Midland Public Schools

Inspiring Excellence

TRANSPORTATION DEPARTMENT



Bus Driver Handbook

It is the policy of the Midland Public School District not to discriminate on the basis of race, color, religion, national origin or ancestry, sex, gender, disability, age, height, weight, marital status, genetic information, or other legally-protected characteristic, in its programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups and activities.

Revised 10/2026

Please note that this handbook is an overview of basic policies, and may contain excerpts from a full policy. For a complete listing of MPS/BOE policies, visit:

https://www.midlandps.org

BUS DRIVER'S HANDBOOK
Midland Public Schools

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INTRODUCTION

The purpose of these Guidelines is to assist Bus Drivers in becoming familiar with their responsibilities and their relationship to others in understanding the larger picture of the operation of the school district. All bus driving activities are directed at providing service so that the primary purpose of the district, the education of its students, can be accomplished.
The employer (Midland Public Schools) retains the right, at any time, to amend, modify or terminate any of its policies or benefits applicable to bus drivers to whom this handbook is addressed. Nothing contained in this handbook shall be construed or implied to constitute a contract altering or changing the at-will character of the employment relationship between the Midland Public Schools and its bus drivers.

NONDISCRIMINATION POLICY, COMPLIANCE OFFICERS, AND GRIEVANCE PROCEDURES (4101)

WITH REGARD TO:

- TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, WHICH PROHIBITS DISCRIMINATION BASED ON RACE, COLOR, RELIGION, OR NATIONAL ORIGIN;
- TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, WHICH PROHIBITS DISCRIMINATION BASED ON RACE, COLOR, RELIGION, SEX (INCLUDING GENDER IDENTITY, AND SEXUAL ORIENTATION), OR NATIONAL ORIGIN;
- TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, WHICH PROHIBITS DISCRIMINATION BASED ON SEX (INCLUDING GENDER IDENTITY AND SEXUAL ORIENTATION);
- AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 (ADEA), WHICH PROHIBITS DISCRIMINATION BASED ON AGE AS TO PERSONS WHO ARE AT LEAST 40 YEARS OLD;
- EQUAL PAY ACT OF 1963, WHICH PROHIBITS SEX DISCRIMINATION IN PAYMENT OF WAGES FOR PERSONS PERFORMING SUBSTANTIALLY EQUAL WORK IN THE SAME ESTABLISHMENT;
- SECTION 504 OF THE REHABILITATION ACT OF 1973 (SECTION 504), WHICH PROHIBITS DISCRIMINATION BASED ON DISABILITY;
- AMERICANS WITH DISABILITIES ACT OF 1990 (ADA), WHICH PROHIBITS DISCRIMINATION AGAINST QUALIFIED PERSONS WITH DISABILITIES IN EMPLOYMENT, PUBLIC SERVICE, PUBLIC ACCOMMODATIONS, AND TELECOMMUNICATIONS;
- FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA), WHICH REQUIRES COVERED EMPLOYERS TO PROVIDE UP TO 12 WORK WEEKS OF UNPAID, JOB-PROTECTED LEAVE TO ELIGIBLE EMPLOYEES FOR CERTAIN FAMILY, MILITARY, AND MEDICAL REASONS, AND UP TO 26 WORK WEEKS TO CARE FOR A COVERED SERVICE MEMBER WITH A SERIOUS INJURY OR ILLNESS;
- PREGNANCY DISCRIMINATION ACT OF 1978, WHICH PROHIBITS DISCRIMINATION BASED ON PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITIONS;
- GENETIC INFORMATION NON-DISCRIMINATION ACT OF 2008 (GINA), WHICH PROHIBITS DISCRIMINATION BASED ON GENETIC INFORMATION AS TO HEALTH INSURANCE AND EMPLOYMENT;

- UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT OF 1994 (USERRA), WHICH PROVIDES JOB PROTECTION AND REEMPLOYMENT RIGHTS TO INDIVIDUALS WHO VOLUNTARILY OR INVOLUNTARILY LEAVE EMPLOYMENT TO UNDERTAKE MILITARY SERVICE, INCLUDING MILITARY RESERVISTS AND NATIONAL GUARD MEMBERS CALLED TO DUTY;
- MICHIGAN ELLIOTT-LARSEN CIVIL RIGHTS ACT OF 1976 (ELCRA), WHICH PROHIBITS DISCRIMINATION BASED ON RACE, COLOR, NATIONAL ORIGIN, AGE, SEX (INCLUDING PREGNANCY AND GENDER IDENTITY), RELIGION, HEIGHT, WEIGHT, OR MARITAL STATUS;
- MICHIGAN PERSONS WITH DISABILITIES CIVIL RIGHTS ACT OF 1976 (MPDCRA), WHICH PROHIBITS DISCRIMINATION AGAINST QUALIFIED PERSONS BASED ON DISABILITY THAT IS UNRELATED TO THAT PERSON'S ABILITY TO PERFORM THE DUTIES OF A PARTICULAR POSITION OR GENETIC INFORMATION;
- MICHIGAN EQUAL PAY ACT, WHICH PROHIBITS DISCRIMINATORY WAGE PRACTICES BASED ON SEX; AND
- PUBLIC EMPLOYMENT RELATIONS ACT OF 1947 (PERA), WHICH PROHIBITS A PUBLIC EMPLOYER FROM DISCRIMINATING AGAINST AN EMPLOYEE BASED ON MEMBERSHIP OR NON-MEMBERSHIP IN A LABOR ORGANIZATION.

It is the policy of the Midland Public School District not to discriminate on the basis of race, color, religion, national origin or ancestry, sex, gender, disability, age, height, weight, marital status, genetic information, or other legally-protected characteristic, in its programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups and activities

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Inquiries regarding this nondiscrimination policy should be directed to:

Superintendent of Schools
Midland Public Schools
600 East Carpenter Street
Midland, Michigan 48640
(989) 923-5026

MPS Compliance Officers:

Director of Human Resources (989) 923-5016	Title IX of the Education Amendments of 1972 Age Discrimination Act of 1975 Title VII of The Civil Rights Act of 1964 Age Discrimination in Employment Act of 1967 (ADEA) Equal Pay Act of 1963 Family And Medical Leave Act of 1993 (FMLA) Pregnancy Discrimination Act of 1978 Genetic Information Non-Discrimination Act of 2008 (GINA) Michigan Elliott-Larsen Civil Rights Act of 1976 (ELCRA)

	Michigan Persons With Disabilities Civil Rights Act of 1976 (MPDCRA) Michigan Equal Pay Act Public Employment Relations Act of 1947 (PERA)
Associate Superintendent (989) 923-5082	Title II of the Americans with Disabilities Act of 1990 Title VI of the Civil Rights Act of 1964 Section 504 of the Rehabilitation Act of 1973 Nondiscrimination of the Basis of Being Disabled

Grievance Procedures for:
Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendment Act of 1972
Title II of the Americans with Disability Act of 1990
Section 504 of the Rehabilitation Act of 1973
Age Discrimination Act of 1975

Section I

Any employee who believes he/she has been subjected to behavior that violates this Policy must file a complaint using the Employment Complaint Procedure in **Policy 4104**. If Title IX sexual harassment is alleged, the procedures set forth in **Policy 3118** should be followed.

Employees with questions about compliance with this Policy and applicable laws should contact the Superintendent or the Employment Compliance Officer(s):

Associate Superintendent **Director of Human Resources** **Director of Diversity, Equity, and Inclusion** Age Act, Title IX Coordinator Midland Public Schools 600 E. Carpenter St. Midland, MI 48640 (989) 923-5001	**Associate Superintendent** Title VI, Title II, Section 504 Coordinator Midland Public Schools 600 E. Carpenter St. Midland, MI 48640 (989) 923-5082

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Local Coordinator, who shall in turn investigate the complaint and reply in writing within five (5) business days. If this reply is not acceptable, the complainant may initiate formal procedures according to the following steps.

Step 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the local Age Act, Title II, Title VI, Title IX, or Section 504 Coordinator within five (5) business days of receipt of the written reply to the informal complaint. The Coordinator shall further investigate

the matters of the grievance and reply in writing to the complainant within five (5) business days by certified mail.

Step 2: If the complainant wishes to appeal the decision of the local Age Act, Title II, Title VI, Title IX, or Section 504 Coordinator, he/she may submit a signed statement of appeal to the Superintendent of the Midland Public Schools within five (5) business days after receipt of the Local Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of the meeting by certified mail.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within forty (40) days of the receipt by the Board Secretary to each concerned party within ten (10) business days of this meeting by certified mail.

Anyone at any time may contact the Office for Civil Rights for information and/or assistance at 1-800-421-3481. If the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights.

Inquiries concerning the nondiscriminatory policy may be directed to the Director for Civil Rights, U.S. Departments of Education, Washington, D.C. 20202.

The Local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found at the Local Coordinator's office.

DISTRICT BOARD POLICY & LABOR AGREEMENTS

Every Bus Driver is expected to be familiar with Midland Public Schools' District Board Policy and Labor Agreements in order to be aware of policies and operational practices under which the district operates. The Board policies and labor agreements are available on the District website www.midlandps.org.

