request. The additional training is encouraged to help drivers successfully pass their renewal test.



**1.4** After a driver has successfully completed their renewal testing, they will be required to demonstrate bus driving proficiency. The proficiency demonstration should be taken seriously and appointments with the Driver Instructor should be kept or canceled/rescheduled in advance (“no shows” waste valuable training time).

**1.5** In order to maintain schedules and keep reports accurately you, as a professional driver, must have a reliable watch. An inaccurate watch will not be accepted as an excuse for missed schedules or errors in time reports.

**1.6** A change of address must be reported to the California Highway Patrol and the Department of Motor Vehicles in order to keep your license(s) valid and your records current. It is also required to notify the Transportation Supervisor and the District Office of any change in your address.

**1.7** Driving Proficiency - 13 CCR 1229 The following is quoted from 13 CCR 1229:

Motor carriers shall require each driver to demonstrate that the driver is capable of safely operating each different type vehicle or vehicle combination (i.e. vehicle with different controls, gauges, of different size, or requiring different driving skills) before driving such vehicles(s) on a highway unsupervised. The driver’s capability to operate the vehicle shall include special equipment such as wheelchair lifts, ramps, or wheelchair tie downs.

## Chapter Two: Operational/Department Regulations

### **Bus and Facility Regulations**

**2.1** In addition to this operational manual, all drivers are expected to be familiar with the laws and regulations of the state, county, district and cities where they may drive, and to observe these regulations.

**2.2** Special directions may be issued from time to time either verbally or in the form of bulletins, notices or memos. Bulletins/Notices/Memos will be posted on the bulletin board in the lounge and placed in the employee’s box. Each driver is expected to read the bulletin board daily and check their mailboxes daily.

**2.3** If there is any doubt concerning the meaning of any rule or special order, you are to contact the Transportation Supervisor for an interpretation or for additional information.

**2.4** When a situation arises not covered by instructions, you are expected to use your best judgment as to the safest and wisest course to follow, **and will be expected to follow up with a phone call or radio communication with the transportation**



**supervisor or designee.** In cases involving serious complications or hazards, contact the transportation supervisor or designee by telephone or radio as soon as possible.

**2.5** Cell phone usage is prohibited while driving a school bus, this includes **all** hands-free devices ( 223125 (a) VC). If you need to contact the transportation supervisor or dispatch while driving (with or without passengers), you are to pull over to a safe spot and secure the bus before using the cell phone.

**2.6** Because the transportation facility is designated as an evacuation site for Camerado Springs School, in the event of an emergency requiring Camerado Springs to evacuate, drivers will be directed to an alternate location.

**2.7** Students are not to be left unattended in a bus, except when necessary to perform a red light escort.

**2.8** Buses shall not be parked on the wash rack unless the bus is being washed or in front of the shop unless directed to do so by the mechanic or dispatch.

**2.9** If you bring your children to work with you, please have them wait with a parent or guardian. There will be no unattended children in the staff lounge. This will ensure their safety while you pre-trip, fuel or park your bus.

## Chapter Three: Safe Driving Procedures

### **Care and Maintenance of the Bus (CSEA Contract 23.8)**

**3.1** Buses should be washed only during daylight hours and during normal business hours.

**3.2** When buses are parked in the yard, transmissions are to be left in 1<sup>st</sup> gear (standards) or neutral/park (automatics). Keys shall be removed from the ignition.

**3.3** Drivers need to wait at the entrance gate to the bus parking area until other buses are finished being parked.

**3.4** When parking a bus, double check to be sure the parking brake has been properly set.

**3.5** Drivers are to return the keys and radios to the designated location at the end of their workday. Bus keys and radios are not to be taken home.



**3.6** At the end of the route or trip, regular or substitute drivers are expected to return the bus they used in a clean condition with at least a half tank of fuel. Substitute drivers need to obtain the supervisor's approval prior to washing a bus.

**3.7** Fueling should be completed prior to the morning run, after the morning run, or before the afternoon run. However, if you are on a long distance trip the next day, you may top off at the end of the day prior to your trip.

**Inspection of the Bus** (CSEA Contract 23.8 and 23.9)

**3.8** Buses are to be kept clean. Exteriors shall be washed at least once per month or more often as needed. Interior should be swept as often as needed. Windows, windshield and dash area should be cleaned as often as needed. The appearance of the buses is a direct reflection on the driver and the district.

**3.9** Drivers shall wash/mop the inside floor as needed with the approval of the Head Mechanic. Vomit shall be cleaned immediately.

**3.10** When using the wash rack, the drain must be opened to allow water to drain into sewer system. The drain must be closed when finished using the wash rack. Drivers must be careful to pull buses all the way forward on the wash rack so that no water will trickle into the bus yard. All water must flow into the designated drain. Buses shall not be left unattended while parked on the wash ramp. Be considerate of your fellow employees and move your bus off the wash ramp as soon as you have finished washing it.

**3.11** The District acknowledges that currently no Vehicle Condition Form exists for regular bus drivers to use, but in the event one is developed drivers shall complete a Vehicle Condition Form indicating all scratches, scrapes and dents on a bus they will be driving for any length of time. Forms should be done at the beginning of the year and end of the year.

