



WESTERN LINE SCHOOL DISTRICT

“Committed to Excellence in Education”

FORWARD

This handbook has been compiled for use by administrators and bus drivers involved in pupil transportation for the Western Line School District. It contains regulations, policies, and procedures, forms to be used for reports and records, and many of the most essential references to Mississippi School laws relating to pupil transportation. Hopefully there are some thoughts or ideas that will be helpful to you in having a safe and pleasant school year transporting students to each of our schools. This handbook was approved by the Western Line Board of Trustees on July 19, 2022.

James Branning
Transportation & Safety Director

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**WESTERN LINE SCHOOL DISTRICT
2022-2023**

July 4, Monday Independence Day Holiday – No Staff
 August 1 & 2 (Mon – Tues New Teacher Orientation
 August 3 - 5 (Wed - Fri) Professional Development
 August 8, Monday Students First Day of School
 September 5, Monday Labor Day Holiday – No Staff
 September 9, Friday Progress Reports
 September 30, Friday **End of First Month (39 days)**
 October 7, Friday **End of first Nine Weeks (44 days)**
 October 10, Monday Columbus Day Holiday (Fall Break) – No School
 October 17, Monday No Students (Professional Development
 & Parent / Teacher Conferences)
 October 31, Monday **End of Second Month (19 days)**
 November 11, Friday Progress Reports
 November 21 – 25 Mon – Fri Thanksgiving Holidays – No School
 November 30, Wednesday **End of Third Month (17 days)**
 December 15 – 21, Thurs- Wed Mid Term Exams
 December 21, Wednesday 60% Day for Students
 December 22 – January 3 Christmas Holidays – No School
End of: Fourth Month (15 days) Second Nine Weeks (46 days) First Semester (90 days)
 January 4, Wednesday Staff/Students 1st day of 2nd Semester
 January 13, Friday Report Card Day (School in session)
 January 16, Monday Martin Luther King Holiday – No School
 January 31, Tuesday **End of Fifth Month (19 days)**
 February 10, Friday Progress Reports
 February 20, Monday President’s Day – No School
 February 28, Tuesday **End of Sixth Month (19 days)**
 March 10, Friday **End of Third Nine Weeks (46 days)**
 March 13 – 17, Mon – Fri Spring Break – No School
 March 27, Monday No Students (Professional Development
 & Parent / Teacher Conferences)
 March 31, Friday **End of Seventh Month (17 days)**
 April 7 & 10, Fri & Mon Good Friday / Easter Holiday – No School
 April 21, Friday Progress Reports
 April 28, Friday **End of Eighth Month (18 days)**
 May 11 - 18, Thurs – Thurs Senior Exams
 May 14, Sunday Baccalaureate
 May 16 - 18, Tues – Thurs Make-up Exams
 May 16 - 18, Tues – Thurs Grad Practice
 May 19, Friday RHS & OBHS Graduation
 May 19, 22- 23, Fri, Mon – Tues Final Exams
 May 23, Tuesday (Make-up Exams) Last Day for Students (60% Day for Students)
End of: Ninth Month (17 days) Fourth 9-Weeks (44 Days) Second Semester (90 days)
 May 24 & 25, Wed & Thurs Teacher PD / Work Days
 May 29, Monday Memorial Day (Holiday)
 June 19, Monday Juneteenth (Holiday)

Students: 180 Days

Teachers: 187 Days

TRANSPORTATION DEPARTMENT GOALS

1. To transports pupils safely from home to school and back home.
2. To avoid accidents, if at all possible, and in case of an accident report it promptly.
3. To arrive and depart from school in a timely, orderly manner.
4. To take care and service bus daily, i.e. keep it clean inside and out, check operation of bus, and protect seats from unnecessary abuse.
5. Report all mechanical problems to principals and bus shop personnel.
6. To be friendly, fair, firm and treat each pupil as if he/she were your child.
7. To cooperate, understand and participate with all persons on all levels.

SCHOOL BUS DRIVER QUALIFICATIONS

Physical, Mental and Moral Requirements

1. 1. A driver must have at least 20/40 visual acuity in each eye.
2. It is recommended that each driver have a vision test for glaucoma, depth perception, and presence of cataracts.
3. A driver must have a physical examination that includes but is not limited to: tests for tuberculosis, high blood pressure, and diabetes. A doctor or physical therapist may be requested to give an opinion as to whether or not an applicant is physically qualified to perform the work of a school bus driver based on state and federal regulations.
4. All drivers must consent to and pass a pre-employment drug screening and be placed in a pool for random drug screening.
5. A bus driver must have the normal use of both arms, both hands, both legs, and both feet.
6. A bus driver must have sufficient physical strength to drive a school bus.
7. A bus driver should be a person of good moral character.
8. A bus driver should be emotionally stable.
9. A driver's hearing shall not be impaired to the extent that it would interfere with the safe operation of a school bus.
10. A bus driver must pass a pre-employment agility test administered as part of the Mississippi Department of Education bus driver training.
11. Have an acceptable driving record with no convictions deemed disqualifying under the Mississippi Commercial Driver's License Law, Section 63-1-73 through 63-1-90, Mississippi Code as amended.

Age Limits

A school bus driver must be at least 18 years of age.

License and Certificate

1. A school bus driver shall have a valid Class A, B or C Commercial Driver's License with a "P" and "S" endorsement.
2. A school bus driver shall have a valid school bus driver's certificate issued by an instructor approved by the Mississippi Department of Education.

"A minimum of eight (8) hours in a regular school bus driver training course approved by the Mississippi Board of Education is one of the requirements for receiving a certification card which is valid for no more than two (2) years."

Those drivers' that have a chargeable accident during the school year may be required to attend a regular bus school the following summer, regardless of the validity of their certification card. This requirement is left to the discretion of the local school district and the Mississippi Department of Education, Division of Pupil Transportation officials.

3. Bus drivers may be required to have a valid "Medical Card."

Title: Bus Driver
Qualifications: 1. Meet CDL Requirements
2. Pass MDE Training Requirements
3. Successfully pass drug testing requirements
Reports To: Principal and/or Superintendent
Job Goal: To provide safe and efficient transportation so that the student may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

Performance Responsibilities:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline when students are on bus.
4. Reports undisciplined students to the proper authority using appropriate school procedures/reporting procedures.
5. Keeps assigned bus clean.
6. Keep to assigned schedule.
7. Checks bus before each operation for mechanical defects.
8. Performs Pre- and Post-trip inspections of the bus.
9. Notifies the proper authority in case of mechanical failure or lateness.
10. Discharges students only at authorized stops.
11. Exercises responsible leadership when on out-of-district school trips.
12. Transports only authorized students.
13. Reports all accidents and completes required reports.
14. Enforces regulations against smoking and eating on the bus.
15. Attends staff development training as scheduled.
16. Performs such other tasks and assumes such other responsibilities as the principal and/or superintendent may from time to time assign.

Terms of Employment: 180 days a year. Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Reviewed and agreed to by: _____ Date: _____
Employee

Approved by: _____ Date: _____
Superintendent

WESTERN LINE SCHOOL DISTRICT
BUS DRIVER

Name: _____ School Year: _____

N/A = Not Applicable 1 = Unsatisfactory 2 = Needs Improvement
3 = Satisfactory 4 = Exceeds Expectations

1.	Obeys all traffic laws	N/A	1	2	3	4
2.	Observe all mandatory safety regulations for school buses	N/A	1	2	3	4
3.	Maintains discipline when students are on bus	N/A	1	2	3	4
4.	Reports undisciplined students to the proper authority using Appropriate school procedures / reporting procedures	N/A	1	2	3	4
5.	Keeps assigned bus clean	N/A	1	2	3	4
6.	Keeps to assigned schedule	N/A	1	2	3	4
7.	Checks bus before each operation for mechanical defects	N/A	1	2	3	4
8.	Notifies the proper authority in case of mechanical failure or lateness	N/A	1	2	3	4
9.	Notifies the proper authority in case of mechanical failure or lateness	N/A	1	2	3	4
10.	Discharges students only at authorized stops	N/A	1	2	3	4
11.	Exercises responsible leadership when on out-of-district school trips	N/A	1	2	3	4
12.	Transports only authorized students	N/A	1	2	3	4
13.	Reports all accidents and completes required reports	N/A	1	2	3	4
14.	Enforces regulations against smoking and eating on the bus	N/A	1	2	3	4
15.	Attends staff development training as scheduled	N/A	1	2	3	4
16.	Performs such other tasks and assumes such other responsibility as the principal and/or superintendent may from time to time assign	N/A	1	2	3	4

Comments: _____

The employee's signature shall not be understood nor be interpreted to mean agreement with the above, but that it is recorded with his/her full knowledge.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Section: E – Business Management
Policy Code: ED – Bus Drivers

BUS DRIVER’S MEDICAL EXAM

The school boards of all districts operating school bus transportation are authorized and directed to establish a salary schedule for school bus drivers. No school district shall be entitled to receive the funds herein allotted for transportation unless it pays each of its nonstudent adult school bus drivers paid from such transportation allotments a minimum of One Hundred Ninety Dollars (\$190.00) per month. In addition, local school boards may compensate school bus drivers, to include temporary or substitute bus drivers, for actual expenses incurred when acquiring an initial commercial license or any renewal of a commercial license in order to drive a school bus. In addition, local school boards may compensate school bus drivers, to include temporary or substitute bus drivers, for expenses, not to exceed One Hundred Dollars (\$100.00), when acquiring an initial medical exam or any renewal of a medical exam, in order to qualify for a commercial driver's license. ' 37-151-85 (4) (2006)

In order to comply with the Federal Motor Carrier Safety Regulations the Western Line School District has implemented and does hereby implement the following requirements for school bus drivers in said district:

1. Commercial Drivers Licenses are required and the school district will reimburse the driver for the cost of the CDL(P) contingent upon at least twelve (12) months of employment with the district as either a driver, substitute driver, or special category driver for ball games, field trips, etc. (Board Minutes, 1/2/92)
2. Regular bus drivers, substitute drivers, and special category drivers (coaches for ball games, field trips, etc.) will be reimbursed for renewal of CDL(P) contingent upon the twelve (12) months of employment with the district. (Board Minutes, 8/8/96, HB 141, Section 37-19- 23 of Mississippi Code)

Effective July 1, 2005, regular bus drivers, substitute bus drivers, and special category drivers (coaches for ball games, field trips, etc.) will be reimbursed for renewal of CDL(P)(S) and presentation of a Medical Card (physical examination) as required by CDL regulations of the Federal Motor Carrier Safety Manual. This also is contingent upon twelve (12) months of employment with the Western Line School District.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy EDAB - Insulin Dependent Bus Drivers

Alcohol / Drug Testing

The Omnibus Transportation Employee Testing Act of 1991 states that any person who operates a commercial motor vehicle and who is subject to commercial driver's license regulations must be given test for alcohol and drugs.