CORPORAL PUNISHMENT AND LIMITED USE OF REASONABLE FORCE (4203)

"Corporal punishment" is defined as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline. Corporal punishment does not include physical pain caused by reasonable physical activity associated with athletic training.

Employees will not inflict, or cause to be inflicted, corporal punishment upon any student under any circumstances. Any employee who engages in corporal punishment against a student will be subject to discipline, including discharge. An administrator or supervisor will report the employee to CPS consistent with **Policy 4202**.

Employees may use reasonable physical force upon a student as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning.

The District may provide training to employees on the use of reasonable force and physical intervention techniques. If the District has provided that training to an employee, the employee must comply with that training.

Employees must comply with **Policy 5211** on Seclusion and Restraint of students and federal and state law. An employee's illegal use of seclusion or restraint may result in discipline, including discharge.

ANTI-HARASSMENT POLICY (4102)

Employees will have the opportunity to work in an atmosphere free from unlawful harassment, including sex-based harassment, as defined by state, federal, and local laws. The District prohibits quid pro quo and hostile work environment harassment.

The District will promptly and thoroughly investigate complaints pursuant to Policy 4104 alleging unlawful harassment and take appropriate action, including discipline, against any person found to have violated this Policy. Investigation determinations will be based on a preponderance of the evidence.

Unlawful harassment is strictly prohibited. This Policy applies to employee conduct perpetrated against other employees, parents/guardians, officers, Board members, agents, contractors, volunteers, and members of the public. Although Title VII sexual harassment falls within this Policy, Title IX sexual harassment does not. For the District's Policy on Title IX sexual harassment, see **Policy 3118**. Allegations that an employee engaged in unlawful discrimination, harassment, or retaliation against a student will be investigated under **Policy 5202**.

This Policy applies to unlawful conduct related to work in any way, regardless of location.

Definition of Unlawful Harassment.

Except with regard to **Title IX Sexual Harassment Policy 3118**, the following definitions apply:

1. "Quid pro quo" harassment occurs when a supervisor requires sex, sexual favors, or sexual contact from an employee or job candidate as a condition of employment and where:

    - submission to that conduct or communication is made a term or condition, either explicitly or implicitly, to obtain or maintain employment; or

    - submission to or rejection of that conduct or communication is used as a factor in a decision affecting a person's employment.

2. "Hostile work environment" harassment is unwelcome verbal, visual/written, or physical conduct towards an employee because of the employee's race, color, national origin, ethnicity, religion, sex (including pregnancy), height, weight, marital status, gender identity, age, sexual orientation, disability, genetic information, veteran status, military service, or any other protected class and that has:

- the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- the purpose or effect of unreasonably interfering with an employee's work; or
- an adverse impact on a person's employment opportunities.

Definition of Sexual Harassment. While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Verbal: Unwelcome comments, including: the use of derogatory, sexually suggestive, or vulgar language; the use of sexual innuendo; unwelcome advances or repeated requests for dates or sexual favors; threats based on or motivated by a person's sex; demanding or pressuring another person to submit to sexual requests or advances to attain academic or professional achievement; threatening another person's academic or professional reputation if that person does not submit to sexual requests or advances; or any other similar behavior.

- Visual/Written: Subjecting another person to sexually suggestive, pornographic, or obscene images, text, or cartoons, including by electronic mail, text message, letter, or any other medium; the use of obscene gestures toward or around another person; leering at another person; or any other similar behavior.

- Physical: Unwanted kissing, touching, patting, hugging, pinching, or any other unwanted physical contact; impeding another person's normal movements; stalking, assault, or battery based on the victim's sex; any other physical interference with another person based on that person's sex; or any other similar behavior.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at Midland Public Schools.

WAGE SCALE -TRANSPORTATION (BUS DRIVERS)

	Regular / Sub Drivers					
	Hired Before July 1, 1994	**2% off salary**	**Total**	**Hired July 1, 1994 and Later**	**2% off salary**	**Total**
Trip Rate	$19.41	$0.39	$19.79	$19.41	$0.39	$19.79
Step 1 (probationary year)				$21.27	$0.43	$21.70
Step 2				$22.33	$0.45	$22.78
Step 3				$23.66	$0.47	$24.13
Step 4	$29.51	$0.58	$30.09	$25.79	$0.52	$26.30

Step 1 above applies to all new drivers. A driver must work at least 150 calendar days to be eligible to move to the Step 2 rate. In addition, each driver must satisfactorily pass an individual evaluation to move to the next pay level or to continue on the maximum pay level.

The pay rate for special trips, for CMU state training programs, and for local instructional meetings is $19.41 base rate, $0.39 for a 2% off salary stipend, for a total of $19.79. This rate applies to both driving and waiting time. The district pays the total tuition charge for each driver who participates in the state training programs and will reimburse the driver $19.41 base rate, $0.39 for a 2% off salary stipend, for a total of $19.79 for each hour in training. Hours in attendance at local drivers' meetings, called for organization and instructional purposes, will be paid at the same rates.

SMOKING, TOBACCO PRODUCTS, DRUGS, AND ALCOHOL (3102)

Smoking is not allowed in company buildings or work areas at any time. “Use of tobacco product” means any of the following:

- the carrying by a person of a lighted cigar, cigarette, pipe, other lighted smoking device, or electronic nicotine delivery system;
- the inhaling or chewing of a tobacco product;
- the placing of a tobacco product within a person’s mouth; or
- the smoking or use of electronic vapor or other substitute forms of cigarettes, clove cigarettes, other lighted smoking devices, or other electronic nicotine delivery systems for consuming or inhaling tobacco or any other substance.

The District prohibits the sale, possession, distribution, dispensation, or use of tobacco products, electronic cigarettes, vaporizers, and all electronic nicotine delivery systems on property owned or operated by the District.

District personnel should review Policy 4210 for the district’s drug and alcohol free workplace policy.

The District may also prohibit the use of these products at District-related events.

ALCOHOL AND CONTROLLED SUBSTANCES FOR TRANSPORTATION EMPLOYEES SUBJECT TO THE OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT (4211)

A. General

Employees subject to the Omnibus Transportation Employee Testing Act, as amended (OTETA), must be mentally and physically alert at all times while on duty. This Policy establishes an alcohol and controlled substances testing program for such District employees (both regular and substitute) who perform safety-sensitive functions as mandated by OTETA.

The Superintendent or designee will comply with OTETA and implement an alcohol and controlled substances testing program consistent with OTETA.

Definitions

1. "Controlled Substance" means any drug or substance, the possession or use of which is prohibited under federal or state law, or any drug that is being used illegally (e.g., a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity). For purposes of this Policy, marihuana is a Controlled Substance.
2. "Covered Employee" means an employee (including a substitute) who operates or maintains a commercial motor vehicle in interstate or intrastate commerce and is subject to the commercial driver's license requirements.
3. "Illegal Drug" means any drug or substance, including marihuana, the possession or use of which is unlawful pursuant to federal or state law or local ordinance.
4. "Safety-Sensitive Function" means all tasks associated with the operation or maintenance of District vehicles.
5. "While on Duty" means the time from which the Covered Employee begins to work or is required to be in readiness for work until the time the Covered Employee is relieved from work and all responsibility for performing work.
6. Standards of Conduct
7. Compliance with conduct standards set forth in **Policy 4210**, as well as with this Policy's testing procedures, is mandatory. Disciplinary sanctions, including discharge, may be imposed on a Covered Employee for violating this Policy.
8. Failure to comply with testing procedures by a Covered Employee includes:
9. Refusing to take a test, failing to appear to take a test, failing to provide a specimen or a sufficient specimen (absent adequate medical justification), failure to remain at the testing site until completion of the testing process, or failure to sign a test consent form;
10. Failure to cooperate in the testing process;
11. In the case of direct observation or monitored collection of a Controlled Substances test, failure to permit observation or monitoring of the Covered Employee's provision of a specimen; or
12. Engaging in evasive testing actions intended to compromise the validity of the test results, including switching, substituting, adulterating, or otherwise compromising test samples.

Authorized Use of Prescription and Over-the-Counter Medication

A Covered Employee using a prescription that has been prescribed for the Covered Employee by a health care provider or an over-the-counter medication is responsible for being aware of any potential effects the medication may have on his/her ability to safely perform his/her duties.

Consequences for Violating Standards of Conduct

After determining that a Covered Employee violated 1 or more of the conduct standards for alcohol or Controlled Substances, the Covered Employee will be:

1. immediately removed from any duty which involves the performance of a Safety-Sensitive Function; and
2. subject to discipline, including discharge.

Voluntary Requests for Alcohol or Substance Abuse Evaluation, Counseling, or Treatment

A Covered Employee who voluntarily requests to participate in alcohol or substance abuse evaluation, counseling, or treatment through the District before being tested or being requested to be tested will be referred to a substance abuse professional to determine what assistance, if any, the Covered Employee needs in resolving problems associated with alcohol misuse or Controlled Substance use.

A request for evaluation, counseling, or treatment following the performance of a Safety-Sensitive Function will not preclude discipline for substantiated misconduct or other inappropriate behavior. The District will not impose a disciplinary sanction under this Policy solely because a Covered Employee has made a voluntary admission of alcohol or Controlled Substance abuse, consistent with the Policy.