**3.12** Before the afternoon run, driving the bus between routes, or prior to leaving a field trip location, drivers are required to perform a "mini bus check out" on the assigned bus. The following procedure describes the required "mini check:"

- a. Check head lights, tail lights, brake lights, turn signals and clearance lights.**
- b. Check for flat tires.**
- c. Check for fluid leakage.**



### **Authorized Passengers**

**3.13** Only authorized passengers may be transported on a Buckeye Union School District Bus. An authorized passenger is: A student enrolled and attending a school in the Buckeye Union School District; any district employee; any other person authorized by the administration, transportation supervisor, driver instructor or dispatchers.

**3.14** If, in the judgment of the bus driver and the dispatcher or supervisor, a student is too ill, injured, or displays dangerous behavior that would pose a safety risk or unsafe environment for students and or driver, transportation **may** be refused to the student at their school. The bus driver, dispatcher or supervisor should report the incident to the administrator of that school immediately.

**3.15** If on the way to school a student becomes ill, injured, or displays dangerous behavior, pull off the road in a safe place and radio for assistance.

**3.16** If a student is ill or injured while on a field trip, notify the transportation supervisor/ designee and they will contact the school. A school bus is not to be used as an ambulance.

**3.17** Students wanting to get off the bus anywhere other than their regular bus stop must give the driver an authorization note from their parent. Notes shall be submitted to the Transportation Office at the end of the day.

### **Driving the Bus**

**3.18** Bus drivers shall wear a seat belt all the time while driving. Headlights should be on and entrance doors closed at all times.

**3.19** The speed limit within the transportation yard is 5 mph.

**3.20** Cross walks at all schools are to be left open for pedestrians.

**3.21** The transportation department uses “10 Codes” when communicating over the two-way radio. Most often codes used are as follows: 10-4 Message Received, O.K.; 10-6 Busy, Standby; 10-7 Out of Service; 10-8 In Service; 10-9 Repeat Message; 10-20 location; 10-21 please give the office a landline/ phone call.

**3.22** Upon leaving the transportation facility for a bus run, drivers are expected to radio in a (10-8) that they are in-service. You will be given the time so you can check your clocks on the bus to make sure they are accurate.

**3.23** Upon returning to the transportation facility after a bus run drivers are expected to radio in that they are out-of-service (10-7) , once parked in a parking stall or at the fueling station.



**3.24** Substitute drivers should 10-7 once they are parked in the bus parking stall, their fueling time is not rolled into the route time.

**3.25** To reduce vandalism, and for security purposes, drivers are expected to secure their bus at the end of their work day. All windows should be up (if a window is difficult, ask a mechanic to help), all exits locked, all lights off, battery in off position (if equipped).

**3.26** All radios are to be brought into the transportation office at the end of the day. As stated in section 3.5, bus keys are to be returned to the designated location in the staff lounge at the end of the workday.

### **School Bus Idling**

**3.27** Idling Control Measure – A driver of a school bus, school pupil activity bus, youth bus, or general public para-transit vehicle - Title 13 CCR 2480 states:

- a. Driver must turn off the bus or vehicle engine upon stopping at a school or within 100 feet of a school, and must not turn the bus or vehicle engine on more than 30 seconds before beginning to depart from a school or from within 100 feet of a school.
- b. Driver must not cause or allow a bus or vehicle to idle at any location greater than 100 feet from a school for more than five consecutive minutes or a period or periods aggregating more than five minutes in any one hour.

A motor carrier of a school bus, school pupil activity bus, youth bus, or general public or general para-transit vehicle must ensure that;

1. The bus or vehicle driver, upon employment and at least once per year therefore, is informed of the requirements and of the consequences, under this section and the motor carrier's terms of employment, of not complying with those requirements.
2. All complaints of non-compliance with, and enforcement actions related to, the requirements of are reviewed and remedial action is taken as necessary and records are kept for at least three years and made available or accessible to enforcement personnel as defined in subsection within three business days of their request.
3. Exemptions:

This section does not apply for the period or periods during which:

- a. Idling is necessary while stopped
- b. For an official traffic control device
- c. For a official traffic control signal



- d. For traffic conditions over which the driver has no control, including but not limited to: stopped in a line of traffic; or at the direction of a peace officer
  - e. Where health, safety, or operational concerns take precedence, like idling to ascertain that the vehicle is in safe operating conditions and all equipment is in good working order
  - f. During testing, servicing, repairing, or other diagnostic service
  - g. Idling to cool down a turbo charger, idling if engine runs a crane, pump, or other equipment, idling to operate equipment needed by persons with disabilities
  - h. Heaters or air conditioners for special needs children
  - i. Idling to operate defrosters, brakes, or other equipment to ensure safety and health, and idling to recharge an electric bus or vehicle, not solely for the comfort of the driver or passengers.
4. Penalties for each violation: A driver of a school bus is subject to a minimum civil penalty of \$100 dollars and to criminal penalties to the maximum extent provided by the law.

**3.28** Buses are to be started at low idle. Idle should be increased only after oil pressure has come up. Warm up buses at fast idle for no more than ten minutes. Before shutting down the bus, let the throttle come to a slow idle.

### **Reporting Breakdowns**

**3.29** Each driver shall be sufficiently familiar with the mechanical and electrical equipment of their bid bus to correctly make trouble shooting suggestions to the district mechanic. In reporting breakdowns, drivers need to call radio dispatch, give location, describe mechanical problem, and wait for instructions from dispatch.

**3.30** No other radio use should occur during the time transmission is taking place between the driver of the bus that is disabled and dispatch. Other communication must wait! If you are in a position that you may be able to offer assistance to the driver of the disabled bus pull off the road in a safe place and wait until the radio is open for traffic to advise dispatch.