The Department of Transportation specifies alcohol and the following five drugs that must be tested.

1. Amphetamines
2. Cocaine
3. Marijuana
4. Opiates
5. Phencyclidine (PCP)

The test are required:

1. Pre-Employment
2. Reasonable Cause
3. Random Testing
4. Post-Accident Testing
5. Return To Duty / Follow-up Testing

A detailed copy of the Board Policy is on file in the Central Office of the Superintendent of the Western Line School District and given to each bus driver when they receive bus driver training.

Section: G Personnel

Policy Code: GBRM-2 Drug and Alcohol Testing Policy

DRUG AND ALCOHOL TESTING POLICY

**WESTERN LINE SCHOOL DISTRICT
DRUG AND ALCOHOL TESTING POLICY**

The following is Western Line School District's Drug and Alcohol Testing Policy enacted pursuant to the MS Drug and Alcohol testing law, MS Code Annotated Sections 71-7-1 et seq. Supp. (1994). This policy is effective January 1, 2018. After this date, the district will begin testing personnel if it reasonably suspects that an employee is under the influence of illegal drugs or alcohol. In addition, the district will begin conducting random testing of all bus drivers, and pre-employment testing of all prospective employees covered under the Omnibus Transportation Employees Act. This policy will be enforced uniformly with respect to all personnel. All of the district's personnel, including administrators, will be subject to testing.

The purposes of this policy are as follows.

- A. to maintain a safe, healthy working environment for all employees;
- B. to maintain the highest quality educational program for our students by insuring that no personnel of the district are users of illegal drugs or under the influence of drugs or alcohol;
- C. to reduce the number of accidental injuries to person or property; and
- D. to reduce absenteeism and tardiness and improve the quality of educational services.

SUBSTANCE ABUSE

The following are rules representing the district's policy concerning substance abuse.

- 1. All employees are prohibited from being under the influence of drugs or alcohol while on duty or on district premises. All employees are prohibited from using illegal drugs, or prescription medication for which they do not have a proper prescription.
- 2. The sale, possession, transfer, or purchase of illegal drugs on district property or while performing district business is strictly prohibited. Such action will be reported to appropriate law enforcement officials.
- 3. The use, sale, or possession of an illegal or non-prescription drug or controlled substance while on duty is cause for immediate termination.
- 4. No alcoholic beverage will be brought or consumed on district premises.
- 5. No prescription drug will be brought on district premises by any person other than the person for whom the drug is prescribed. Prescription drugs will be used only in the manner, combination, and quantity prescribed.
- 6. Any employee whose off-duty use of alcohol, illegal, or non-prescription drugs results in excessive absenteeism, tardiness, poor work, or an accident will be subject to discipline, up to and including termination.

DRUG AND ALCOHOL TESTING

- 1) Effective January 1, 2018 the Western Line School District will begin conducting pre-employment testing, reasonable suspicion testing of all personnel and random testing of bus drivers.
- 2) An employee will be allowed to provide notice to the Western Line School District of currently or recently used prescription or non-prescription drugs prior to the time of the test.
- 3) Random testing of bus drivers will be implemented using a neutral selection basis. The Western Line School District will not waive the selection of any employee chosen pursuant to the random selection procedures.
- 4)
 - i) Reasonable suspicion is defined under this policy as the belief by Western Line School District that an employee is using or has used drugs or alcohol in violation of Western Line School District's policy. Reasonable suspicion may be based upon, among other things:
 - (1) Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug;
 - (2) Abnormal conduct or erratic behavior while at work, absenteeism, tardiness, or deterioration in work performance;
 - (3) A report of drug use provided by reliable and credible sources and which has been independently corroborated;
 - (4) Evidence that an individual has tampered with a drug and alcohol test during his
 - (5) employment with the current employer;
 - (6) Information that an employee has caused or contributed to an accident while at work; and
 - (7) Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs while working or while on school premises or while operating one of the school's vehicles, its machinery, or its equipment.
 - ii) If there is reasonable suspicion that an employee is using or has used drugs or consumed alcohol in violation of Western Line School District's policy, that employee will be required to submit to a drug and/or alcohol test. The superintendent (or in his or her absence an appointed replacement) must approve in advance all reasonable suspicion testing. If the test result is confirmed positive for drugs or alcohol in violation of Western Line's drug and alcohol policy, the employee will be subject to immediate termination of his or her employment with the district.
- 5) Any employee who refuses to take a drug and alcohol test will be subject to discipline, up to and including immediate termination of employment.
- 6) The following are drugs for which the district may test: alcohol, opiates, amphetamines, phencyclidine (PCP), marijuana, and cocaine.
- 7) An employee who receives a positive confirmation drug and alcohol test result may contest the accuracy of the result or explain the results within ten days of the date of such result by filing a written statement with the superintendent. An employee, at his or her own cost, also may request that the specimen be retested at a certified laboratory of his or her own choosing.
- 8) An employee who receives a positive confirmation test result and who fails to present a satisfactory contest or explanation to such result, or a contrary result from a certified laboratory of the employee's own choosing, will be subject to discipline, up to and including termination.

- 9) If the district determines that discipline and/or discharge are not necessary or appropriate in a case where an employee is in violation of Western Line School District's Drug and Alcohol Testing Policy, the employee as a condition of continued employment must complete a certified substance abuse rehabilitation program at the employee's own cost and expense. The employee may be allowed to work for the district while undergoing the treatment, but the employee must provide evidence of continued treatment and/or rehabilitation upon request. The employee must also agree to submit to random testing for three years after the date of the positive confirmation drug and alcohol test result.

A copy of this policy, and state law regarding drug testing can be obtained from the district office.

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**PRE-EMPLOYMENT
DRUG TEST CONSENT AND INFORMATION
RELEASE FORM**

I understand that one of the components of the Western Line School District's Substance Abuse Program is reasonable suspicion testing for drugs and / or alcohol. I understand that I must submit to reasonable suspicion testing as a condition of continued employment. I further understand that failure to consent to reasonable suspicion drug and/or alcohol testing may subject me to disciplinary measures up to and including termination of my employment.

I authorize the testing laboratory to release the results of drug and/or alcohol test only to the district Superintendent and the Drug Program Administrator. I understand that this information will otherwise be kept confidential and will not be released without my written consent or as is otherwise permitted by law.

The following are the legal non-prescription drugs, and the drugs for which I have a prescription, that I take routinely or have taken within the last ten (10) days.

NAME OF DRUG

FREQUENCY OF/LAST TIME TAKE

Applicant / Employee

Witness

Date:

Date:

=====

**DRUG TEST CONSENT AND INFORMATION
RELEASE FORM**

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NAME OF DRUG

FREQUENCY OF/LAST TIME TAKE

Applicant / Employee

Witness

Date:

Date:

=====

**WESTERN LINE SCHOOL DISTRICT
DRUG AND ALCOHOL TESTING POLICY**

CONSENT AND RECEIPT OF INFORMATION RECORD

I understand that it is the Western Line School District's policy to prohibit the use, possession, transportation, or sale of illegal or non-prescription drugs, and alcoholic beverages on the premises of the district. I understand that it is a violation of the district's policy to be under the influence of drugs or alcohol while on its premises.

My signature below constitutes my consent to provide a sample of my blood, breath, urine or other related sample for alcohol and drug testing analysis administered in accordance with Mississippi Code annotated Sections 71-7-1 *et.seq.* Supp. (1994)

I understand that failure to cooperate with any testing procedure may result in discipline up to and including discharge.

I confirm that I have reviewed, or been given the opportunity to review the Western Line School District's Drug and alcohol Testing Policy.

EMPLOYEE NAME: _____

SOCIAL SECURITY NUMBER: _____

SIGNATURE: _____

DATE: _____

WITNESS: _____

CRIMINAL RECORDS BACKGROUND /

CHILD ABUSE REGISTRY CHECK

Senate bill 2658 as passed by the Mississippi Legislature now requires each new hire licensed and non-licenses employee to be fingerprinted and to under a child abuse registry check prior to being permanently employed. The fingerprint procedure will be conducted by the Washington County Sherriff's Department while the child abuse registry check will be conducted by the Department of Human Services. This law is effective July 1, 2000 for persons being employed by the Western Line School District

Cost of Records Background Check is \$32.00 to be paid by the employee effective July 1, 2006.

EVALUATION OF MOTOR VEHICLE RECORDS

The recommended guidelines for evaluating MVRs is based on a point system assigned to various driving violations. Category I consist of minor violations and Category II consists of serious traffic violations.

CATEGORY I

Violations are assigned one point per incident over the past three years. Drivers that accumulate four (4) or more points in a three (3) year period are “unacceptable.” The incidents and point value are as follows:

Incident	Incident Point Value
1. Moving Violations	1
2. “At-Fault” accident	1
3. Any combination of 2 “at-fault” accidents or Moving Violations in a twelve (12) month period	1

An accident and a violation earned at the same time count as one (1) point.

CATEGORY II

All violations in Category II are considered serious traffic violations and are assigned five (5) points each. A Driver acquiring one (1) serious traffic violation during a three (3) year period is considered “unacceptable.” Serious traffic violations are listed as follows:

1. DUI or other alcohol or drug related violations
2. Reckless vehicle operation
3. Assault with a motor vehicle
4. Leaving the scene of an accident
5. Driving under suspension or revocation
6. Excessive speed (twenty [20] or more miles over the speed limit.

The district should develop policy guidelines and procedures to deal with “unacceptable” drivers. The guidelines may allow for some judgment on a case-by-case basis. An “unacceptable” driving record could result in, but not limited to, the following action:

1. Termination from employment
2. Probation for a specified time
3. Placement in non-driving status for a specified time.