The District will allow a Covered Employee who has self-identified as an abuser of alcohol or another substance sufficient opportunity to seek evaluation and treatment.

Where a Covered Employee has self-identified, the District will require that employee to undergo return-to-duty testing for alcohol and Controlled Substances and may also require follow-up testing.

The District is not required to pay for voluntary evaluation, counseling, or treatment; or to pay an employee for time spent in a voluntary evaluation, counseling, or treatment program.

Testing for Alcohol or Controlled Substances

Alcohol or Controlled Substances testing will be administered as follows:

1. Pre-Employment/Pre-Duty Testing: Before employment or the first time a Covered Employee performs a Safety-Sensitive Function, he/she must receive from a medical review officer a test result verified as negative. If a pre-employment test is positive or the pre-employment alcohol test result indicates a blood alcohol concentration of 0.02 or greater, the applicant will not be hired.

2. Post-Accident Testing: As soon as practicable following an accident, but no later than 8 hours (alcohol test) or 32 hours (controlled substances test), testing will be conducted on each Covered Employee involved in the accident if the accident resulted in loss of human

life or a citation was issued for a moving traffic violation arising from the accident. A Covered Employee who is subject to post-accident testing must remain readily available for testing or, if not available, will be deemed to have refused to submit to testing.

3. Return-to-Duty Testing: A Covered Employee may be required to undergo testing with a verified negative result before returning to duty in compliance with OTETA.

4. Follow-Up Testing: A Covered Employee identified by a substance abuse professional as needing assistance associated with alcohol misuse or use of a controlled substance, and who has returned to duty involving the performance of a safety-sensitive function, is subject to unannounced testing (consisting of at least 6 tests) over the first 12 months after the Covered Employee's return to duty as directed by a substance abuse professional.

5. Reasonable Suspicion Testing: A Covered Employee will undergo testing as a result of reasonable suspicion that the Covered Employee has violated the conduct standards for alcohol or Controlled Substances based on specific, contemporaneous, articulable observations about the appearance, behavior, speech, or body odors of the Covered Employee while, just before, or just after performing a Safety-Sensitive Function.

    - The supervisor or person who made the reasonable suspicion determination shall not conduct the test on the Covered Employee.
    - A written record of the observations leading to a reasonable suspicion test must be made and signed by the supervisor or person who made the observations. This record must be made within 24 hours after the observed behavior or before the results of the test are released, whichever is earlier.

6. Random Testing: Each year, random testing will be used at the rate of 20% (alcohol) and 50% (controlled substances) of the average number of active Covered Employees subject to testing.

Recordkeeping

The District will maintain a Covered Employee's alcohol or controlled substance testing records and results separate from the employee's personnel file in a secure location with restricted access. Record retention will be for periods and in a manner required by applicable federal regulation.

Confidentiality

Except as expressly authorized by law or regulation, neither the District nor any person or agency contracting with the District for alcohol or controlled substance testing services will release information about a Covered Employee's test results without the Covered Employee's written consent.

Dissemination

The Superintendent or designee is responsible for distributing this Policy and other educational materials pertinent to federal regulations to all Covered Employees. These materials will include:

- the categories and classifications of District employees who are Covered Employees subject to this Policy;
- the identity of those persons designated by the District to answer questions about this Policy and applicable regulations;
- information about the Safety-Sensitive Functions performed by Covered Employees to make clear what period of the work day the employee must be in compliance with this Policy and applicable regulations;
- specific information about conduct prohibited by the Policy and applicable regulations;
- identification of the circumstances under which a Covered Employee will be tested for alcohol and/or Controlled Substances;
- identification of the procedures that will be used to test for alcohol and Controlled Substances, to protect a Covered Employee, to safeguard the validity of test results, and to ensure that those results are attributed to the correct employee, including post-accident information and procedures;
- a requirement that Covered Employees submit to alcohol and Controlled Substances testing, together with an explanation of what constitutes a refusal to submit to alcohol or Controlled Substances testing and the attendant consequences to the Covered Employee;
- identification of the consequences for a Covered Employee's violation of this Policy, including removal from performing safety sensitive functions;
- identification of the consequences for a Covered Employee found to have an alcohol concentration of .02 or greater but less than .04;
- information about the effects of alcohol and Controlled Substances use on a person's health, including signs and symptoms of alcohol or Controlled Substances abuse and available methods of intervention;
- the requirement that identified personal information collected and maintained by the District to implement this Policy and applicable regulations will be reported as required by law; and
- information about additional District Policies (including Policy 4210) on the possession and use of alcohol and Controlled Substances, including the consequences for violation of those Policies. The information will indicate that additional Policies are based upon the District's authority independent of federal regulations requiring alcohol and Controlled Substances testing of Covered Employees.

The Superintendent or designee shall ensure that each Covered Employee signs a statement certifying receipt of this Policy and the above materials.

HOLIDAYS

The official school calendar, as annually adopted by the Board of Education, defines holidays for the Midland schools. Such holidays include Thanksgiving, the Friday after Thanksgiving, Christmas Day, New Year's Eve, New Year's Day, Good Friday, and Memorial Day.

Employees who need time off to observe religious practices or holidays not already scheduled by the company should speak with the Director of Human Resources. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, or take vacation time, or take off unpaid days. The company will seek to reasonably accommodate individuals' religious observances.
Employees are not expected to work on holidays unless special arrangements are made.
If any one of the foregoing holidays falls on Saturday or Sunday, the Friday preceding or the Monday following said holiday will be counted as one of the seven (7) paid holidays.

ALLOTTED SICK DAYS

A regular driver with an assigned route is eligible for twelve (12) sick days with pay each school year. A substitute driver who becomes a regular driver during the school year will have the sick days prorated.

A regular driver with an assigned summer route will earn an additional three (3) days of absence. These additional days will be prorated for a driver who is absent ten or more days.

ACCUMULATED SICK DAYS

At the beginning of each school year, a regular driver's unused sick days from preceding school years will be added to the driver's allotted twelve (12) days for the current school year to establish an accumulated total sick days with pay.

A regular driver's unused summer route sick days will be cumulative.

A regular driver's total sick days with pay may increase from year to year without limit.

A regular driver's allotted and accumulated sick days with pay will be used for absence for personal illness.

Before a regular driver is permitted to return to work after a personal illness of (3) three or more concurrent days, the Transportation Office will require the driver to present a physician's statement certifying the driver's readiness to return to work with no hazard to the health and safety of the driver, other staff persons or the students.

In cases of merit, and upon recommendation of the Superintendent, the Board of Education may extend sick leave beyond this limit.

If a regular driver has accumulated a minimum of 60 days, the driver may use them for winter break, spring break, snow days and professional development days. Drivers will not be allowed to drop below 45 sick days. A maximum of 7 days may be used within the period of September through May. Continued eligibility for use of sick days in this manner is contingent on maintaining a minimum of 45 sick days.

SERIOUS ILLNESS IN FAMILY

Bus Drivers on regular school year employment will be entitled to a maximum of five (5) days of absence per year with pay in the event of a serious illness requiring hospitalization or bedside attention by the driver or the driver's spouse or child.

Bus Drivers on regular school year employment will be entitled to a maximum of three (3) days of absence per year with pay in the event of a serious illness requiring hospitalization or bedside attention by the driver of the driver's parent or dependent of the immediate household.

Bus Drivers on regular school year employment will be entitled to a maximum of one (1) day of absence per year with pay in the event of a serious illness requiring the driver's attention of an unspecified relative.

DEATH WITHIN FAMILY OR DEATH OF A CLOSE FRIEND

Bus Drivers on regular school year employment will be entitled to a maximum of five (5) days of absence with pay in the event of the death of the driver's spouse, child, or dependent of the immediate household.

Bus Drivers on regular school year employment will be entitled to a maximum of three (3) days of absence per year with pay in the event of the death of the driver's parent; the driver's spouse's parent, the driver's sibling, or the driver's grandfather, grandmother, or grandchild.

Bus Drivers on regular school year employment will be entitled to a maximum of one (1) day of absence per year with pay in the event of the death of an unspecified relative or of a close friend.

ABSENCE WITH PERMISSION DAYS – WITHOUT PAY

1. A driver may use up to five (5) Absence with Permission Days during the regular school year. However, these days will only be approved when adequate coverage is available.
2. A regular driver may apply in writing for an Absence With Permission day(s) for the regular school year after July 1st.
3. Application for Absence With Permission day(s) shall be made on a form provided by the Transportation Office.
4. No more than four (4) of the five (5) Absence with Permission Days can be used in conjunction.
5. To the extent possible, Absence With Permission Days should not be taken immediately before or after a holiday, vacation period, or other school recess.
6. The Transportation Office will review the schedule to determine the number of Absence With Permission Days to be granted on any one specific day.
7. A regular driver who is denied the use of an Absence with Permission Days by the Supervisor of Student Transportation may appeal this decision to the Director of Facilities and Operations. The driver may appeal the decision of the Director of Facilities and Operations to the Director of Human Resources.

8. Any exceptions requested under this guideline must be approved by the Superintendent of the district or his/her designee.