### **Bus Stops**

**3.31** School bus stops are defined as follows (quoted from 13 CCR 1238):

1238(b) Prohibited stops- A school bus stop shall not be designated at the following locations:

- (1) Within 200 feet of the nearest rail of any railroad crossing or grade, except at railroad stations or on highways that parallel the railroad tracks



- (2) The left hand side of any highway
- (3) On a divided highway or multiple lane highway where pupils must cross the highway to board or after exiting the bus, unless traffic is controlled by a traffic officer or official traffic control sign. For the purposes of this subsection a multiple lane highway is defined as any highway having two or more lanes of travel in each direction.

Vehicle Code Section 22504 (c) states the following:

When in the judgment of the governing board of a school district, it is necessary, for the safety of pupils being transported to and from school to authorize a school bus stop at a place where there is not a clear view of the stop from a distance of 200 feet in each direction along the highway, such stop may be authorized by and with the approval of the California Highway Patrol. The Department of Transportation, in respect to the state highways, and local authorities, in respect to highway jurisdiction, shall place sufficient signs along the highway to give adequate notice to motorists that they are approaching such bus stop.

**3.32** Drivers shall stop to receive or discharge pupils only at a school bus stop designated by the school district superintendent or designee authorized by the superintendent.

**3.33** Drivers are advised that unauthorized stops, both when loaded and empty, except in case of emergency or bus failure, are unacceptable.

**3.34** Use extreme caution when bus stops are located near intersections. Stops should be far enough from the intersection to allow the bus room to safely pull away from the bus stop. Never stop in an intersection or on a crosswalk.

**3.35** Stop parallel and as near to the curb or road edge as possible. Do not let a wheel come into contact with the curb. When pulling up to a stop pay special attention to avoid mud holes, ruts, and similar conditions which could lead to a student falling when approaching or leaving the bus.

**3.36** The bus must be at a complete stop with the gear selector in neutral position and the parking brake set before the entrance door is opened and passengers are allowed to enter or exit the bus. For red light escort bus stops, always place the gear selector in first or reverse for standard transmissions, park or neutral for automatic transmissions. Always take the keys from the ignition.

**3.37** Keep a safe distance from trees and branches which extend onto the roadway. Trees that need to be trimmed should be documented on a work order and turned into



the transportation supervisor. An address or directions to these locations are critical for the Public Works Department to find the overgrown area.

### **Loading and Unloading Procedures**

**3.38** Extreme caution must be exercised when a driver approaches and departs a bus stop or loading/unloading zone. The driver must be sure the area is clear before placing the transmission in gear. Check all mirrors carefully by doing the 5 count mirror check.

**3.39** Drivers are responsible for the safe and orderly manner in which passengers board the bus. Passengers should be at the bus stop prior to the time the bus arrives and should be at least 12 feet away from where the bus will stop.

**3.40** Bus driver responsibility begins as soon as the driver is able to recognize students.

**3.41** Whenever students are entering or exiting the bus, the red flashing lights shall be activated unless exempted by law.

**3.42** When dropping students at one school and before heading to another school, drivers are not to allow students to transfer to a different bus unless directed by dispatch to do so.

**3.43** Activate amber lights (if equipped) 200 feet before the stop. Check mirrors, turn right turn signal on, and pull over until you are parallel to the curb then cancel signal. Immediately activate red lights, **DO NOT WAIT TO CLEAR TRAFFIC.**

**3.44** Know the surface you are stopping on – dry, wet, slippery, etc., and proceed accordingly.

**3.45** Stop no closer than 12 feet from the first student. The other students should be lined up facing the bus.

**3.46** When picking up students, the driver stops the bus, sets hand brake, puts transmission into neutral before opening the door. Students should be taught not to proceed toward the bus until the door is opened.

**3.47** The driver is to converse with the students as little as possible while loading. The driver needs to be available for students who are late and approaching from the opposite side of the street. If the student is on the opposite side of the street, the driver shall open their side window and tell the student to stay there and the driver will escort the student across the highway with use of crossover signals, handheld stop sign, and automatic stop arm. Tell the student he/she is to be at the bus stop five (5) minutes before the scheduled bus departure time.

**3.48** Do not put the transmission in gear or release the parking brake until all students are seated. When they are seated, put the transmission in gear, release the parking



brake, and check mirrors for late students and check traffic. When clear, turn left signal on, do a five point mirror check again and proceed when safe.

**3.49** When backing up is necessary at a bus stop, always have the students on the bus and seated before executing the backing-up maneuver. Ask an adult (preferably another driver) to spot you when it is necessary.

**3.50** When doing a red light escort, be sure the parking brake is set, the transmission is in first or reverse (standard transmission) or neutral or park (automatic transmissions), engine is off, you have initiated the red crossover light, and the key is in your possession. Check both directions for traffic before stepping out of the bus. Proceed across the front of the bus, check red crossover lights to be sure they are flashing and walk at a forty-five (45) degree angle so you end up in front of the bus. Stand in the center of the roadway so you can monitor traffic in both directions. Students are to cross between the bus and the driver. Remain in the road until all students needing to cross are on the opposite side of the street. Upon returning to the bus, immediately shut the door and turn off the red crossover lights. Check traffic and when clear turn left signal on, do a five point mirror check and proceed when safe.

**3.51** Complete a “Red Light Violation Report” if a driver of a vehicle violates the escort procedures mandated by state law and submit this form to the transportation office at the end of the day. We must submit this form to the California Highway Patrol within 24 hours of the occurrence.