SAFE AND HEALTHY SCHOOLS

- 29. The school district complies with the applicable policies of the State Board of Education and state and federal laws in the operation of its transportation program. The school district implements Nathan’s Law as a priority for promoting school bus safety. Miss. Code Ann. §§ 37-41-53, 63-3-615, 63-1-73, 97-3-7, and 63-1-33, Miss. Admin. Code 7-3: 81.3, 81.4, 81.6, 81.7, 81.9, State Board Policy Chapter 81, Rules 81.3, 81.4, 81.6, 81.7, and 81.9.**
- 29.1 All buses are inspected on a quarterly basis and are well-maintained and clean. Miss. Admin. Code 7- 3: 81.9, State Board Policy Chapter 81, Rule 81.9.**
- 29.2 Each bus driver has a valid bus driver certificate and a commercial driver's license and operates the bus according to all specified safety procedures. The school district has on file a yearly motor vehicle report on each driver and evidence that each driver has received two (2) hours of in-service training per semester. Miss. Code Ann. § 63-3-615, Miss. Admin. Code 7-3: 81.3 and 81.6, State Board Policy Chapter 81, Rules 81.3 and 81.6.**
- 29.3 Bus schedules ensure arrival of all buses at their designated school sites prior to the start of the instructional day.**
- 29.4 Emergency bus evacuation drills are conducted at least two (2) times each year. Miss. Admin. Code 7-3: 81.4, State Board Policy Chapter 81, Rule 81.4.**
30. The school district provides clean and sanitary facilities in a safe and secure environment. All classrooms in each school will be air conditioned. Miss. Code Ann. §§ 37-7-301(c) (d) and (j), 37-11-5, 37-11-49; and 45-11- 101.
31. The school district complies with State Board Policies and State and Federal laws to provide Safe Schools. Each school has a comprehensive School Safety Plan on file that has been approved annually by the local school 26 Mississippi Public School Accountability Standards, 2021 board. Miss. Code Ann. §§ 37-3-81, 37-3-82, 37-3-83, 37-7-321, 37-11-5, 37-11-29, 37-11-53, 37-11- 67, and 37-11-69, the Mississippi School Safety Manual and the MDE Occupational Safety and Crisis Response Planning Manual.
32. The school district complies with state statute and State Board of Education policy for education of juveniles in youth detention centers.
- 32.1 Educational requirements Miss. Code Ann. § 42-21-321, Miss. Admin. Code 7-3: 30.6, State Board Policy Chapter 30, Rule 30.6.
- 32.2 Financial reimbursement requirement. Miss. Admin. Code 7-3: 30.6, State Board Policy Chapter 30, Rules 30.6. See the current edition of the Guidebook for Educating Juveniles in Detention Centers.

Mississippi Public School Accountability Standard, 2021

Rules for Bus Drivers

1. The bus driver is always responsible for the safety of the students.
2. All drivers shall have a seating chart.
3. Keys should not remain in the bus while it is parked.
4. The emergency brake should be applied while the bus is parked.
5. Once students have loaded the bus, they should remain on the bus.
6. All drivers shall remain on the school bus until all students have left the bus.
7. Upon arrival in the morning, bus drivers must remain on the bus with the students until duty personnel are at their stations.
8. During pic-up time in the afternoon, the driver should remain on the bus when it arrives to supervise loading.
9. A driver shall not allow students off the bus at stops other than home, unless notified by the principal.

Driver Attitude

1. A bus driver should be cheerful, confident, serious minded, and considerate of others.
2. A bus driver should not quarrel with students.
3. A bus driver should be friendly, fair, and firm.
4. A bus driver should control his/her temper at all times.
5. A bus driver should display a positive attitude.

Mississippi Code

Section 37-41-47 - Speed of school bus; penalty

It shall be unlawful for a driver of any school bus, whether a public or a contract bus, to drive said bus at a speed greater than forty-five (45) miles per hour while transporting children to and from school on regular routes; however, the maximum speed for interstate highways shall be sixty-five (65) miles per hour. However, any such driver, while operating a school bus on other authorized trips, shall not drive said school bus at a speed greater than fifty (50) miles per hour, except the maximum speed for interstate highways shall be sixty-five (65) miles per hour. Any person who shall violate the provisions of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than Twenty-five Dollars (\$25.00) nor more than One Hundred Dollars (\$100.00) for each such offense. In addition thereto, upon such conviction, such 14 driver may be discharged from further employment as a school bus driver or carrier and his contract as such may be terminated.

Conduct of Public School Buses

RULES AND REGULATIONS OF THE MISSISSIPPI BOARD OF EDUCATION GOVERNING CONDUCT UPON PUBLIC SCHOOL BUSES AS AUTHORIZED BY SECTION 37-41-1, MISSISSIPPI CODE, AS AMENDED.

It will be the duty of passengers transported in school buses owned or operated by public school districts to conduct themselves in an orderly manner. The passengers shall abide by rules and regulations of the Mississippi board of Education, and rules and regulations adopted by the boards of the respective school districts.

PUPIL RULES

Disciplinary Guidelines

1. Pupil shall follow directions of the driver the first time given.
2. Pupil shall arrive at the bus stop before the bus arrives.
3. Pupil shall wait in a safe place, clear of traffic, and away from where they bus stops.
4. Pupil shall walk in an orderly line and avoid horseplay.
5. Pupil shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon directions of the driver.
6. Pupil shall go directly to an available or assigned seat when entering the bus.
7. Pupil shall remain seated and keep aisles and exits clear.
8. Pupil shall exhibit classroom conduct at all times.
9. Pupil shall refrain from throwing or passing objects on, from, or into the buses.
10. Pupil shall permitted to carry only objects that can be held on his/her lap.
11. Pupil shall refrain from the use of profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the bus.
12. Pupil shall refrain from eating and drinking on the bus.
13. Pupil shall not carry hazardous materials, nuisance, items and animals onto the bus. Exceptions: If the IEP requires a special needs students to use an animal, such as a Seeing Eye dog, or monkey, for mobility purposes, then the assigned animal will be permitted on the bus.
14. Pupil shall respect the rights and safety of others.
15. Pupil shall refrain from leaving or boarding the bus at locations other than the assigned stops at home or school.
16. Pupil shall refrain from extending head, arms, or objects out of the bus window.
17. Pupil shall refrain from hitching rides via the bumper or other parts of the bus.

**Office of Safe & Orderly Schools
Division of Pupil Transportation**

PROPER PROCEDURES FOR STOPPING TO LOAD AND DISCHARGE PUPILS

1. Before stopping a bus to load or discharge pupils:
 - a. Test brakes by pushing brake pedal in slightly – remove foot from pedal.
 - b. Check rear view mirrors for vehicles approaching from rear.
 - c. Activate warning lights 300 to 100 feet prior to reaching the loading zone.
 - d. Remove foot from accelerator.
 - e. Place foot on brake pedal and push in gently.
 - f. Push clutch in before coming to a complete stop (standard transmission).
 - g. Make a smooth stop.
 - h. Put bus in neutral (standard and automatic).

2. Loading pupils after stopping
 - a. Check all mirrors and roadway ahead to see that all necessary traffic has stopped.
 - b. If pupils are loading from the left side of the road, check the mirrors again both left and right mirrors to insure there is no traffic coming. The driver shall then wave his/her arm to the pupils when it is safe to cross the road.
 - c. If loading from the left side of the road and there is more than one pupil, be sure to count the number of pupils and do not take your eyes off of them until they are on the bus.
 - d. Have pupils load single file and move behind the guard rail.
 - e. Check all mirrors again – especially the crossview mirror – to make sure all pupils are loaded and have cleared the danger area.
 - f. Close door and deactivate stop arm and warning lights.
 - g. Make sure all pupils are seated prior to moving the school bus.
 - h. Make a smooth start.

3. Unloading pupils after stopping
 - a. When stopping to unload, check all mirrors, left and right, and roadway ahead to see that all necessary traffic has stopped.
 - b. If pupils are unloading to the left side of the road, check the mirrors again and when it is safe for the pupils to cross, the driver shall wave his/her arm, indicating the pupils may cross the road, using the 10 foot rule. If there is more than one pupil, be sure to count the number of pupils and *do not* take your eyes off of them until they have safely crossed the road and are safe distance from the road.
 - c. Check all mirrors-especially the crossview mirror – to make sure all pupils are safely across the road and clear of the danger area.
 - d. Close service door and deactivate stop sign and warning lights.
 - e. Make a smooth start.

WHEN LEAVING YOUR BUS - AND HAVING TO CROSS THE ROAD

SAFELY

WALK - - - along the side of the road until you can see the driver

STOP - - - - wait for the signal to cross

WALK & LOOK - - - for traffic both ways

- - - if you see a vehicle that has not stopped, go back to the bus immediately
- - - if all vehicles have stopped, cross the road quickly