REPORTING AN ABSENCE

In any instance where a driver is unable to work, she/he will call the transportation dispatcher (923-5041) at least one (1) hour before her/his reporting time to allow the dispatcher to cover the driver's route assignment. The dispatcher is normally available from 5:30 a.m. to 2:30 p.m. Monday through Friday.

INCLEMENT WEATHER

Bus drivers are in a unique position in stormy weather. Drivers' responsibilities and the dangers are greatly increased. The willingness of drivers to respond to the challenge with greater effort and determination is well known and appreciated.

Drivers should take special precautions to clear their driveways during storms and to protect driveway areas that drift. They also need reliable transportation. The driver who is consistently unavailable during emergencies puts an unfair and unacceptable burden on the other bus drivers.

SCHOOL CLOSINGS

a. When it is determined that school will be closed, the district will post a message on the MPS website, and send a text notification via SchoolMessenger. The transportation office will also call drivers to inform them of the closure. In school closing situations, drivers are not expected to come to work and will not be paid.

b. When school is in session, the weather is threatening, and school closing may be necessary, all drivers should keep themselves available for immediate call.

FAMILY AND MEDICAL LEAVE ACT (4106)

Midland Public Schools complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The company also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.
Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources department to discuss options for leave.
Basic Leave Entitlement. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or child birth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.
Military Family Leave Entitlements. Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support

of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging childcare and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections During FMLA Leave. During FMLA leave, the Company will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Employee Eligibility. The FMLA defines eligible employees as employees who: (1) have worked for the Company for at least 12 months; (2) have worked for the Company for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite which has 50 or more employees or is within 75 miles of Company worksites that taken together have a total of 50 or more employees.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis.

Pay while on FMLA leave. Employees will use personal or family illness banks while on FMLA leave. When the balance has been exhausted, the employee will be on unpaid FMLA leave.

MICHIGAN EARNED SICK TIME ACT (ESTA)

Midland Public Schools complies with the Michigan Earned Sick Time Act (ESTA), which requires employers to allow the use of paid leave time for specific qualifying reasons. The District's paid leave benefits outlined in this handbook exceed the maximum 72 hours (nine days) required by law for all eligible employees each year, including for those on a prorated schedule. ESTA does not provide additional leave beyond the amounts already allocated under District policy.

When an absence qualifies under both the Earned Sick Time Act and the District's paid leave policies, the time will always run concurrently and will not extend the total amount of paid leave available. If no paid leave time remains, ESTA leave will be unpaid unless otherwise provided by District policy.

Permitted Reasons for Use. Leave under ESTA may be used for:

1. The employee's own mental or physical illness, injury, or health condition, including medical diagnosis, care, or preventive medical care.
2. The care of a family member with a mental or physical illness, injury, or health condition, including medical diagnosis, care, or preventive medical care.
3. Closure of the employee's place of business, or the employee's child's school or place of care, due to a public health emergency.
4. Absences related to domestic violence or sexual assault, including medical care, victim services, counseling, relocation, or participation in legal proceedings.

Definition of Family Member. For purposes of ESTA, "family member" includes:

- A child (biological, adopted, foster, stepchild, legal ward, or a child for whom the employee stands in loco parentis).
- A parent (biological, foster, adoptive, stepparent, or legal guardian of the employee or the employee's spouse, or a person who stood in loco parentis when the employee was a minor).
- A spouse or domestic partner.
- A grandparent or grandchild.
- A sibling.
- Any individual whose close association with the employee is the equivalent of a family relationship, as reasonably determined by the District in accordance with applicable law.

Requesting ESTA Leave. Requests for ESTA leave must follow the District's standard leave request process for Personal Illness or Family Illness days, including providing advance notice when foreseeable and documentation when required. Leave under ESTA may be taken in full or partial day increments, consistent with District policy, and employees must make reasonable efforts to schedule leave in a manner that does not unduly disrupt District operations.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources Department to discuss how the Earned Sick Time Act may apply to your circumstances.

JURY DUTY

Any employee chosen for jury duty shall be excused without penalty or loss of salary.

MILITARY LEAVE (4107)

The District complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA), Michigan's Military Leaves Reemployment Protection Act (MLRPA), and Michigan's Public Employees Entering Armed Forces Act (MPEEAFA). The term "military service" as used in this Policy includes the "uniformed services" as defined in the USERRA, "service" as defined in the MLRPA, and "military duty" as defined in the MPEEAFA.

Military service also includes service and training in the Army, Navy, Marine Corps, Air Force, Coast Guard, applicable reserve forces, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service, and other categories of persons designated by the U.S. President in times of war.

In qualifying circumstances, eligible full- and part-time employees may take leave related to military service and are entitled to reemployment and other rights during and at the conclusion of military leave. Military leave is unpaid, but employees may use accrued applicable paid leave for all or a portion of their military leave in accordance with a collective bargaining agreement or individual employment contract.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

BENEFITS

Employees who are scheduled to work 30 hours or more per week (75%) are eligible for and are automatically covered by the district's term life and accidental death and dismemberment insurance plans upon designation of beneficiary(ies). The coverage is for an amount equal to twice the employee's annual contractual salary rounded off to the next higher one thousand dollars. The district pays the entire cost of the life and AD&D insurance programs.

A group hospital-medical-surgical insurance program is available to eligible employees and their spouses and dependents upon application during the enrollment period. The district offers multiple MESSA high deductible Health Savings Account (H.S.A.) Plans. Employees will pay a set rate based on the insurance plan selected.

A group dental insurance program is available to eligible employees upon application during the enrollment period. The district pays 100% of the premium for this coverage.

Employees are automatically enrolled and covered by the district's long-term disability insurance program. The district pays 100% of the premium for this coverage.

A vision insurance plan is available to eligible employees upon application during the enrollment period. The district pays 100% of the premium for the employee's coverage. However,

employees have the option to purchase vision coverage, at the full premium cost, for their spouses and dependents.

RETIREMENT

Refer to the ORS website for further information www.michigan.gov/orsschools or call 1-800-381-5111.

RETIREMENT NOTIFICATION

Bus drivers will receive a retirement stipend of .75 percent (.0075) of the yearly base salary for Classification 1, step 1 multiplied by the number of years of service with Midland Public Schools. To qualify for this benefit, bus drivers must: (1) be eligible to retire under the provisions of MPSERS; (2) have worked with the Midland Public Schools for at least ten (10) years; (3) retire by June 30; (4) give notice of retirement to the Director of Human Resources as follows:

- If notice is received in Human Resources **before** March 1, the employee must give a minimum of 60 days notice to receive the enhanced (.75%) stipend.

- If notice is received in Human Resources **on** March 1, the employee must work until June 30 to receive the enhanced (.75%) stipend.

- If notice is received in Human Resources between March 2 and June 30, the employee is **ineligible** for the enhanced stipend. Instead, eligible employees will receive $50 per each year of service with Midland Public Schools' up to a maximum stipend of $1,000.

All bus drivers will be notified via memo from the Director of Human Resources and the Associate Superintendent of Finance should there be any modifications to this procedure.

EMPLOYMENT GUIDELINES

NEW BUS DRIVER

MIDLAND PUBLIC SCHOOLS

Welcome to the Midland Public Schools Transportation Department. You have been selected for this position because you have demonstrated the innate mechanical ability and judgment to handle a school bus. You have also indicated a willingness to work with students. Having met the criteria for employment and the successful completion of your training and testing, you are now starting your assignment as a Midland Public Schools Substitute Bus Driver.

You have just spent several hours learning to operate a school bus under the tutelage of our trainers but your training does not end here. You will continue to learn about safe transportation of students and student management through observation, experience and safety education.

As a Substitute Bus Driver, when you are not driving a route, you might want to ride along on Regular Education and Special Education routes with the regular driver. It is important that you take these opportunities to gain some insight of the way each route is managed. Both groups of drivers and students present their own unique and special qualities.

The Bus Drivers Handbook is available on-line at the District website. The handbook contains invaluable guidelines for your assignment with Midland Public Schools. Take the time to review these guidelines. Above all, ask questions! The Transportation Office and the drivers are eager to assist you and have extensive knowledge about bus driving activities.

Again, welcome to your new assignment. We look forward to your participation as one of the team members of the Transportation Department.

MIDLAND PUBLIC SCHOOLS: INTRODUCTION

The information in this Bus Driver's Handbook provides the guidelines used by the Transportation Department and Bus Drivers of Midland Public Schools. As a bus driver, you are expected to familiarize yourself with the information in this handbook.

In addition to this handbook, bus drivers can obtain additional information from the Hazardous Material Emergency Response Plan. For other details regarding insurance, benefits, etc., contact the appropriate departments whose offices are located in the Administration Center.

The Midland Public Schools' Bus Drivers take pride in providing outstanding transportation services. Following these policies, procedures and guidelines serves to help you to make good decisions as a bus driver with Midland Public Schools. We anticipate that you, as one of our employees, will help carry on the tradition of a job well done.

SECTION 1 – EMPLOYMENT GUIDELINES

BUS DRIVERS

Midland Public Schools

LEGAL STATUS OF TRANSPORTATION EMPLOYEES

Transportation employees are defined as support personnel for the students and programs of the Midland Public Schools. The employer, Midland Public Schools, retains the right, at any time, to amend, modify or terminate any of its policies or benefits applicable to transportation employees to whom this handbook is addressed. Nothing contained in this handbook shall be construed or implied to constitute a contract altering or changing the at-will character of the employment relationship between the Midland Public Schools and its transportation employees.