**3.52** Passengers shall remain seated until the bus comes to a complete stop.

### **Routes**

**3.53** Schedules are provided to drivers and should remain on their bus at all times. All student/route information will be kept current, including directions, bus stops and times.

**3.54** When transporting kindergarteners ,it is the department’s policy to have a current walking slip on file with the transportation office. When you get to a kindergartener’s bus stop and no parent or guardian is there to meet the child, you will not let the kindergartener off the bus. You are required to contact dispatch for instructions.

**3.55** If any student refuses to get off the bus at their regular stop, you are to keep that student on the bus and contact dispatch for further instructions. No student is to be told to exit the bus at their bus stop if the student feels uncomfortable or in danger.

**3.56** It is especially important to review your new route sheet at the beginning of the school year and any time you receive changes.

**3.57** Care should be taken to avoid arriving either excessively late or early to a bus stop. Establish time checks on your route so that schedules can be maintained, but always



keep the safety of the students first. While maintaining the schedule is important, observing traffic laws and driving defensively is more important. If the schedule cannot be maintained within five (5) minutes, notify the transportation supervisor or designee.

**3.58** Schedules, routes and bus stops shall not be changed without authorization from the Transportation Supervisor, except in an emergency. If, due to lack of riders or in the event assistance is needed by another driver, the driver will first notify the Transportation Supervisor.

### **Speed**

**3.59** Fifteen (15) mph is the limit when approaching school district property.

**3.60** Five (5) mph is the limit in the parking facility lot or loading or unloading zones.

**3.61** With or without passengers, entrance doors shall remain closed while a bus is in motion.

### **Bus Evacuation**

**3.62** At least once during each school year and prior to each activity trip, each child who is transported in a school bus shall receive appropriate instruction in safe riding practices and during annual instruction participate in emergency bus evacuation drills. The annual instruction and the instruction given prior to activity trips shall be documented by the driver on the appropriate district form. You are allowed and compensated for up to 30 minutes of bus evacuation instruction per evacuation drill.

### **Fire Extinguishers and First Aid Kits**

**3.63** When any portion of a fire extinguisher has been used or must be replaced for any reason, take the currently used fire extinguisher to the district mechanic and exchange it for an operable fire extinguisher.

**3.64** During the pre-trip inspection, fire extinguishers should be removed from the bracket and turned upside down several times to keep the contents from settling.

**3.65** When any portion of the first aid kit has been used, take it to the head mechanic and exchange it for a complete kit.



## Chapter 4: The School Bus Driver

### **Bus Fees**

**4.1** Drivers are expected to read all bus fee information and strictly enforce the program, procedures and guidelines.

**4.2** Drivers will require students to show their current bus pass or present their one-way ticket each time the student enters the bus.

**4.3** Drivers will instruct students to have their pass or ticket readily available before entering the bus. Students who are not prepared should go to the end of their bus line rather than hold up everyone who is prepared.

**4.4** Never deny transportation to a student on the way to school unless directed by the transportation supervisor or designee. Only deny transportation on the way home from school when you have been instructed to do so. If you are unsure about a student's eligibility to ride, radio the transportation office for assistance.

**4.5** Drivers shall NEVER say anything about a student's free or reduced eligibility.

**4.6** Drivers shall not accept bus fees.

**4.7** Drivers will distribute bus passes as they are received. Tracking student bus passes is the responsibility of the driver.

**4.8** One-way tickets received by the driver are to be turned in daily to the Transportation Office.

**4.9** Drivers will require students who use a one-way ticket to make sure the ticket is completely filled out. Blank one-way tickets are **INVALID**. Direct student to their school site office.

**4.10** Students who have forgotten their bus pass should be seated in front of the bus as a reminder to bring the appropriate boarding pass.

**4.11** Remember, a note only serves to allow a student with a valid bus pass to ride to a different bus stop. A non-bus rider with a note, wishing to ride home with a friend who is a regular bus rider, is not a substitute for a bus pass. The non-bus rider needs to be directed to the Transportation Office or the school site office.



### **Professional Attire (CSEA Contract 23.2)**

**4.12** Drivers shall be neatly and appropriately attired in clothing that would allow them to safely perform their duties. All clothing should be clean, comfortable and in good condition.

**4.13** Shoes must be securely fastened and enclosed at the toe with a strap around the heel. No heels over two (2) inches, or wedge soles are permitted. Non-skid shoes are recommended.

**4.14** Drivers are encouraged to have students address them as Miss, Mrs., Mr., or Ms. This reinforces the district's expectation of respect for adults.

### **Employee Conduct and Public Relations**

**4.15** Bus drivers can be the most influential public relations personnel the school district employs. It is your responsibility to establish a high standard. This standard is reflected in your conduct, appearance and most of all, your attitude. You should do nothing to bring discredit to the school district or transportation department.

**4.16** Every driver is to cooperate fully with the district and fellow peers. It is also highly recommended that each driver be familiar with all bus routes for each school for which you transport.

**4.17** Any community suggestions, recommendations and/or complaints are to be referred to the Transportation Supervisor. This will help ensure and establish good public relations by providing a clear line of communication.

**4.18** Keep in mind that you are a role model. The use of profanity in the presence of students, parents, and school personnel will not be tolerated.

**4.19** Everyone's job is made easier by a general good attitude toward schools, fellow employees, students, members of the community and their job.