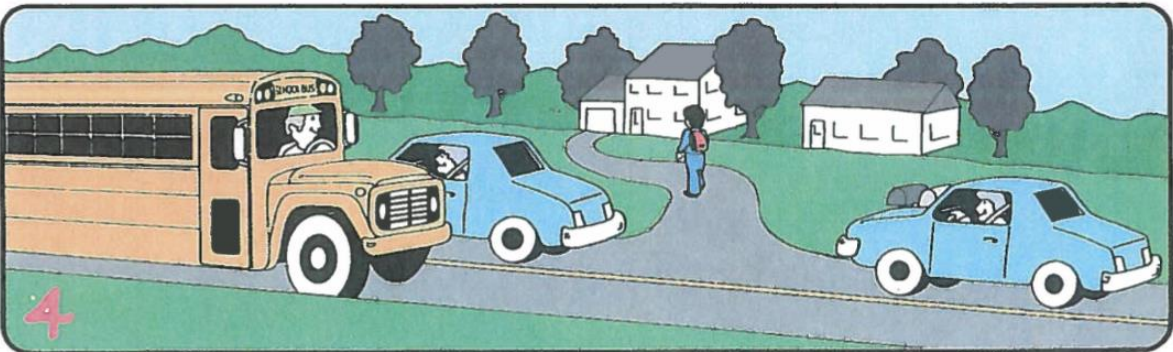
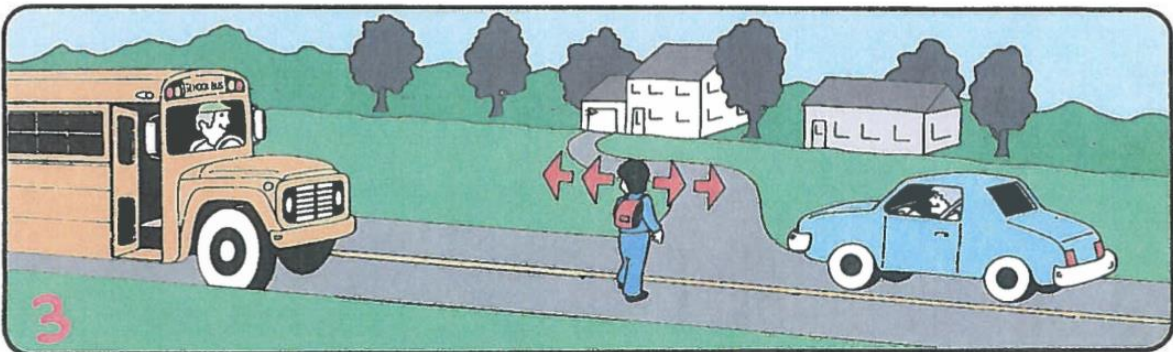
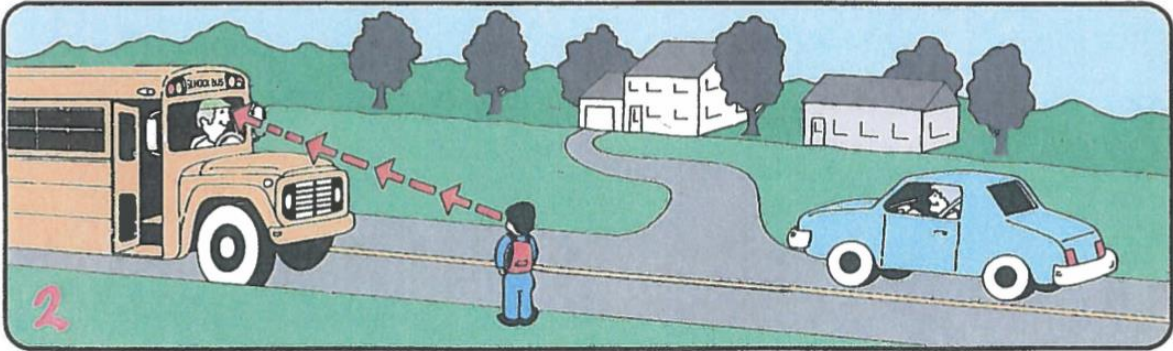
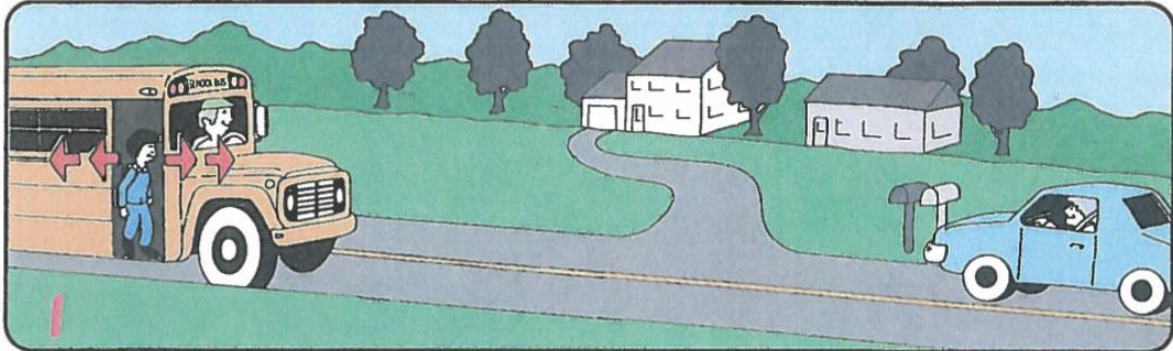
Crossing the highway is DANGEROUS

REMEMBER

- Walk
- Stop
- Walk & Look

DRIVERS SHOULD STOP BUT THEY MAY NOT!!!

HOW TO CROSS SAFELY



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HOW TO ENTER A SCHOOL BUS SAFELY WHEN CROSSING A ROAD

FOLLOW THE 10 FOOT RULE

STAY ----- on your side of the road – far away from the traffic

WAIT ----- for the bus to stop and for your driver's signal to cross the road

CHECK ---- traffic both ways – then check again

CROSS ----- walk directly across, checking traffic both ways

WALK ----- Approximately 10 feet ahead of the bumper and board the bus quickly

REMEMBER

- Stay on your side of the road until your driver signals you to cross
- Check and recheck for traffic
- Follow the 10 foot rule
- Board the bus quickly – go directly to your seat



DRIVERS SHOULD STOP BUT THEY MAY NOT!!!

LOADING AND UNLOADING

It is the responsibility of the school district bus driver to operate the school bus in a safe and efficient manner and to abide by all state traffic laws.

- I. Proper Procedures for Drivers when Loading and Unloading Students:
 - a. Before stopping a bus to load or unload students:
 - i. Test brakes by pushing pedal in slightly – remove foot from pedal.
 - ii. Check rear view mirrors for vehicle approaching from rear.
 - iii. Activate warning lights.
 - iv. Remove foot from accelerator.
 - v. Place foot on brake pedal and push in gently.
 - vi. If driving a standard, push clutch in before coming to a complete stop.
 - vii. Make a smooth stop.
 - viii. Put bus in neutral. (Standard and Automatic)
 - b. Loading pupils after stopping: (See Appendix A)
 - i. Check all mirrors and roadway ahead to see that all the necessary traffic has stopped.
 - ii. If pupils must cross the road to enter the bus, the driver shall wave his/her arm to the pupils when it is safe to cross.
 - iii. Student(s) must walk approximately ten (10) feet ahead of the bumper and board the bus quickly.
 - iv. Have pupils load, single file, and move behind the guardrail.
 - v. Check all mirrors again-especially the cross view to make sure all of the pupils are loaded and have cleared the danger area
 - vi. Close door and deactivate stop arm and warning lights
 - c. Unloading pupils after stopping (see appendix B)
 - i. Check all mirrors and roadway ahead to see that all traffic has stopped.
 - ii. When pupils must cross the road after leaving the bus, the driver shall wave his/her arm to the pupils(s) to cross, using the ten (10) foot rule.
 - iii. Check all mirrors – especially the cross view mirror – to make sure all pupils are safely across the road and clear of the danger area.
 - iv. Close the service door and deactivate the stop sign and warning lights.

- II. Instructions for Pupils when loading and unloading
- a. Be at your assigned loading zone at the assigned time.
 - b. Exercise extreme caution getting to and from your assigned bus stop.
 - c. Look in both directions before stepping from behind parked cars.
 - d. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates it is safe to board.
 - e. Do not play on or near the road while waiting for the bus to arrive.
 - f. Look in both directions before crossing any roadway.
 - g. Never walk on the road when there is a sidewalk or pathway.
 - h. Always walk on the left side of the road to on-coming traffic and step off the road when a motor vehicle approaches.
 - i. Wait until the bus comes to a complete stop before trying to load or unload.
 - j. Use the handrail while getting on and off the bus.
 - k. If possible, wear white or light colored clothing or carry a flashlight when you walk on the roadway in darkness in order that the motoring public might be aware of your presence.
 - l. When you must cross the road to enter the bus or after leaving the bus, always cross in front of the bus and walk approximately ten (10) feet ahead of the bumper (See Appendix A and Appendix B).

NATHAN'S LAW

Senate Bill 2472 or Nathan's Law was signed into law by then Governor Haley Barbour and went into effect on July 1, 2011. The legislation was named for Nathan Key, a 5-year-old who was killed in December 2009 when a vehicle illegally passed his school bus as he was unloading.

The following are major components of Nathan's Law:

- Requires motorists to stop at least 10 feet from a school bus when the bus is loading or unloading children, and motorists must not proceed until all children have crossed the street to or from the school bus and the flashing red lights are no longer activated and the stop sign on the side of the bus is retracted.
- Authorizes a charge of felony assault and a prison sentence of up to 20 years for motorists convicted of illegally passing a school bus that, in the process, results in injury or death.
- Authorizes cameras be equipped on school bus stop arms to film perpetrators in the act.
- Required the development of at least 10 questions relating to school bus safety on a driver's license test.
- Established a School Bus Safety Task Force.
- Prohibits school bus drivers from using cell phones, wireless communication devices, vehicle navigation systems or "personal digital assistants" while operating the bus, except in an emergency.
- Increases the fine for passing a stopped school bus.



RECOMMENDED PROCEDURES FOR CONDUCTING EMERGENCY SCHOOL BUS EVACUATION DRILLS FOR ACTIVITY TRIPS AND FIELD TRIPS

In order to ensure the safety of school bus passengers in an actual emergency, every school bus driver assigned to transport students on activity trips or field trips shall assign an evacuation team prior to each trip. The team may consist of teachers, coaches, students, or any other passenger. A roster shall be provided to the driver accounting for all passengers.

Passengers assigned to evacuation teams must be seated where they can effectively carry out their responsibilities in an emergency. Each evacuation Team will consist of the following:

1. A passenger assigned to set the parking break, turn off the engine, turn on the warning flashers, and call in on the radio or other means, and report the incident to the Transportation Director, in case the driver is unable to do so.
2. A passenger assigned to lead passengers to a safe location at least one hundred (100) feet from the bus and taking the first aid kit off the bus.
3. Two (2) passengers assigned to stand outside the bus, next to the front door, to help students exit the bus and for taking the fire extinguisher.
4. Two (2) passengers assigned to stand outside the bus next to the rear door to help students exit the bus.

In addition to assigning an evacuation team, the following information shall be discussed and/or demonstrated prior to EACH activity trip or field trip.

1. Location of fire extinguisher
2. Location of the first aid kit.
3. Location of the warning reflectors
4. Location and use of all emergency exits.
5. How to shut off the engine and set the parking brake.
6. How to open the service door, to include safety releases on manual, air or vacuum doors, if so equipped.
7. Instruct passengers to keep the aisles clear at all times and not to block emergency exits.

THE DRIVER OF THIS TRIP DID ASSIGN AN EVACUATION TEAM AND EXPLAINED THE EMERGENCY PROCEDURES TO ALL PASSENGERS ON THE BUS.

Activity Trip Sponsor

RECOMMENDED PROCEDURES FOR CONDUCTING EMERGENCY SCHOOL BUS EVALUATION DRILLS

Although most school districts do conduct school bus emergency exit drills, many of them conduct the drills because they are required to by state law. Little thought is often given to the proper way a drill should be conducted. Listed below are recommended procedures that may be followed when conducting a school bus emergency evacuation drill.