Mandates from state and federal governmental agencies regarding school transportation employees must and will be followed in the Midland Public Schools.

JOB DESCRIPTION – SCHOOL BUS DRIVER

a. The school bus driver is responsible for the transportation of students in a safe, orderly manner to and from school as well as an additional range of curricular and extracurricular activities offered by the school district. The school bus driver must pass and adhere to all requirements mandated for school bus drivers by the State of Michigan or the federal government for school bus drivers in the performance of her/his duties.

b. In the performance of her/his duties, the school bus driver is responsible to the Manager of Transportation for transporting students within the guidelines established by the Board of Education.

EMPLOYMENT STANDARDS

a. A bus driver is subject to the appropriate employment policies of Midland Public Schools Board of Education.

b. In addition to the information in the Board policy, a bus driver is accountable to the Manager of Transportation to comply with the following standards:

1. A driver must be a professional, defensive driver while employed by Midland Public Schools.

2. A driver will exhibit a positive image as an employee and representative of the school district.

3. A driver shall be attired in a professional manner appropriate to her/his job assignment. Contact the Transportation Office with any questions.

4. A driver is a role model for the students being transported on the bus.

5. A driver is dependable and willing to perform the assignment. If she/he is unable to work, the driver notifies the Transportation Office as soon as possible.

6. A driver knows that buses must move as scheduled to meet the requirements for transporting students.

7. A driver strives to be safe, courteous and responsible at all times.

8. A driver attends required bus driver training classes and in-service meetings at the direction of the Supervisor of Student Transportation.

9. A driver performs other duties within the school bus driver classification as assigned by the Supervisor of Student Transportation and the Manager of Transportation Operations.

LEGAL REQUIREMENTS

a. Meet school bus driver certification requirements:
   - Minimum hours of instruction
   - Satisfactorily pass a knowledge examination

b. Meet state requirements for the appropriate CDL licensing.

c. Meet state and local physical examination requirements.

d. Meet state and local standards for driving tests.

e. Meet state and local standards for driver record check.

f. Meet state and local standards for criminal record check.

g. Meet national, state and local requirements for drug and alcohol testing.

MEDICAL REQUIREMENTS

Physical Examinations

A driver will have a physical examination before school begins each year. The driver is required to have the examination performed at a medical center designated by Midland Public Schools. Upon completion of a DOT physical, drivers will be given either a one year medical card or a two year medical card based on their specific medical conditions. It is the responsibility of the driver to make sure that their DOT physical card is up to date and not expired. A copy of the DOT medical card is kept in the Transportation office and they monitor the status of compliance regularly.

Diabetic Diagnosis

A prospective or current driver diagnosed with diabetes shall advise the Transportation Office as soon as the diagnosis is made. The suitability of an individual diagnosed as diabetic to operate a school bus is decided on a case by case basis with information gathered from both the driver in question and the physician managing the driver's illness. The Transportation Office will inform the prospective or current driver of the required procedures for documentation. This documentation shall be attached to the School Bus Driver Certificate of Medical Fitness (blue card) form (SM 2934) in the driver's personnel file. If a driver has diabetes that can be stabilized by use of insulin, hypoglycemic drug, or diet that can be obtained while the driver is on duty, it should not be considered disqualifying. However, the driver must remain under adequate medical supervision. Individuals who are unable to manage their insulin or oral medications adequately will not be permitted to drive a school bus. A prospective or current driver failing to provide full and complete disclosure of all information relating to their diabetic condition to a physician and/or employer may be grounds for immediate dismissal or termination of further employment consideration.

Drug Testing for Safety-Specific Transportation Employees

a. Midland Public Schools will comply with regulations enacted by the Department of Transportation implementing the Omnibus Transportation Employee Testing Act of 1991 and with any other regulations forthcoming in regards to safety-specific transportation employees. Safety-specific transportation employees testing positive for alcohol and/or drugs as specified in the Omnibus Transportation Department and will not be permitted re-employment in a safety-specific transportation position. "Safety-specific transportation employees" are those employees required by law to hold a commercial driver's license and whose work requires driving a vehicle defined as a commercial vehicle under Department of Transportation regulations.

b. In compliance with these regulations, the Midland Public Schools will conduct drug tests for safety-specific transportation employees:

    - pre-employment
    - random
    - post-accident
    - reasonable suspicion

c. Screening will include tests for marijuana, cocaine, narcotics (opiates), phencyclidine (PCP), amphetamines and alcohol.

d. Drivers will receive one (1) hour pay at their regular hourly rate if selected for random testing.

e. Safety-specific transportation employees testing positive will be off work without pay while positive results are being verified and a medical review officer evaluates the results. A confirmed positive result will be followed by discharge from employment. An individual discharged under these circumstances will not be permitted re-employment in

a safety-specific transportation position. Referrals for substance abuse assistance will be made as required by Department of Transportation law or regulations.

SENIORITY

Initial Seniority Date

a. A bus driver's initial seniority date with Midland Public Schools will be determined by her/his hire date as a regular bus driver for the district, which is established in conjunction with the Human Resources office. When two or more drivers are hired on the same date, the last two digits of the driver's social security number will be used to determine ranking within the hire group for seniority. Using the last two digits, a driver in the hire group with the highest two-digit number will be the high seniority driver in said hire group. The next highest two-digit number becomes the second high seniority in said hire group, etc. If two or more drivers have the identical last two digits, the last three digits of the driver's social security numbers of the affected drivers will be used in like manner to determine the seniority ranking within the hire group.

b. New drivers for Midland Public Schools will be assigned as a Substitute driver on an on-call basis. A Substitute driver is not guaranteed any certain amount of hours.

c. A list of drivers by initial seniority date will be maintained and posted by the Transportation Office.

Seniority Groups

Two separate seniority groups exist within the bus drivers' group. These seniority groups are identified as Regular Education **and** Special Education. The normal job progression for a qualified driver is from a substitute bus driver to a regular education bus driver or special education bus driver as a route opening becomes available. In general terms, drivers will be referred to as a Regular or Substitute driver. There is no seniority for substitute bus drivers.

Seniority Within Regular Education or Special Education Groups

a. A driver will have the date that she/he is assigned to the Regular Education or Special Education seniority group as her/his seniority date within that group.

b. A driver assigned to or moving between the Regular Education and Special Education seniority groups will start at the bottom of that group's seniority list.

c. A driver will not have seniority in both groups concurrently.

BUMP PROCESS

a. Most bus drivers aspire to have her/his own route through which they will gain the most driving time.

b. A regular bus driver interested in moving to a bus route with more hours can use the Bump Process.

c. In order to maintain continuity and stability for the transportation of students, the Bump Sheet will be posted once per year unless a vacancy occurs. (See Item 1.6.2: First Semester Route Vacancy – Benefits Possible).

Bump Guidelines

a. The Bump Sheet will be posted as early in the school year as possible.

b. The Bump Sheet will be posted for a minimum of 24 hours.

c. All regular drivers will be notified of a bump in the process.

d. A regular driver interested in a different route assignment will sign her/his name, in pencil, on the bump sheet next to the route they desire. If a driver is absent during the Bump Process, she/he must make arrangements to have another driver sign the Bump Sheet in her/his absence.

e. A regular driver interested in a different route assignment must bump to the highest estimated route hours available to her/him. (See Item 2.6.a.: Bus Route Management.)

f. A regular driver moved to an assignment due to a bump will not have her/his hourly pay rate affected.

g. If two or more routes within a group have the same exact hours, high seniority will bump low seniority.

h. A new group seniority list will be posted with the new route assignments.

i. A regular driver may be denied a route request or reassigned to a different route when a situation deems it to be in the best interest of the district, regardless of seniority.

First Semester Route Vacancy – Benefits Possible

a. If a vacancy occurs before the end of the first semester which would qualify a driver for additional hours sufficient for a driver to receive benefits, a Bump Sheet will be posted for the affected group only (Regular Education or Special Education).

b. The Bump sheet will be posted as soon after the beginning of the second semester as possible.

BUS ROUTE OPENINGS

School Year Retirement or Resignation

a. In the event that a driver would retire or resign during the school year, the next available high seniority substitute driver will be offered the assignment as a regular driver for the opening. The driver will receive a start date but not a bump date during this assignment. The driver will maintain the route assignment until the next bump time or she/he moves into a regular driver assignment.

b. In the event that a driver would retire or resign during the school year and the driver has a noon run, the noon run will be assigned to the next available high seniority regular driver in the group without a noon run. The regular driver will substitute on the noon run until the next bump.

Temporary Leaves of Absence

a. In the event that a regular driver is off for an extended period of time, the position will be covered by the substitute driver appointed by the transportation office. The substitute driver will not gain any regular driver seniority during this assignment. The substitute driver will maintain the route assignment until the regularly assigned driver returns to work.

b. In the event that a regular driver is off for an extended period of time and has a noon run, the noon run will be assigned to the high seniority regular driver in the group without a noon run. The regular driver will substitute on the noon run until the regularly assigned driver returns to work.