**4.20** Always observe the "courtesy of the road." Yield the right of way rather than take chances. Always be polite and considerate of others. Their impression of you reflects on the school district and the transportation department.

### **Field Trips**

**4.21** To ensure an enjoyable, safe field trip, the field trip driver has many responsibilities. The driver is responsible for: requesting directions to unfamiliar locations; being prepared for the type of trip they will be on; taking and accurately completing their time log book when required; accounting for all expenses by means of detailed receipts; remaining flexible when plans are changed; having a good attitude which will make the trip enjoyable.



4.22 The field trip driver is responsible for the orderly conduct of the students. You may ask a teacher to assist you in maintaining order. Never assume the teacher is responsible for pupil management on the bus.

4.23 If you must deviate from the scheduled directions or scheduled stop that is on the field trip request form, you must write the new location that you stopped at on the field trip request form and have the teacher sign it. You must then call the Transportation Supervisor or designee as soon as you stop to notify them of the change/stop in the trip.

4.24 If a driver cannot attend the field trip selection meeting because he/she is on a field trip, jury duty, other district/transportation related duties or district employment, he/she must notify the supervisor or designee. The driver will supply his/her priority choices in writing via proxy to the supervisor or designee. (reference CSEA contract section #23.4.5)

4.25 Field trips & drop and return trips, mileage is portal to portal.

4.26 All drivers must be trained and show proficiency in snow driving/chaining and the San Francisco Bay area prior to bidding/accepting a trip to these areas.

4.27 When a driver is on a field trip and they have to purchase a meal, they shall be reimbursed for the cost of the meal, up to the amount set by the Board of Trustees for its employees. An itemized, detailed receipt, name of the teacher(s) and school are required on the district's reimbursement form. Once you have completed this it needs to be turned into the Transportation Supervisor. The following are the currently approved limitations: (CSEA Contract 10.8 and 23.1.6).

- Breakfast      \$ 9.00
- Lunch            \$11.00
- Dinner           \$20.00

4.28 **Teacher's Responsibilities** - When a teacher is aboard your bus for a field trip etc., the driver should cooperate in every way with his/her wishes as long as those wishes do not interfere with the safety rules. Teachers should be made aware of these rules before a trip is taken. Although a teacher is aboard the bus, the driver is still the person responsible for maintaining **Safety, Order and Rights**.

#### **Forms Carried on the Bus at All Times**

4.29 The following forms must be carried on the bus at all times: Vehicle Inspection Form; Report of Injury; Seating Chart; School Bus Incident Report; Bus Rules for Students; Kindergarteners' Walk Slip.



## **Smoking, Alcohol and Drugs (CSEA ARTICLE XXIV)**

**4.30** Smoking and tobacco products are prohibited at all times on district property (grounds, buildings, school buses and all district vehicles).

**4.31** Federal regulations (Title 49) prohibit the use of drugs and alcohol by commercial drivers. Beginning January 1, 1996, the district began participating in the federally mandated drug and alcohol testing program.

**4.32** Drivers should carefully read the alcohol/drug language in the Buckeye Union School District's California Schools Employees Association agreement and the alcohol/drug packet provided each year by the district. (A copy of the California Schools Employees Association contract is at the back of this handbook.)

**4.33** Some medications, which are purchased over the counter, may be considered unsafe for a bus driver if they impair alertness, cause drowsiness or impair reaction time. Always check with your physician or pharmacist about the side effects of a prescription or non-prescription medication.

**4.34** The following definition are summarized from FCR Title 49, Section 382.107 :

- Alcohol - The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.
- Alcohol concentration (or content)- The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by the evidential breath test under this part.
- Alcohol use- The consumption of any beverage, mixture, or preparation, including any medication containing alcohol.
- Commercial motor vehicle - A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property.
- Confirmation test- For alcohol testing: a second test, following a screening test with a result of .02 or greater. For drug testing : a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of screen test which uses a different technique and chemical principal from that of the screen test.
- Consortium - An entity, including a group or association of employees or contractors, that provides alcohol or controlled substances testing as required by Department of Transportation (DOT).
- DOT Agency- United States Department of Transportation
- Driver - Any person who operates a commercial motor vehicle
- Employer - Any person who owns or leases a commercial motor vehicle or assigns persons to operate such a vehicle.
- Performing a Safety Sensitive Function - A driver is considered to be performing a safety-sensitive function during any period in which he/she



is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.

- Refusal to Submit - A driver \*(1) fails to provide adequate breath for testing without a valid medical explanation after he/she received notice of the requirement for breath testing, \*(2) fails to provide adequate urine for controlled substance testing without a valid medical explanation after he/she has received notice of the requirement for urine testing, \*(3) engages in conduct that clearly obstructs the testing process.
- Screening test (also known as the initial test) - In alcohol testing: An analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his/her system. In controlled substances testing: An immunoassay screen to eliminate “negative” urine specimens from further consideration.
- Substance Abuse Professional - Known as “SAP” - A licensed physician, or a licensed certified psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance related disorders.

\*Section 382.211 of the Federal Code Title 49 states that no driver shall refuse to submit to a required drug or alcohol test. Employees who fail to show up at the testing site after being notified to test or who fail to proceed immediately to the testing site after being notified to test are “failing to provide adequate breath for testing or failing to provide adequate urine for controlled substances testing.”

### **Absences**

**4.35** If you must be absent, notify the transportation supervisor as soon as possible or at the after hour phone number of (916) 803-6238. Give a definite date and time of return, or as close an estimate as possible.