Reasons for actual emergency evacuations:

1. **Fire or danger of fire.** Being near an existing fire and unable to move the bus or being near the presence of gasoline or other combustible material is dangerous and pupils should be evacuated. The Pupils should be moved to some safe place one hundred (100) feet or more from the bus and instructed to remain there until the driver has determined the danger has passed.
2. **Unsafe position.** When the bus is stopped because of an accident, mechanical failure, road conditions, or human failure, the driver must determine immediately whether is it safer for the pupils to remain on or evacuate the bus.
3. **Mandatory Evacuations.** The driver must evacuate the bus when :
 - a. Fire or threat of fire is apparent.
 - b. The final stopping point is in the path of a train or next to a railroad track.
 - c. The stopped position of the bus may change and increase the danger (e.g. a bus comes to rest near a body of water or as a precipice where it could still move and go into the water or over an embankment.)
 - d. The stopped position of the bus is such that there is a danger of collision.
4. **Sight Distance.** In normal traffic conditions a stopped bus should be visible for a distance of three hundred (300) feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.
5. **Important factors about school bus evacuation drills:**
 - a. Safety of pupils is very important and must be the first consideration.
 - b. All drills should be supervised by the principal or by persons assigned to act in a supervisory capacity.
 - c. There should be an emergency evacuation team assigned on each bus. These team members must be seated where they can effectively carry out their responsibilities in an emergency. Each Evacuation Team evacuation team will consist of at least the following:
 - i. A passenger assigned to set the parking break, turn off the engine, turn on the warning flashers, and call in on the radio or other means, and report the incident to the Transportation Director, in case the driver is unable to do so.
 - ii. A passenger assigned to lead passengers to a safe location at least one hundred (100) feet from the bus and taking the first aid kit off the bus.
 - iii. Two (2) passengers assigned to stand outside the bus, next to the front door, to help students exit the bus and for taking the fire extinguisher.
 - iv. Two (2) passengers assigned to stand outside the bus next to the rear door to help students exit the bus.

6. **Pupils appointed to direct evacuation drills should possess the following qualifications:**
 - a. Maturity
 - b. Good citizenship
 - c. Live near the end of the route.
7. **Appointed pupils should know how to:**
 - a. Turn off the ignition switch and shut down the engine.
 - b. Set the emergency brake
 - c. Summon help when and where needed.
 - d. Use kick out windows or emergency escape exits
 - e. Set out warning devices.
 - f. Open and close doors and account for all pupils pass out of the bus.
 - g. Help small pupils off the bus
 - h. Do any other assignments as needed.
 - i. Use electronic video equipment to summon help (if applicable)
8. Drills should be scheduled at least once per semester (as required by law), preferably at the beginning of the school year and again at the start of the second semester. Drills should be restricted to school property and conducted under the supervision of school officials.
9. The driver should stay in the bus during the evacuation drill. He/She must set the parking break, turn off the engine, and place the manual transmission in gear (if applicable).
10. Pupils should not be permitted to take lunch boxes, books, etc., with them when they leave the bus. The objectives are to get the pupils off safely to the shortest possible time and in an orderly fashion.
11. Pupils should gravel a distance of at least one hundred (100) feet from the bus in an emergency drill and remain there until given further directions.
12. All pupils should participate in the drill, including those who ride only on special trips.
13. Pupils should be instructed in how and where to obtain assistance in emergencies, written instructions and telephone numbers should be posted in the bus
14. There are several different drills:
 - a. Everyone exits through the front door.
 - b. The front half of the pupils exit through the front door and the rear half of the pupils exit through the rear door.
 - c. Everyone exits through the rear door.
 - d. When applicable, pupils use all doors, front, back, and side.
15. Students should be familiar with the operations of emergency windows, both side and rear, and roof hatches. All exits should be opened by students during evacuation drill to ensure their ability to operate such devices.

PARENTS

IMPORTANT SCHOOL BUS SAFETY ALERT

HELP US PROTECT YOUR CHILDREN AS THEY TRAVEL TO AND FROM SCHOOL

Certain types of children's clothing can create a hazard as your child gets off the school bus. Especially dangerous are:

- Long dangling jacket or drawstrings
- Long backpack strips or dangling straps
- Long scarves or other loose clothing

Such clothing can be caught in the bus handrail, door, or other equipment as the child gets off the bus and then killed as the bus or another motor vehicle may run over them.

In recent years, a number of children across the U.S. have had their clothing caught as they exited the bus. Several of these children were dragged by the bus then killed when the bus or another motor vehicle ran over them.

Please take the time to check your children's clothing to make sure it is safe.

Also, please talk to your child about the following safety rules:

- Stay away from the Danger Zones around the bus
- Don't try to pick up something dropped near or under the bus – the bus driver might not see you.
- Remember that other motorists don't always stop for a stopped school bus – use extreme caution whenever getting on or off the bus.

**SCHOOL BUS SAFETY IS A TEAM EFFORT –
NOTHING IS MORE PRECIOUS THAN A CHILD'S LIFE**



SCHOOL BUS DRIVER: IMPORTANT SAFETY ALERT

CHILDREN'S CLOTHING CAUGHT ON THE BUS

Across the U.S. children continue to be injured or killed when their clothing is caught in the bus handrail, door, or other equipment, and they are dragged by the bus.

Long jacket or sweat drawstrings, backpack straps, or long scarves or other loose clothing are especially dangerous.

Your vigilance can prevent a tragedy. Remember these student loading and unloading safety tips:

- Never move the bus unless you are absolutely certain all children are safely out of the Danger Zones. Never rush while unloading children.
- Count children as they exit the bus – if you've lost count of a child outside the bus, shut the bus off, secure it, and check underneath.
- Watch for children with long drawstrings or other loose clothing, or children carrying loose papers or other items – expect the unexpected.
- Make sure your bus handrail is not attached to the bus at such an angle that it can easily catch a drawstring – check with your director – dangerous handrails should be changed immediately.
- Remember that children's clothing has also been caught in bus doors, the fire extinguisher, seatbelts, and the step outside the entrance door.
- After discharging, carefully scan the entire area before moving, and be alert for any warnings (from by-standers, teachers, motorists outside the bus, or students inside the bus) as you pull away from the stop.

LOADING AND UNLOADING CHILDREN IS THE MOMENT OF TRUTH – LET NOTHING DISTRACT YOU!



Railroad Crossings

Crossing railroad tracks represents one of the greatest hazards insofar as mass casualties and fatalities are concerned. SPOT, LOOK and LISTEN pertains to all school buses, loaded or empty.

1. Prepare to stop
 - a. Activate hazard lights at least 100 feet before stop.
 - b. Turn off master switch (when necessary).
 - c. Request silence
 - i. This is recommended so that you have minimal distraction.
 - ii. Turn heaters off, and/or fans off, if necessary, to have more silence.
2. STOP the bus
 - a. Stop the bus at least 15 feet and not more than 50 feet before crossing the railroad tracks.
 - b. Stop in a position that gives a clear view of the tracks in both directions
 - c. Shift into neutral
3. LOOK and LISTEN
 - a. Open service door and driver's window.
 - b. Look and listen through the open door and window.
 - c. If there is no indication of approaching train, shift into gear.
 - i. Must be a gear that will take the bus across the tracks without hesitation.
 - ii. Shifting of gears on a RR track shall not be permitted.
 - d. Look and listen a second time; close door and proceed quickly and smoothly.
4. Multi-track crossings
 - a. Make sure no train is approaching on any of the tracks.
 - b. After a train passes, wait until other tracks become visible before proceeding. A second train may be approaching from the opposite directions.



PREVENTIVE MAINTENANCE

Preventive maintenance may be defined as maintaining a vehicle in a safe and economical operating condition through a systematic inspection and service plan.

The bus driver has the responsibility in the preventive maintenance program. The bus driver is on the road with the vehicle for several hours each day and is in the position to observe the bus's performance under all conditions. The bus driver should learn to recognize defects and immediately report the symptoms to the maintenance department or to appropriate school officials.

Remember, defects cannot be repaired if they are not reported.

Daily Inspection The following daily bus inspection shall be made before starting on the morning run:

1. Check the oil, water, battery, and belts before starting the engine.
2. Start the engine and make an inside check (instrument panel, brakes, windshield, wipers, stop arm, crossing control arm, horn, mirrors, turn signals, etc.).
3. Check tires and wheels.
4. Check all lights.
5. Clean glass and light lenses as needed.
6. Check emergency door and buzzer and close door securely.
7. Check exhaust system.

While the walk around safety check is being made, the engine may idle no more than 3-5 minutes. This should allow sufficient time for the engine to warm up. Refrain from raising a cold engine. Considerable damage may occur to bearings and cylinder.

The bus driver shall report promptly in writing any defects that may affect the safety of the vehicle's operation or result in the bus's mechanical breakdown.

Each school day a bus driver shall inspect:

1. Windows to determine if they are easily raised and lowered. Special attention should be paid to those school buses with side emergency windows.
2. Seats to determine if they have been cut or damaged.
3. Service door to determine if it will operate properly.
4. Bus steps and remove mud and other matter so that doors will open and close smoothly.

5. Bus for any abuse by students. Damage to the bus must be reported to the appropriate school officials promptly.
6. Emergency doors before loading students in the morning and afternoon. The doors must be in good operating condition and securely closed.
7. Roof hatches to make sure that they will open and close properly.

WINTER SCHOOL BUS MAINTENANCE & DRIVING TIPS

MAINTENANCE FOR THE WINTER MONTHS

1. Keep all lights, mirrors, gauges, exhaust, suspension, emergency accessories, etc., operational. A driver should not start a route if a bus problem is detected.
2. Replace any slick tires in order to maintain good traction, especially for winter driving.
3. Install new wiper blades if needed and check washer fluid levels.
4. Check the heater and the defroster unit for efficient operation.
5. Inspect the engine compartment for cracked water hoses, frayed belts, leaking water pump or radiator, etc. Replace or repair as needed to prevent potential problems.
6. Check the weather-stripping around the emergency door to prevent exhaust fumes from entering the bus.
7. Replace broken or cracked window glass and check to see that all windows close securely to protect the children from the rain and cold.
8. Inspect fuel systems for leaks, cracked lines, loose mounting brackets, etc.
9. Check the cooling system regularly. Do not neglect this system.
10. Keep a timely record of service, repairs, or inspections done on each bus.

WINTER DRIVING TIPS FOR BUS DRIVERS

1. Turn on the headlights and body clearance lights when visibility is poor. Be sure that you can see and be seen by others. Clean light lenses as needed for maximum brightness.
2. Use defrosters as needed to clear the wind shield and windows for good visibility.
3. Reduce your speed and be especially alert in congested areas.
4. Brake smoothly on wet or icy roads. Avoid skidding if at all possible.
5. Exercise extreme caution at intersections and railroad crossing. Never assume that the other motorists will or can stop.
6. Be consistent in picking up your students. They will more likely be on time if you are.
7. Pay a lot of attention to the pre-trip inspection. Knowing your vehicle will result in safer driving and more efficient performance.
8. Report deficits promptly and in writing, especially components that are essential to the safe performance of the vehicle.
9. Take care of the battery in your bus to prevent cold weather problems.
10. Remind your students to practice good riding habits.
11. Use extreme caution when loading and unloading students due to the possibility of drawstring from certain types of clothing getting snagged on the handrail in the step-well area or in the service door.