NOON ROUTES

a. Noon routes are used for the purpose of transporting students (normally kindergarten and/or special needs students) between home and school during midday. These routes will be assigned to high seniority drivers in a seniority group.

b. If a driver is offered a noon route at the start of the school year and refuses the route, the driver will not be eligible to bump for a noon route that school year.

c. If a driver is offered a noon route at the start of the school year and refuses the route, the driver will not be eligible for any new noon route created that year.

PERFORMANCE EVALUATION

Each driver will be evaluated at least once per year for the first two (2) years in a new position. After two (2) years of satisfactory performance, the driver will be evaluated at least once every four (4) years or, in the case of unsatisfactory performance, as necessary.

SECTION 2 – OPERATIONAL GUIDELINES

BUS DRIVERS

Midland Public Schools

A bus driver with Midland Public Schools should be responsible for their actions with people and situations they encounter. The bus driver must make decisions many times during the performance of her/his job assignment. To assist the driver, the following information is provided to help her/him make informed choices and decisions.

COMMUNICATION

a. Communication between the driver and the Transportation Office is critical. Ask questions to help eliminate misinformation. Job related issues and information should be communicated to the Supervisor of Student Transportation, Manager of Transportation Operations and/or the Director of Facilities and Operations. The goal for all parties should be to resolve issues in a fair and timely manner. If the issue cannot be resolved at this level, the Director of Human Resources can be contacted for an appointment.

b. A driver should maintain open communication with the students they transport. A driver should be courteous and speak to the students. Regular drivers should get to know her/his students, while maintaining the relationship on a professional level. Avoid becoming "buddies" with a student. It is suggested that a driver use the title of Mr., Mrs., Miss, or Ms. before her/his name or initial.

c. Communicate with parents and other adults in a professional manner. Be courteous and respectful of their needs. If necessary, direct them to contact the Transportation Office for assistance.

WORKING RELATIONSHIPS

a. The working relationships of all transportation personnel shall be such that they promote the best possible bus transportation system for the student.

b. Establish favorable working relationships with other drivers, transportation paraprofessionals, maintenance mechanics, principals, teachers and staff.

c. Avoid arguments and making snap decisions. Take a positive approach to resolving issues and/or conflict.

RESPONSIBLE DEFENSIVE DRIVING

a. Bus drivers for Midland Public Schools have the responsibility for all aspects of driving safety and student welfare when transporting their passengers. Drivers are delegated the authority to make decisions on the bus whenever decisions must be made. Within the

context of the bus driver assignment, drivers have many duties required to assure the safe, efficient transporting of their passengers.

b. A Midland Public Schools bus driver is a defensive driver. The safe transportation of passengers is her/his PRIMARY job. A defensive driver makes allowances and compensates for: unusual weather, road and traffic conditions, the lack of driving skills or improper driving of others, and situations leading to accidents due to the unsafe actions of pedestrians or other drivers.

c. Drivers, by law, must wear their seatbelts.

d. Drivers must obey all traffic laws.

e. Drivers must report to the Transportation Office any traffic violations they receive in a school vehicle or in a private vehicle. Drivers will pay their own traffic violation fines.

f. A driver is dependable. They rise to the challenges inherent with the job and respond with thoughtful judgment and calm response.

g. A driver limits her/his drinking of beverages and/or eating of food when driving conditions demand her/his full attention.

h. A driver will not use a cell phone during bus operations unless it is an emergency.

i. A driver maintains a comfortable climate on the bus for the passengers within the constraints she/he has.

j. A driver will be on the bus when passengers are boarding or exiting the bus or when passengers must wait on the bus.

OTHER DRIVING TIPS

a. Collision Prevention Formula

School bus drivers rely heavily on vision to guide their vehicles along the highways. Drivers must develop a systematic method of seeing, interpreting, and responding to the ever-changing traffic scene. One such system is known as IPDE. (Beginning School Bus Driver Curriculum, IV-7 to IV-9).

b. Basic Speed Law

The driver of a motor vehicle shall not follow another vehicle more closely than is reasonable and prudent, having due regard for the speed of the vehicles and the traffic upon, and the condition of the highway. (Beginning School Bus Driver Curriculum, IV-9)

c. Safe Following Distance

1. A person driving a vehicle on a highway shall drive at a careful and prudent speed not greater than nor less than is reasonable and proper, having due regard to the traffic, surface, and width of the highway and of any other condition then existing. A person shall not drive a vehicle upon a highway at a speed greater than that which will permit a stop within the assured clear distance ahead.

2. A driver will allow about 100 feet between vehicles for each 10 mph of speed (at 50 mph, that's about one block).

3. A person shall not operate a motor vehicle with a gross vehicle weight, loaded or unloaded, in excess of 5,000 pounds outside the corporate limits of a city or village, within 500 feet of a like vehicle described in this subsection, moving in the same direction, except when overtaking and passing the vehicle.

4. A driver can provide proper vehicle separation by using timed interval procedures. (Beginning School Bus Driver Curriculum, IV-9 to IV-12)

d. Strobe Lights

Strobe lights will be actuated by the driver for use only in inclement weather such as fog, rain, or snow, when boarding or discharging passengers, from one-half hour before sunset until one-half hour after sunrise, or where conditions hinder the visibility of the school bus. (Beginning School Bus Driver Curriculum, IV-13)

e. Railroad Grade Crossings

Crossing railroad tracks represents one of the greatest school bus hazards insofar as casualties and fatalities are concerned. STOP, LOOK, and LISTEN. All school buses loaded or empty must stop for railroad crossings except where stopping is prohibited by law. (Beginning School Bus Driver Curriculum, IV-13 to IV-17)

f. Backing of the Bus

The Michigan Department of Education recommends that each local school board and intermediate school district develop a policy which recommends that backing of a school bus shall be avoided whenever possible. (Beginning School Bus Driver Curriculum, VI-18)

g. Turning of Bus or Blocking Traffic

A driver will not turn around or block traffic unless the bus can be seen for at least 400 feet in both directions.

h. No animals will be allowed on the bus.

i. No glass containers are allowed on the bus.

j. A bus driver will drive slowly in the bus parking lot and in other school lots.

k. For additional driving tips, please refer to the State of Michigan publication, "What Every Driver Must Know" and the Beginning School Bus Driver Curriculum (BSBDC).

MAINTAINING THE BUS

a. Just as a person maintains her/his own vehicle, a bus driver needs to make certain that her/his bus is in a clean, good operating condition for the safe transportation of passengers. Performance of daily and scheduled checks and the reporting of all abnormal mechanical issues before the problems get out of control is important. The transportation mechanics are an excellent resource for helping a driver diagnose any mechanical issue and to assist the driver in correctly identifying work needed.

b. Use a bus daily check sheet to conduct the pre-trip inspection of the bus before leaving the bus lot or garage.

c. Fill in the appropriate information on the bus daily check sheet. Turn the daily check sheet into the transportation office on the date of inspection.

   Note: The check sheet needs to be filled in correctly. The check sheet is kept on file and can be used as a legal document in a court of law.

d. If a minor repair is needed, fill out a bus repair slip. If the driver feels the bus repair is urgent or safety related, the driver should contact the transportation office for directions. Bus repair slips are to be turned in on the date slip is completed.

e. Keep the bus windows clean.

f. Sweep the bus daily.

g. Keep the bus fuel level at least half full when it is returned to the lot. **Diesel engines** are to be filled at the **green pumps**. **Gasoline engines** are to be filled at the **red pumps**. **Do NOT fuel the bus when students are on board.**

h. **Before leaving the fuel pump area, make sure the fuel cap is on and secure. Report any spill immediately to the Transportation Office.**

i. Check the bus mileage each day. Service is performed by a mechanic every 2,000 miles and includes a safety inspection and greasing of the bus. When the bus reaches the 2,000 miles interval, the driver will fill out a blue service slip and turn it in to the Transportation Office.

j. If a spare bus is used, the driver must service it in the same manner as items a. through i. above.

BUS ROUTE MANAGEMENT

a. Routes and their estimated times are established within the school district based on numerous factors. The Transportation Office monitors the route process, but relies

heavily on their team of drivers to be responsible for the performance of the routes in a safe, expedient manner while maintaining accurate details about their estimated route time, passenger information, etc. The Transportation Office will not condone misuse of the route management process by a driver for personal gain. The Supervisor of Student Transportation or Manager of Transportation Operations will take appropriate action in situations where a driver knowingly abuses this responsibility.

b. A regular driver must know the route, starting point and scheduled pickup times. The driver will also know the shuttle buses students require for transfer. The driver is responsible for making safe transfer plans for the student. Drivers should communicate with one another as to the procedure to be used.

c. Route sheets are to be reviewed and updated by the regular driver no less than one time per month. A regular driver should drive the route based on her/his route sheet directions. In the event of a regular driver's absence, other drivers will drive the route. It is of the utmost importance that the regular driver provides good route information to assure the best possible bus travel for the students on the route. Any changes and/or notes will be updated in the Transportation Office file as soon as possible. **Route sheets can be considered legal documents in a court of law.**

d. A substitute driver covering a regular route will make sure she/he has the current route sheet as it may have changed since she/he last drove it.

e. A regular driver will prepare a roster of all students assigned to ride her/his bus. A printout of the roster will be kept on the bus. This information will be kept current with each student change of information during the school year.

f. School officials must properly and officially approve persons who ride a school bus.

g. Pupils are to be picked up and dropped off at approved pickup/drop points. Any exceptions will be communicated to the Supervisor of Student Transportation or Manager of Transportation Operations or her/his representative. Students may be dropped at other stops if a parent or legal guardian has a signed waiver in the Transportation Office.

h. Elementary stops may not be closer than one-and-a-half (1.5) miles from the school. Secondary stops will be no closer than one-and-a-half (1.5) miles from the school.

i. No stops are to be less than one-quarter (1/4) of a mile apart (no more than four (4) stops per mile). The Transportation Code stipulates that elementary students may walk down side roads one-half (1/2) of a mile and secondary students one (1) mile. Approved exceptions for stops in hazardous areas and kindergarten will be clearly scheduled on the route sheet.

j. All Midland Public School bus drivers will use a standard hand signal for the safe crossing of students.

k. Drivers will check the bus at the end of each school drop and after each run <u>for sleeping students</u> and any items left on the bus by students. The driver will also check the bus in the same manner when the bus is returned to the bus lot or garage.