- **You are required to notify the Transportation Supervisor or designee not later than 4:00 pm the day prior to your return. If the Transportation Office does not hear from you prior to 4:00 pm your route will be assigned to a substitute driver.**

**4.36** Just like bus drivers, the Supervisor is required to have eight (8) consecutive hours off duty. To allow for 8 duty free hours, all calls to the supervisor after hours should be made no later than 8:30 pm and not earlier than 4:30 am., except in an emergency.

**4.37** All absences must be recorded on the district absence form.

**4.38** All requests for time off are to be submitted in advance and on the Request for Time Off form and given to the Transportation Supervisor.



4.39 All appointments (doctor, dentist, etc.) are encouraged to be scheduled during your mid-day breaks.

4.40 Drivers receive vacation pay in their monthly checks. Vacations should be scheduled during the fall, spring, winter or summer breaks.

### Timekeeping

4.41 Drivers are responsible for keeping their time sheet accurate and current.

4.42 Drivers are expected to perform transportation related duties while on layover (i.e. washing their bus, refueling, paperwork etc.).

4.43 When there is no school, for any given day that would reduce the duty hours for a driver, the driver needs to fulfill their contracted hours with some type of transportation related duties as assigned (i.e. washing their bus, refueling, paperwork etc.).

4.44 Substitute drivers are paid for the time it takes to perform the duties required, plus one half-hour for vehicle inspection.

4.45 To allow time to review time sheets, they must be submitted to the Transportation Supervisor on the 25<sup>th</sup> of each month, or earlier due to holidays. (See sample of time sheet in back of binder.)

### Work Related Injuries

4.46 If you are injured while on the job, notify the Transportation Supervisor immediately. Work related injuries must be reported within twenty-four (24) hours of your claim.

4.47 You must see a Workman's Compensation doctor, unless you have completed an "Employee with Pre-designated Physician" form and it is on file with the District Office, when medical attention is needed. If the doctor indicates you must miss work, please obtain a completed "**Release from Work**" form from the doctor and turn it into the transportation supervisor or designee. In order to return to work, please obtain a completed "**Release to Work**" form from the doctor and turn it into the Transportation Supervisor upon your return to work.

### Suggestions for Improvement of Service

4.48 Suggestions for improvement of conditions and services are encouraged and should be submitted to the transportation supervisor or designee. Suggestions may also be made anonymously by use of the "IN" box located outside the Transportation Supervisor's office.



### **Authority of the Driver - 5 CCR 14103**

4.49 The following section is quoted from 5 CCR:

14103. (a) Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus while in-route between home and school or other destinations.

(b) Governing boards shall adopt rules to enforce this section. Such rules shall include, but not be limited to, specific administration procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teacher and other interested parties.

### **Pupil Management**

4.50 Drivers are responsible for maintaining an orderly bus. Students are to remain seated (backs against the seat back; bottoms on seat cushion), face forward, use quiet voices and be respectful of others and property.

4.51 Seating assignments- Kindergarten students should sit in the front of the bus, lower grades toward the front, upper grades in the back. These seating arrangements should be enforced by the driver. Never allow students to police “their” area and tell other students they can’t sit near them.

4.52 At the beginning of school, bus drivers will be expected to review the bus rules and driver expectations with the students. Remember Safety, Order and Rights are the things we focus on daily.

4.53 Drivers are expected to be consistent with the enforcement of school bus rules regarding student behavior.

4.54 Drivers shall not become overly friendly with students or allow them to become overly friendly with the driver. Unless a student needs assistance entering or exiting the bus because of an injury or physical handicap, there is never a reason a driver would need to put his/her hands on a student (except in self-defense).

4.55 Drivers are not to make improper, profane or suggestive remarks to students, nor are they to permit students to make such remarks. In addressing students, use their correct names. Do not call pupils derogatory or pet names or make comments that will embarrass them.

4.56 Drivers are expected to be polite and considerate. When correcting any student, a firm, fair and consistent approach is recommended. Students must clearly understand what their driver expects of them.



**4.57** Drivers **shall not** talk negatively about another employee of the district to any student on the bus.

**4.58** Drivers **shall not** allow behavior, or make allowance that conflict with school bus rules, district, state or federal laws or policies.

**4.59** Drivers **shall not** distribute any type of food or drink (candy, doughnuts, soda, etc...) to any students on the bus. It is against bus rules to allow any student to eat or drink on the bus. The only exclusions: students are allowed to drink water on the bus; if they have a medical condition that requires that student to eat or drink. If you have any questions please see the Transportation Supervisor.

**4.60** When a driver needs to speak to student(s) for an extended period of time prior to unloading at school, the driver should pull into an area that will not interfere with other drivers. Once the discussion is completed, the driver will be responsible for reporting the student(s) name to dispatch in order to excuse a tardy to the school site office.

**4.61** Positive reinforcement , such as praise, is encouraged to send the message that you are aware of student behavior improvement. A call home to parents with positive news helps to reinforce ongoing parent support for student compliance.

**4.62** Before issuing the first citation, drivers are expected to document dates of incidents and action taken. Drivers are also expected to have placed a call home or have had a conversation with a parent or guardian regarding the problem.

**4.63 Citations** – all citations are submitted for Transportation Supervisor approval before parent contact is made.

**4.64** Bus rules should have gone home with the student prior to issuing the first citation. The rules are to be returned to the bus driver after being signed by the student and the parent or guardian.