A bus driver should:

1. Keep close check on the instrument panel for any indication of trouble.
2. Keep alert for any sound or odor that would indicate mechanical or electrical trouble. If trouble is detected, stop bus in a safe place, and do not move it until the problem is determined and corrected.
3. Check brakes frequently.
4. Leave windows of bus slightly open when stored or parked.
5. Make sure that antifreeze is of sufficient strength to prevent freezing.
6. Keep interior of the bus clean at all times.
7. Guard against hitting stones, curbs, and other obstructions that would damage tires.
8. Avoid rough places in road as much as possible.

OPERATION OF A SCHOOL BUS

Good visibility is absolutely essential for the safe operation of a school bus. The bus driver should be sure that all windows are clear and that no obstructions within the bus prevent visibility in all directions.

DRIVERS' RELATIONSHIP TO STUDENTS

1. Train students to observe transportation regulations.
2. A bus driver is responsible for all students while they are on the bus and while crossing the road/street to and from the bus.
3. Keep school bus as comfortable as possible.
4. Know which students who may have physical weaknesses such as those who are subject to motion sickness, diabetic, etc.
5. Special attention should be given to students who are mentally or physically handicapped.
6. Never administer corporal punishment to a student. A school bus driver does not have the authority to administer corporal punishment to a student. If a student needs punishment for misconduct, the bus driver should report the student's misconduct to the school principal.
7. Operate the school bus in a manner that will gain the confidence of the students, parents, and other motorists.
8. Never permit students to board or leave the bus while it is in motion.
9. Do not permit a student to run along by the bus while it is in motion.
10. Do not permit students to ride on the outside of the bus.

11. Do not permit a student to stick their head or hands out the windows.
12. If a student's home is on the opposite side of the road or street from the bus stop, the student must cross the road or street in front of the bus. Special precaution must be exercised by the bus driver and by the student. The bus driver must count the number of students who cleared the area in front of the bus before proceeding.
13. When students must cross the road or street to get on the bus in the morning, or unload in the afternoon, the bus driver shall wave his arm as a signal when it is safe for the students to cross.
14. Students will not be permitted to cross the road or street in the morning to get on the bus or in the afternoon to unload until the proper signal is given to cross.
15. Give special attention to kindergarten and first grade students especially during the first days of school. Assign an older student to aid each beginner in finding his place in school and in getting on the bus after school is dismissed.
16. A bus driver shall not permit a student to leave the bus before arriving at school or home without proper authorization from a school administrator.
17. A student's right to ride a school bus depends on their good conduct. Riding a bus is a privilege not a right.
18. A bus driver should not demand that students be as quiet as they should be in a classroom. Students should be permitted to talk and laugh to the extent that it does not interfere with safe driving.
19. Students are not allowed to stand in front of stanchions and guard rails while the bus is in motion.
20. Designate seats if necessary to maintain order, otherwise, allow voluntary seating.
21. A student should be dealt with individually and privately when possible to correct misconduct.
22. A bus driver shall not put a student off the bus for misconduct.
23. A bus driver's dress should be neat in appearance.
24. The bus should be operated on schedule morning and afternoon, regardless of weather conditions.
25. Notify schools served and/or students of any change in schedule or routing.
26. Post bus schedule in the school bus.

27. Make every stop, but do not wait for a student unless the student is seen coming. (This does not apply in the event the driver is ahead of schedule. In case the bus arrives at the stop early, the bus driver should wait.)

28. Use common sense and good judgment at all times and under all circumstances.

DRIVERS' RELATIONSHIP WITH OTHERS

1. Cooperate with the principal in making a good bus schedule.
2. Establish a good working relationship with mechanics.
3. Be considerate of other motorists – delay only as long as absolutely necessary at loading/unloading stops.
4. If traveling in the same direction as a funeral procession, do not pass. It is common courtesy to yield the right-of-way to funeral procession and to proceed with regard to traffic signals.

A BUS DRIVER SHALL:

1. Know and obey traffic signs, signals, and road markings by meanings, shapes, and colors. (See pages 14-19.)
2. Follow all vehicles at a safe distance.
3. **ALWAYS** stop the school bus at least 15 feet and not more than 50 feet before crossing railroad; open window at the driver's left and open the service door; listen and look in both directions along track for any approaching train; use a gear that will provide ample power to cross track without shifting; and proceed only when it is safe beyond any possible doubt.
4. **ALWAYS** stop school bus before crossing a highway; listen and look in both directions along highway; use a gear that will provide ample power to cross without shifting; and proceed only when it is safe beyond any possible doubt.
5. Stop to unload or load students at a safe place. Stops should be at places where vehicles can be seen at least 300 feet in both directions. (Length of a football field – goal line to goal line.)
6. Gauge speed according to driving conditions. The maximum legal speed for a school bus while transporting students to and from school on regular routes is 45 miles per hour. However, safe maximum speeds will depend on conditions on roads, weather, traffic, etc.
7. Exercise extreme caution when passing another vehicle.

8. Practice defensive driving. A defensive driver is prepared to avoid mistakes of other drivers. Never take anything for granted, and try to recognize an accident producing situation in time to prevent an accident.
9. Have a definite horn signal and sound before making stop for students.
10. Wear seat belt at all times when operating the school bus.
11. Be responsible at all times for the operation of the bus.
12. Make a written application for employment to the local school district on forms provided by the district.
13. Have the school bus under complete control at all times.
14. Blow the horn in rapid succession several times if it appears that students who are preparing to cross road/street are in any danger.
15. Check the school bus before exiting after each route for students.

The school bus driver is subject to dismissal for using his/her bus for unauthorized purposes or for violation of any State law or regulation or for failure to perform his/her duties faithfully as a school bus driver provided by the laws of Mississippi and these rules and regulations.

A BUS DRIVER SHALL NOT:

1. Open school bus door to unload students when a speeding vehicle is nearing stopping point.
2. Use any tobacco products on the school bus.
3. Move school bus unless all students are inside, in their seats, and doors are closed.
4. Use a cell phone or any other wireless communication device while the school bus is in motion.
5. Continue to make student stops on a highway when traffic accumulates behind the school bus. Pull off the road at a safe and convenient place and let accumulated traffic pass. These stops should not be made near regular student pick up points.
6. Drive a school bus backwards on the school grounds unless absolutely necessary and never unless properly directed. A bus driver should not drive a bus backward at any place unless properly directed or at least not until he/she makes certain it is safe to do so.
7. Leave school bus on roadway at night.
8. Drive a school bus without good brakes. Good brakes are essential for safety and should not be abused. Care should be taken to make sure that brakes are in good condition at all times.

9. Depend on signals given by the driver of another vehicle. The other driver may do the opposite from what he signals to do.
10. Leave the driver's seat with the engine running when students are on the bus. The driver must always take the ignition key with him/her if he/she has to leave the bus.
11. Allow anyone else, except a qualified and approved substitute driver, to drive his/her bus on a route. The substitute bus driver shall be governed by the same laws, rules and regulations as the regular bus driver.
12. Allow the use of rear door for entrance or exit other than emergency cases.
13. Put fuel in the bus while engine is running or while there are students on the school bus.
14. Move the school bus while students are entering or exiting the school bus.
15. Pass another vehicle when the other vehicle is going the same direction as the school bus:
 - a. When approaching the top of a hill.
 - b. When approaching a bridge, overpass or viaduct.
 - c. When meeting another vehicle that is near.
 - d. When approaching a curve.
 - e. When within 300 feet of an intersection.
 - f. When approaching a railroad.
 - g. When yellow line is at right of center.
 - h. When any other dangerous situation is evident.
16. Operate a school bus while under the influence of any intoxicant.
17. Drive a bus off the regular route without proper authorization. Special trips will not be made unless the bus driver has received prior approval from the superintendent of the school district, for the specific trip being made.

WHAT TO DO IN CASE OF AN ACCIDENT WITH A SCHOOL BUS

- 1) STOP AT ONCE AND INVESTIGATE.

- 2) PROTECT THE SCENE
USE WARNING DEVICES
GET HELP FROM BYSTANDERS
TURN OFF ENGINES. NO SMOKING
GUARD AGAINST FIRES

- 3) DO NOT MOVE INJURED PERSONS UNLESS ABSOLUTELY NECESSARY.
SUMMON AMBULANCE IF NEEDED

- 4) GET HELP.
USE YOUR PHONE TO NOTIFY SCHOOL OFFICIAL AND LAW ENFORCEMENT
AUTHORITIES.
GIVE LOCATION AND NATURE OF ACCIDENT ACCURATELY.

- 5) IDENTIFY YOURSELF
SHOW LICENSE AND REGISTRATION UPON REQUEST.

- 6) BE COURTEOUS.
MAKE NO STATEMENT ABOUT THE ACCIDENT EXCEPT TO POLICE OR SCHOOL
OFFICIALS OR INSURANCE REPRESENTATIVE.

- 7) LIST THE NAMES OF ALL STUDENTS ON THE BUS AT THE TIME OF THE
ACCIDENT,

Section E: Business Management
Policy EDA

Adopted: 6/26/2014
Revised: 10/13/2016
Revised: 11/9/2017

STUDENT TRANSPORTATION

School transportation services will be provided for students to and from school and for transporting students to and from curricular and extracurricular activities sponsored by the district, transporting from one school or facility to another, school-sponsored field trips that are extensions of classroom learning experiences. Transportation will be provided for homeless students to and from the student’s school of origin. School of origin means the school that the student attended when permanently housed or the school in which the student was last enrolled. These services shall be provided throughout the regularly scheduled year and during the regular school day as determined by the board.

Elementary students who live more than one mile from school will be transported. Secondary students who live more than one and one-half miles from school will be transported. Mileage exceptions for health, safety or disability will be made in accordance with board policy and administrative regulations.

TITLE I FUNDS

Transportation will be provided to a student of a school receiving Title I funds to attend a district school out of the student’s attendance area because his/her home school has been identified as in need of improvement, corrective action or restructuring. Such transfers will be permitted and transportation provided only to a safe school that has not been identified for improvement, corrective action or restructuring. The obligation of the district to provide for transportation will terminate at the end of the school year if the school from which the student transferred is no longer in school improvement.

In the event all other district schools a student may transfer to have also been identified as in need of improvement, corrective action or restructuring or there is no other district school to which the student may transfer, the district shall, to the extent practicable, establish a cooperative agreement with other districts in the area for a transfer. Transportation for students who transfer for such purposes will be provided for in accordance with the agreement.