LOADING AND UNLOADING STUDENTS

a. The loading and unloading of passengers presents the driver with tremendous responsibilities and requires the use of sound judgment. The driver must execute the proper procedures for interacting with other vehicular traffic, in directing students crossing the roadway, and in managing students who are loading and unloading from the bus.

b. A school bus is a moving traffic signal. It is extremely important that drivers know the legal and proper use of the alternating flashing lights and hazard warning lights.

c. Alternating flashing light systems will be used at each designated stop where students are being loaded or unloaded, both within and outside the city limits. The lights will be started two hundred (200) feet or more from the stop. Alternating flashing lights will be used only for the pickup and discharge of students.

d. The following procedure will be used by Midland Public Schools bus drivers when loading and unloading students when making a red light stop:

1. Approaching the Stop

    a. Check mirrors and traffic.
    b. Apply brakes lightly and slow down.
    c. Activate alternating flashing light systems at least two hundred (200) feet in advance of the stop.
    d. Activate right turn signal.
    e. Pull as far to the right as possible and stop (all or partway off the roadway).

2. At the Bus Stop

    a. Do not pull up any closer than ten (10) to twenty (20) feet from waiting students.
    b. Apply the parking brake and shift the bus to neutral.
    c. Cancel turn signal, check mirrors, and traffic.
    d. Open the door (verify alternating light system changes to red from yellow).
    e. Signal students to cross, if necessary, using the standardized hand signal.
    f. Have the students enter or leave in an orderly manner. Be sure ALL students are accounted for!
    g. Check to see that students are seated and close the door.
    h. Deactivate the alternating flashing red lights if the bus is not an eight (8) light system bus.

3. Leaving the Stop Location

    a. Allow traffic to clear (if possible).
    b. Activate left turn signal.
    c. Check mirrors and traffic.
    d. Enter the traffic lane.
    e. Cancel left turn signal.

Refer to the Beginning School Bus Driver Curriculum, pages VI-4 to VI-18 for more detailed information.

RED LIGHT VIOLATION

If a driver observes a traffic violation involving school bus law (red light violation) you should write down the license number, model and color of the vehicle, and a description of the driver. Upon return to the Transportation Office, the driver will complete a "Bus Driver Report of Traffic Violations". The office will assist the driver as needed.

RADIO OPERATIONS

a. Each bus has a radio for the bus driver to communicate with the Transportation Office and other bus drivers. Make sure it is operational and the volume at a level that can be heard. Do not turn your radio down during your route and forget to turn it back up. It is possible that the Transportation Office may try to contact you sometime during your run. They expect to be able to make this contact.

b. The Transportation Office call sign is Station 1 during radio transmissions. A bus driver's call sign is the bus number of the route that is being performed, for example, Bus 9. When calling Station 1, they may not have heard your bus number. When they answer, please identify your bus again.

c. Remember to clear when you are through with radio transmissions. To avoid interrupting the radio transmissions of others, please check for the symbol that the radio is in use before transmitting.

d. The radio is to be used at a minimum and only to facilitate transportation communications.

e. Persons using the radio must be specific and brief when using the radio. Think about what you say. This is a district wide communication system for the schools and is monitored as such.

f. If a bus driver encounters mechanical problems during their route and assistance is needed, contact Station 1. Describe the problem, determine what is needed and give your exact location. Notify the Transportation Office if there are students on the bus.

g. If you notice a mechanical problem with another bus, DO NOT call them on the radio. Notify the bus driver in person or write a repair slip for that bus.

h. Only notify Station 1 with unusual road conditions (i.e. road blocked by barriers or snow, etc.) Under most circumstances, drivers should be aware of poor driving conditions.

i. When a driver calls Station 1 for information about a student riding from home or school, use the following guidelines:

1. When you are at a school, wait for the seven (7) minutes allowed for loading time before you call. Notify Station 1 again when the student has boarded the bus and before departing from the school.

2. When you request the parent be called, please notify Station 1 when the student has boarded the bus.

3. A driver must remember to be patient since the information being requested takes time to process.

SECTION 3 - STUDENT MANAGEMENT

BUS DRIVERS

Midland Public Schools

EXPECTATIONS

Having a bus load of unruly students probably causes drivers more grief than any other situation they encounter. Furthermore, the potential for this unruly behavior is high depending on the type of relationship drivers establish with the students. A driver with a so-called problem school bus route may want to evaluate her/his attitude and/or expectations in relation to the student behaviors.

a. A school bus driver must be able to work with children. The bus driver should exhibit patience, consideration, even temperament and calmness under stress.

b. A school bus driver must be professional at all times when responding to student situations, remembering to be an adult role model for all students.

c. Get acquainted with all of your students. Knowing the students will often give insight into issues that may arise with one of them.

d. Each student is a complex individual. What works with one may not work with another. As with adults, they face many daily challenges and dilemmas.

e. Drivers should review the information about student behavior in their Beginning School Bus Driver Curriculum, VII-3 to VII-8.

f. Remember that student information is confidential. A driver should not discuss student issues with anyone except the Transportation Office.

STUDENT DISCIPLINE GUIDELINES

a. As a bus driver, it is imperative to keep in mind that student discipline is a tool to help limit driver distractions while maintaining a safe, age appropriate atmosphere on the bus.

b. When a student acts inappropriately on the bus or at the bus stop, a driver with the authority and support of the Midland Public Schools and the Midland Public Schools Transportation Department has the responsibility to help improve that student's ability for self-discipline.

c. A driver who must enforce these policies while driving a bus must be cautious. Safe vehicle operation is dramatically reduced when a driver must respond to inappropriate student distractions and/or behavior while driving.

b. A student's ability to self-discipline while using Midland Public Schools bus transportation services requires the setting of boundaries and guidelines. A driver must set the

expectations for bus courtesy, safety, and responsibility. To this end, a driver must work with the student rather than become punitive with the students.

c. A student who has misbehaved and is to be suspended should be notified at the end of the day. A driver is responsible to see the student is returned home.

d. Students who are chronically late for the bus should be taken home and issued a written warning. Suspension may follow with continued infractions.

e. A student, who is drunk, drugged, or violent may not be safe to transport. A driver should request help from the school and radio the Transportation Office to report the situation. The parent must know their student has been left!

STUDENT DISCIPLINE PROCESS

a. Three (3) levels of discipline are available to a bus driver: verbal warnings, written warnings, and suspension. An important element in the discipline process is documentation. A driver must maintain accurate records of student behavior problems. A driver must also keep the Manager of Transportation informed of inappropriate behavior by the student.

b. Verbal Warnings: Oftentimes, a verbal reminder will help the student to refocus her/his self-discipline skills. A driver sets the tone by their actions.

c. Moving to a next level of discipline requires that a driver assess the situation calmly and professionally. A driver must remember at all times to act as the adult role model for all of the students. A driver must also be sensitive to the rights of the student. The discipline procedure used must also be consistent.

d. Written Warning: Once the matter of a student's behavior has gone beyond reasoning and verbal warnings, a driver can use a written warning to enforce the discipline of a student. These actions require that the driver document the student infraction on the written warning form and discuss the situation with the Manager of Transportation.