**4.65 First Citation** is a warning. Drivers will ask the student to sign their name at the top of the citation. The citation is then submitted for supervisor approval **before** parent contact is made. Drivers will call the parent or guardian to advise them that a citation is being issued and why. Contact with the parent will be documented (date and time) on the citation. Submit citation to the Transportation Supervisor. The Transportation Supervisor will then contact school and parents/guardian to discuss appropriate consequence. The bus driver continues to document, if appropriate; informs Transportation Supervisor and parent if problem persists.

**4.66 Second Citation** is a **LOSS of TRANSPORTATION** generally for at least three (3) school days and up to one (1) week. Driver will contact the parent/guardian to inform them of the citation and the contact will be noted on the citation (date and time). Submit the citation to the Transportation Supervisor. The Transportation Supervisor will then contact the school and parent/guardian to discuss the appropriate



consequence. The Transportation Supervisor will sign the citation and send it to the parent/guardian. The school bus driver continues to document, if appropriate. The driver will inform the Transportation Supervisor and parent if problem persists.

**4.67 Third Citation is LOSS OF TRANSPORTATION** generally for at least twenty (20) school days. The driver will contact the parent/guardian to inform them of the citation and the contact will be noted on the citation (date and time). Submit the citation to the Transportation Supervisor. The Transportation Supervisor will then contact the school and parent/guardian to discuss the appropriate consequence. The Transportation Supervisor will sign the citation and send it to the parent/guardian. The school bus driver continues to document, if appropriate. The driver will inform the Transportation Supervisor and parent if problem persists.

**4.68 Fourth Citation** results in **LOSS OF TRANSPORTATION** for the remainder of the year. The driver will contact the parent/guardian to inform them of the citation and the contact will be noted on the citation (date and time). Submit the citation to the Transportation Supervisor. The Transportation Supervisor will then contact the school and parent/guardian to discuss the appropriate consequence. The Transportation Supervisor will sign the citation and send it to the parent/guardian.

**4.69** NEVER assume a student will be denied transportation. Due to constraints placed on school districts transporting special education students, an alternative consequence may result.

**4.70** If the bus driver is unable to contact the parent/guardian in person or by telephone, a notation should be added on the bottom of the citation. Document at the bottom the dates and times attempts were made to contact the parent/guardian within the 24-hour period after citing the student.

### **The One-Minute Reprimand**

1. Tell student(s) beforehand that you are going to let them know how they are doing.

#### **The First Half of the Reprimand**

2. Reprimand student(s) immediately after the infraction.
3. Tell student(s) what they did wrong – be specific.
4. Tell student(s) how you feel about what they did wrong – and in no uncertain terms.
5. Stop for a few seconds of uncomfortable silence to let them think about what they did.

#### **The Second Half of the Reprimand**



6. Let them know you expect change and ask for their word or promise that they will make that change.
7. Remind them how much you value them.
8. Reaffirm that you think well of them but not of their behavior in this situation.
9. Realize that when the reprimand is over, it's over. Don't hold a grudge.

### **Calling Parents**

Professional school bus drivers have found the value of establishing communication with parents. Drivers seem to have fewer discipline problems when the parents are aware of discipline, goals and safety rules.

When calling remember:

- a. First, think about what you're going to say. Write it down if necessary, to remind yourself.
- b. Describe the unacceptable behavior, don't attack the child.
- c. Always let the parents know that the children's safety is your main concern and distractions can be dangerous.
- d. ALWAYS REMAIN CALM – keep in mind that sometimes you will talk with angry parents. Children often have a chance to talk to parents before your call and may shift the blame to you or someone else. The best way to deal with an angry parent is to:
  1. Listen to them without interrupting. Make notes during the conversation to refer to later.
  2. Point out the points you agree with and then give them the facts as you know them. Remember to tell the parents that you care about the safety of all students on your bus.
  3. If you find yourself in a no-win situation, politely tell them they are welcome to talk with your supervisor.
  4. If a parent or guardian should approach you at a stop, politely tell them that you must continue your route and you will call them after your route or they may call your supervisor.

### **Violations of District Policies or Rules and Regulations**

**4.71** The operational procedures provided in this manual and the Rules and Regulations of School Transportation are for the guidance and safety of bus drivers and staff employed by the Buckeye Union School District. Any violations of District policies or any of the rules and regulations by department employees may mean disciplinary action up to and including termination.

### **Transportation Reports**

**4.72** Bus drivers shall be conscientious in filling out report forms provided by the transportation or district office. The forms shall be completed accurately, legibly and



turned in on the date they are due. Every daily report, including time sheets, shall be kept current at the end of each working day.

## Chapter 5: Safety Procedures and Paperwork

### **Definition of School Bus Accidents**

The following section is quoted (simplified) from the **Vehicle Code 12517**

12517.1. (a) A “school bus accident” means any of the following:

1. A motor vehicle accident resulting in property damage or personal injury, on public or private property, and involving a school bus transporting a pupil.
2. A collision between a vehicle and a pupil or a school bus driver while the pupil or driver is crossing the highway when the school bus flashing lamps are required to be operated pursuant to Section 22112.
3. Injury of a pupil inside a school bus as a result of acceleration, deceleration, or other movement of the vehicle.
4. The CHP shall investigate all school bus accidents, except accidents involving only property damage and occurring entirely on private property – these shall be investigated only if they involve a violation of this code.