If there are no district schools to which students can transfer because: (1) all schools at a grade level are in school improvement; (2) there is only one school in the district; or (3) the rural or isolated nature of the school district prevents choice, the district must notify the parents that the student’s school has been identified for school improvement but that no choices are currently available. Districts should consult with their attorney.

COOPERATIVE AGREEMENTS

The district may also provide transportation using federal funds or through cooperative agreements with local victims assistance units for a student to attend a safe district school out of the student’s attendance area for any student who is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends or the student attends a school identified as persistently dangerous. Note: Federal funds means funds available through Title IV, Part A, and Title V, Part A.

Transportation provided will, to the extent possible, be to a school that is making adequate yearly progress and that has not been identified as in need of improvement, corrective action or restructuring. If there are no other schools within the district a student may transfer to, the district may establish a cooperative agreement with other districts in the area for a transfer. Transportation for students who transfer for such purposes will be provided in accordance with the agreement. Note: If there is not another school in the district to which students can transfer, districts are encouraged, but not required to,

explore other appropriate options, i.e., an agreement with a neighboring district.

STUDENT CONDUCT

School buses carrying students will be considered extensions of the school experience. All students using school transportation will abide by the code of conduct posted in each school bus or school activity vehicle. Violations of such code, as well as other conduct which is improper or which jeopardizes the safety of self or others, will be reported by the school bus/vehicle driver to school principal or assistant principal. Violators may be denied use of transportation for a period of time as deemed proper by the building principal.

BUS DRIVERS

The building principal or designee shall ensure transportation officials and drivers receive notification of students having special medical or behavioral protocols identified in student records.

Information and/or training, including confidentiality requirements, will be provided to drivers, as appropriate.

The school bus/vehicle driver will be responsible for the school bus/vehicle at all times from departure until return. The driver will not participate in any activities that might impair his/her driving abilities.

Children in Foster Care

The superintendent or designee shall coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services, when the District is notified by the Washington County Department of Human Services in writing that the Department of human Services has foster care students in need of services.

The District will collaborate with the Department of Human Services when transportation is required to maintain children placed in foster care in a school of origin outside their usual attendance area or District when in the best interest of the student.

The superintendent or designee, will collaborate with appropriate officials of the Department of Human Services and officials from related districts/agencies to consider how such transportation is to be promptly arranged and funded in a cost effective manner.

If there are additional costs to be incurred in providing transportation to maintain a student in the school of origin, the District will provide transportation based on a case-by-case basis, using one of the following options:

- The Department of Human Services agrees to reimburse the District for the cost of such transportation;
- The District agrees to pay for the cost of such transportation; or
- The District and the Department of Human Services agree to share the cost of such transportation.

The district will comply with all state and federal laws and regulations pertaining to school bus transportation.

CROSS REF.: Policies EDAA Student Transportation Management School-Owned Buses
EDD Student Transportation Management Scheduling and Routing
EDC Bus Safety Program

BUS SAFETY PROGRAM

The State Board of Education is authorized, empowered and directed to promulgate rules and regulations for providing operation procedures for public school buses to insure safety of pupils. ' 37-41-1(g) (1987)

AUTHORIZED USE

It shall be a misdemeanor for any person to use a publicly owned school bus for any purpose other than one in connection with the school, and upon conviction thereof such person shall be fined not less than Fifty Dollars (\$50.00). When any publicly owned school bus is being operated on the public roads or highways at a time other than the usual and customary time for the transportation of children to and from the public schools, members of the Highway Safety Patrol, sheriffs, constables and other peace officers shall have the power and authority to stop such bus for the purpose of ascertaining whether the trip then being made is authorized by law. If it be found that such trip is unauthorized, such highway patrolman, sheriff, constable or other peace or police officer shall forthwith report the same to the school board owning such bus and to the State Department of Education. ' 37-41-45 (1987)

SPEEDING PROHIBITED

It shall be unlawful for a driver of any school bus, whether a public or a contract bus, to drive said bus at a speed greater than forty-five (45) miles per hour while transporting children to and from school on regular routes. However, any such driver, while operating a school bus on other authorized trips, shall not drive said school bus at a speed greater than fifty (50) miles per hour. Any person who shall violate the provisions of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than twenty-five dollars (\$25.00) nor more than one hundred dollars (\$100.00) for each offense. In addition thereto, upon such conviction, such driver may be discharged from further employment as a school bus driver or carrier and his contract as such may be terminated. ' 37-41-47 (1982)

VEHICLE INSPECTION AND SAFETY

Each school board, person, firm or corporation transporting public school children on the public roads, streets and highways of the state with motor vehicles shall have said motor vehicles inspected according to the laws of the state and according to the regulations of the State Board of Education. Each motor vehicle shall be inspected by a competent mechanic to be safe for transporting pupils on the roads, streets and highways of the state before it is released for such purpose. If such motor vehicle is found to be unsafe for transporting pupils, then it shall be properly repaired or adjusted as necessary before being used to transport pupils. The provisions of this paragraph shall not apply to vehicles owned by individuals and under private contract to the school district and used exclusively for transporting members of their immediate families.

The State Department of Education may, at its discretion, inspect any school bus used for transporting pupils to and from the public schools or for activity purposes to determine the safety of such motor vehicle for operation on the roads, streets and highways of this state. In the event

a vehicle is inspected and is found to be unsafe for transporting pupils, a report shall be filed with the appropriate school official indicating its deficiencies with recommendations for correcting such deficiencies.

If it is determined that any buses are in such defective condition as to constitute an emergency safety hazard, those buses may be condemned and removed from service and shall not be returned to service until adequate repairs are completed and such buses are re-inspected by the State Department of Education. Any school official who approves the operation of any school bus that has been removed from service under the conditions listed above, prior to being re-inspected by the State Department of Education, shall be guilty of a misdemeanor and upon conviction shall be punished by imprisonment in the county jail for a period not to exceed sixty (60) days, or a fine of not less than Five Hundred Dollars (\$500.00) nor more than One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment, in the discretion of the court. ' 37-41-53 (1992)

REQUIREMENTS FOR CONTRACT

The State Board of Education shall adopt and enforce regulations not inconsistent with the traffic laws and regulations of this state to govern the design and operation of all school buses used for the transportation of school children when owned and operated by any school board or privately owned and operated under contract with any school board in this state. Such regulations shall by reference be made a part of any such contract with a school board. Every school board, its officers and employees, and every person employed under contract by a school board shall be subject to said regulations.

Any officer or employee of this school board who violates any of said regulations or fails to include the obligation to comply with said regulations in any contract executed by them on behalf of a school board shall be guilty of misconduct and subject to removal from office or employment. Any person operating a school bus under a contract with a school board who fails to comply with any of said regulations shall be guilty of breach of contract and such contract shall be canceled after notice and hearing by the responsible officers of such school board. ' 37-41-57 (1987)

The Mississippi Public School Accountability Standard for this policy is Standard 29.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies EBBA - School Safety Plan

JCDAD - Bus Conduct

SCHOOL DISTRICT IDENTIFICATION ON SCHOOL BUSES

All publicly owned school district buses and all which are hereafter acquired and all publicly owned school district buses which, shall hereafter be repainted, with the name of the county or school district owning same painted on both sides of the bus. Such words shall be painted on each such bus in letters at least five (5) inches in height and in a color which is in contrast with the color of the vehicle.

Any contract entered into by this school district for the operation, rental or leasing of school buses with private or public entities shall stipulate in the contractual agreement that the entity from whom the school bus is rented, leased or purchased, or which is providing the transportation service, shall cause to be placed on the bus, the required district-identifying signage before delivery of the school bus into possession of the school district.

Legal reference: Mississippi Code of 1972 37-41-3, 37-41-29 and 37-41-31

Policy EDAB
INSULIN DEPENDENT BUS DRIVERS

The Western Line School Board seeks to employ and maintain qualified persons to serve as bus drivers in the district. In compliance with Section ' 63-1-208 of the Mississippi Code of 1972 bus drivers who are insulin dependent must meet the following requirements:

Notwithstanding any requirement imposed by state law or state or federal regulations restricting the issuance of a commercial driver's license to a person suffering from diabetes, a person suffering from diabetes may be issued a commercial driver's license if the person otherwise meets all qualifications for issuance provided:

1. The driver is physically examined every year, including an examination by a board-certified/eligible endocrinologist attesting to the fact that the driver is:
 - a. Free of insulin reactions (an individual is free of insulin reactions if that individual does not have severe hypoglycemia or hypoglycemia unawareness, and has less than one (1) documented, symptomatic hypoglycemic reaction per month);
 - b. Able to and has demonstrated willingness to properly monitor and manage the person's diabetes; and
 - c. Not likely to suffer any diminution in driving ability due to the person's diabetic condition.
2. The driver agrees to and complies with the following conditions:
 - a. A source of rapidly absorbable glucose shall be carried at all times while driving;
 - b. Blood glucose levels shall be self-monitored one (1) hour prior to driving and at least once every four (4) hours while driving or on duty prior to driving using a portable glucose monitoring device equipped with a computerized memory;
 - c. Submit blood glucose logs to the endocrinologist or medical examiner at the annual examination or when otherwise directed by the Department of Public Safety;
 - d. Provide a copy of the endocrinologist's report to the medical examiner at the time of the annual medical examination; and
 - e. Provide a copy of the annual medical certification to the person's employer for retention in the driver's qualification file and retain a copy of the certification on his person while driving for presentation to a duly authorized federal, state or local enforcement official.
3. The commercial license issued under this subsection will bear an endorsement restricting commercial driving on the license to driving only within the boundaries of Mississippi.

This policy hereby directs the superintendent to develop procedures to insure that insulin dependent bus drivers are in compliance with these requirements.

LEGAL REF.: MS Code ' 63-1-208

CROSS REF.: Sample Policies EDB - Bus Drivers Medical Exam

GCD - Classified Personnel Hiring

§ 37-15-29. Minor child to attend school in district of residence; exceptions.

(1) Except as provided in subsections (2), (3), (4) and (5) of this section, no minor child may enroll in or attend any school except in the school district of his residence, unless such child be lawfully transferred from the school district of his residence to a school in another school district in accord with the statutes of this state now in effect or which may be hereafter enacted.

(2) Those children whose parent(s) or legal guardian(s) are instructional personnel or certificated employees of a school district may at such employee's discretion enroll and attend the school or schools of their parent's or legal guardian's employment regardless of the residence of the child.