### **School Bus Accidents – 13 CCR 1219**

The following section is quoted (simplified) from 13 CCR:

1219 . (a) Reporting – Whenever any school bus accident occurs, the driver shall stop at the scene, immediately notify the CHP, the employer, and the school district.

(b) Sending for help- In event of an accident or emergency, a driver shall not leave the immediate vicinity of the bus to seek aid unless no pupil aboard can be sent to summon help.

### **School Bus Accidents**

**5.1** The safety of students and vehicles on the highway is a bus driver’s main consideration. Use good judgment while driving and avoid taking risks. Never force the right-of-way.

**5.2** When you are involved in an accident while transporting passengers that involves property damage or injuries, immediately stop at the scene.



**5.3** Check immediately for injuries to passengers, contact dispatch to send appropriate help, and administer first aid as needed.

**5.4** If first aid is too difficult to administer due to a large load of students, evacuate some of them and put a responsible one in charge. In case of more serious injuries, use your radio, cell phone and call 911 for assistance. If you are unable to reach dispatch or the 911 operator send a reliable pupil or passerby to telephone 911 for assistance.

**5.5** Check for injuries or damage to other vehicles or public property, such as electric lines, fire hydrants, which may have been damaged during the accident.

**5.6** Using the seating chart, obtain names, addresses and phone numbers of all students on the bus.

**5.7** All pupils may not leave the scene of the accident unless first released by law enforcement or Emergency Services Personnel, to the custody of a parent/guardian or to Buckeye District personnel as authorized by Buckeye Union School District administration on the scene.

**5.8** Drivers should never discuss the accident, cause of the accident or contributing factors of the accident with any person other than law enforcement officers and school authorities. Be courteous at all times. NEVER enter into an argument.

**5.9** Drivers are required to furnish **only** the following information to the parties involved in the accident:

- a. Driver's license
- b. Bus license number and bus number
- c. Name, address and telephone number of the employer
- d. Proof of insurance

**5.10** In the event of **ANY** accident where damage occurs to the bus, any property, another vehicle or injury to a passenger or any other person, the following steps must be taken immediately:

- a. If there are school children in the bus the driver must remain at the scene with the students.
- b. By use of the two-way radio, cell phone or reliable student or passerby, have the school district transportation department notified.

**5.11** What to do until help arrives:

- a. Stay Calm



- b. Check for injuries
- c. Don't move anyone (unless fire is present)
- d. Move the bus and stop at the nearest location that will not impede traffic or otherwise jeopardize the safety of other motorists (20002 (a) VC.
- e. Don't release any student (unless injured) at the scene of the accident. Students must be released by law enforcement or responding Emergency Medical Personnel.
- f. Obtain names, addresses, date of birth and phone numbers of all students on the bus.

**5.12** Get the following information from the other driver:

- 1. Name and address of registered owner of the vehicle
- 2. Name and address of driver
- 3. Driver's license number
- 4. Make, type, year, model and license number of vehicle
- 5. Insurance carrier
- 6. Names and addresses of any passengers in their vehicle

**5.13** Obtain names, addresses and telephone numbers of any witnesses. If you are able, have witnesses complete a witness statement and sign it.

**5.14** Make sure all information is legible.

**5.15** Write a full and complete report of the accident no matter how small the accident. Include all the information for your vehicle, the other vehicle(s) and all the above information. Be sure to include any obstructions, such as cars parked at or near the scene of the accident, hedges, trees, buildings, sun in eyes etc. Note all traffic devices (signals, stop signs), road and weather conditions or anything that may have contributed to the accident. If police or CHP officers are present, obtain their badge numbers and/or report number. Make your description so complete that someone reading it can visualize just what took place. (Copies of all incident/accident forms should be kept on your bus.)

**5.16** If any of the above, in your opinion, contributed to the accident clearly indicate them on the street diagram provided on the accident report.

**5.17** If you are involved in an accident (regardless of magnitude) while out of town, or after hours you must follow the same process as you would normally do for an



accident. If you are unable to contact the Transportation Supervisor you must stop at the scene and notify the CHP in that area yourself. **NEVER** continue on with the trip, planning to report the accident upon your return to the office.

### **Fire on Bus**

**5.18** If any part of a bus is on fire, the safety of the students is the first consideration. Bring the bus to an immediate stop and evacuate student as quickly and safely as possible.

### **Other Safety Issues**

**5.19** Any unusual occurrence regarding the school bus equipment is to be documented on a "Work Order" form and submitted to the mechanic within 24 hours. Mechanic's "in" box is located in the Transportation Office.

## **Transportation Agreement**

The primary function of this department is to safely transport students to and from school. The Department Staff is dedicated to transporting people in the safest, most efficient and economical manner possible. As a Transportation employee, you have accepted a tremendous responsibility to provide safe transportation of the students in this district. Once a vehicle leaves the facility, the success or failure of that trip rests primarily with the bus driver and/or the mechanic servicing the vehicle.

This handbook has been prepared to help you understand the procedures and conditions of your employment. Please read it carefully and talk with your supervisor if you need further clarification. Strict adherence to these rules and procedures, and constant application of good judgment, will ensure the highest standard of safety and efficiency in our school bus operation.

Everything we do supports our district's mission and core values!

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## **Transportation Agreement**

I \_\_\_\_\_ have read the Transportation Manual. I understand that this manual reflects the policies, rules and regulations of the department/district.

If I have any questions I will ask the Transportation Supervisor.

Signed \_\_\_\_\_

Date \_\_\_\_\_