(3) No child shall be required to be transported in excess of thirty (30) miles on a school bus from his or her home to school, or in excess of thirty (30) miles from school to his or her home, if there is another school in an adjacent school district located on a shorter school bus transportation route by the nearest traveled road. Those children residing in such geographical situations may, at the discretion of their parent(s) or legal guardian(s), enroll and attend the nearer school, regardless of the residence of the child. In the event the parent or legal guardian of such child and the school board are unable to agree on the school bus mileage required to transport the child from his or her home to school, an appeal shall lie to the State Board of Education, or its designee, whose decision shall be final. The school districts involved in the appeal shall provide the Mississippi Department of Education with any school bus route information requested, including riding the buses as necessary, in order to measure the bus routes in question, as needed by the State Board of Education in considering the appeal.

(4) Those children lawfully transferred from the school district of his residence to a school in another school district prior to July 1, 1992, may, at the discretion of their parent(s) or legal guardian(s), continue to enroll and attend school in the transferee school district. Provided further, that the brother(s) and sister(s) of said children lawfully transferred prior to July 1, 1992, may also, at the discretion of their parent(s) or legal guardian(s), enroll and attend school in the transferee school district.

(5) Those children whose parent(s) or legal guardian(s) are active members of the United States Armed Forces or civilian military personnel and reside on a military base, may, at the discretion of their parent(s) or legal guardian(s), enroll and attend the school district of their parent's or legal guardian's choosing, regardless of the residence of the child, provided the school district where the student resides or in an adjacent school district and the parent's or guardian's choice of school district does not violate the provision of subsection (3) of this section prohibiting the transportation of students in excess of thirty (30) miles.

History

Codes, 1942, § 6334-11; Laws, 1960, ch. 315; Laws, 1989, ch. 508, § 1; Laws, 1990, ch. 565, § 1; Laws, 1991, ch. 349, § 1; Laws, 1992, ch. 410, § 1; Laws, 2010, ch. 483, § 8; Laws, 2013, ch. 473, § 1, eff from and after July 1, 2013.

Office of the Attorney General March 17, 2006

2006 WL 1184446 (Miss.A.G.)

Office of the Attorney General

State of Mississippi
*1Opinion No. 2006-0070
*1 March 17, 2006

Bill Watson
Tunica County Road Manager
P.O. Box 639
Tunica, MS 38676

Dear Mr. Watson:

Attorney General Jim Hood has received your recent inquiry as Road Manager of Tunica County and has asked me to respond. Your letter states:
I have repeated requests from the **School** Board of Education and Transportation Department to construct, repair, or maintain certain areas on private property to store or **park buses** at driver's homes during the **school** term.

All information I can find indicates that after following the proper procedures, the County can only repair **school bus** turnarounds or areas where it is necessary to aboard a child. Please send a written opinion on the construction of **parking** and what constitutes a **bus** turnaround.

In response, Section 19-3-42 authorizes counties to "maintain private gravel or shell roads or driveways to private residences if such roads or driveways are used for **school bus** turnarounds" and the driveway or road is designated as a **school bus** turnaround by written request from the **school** board. Miss. Code Ann. Section 19-3-42. This code section does not authorize a county to build or construct a private road or driveway to be used as a **school bus** turnaround, only to maintain one. See MS AG Op., Smith (January 8, 1999). Nor would this statute allow a county to construct and/or maintain a **parking** area for **school buses** at the end of its route or at the drivers' homes. See MS AG Op., Johnson (April 24, 1998).

However, if the statutory procedures are followed, a **school bus** driver's private gravel or shell driveway may be designated as a **school bus** turnaround under 19-3-42 and may be maintained by the county. See MS AG Op., Smith (January 8, 1999).

If we may be of further assistance, please let us know.

Sincerely,

Jim Hood,
Attorney General
By: Hiram Eastland
Special Assistant Attorney General

2006 WL 1184446 (Miss.A.G.)

Western Line School District Transportation Forms

Temporary Easement

School Bus Accident Report Form

Record of Accident

Bus Repair Request

School Bus Drill Form

Student List / Address Form

Bus Seating Chart

School Bus Safety Inspection and Preventative Maintenance Checklist

Transportation Report

School Activity Trip Permit



WESTERN LINE SCHOOL DISTRICT

“Committed to Excellence in Education”

TEMPORARY EASEMENT

In compliance with directive of the State Auditor’s Office to issue a temporary easement for the use of driveways as school bus turn-arounds, and/or parking, please accept this document as fulfillment of the above requirement.

I, _____, (landowner) do hereby grant a temporary easement for the use of the driveway on my property at _____ for the use by the Western Line School District Board of Education for a school bus turn-around, and/or parking of the school bus.

For, and in consideration of this action, we the land owner and Superintendent of Western Line School District, Lawrence Hudson, do hereby request that the Board of Supervisors of Washington County provide gravel and necessary grading to insure an adequate and safe turn-around and/or parking space for the school bus.

Witness our signatures this the _____ day of _____, 20__.

Landowner

Superintendent

STATE OF MISSISSIPPI
COUNTY OF WASHINGTON

Subscribed and sworn to before me this _____ day of _____, 20__.

_____, Notary Public

SCHOOL BUS ACCIDENT REPORT FORM

Western Line School District

School: _____ Date: _____
Bus Information: Years of Driver Experience: _____ Bus Number: _____
 Bus Year: _____ Chassis: _____ Body: _____ Type: _____
 Bus Driver Name: _____ Dr. Lic #: _____ Age: _____
 Male Female School Bus Driver Charged: Yes No

Date of Accident: _____ Day of the Week: _____

Time of Accident: _____ Location: _____
 am pm

students on bus at the time of the accident: _____
 Bus was being used for: Regular Route Exceptional Route
 Activity Trip Other: _____

Type of Accident”
 Collision between motor vehicles Non-collision (such as over turned bus)
 Pedestrian involved
 Other (Collision with other objects such as a tree, light pole, bridge, etc.) _____

I. Accident resulted in :

Bus Driver	Bus Aide	Student	Occupant of other vehicle
<input type="checkbox"/> Fatality	<input type="checkbox"/> Fatality	<input type="checkbox"/> Fatality # _____	<input type="checkbox"/> Fatality # _____
<input type="checkbox"/> Serious Injury	<input type="checkbox"/> Serious Injury	<input type="checkbox"/> Serious Injury # _____	<input type="checkbox"/> Serious Injury # _____
<input type="checkbox"/> Minor Injury	<input type="checkbox"/> Minor Injury	<input type="checkbox"/> Minor Injury # _____	<input type="checkbox"/> Minor Injury # _____

Did injury or atality occur in the loading / unloading zone? _____ Yes _____ No
 If yes, was the student hig by the bus or other vehicle? _____ Yes _____ NO

II. Property Damage

Less than \$500.00 More than \$500.00

III. Bus Accident Direction Analysis

Loading Unloading Changing Lanes Backing Up
 Turning Left Turning Right Stopped at Train Track Moving Forward
 Other: _____

IV. Contributing Circumstances as noted on investigation Officer’s Report as pertaining to the bus:

Speed Backing up Passed Stop Sign
 Disregarded Traffic Light Failed to Yield Drove left of Center
 Improper lane change Followed to closely Improper Parking
 Improper Turn Improper Passing Improper Stop on Roadway
 Defective Road Surface Bus Rear-ended by other vehicle Defective Equipment
 Careless Driving Improper Actions by other Vehicle
 View Obstructed by Object (tree, fence, shrubbery, etc.)
 Other: _____

V. Weather Conditions: Clear Rainy Fog Snow Sleet
 Other: _____

Written Description of the Accident:

VI. Use the space below to show direction and positions of the vehicles involved. Designating clearly the point of order (if a diagram will not serve for the accident in question, attach a separate sheet with an illustration). Indicate with an arrow the direction of North.

Report Complete by: _____
Print Name / Position / Telephone Number

This form must be completed and returned to
Mississippi Department of Education
Division of Pupil Transportation
P. O. Box 771
Jackson, MS 39205-0771



WESTERN LINE SCHOOL DISTRICT

“Committed to Excellence in Education”

TRANSPORTATION REPORT

SCHOOL MONTH _____

Name of Driver: _____ School: _____
 Bus # _____ Substitute Bus Used? _____ Yes _____ No
 Date School Month Began _____ Date School Month Ended _____

Last Day Odometer Reading _____

First Day Odometer Reading _____

Total Miles Traveled _____

RECORD OF SERVICE

Date	# Gallons of Fuel	# Quarts of Oil	Other Cost / Repairs
TOTAL			

I certify the above to be true, correct, and accurate:

 Signature of Maintenance Personnel



WESTERN LINE SCHOOL DISTRICT

“Committed to Excellence in Education”

Record of Accident

_____ O'Bannon Campus

_____ Riverside Campus

Child's Name: _____ Date: _____

Age: _____ Grade: _____ Homeroom
Teacher: _____

How did the accident occur: _____

Activity Engaged in: _____

Where did the accident occur _____

Date: _____ Time: _____

Was the accident under School Supervision: _____ Yes _____ No

If the accident did not occur in school, did it occur on a direct route between home and school? _____ Yes _____ No

Other Comments: _____

Teacher Signature

Date of Report



WESTERN LINE SCHOOL DISTRICT

“Committed to Excellence in Education”

Bus Repair

_____ O’Bannon Campus

_____ Riverside Campus

DATE REQUESTED: _____

SERVICE REQUESTED: _____

Signature of person making request

Signature of Bus Shop Director

Date Service Completed

Signature of Mechanic performing Service

The service was performed in a timely manner: _____ Yes _____ No

Signature of Bus Shop Director

THIS FORM IS TO BE FILED IN THE BUS SHOP DIRECTOR’S OFFICE WHEN THE SERVICE IS COMPLETE



WESTERN LINE SCHOOL DISTRICT

“Committed to Excellence in Education”

SCHOOL BUS DRILL FORM

_____ O’Bannon Campus

_____ Riverside Campus

_____ Bus Number

_____ Date

Emergency Exit/s to be drilled: _____

Odometer: _____

Total Time: _____

Student Roster Present Y _____ N _____ Comments: _____

Pre-Trip Conducted Y _____ N _____ Comments: _____

Post-Trip Conducted Y _____ N _____ Comments: _____

Cell Phone Present Y _____ N _____ Comments: _____

Bus Floor Clean Y _____ N _____ Comments: _____

Windows Clean Y _____ N _____ Comments: _____

Flares Present Y _____ N _____ Comments: _____

First Aid Kit Y _____ N _____ Comments: _____

Clean Up Kit Y _____ N _____ Comments: _____

Bus Driver Comments and Discrepancies:

Driver’s Signature

Principal or Transportation Director



WESTERN LINE SCHOOL DISTRICT

“Committed to Excellence in Education”

Bus #: _____

Student Name	Grade / Teacher	Street Address
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
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