SUSPENSION OF TRANSPORTATION PRIVILEGES

a. The Supervisor of Student Transportation or Manager of Transportation Operations will be responsible for all disciplinary action invoked on a student. If a driver does not use the discipline process to keep the Supervisor of Student Transportation or Manager of Transportation Operations and the parents informed of a student's actions, it will be difficult for a driver to justify her/his actions and receive support from the Supervisor of Student Transportation or Manager of Transportation Operations.

b. Drivers are responsible for maintaining order and discipline on the bus. If a student exhibits inappropriate behavior or violates a bus rule the driver will fill out a Midland

Public Schools Bus Warning slip and submit it to the transportation office. The transportation office will enter the violations into Synergy student management system and the following protocol will be followed:

i. After three written bus warnings, the student will receive a three day bus suspension. Parents will be notified of the bus suspension via phone call by the Manager of Transportation Operations prior to suspension taking effect and a written letter of suspension will be issued.
ii. After an additional three written bus warnings, the student will receive a five day bus suspension. Parents will be notified of the bus suspension via phone call by the Manager of Transportation Operations prior to suspension taking effect and a written letter of suspension will be issued.
iii. After an additional three written warnings, the student will receive a seven day bus suspension. Parents will be notified of the bus suspension via phone call by the Manager of Transportation Operations prior to suspension taking effect and a written letter of suspension will be issued.
iv. After an additional three written warnings, the student will receive a 10 day bus suspension. Parents will be notified of the bus suspension via phone call by the Manager of Transportation Operations prior to suspension taking effect and a written letter of suspension will be issued.
v. If at any time the severity of the violation is excessive, the Supervisor of Student Transportation or Manager of Transportation Operations has the ability to accelerate the suspension per level without the student meeting the three warning pre-requisite.
vi. If necessary, when the student's behavior is excessive, the incident will be reported to the building Principal and the Associate Superintendent in charge of Transportation for review and they will decide the proper consequence for the student.

c. Students who have been serious offenders in the past will be reasoned with and warned before being suspended. A driver should not automatically assume that a student who has been a behavior problem in the past would continue to be a behavior problem. Give the student a chance to prove otherwise.

ADMINISTRATION OF MEDICATION

a. Administration of medication by a bus driver must be done in compliance with a physician's instructions, if a prescription medicine, and parent/guardian instructions, if a nonprescription medicine.

b. Medication shall be stored in a secure location in a labeled container as prepared by the pharmacy, physician, or pharmaceutical company and will be kept at the Transportation Office for the duration of the administration.

c. In-service training for all staff administering medication shall be provided as needed.

d. In the event that medication is to be administered to a student during a bus route, the driver will notify the Supervisor of Student Transportation or Manager of Transportation Operations or her/his designee of the situation.

e. The administration of medication during bus operations is primarily for emergency situations as determined by the bus driver with the authority of the Supervisor of Student Transportation or Manager of Transportation Operations or her/his designee and will be considered a "Good Samaritan" act.

REGISTRATION OF STUDENTS

a. The State of Michigan supports the transportation program of local schools to assist students who live long distances from their schools. Students register for transportation services just as they enroll for school.

b. A bus driver will register each student using the "Registration Card". This will include all kindergarten and parochial students as well.

c. Registration of students by the driver will be allowed for one (1) week. After the registration period, any student requesting bus transportation that was in the district at the time will register at the Transportation Office. The driver will register students who move into the district and request bus transportation after the registration week.

d. Completed registration cards will be arranged alphabetically by route, by each regular driver. These registration cards will be filed with the Transportation Office Professional no later than one (1) week after the closing date for the registration of students.

e. Registration cards will contain the bus stop number.

f. A driver will utilize the registration information to assist them in developing and/or defining their route sheet(s).

SECTION 4 - SPECIAL EDUCATION

BUS DRIVERS

Midland Public Schools

TRANSPORTING SPECIAL EDUCATION STUDENTS

School bus drivers have a unique opportunity to provide a positive influence on the lives of handicapped students as they are being transported. By providing an atmosphere of friendly assistance and by responding to their individual and group needs, drivers are in a position to play an important role in the daily lives of these students.

INDIVIDUALIZED EDUCATIONAL PLANNING TEAM

All of the students identified as disabled are entitled to a free and appropriate education. The Individualized Educational Planning Team (I.E.P.T.) determines the eligibility. The student has an individualized education program that includes related services. Transportation is considered a related service.

COMMUNICATING WITH SPECIAL NEEDS STUDENTS

Communicating with special education students can be difficult. There are a number of actions drivers or paraprofessionals can take, however, that will ease this difficulty. Also, special techniques can be used for the hearing impaired, visually impaired and mentally impaired. Those actions are:

a. Be patient.
b. Do not raise your voice.
c. Do not look angry.
d. Have another student help you interpret what is needed.
e. Use simple words.
f. Use slow and deliberate speech.
g. Use gestures.
h. Observe closely.

TRAINING

The school district is responsible to ensure that personnel working with students with physical handicaps have been trained so they can accommodate the health, safety, and welfare of these students. Training, when needed, may be limited to the staff regularly involved with the student. Special written instructions will be provided for substitute drivers.

TRANSPORTATION PARAPROFESSIONAL

A transportation paraprofessional is provided on a school bus that transports students requiring assistance to enter or exit the school bus. A transportation paraprofessional also provides an additional measure of safety for students unable to help themselves in any mishap involving the bus or its driver. Some of the duties of a transportation paraprofessional include:

a. Helping students who have physical impairments to board and/or exit the bus.

b. Helping students fasten seatbelts where required and assuring that students remain fastened by the belts.

c. Comforting students who are emotionally upset or physically ill.

d. Helping the driver watch for any conditions within the bus that could affect the well-being of students and reporting to the driver of any conditions, which the driver may not be aware of.

e. Knowing each student's name, address, disability, and symptoms of known medical conditions.

f. Remaining seated and belted at all times, if possible, while the bus is in motion.

g. Assisting students to engage in activities that have learning and entertaining values within the limitations of safety while riding.

h. The transportation paraprofessional helps maintain reasonable discipline and assists the driver with the warning and suspension procedure if the driver requests assistance.

i. The transportation paraprofessional also performs other duties as assigned from time to time by the Manager of Transportation Operations.

ASSISTING SPECIAL NEEDS STUDENTS

a. Students who are handicapped to the extent they must be in wheelchairs are brought to the bus and taken from the bus by parents or school paraprofessionals. The bus driver and the transportation paraprofessional have responsibility for the student within the confines of the school bus. A parent may assist on a voluntary basis. The driver or the transportation paraprofessional operates the bus doors and the lift.

b. Smaller and younger pupils who are transported in special seats are normally carried to and from the bus by parents at home and by school paraprofessionals at the various schools. The bus driver and the transportation paraprofessional have responsibility for the student within the confines of the school bus. The bus driver or the transportation paraprofessional will place the student in the appropriate seating as designated on the route sheet.

c. When transferring students from bus to bus, the driver and transportation paraprofessional should avoid carrying students if at all possible.

WHEELCHAIRS

Refer to Beginning School Bus Driver Curriculum, VIII-18 to VIII-21.

GUIDELINES FOR REGULAR TRANSPORTATION OF HANDICAPPED STUDENTS

Refer to Beginning School Bus Driver Curriculum, VIII-21 to VIII-22.

INCLUSION

Inclusion is the term used for the concept of mainstreaming handicapped students – regardless of the disability – into school classes and activities which provide the least restrictive environment.

Refer to Beginning School Bus Driver Curriculum, VIII-22.

PROCEDURAL CHANGES

The welfare of each student takes top priority in any situation. If a procedure must be changed to meet a specific situation, the event will be reported to the Manager of Transportation.

SECTION 5 – SPECIAL TRIPS

BUS DRIVERS

Midland Public Schools

The Transportation Office considers many factors when they plan for special trips. During their planning, every effort is made to provide affordable, quality transportation services to the Midland Public Schools.

DRIVER'S SPECIAL TRIP RESPONSIBILITIES

a. The bus driver has ultimate responsibility for safety and the bus during the special trip.

b. The bus driver will familiarize herself or himself with the trip details, as needed, prior to driving the special trip. The driver and the person in charge will also review the trip details and their responsibilities. They will refer to "Guidelines For Riding A Bus" or "Athletic Guidelines For Riding Buses" as necessary, prior to leaving. Copies of those documents can be found in the appendix.

c. Once the bus has arrived at the destination, the bus driver may be free to leave the area with the bus to eat. There are times when the person in charge needs the bus or wishes to discuss the place and time for boarding for the return trip. These points will be clearly understood before the person in charge leaves the bus.

DRIVER ASSIGNMENTS

a. Bus drivers for special trips, for the various activities in the Midland Public Schools, will be assigned using the following criteria:

   1. Special Trips are identified as "In-Town Trips" or "Out-of-Town Trips". Note: Some "In-Town-Trips" will cross school district lines.

   2. At the beginning of the school year, the Transportation Office will generate sign-up lists for any bus drivers interested in doing Special Trips. The bus driver will sign up by writing her/his name and the current date on the Special Trip List**.**

b. At any time during the school year, a driver may voluntarily request removal from or inclusion to a special trip list using the following guidelines:

   1. A driver requesting inclusion on the special trip list will sign up in the Transportation Office by writing her/his name and the current date on the Special Trip List of their choosing**.** The driver will be assigned the highest current total hours of her/his group (noon or non-noon run).

   2. A driver requesting removal from a special trip list will sign off in the Transportation Office by writing her/his name and the current date on the Special Trip List.

3. If a driver on a special trip list is off work for ten (10) or more working days, the driver will be assigned the highest current total hours of her/his group (noon run or non-noon run) the day of her/his return to work.

SPECIAL TRIP SLIPS

a. When a driver receives a special trip assignment, she/he will be given a Special Trip Slip. The driver will review the details and request clarification from the transportation office, as needed. It is important that the driver completes the special trip slip properly and returns it promptly upon completion of the special trip. The transportation office will use the information to calculate a driver's special trip pay. Transportation paraprofessionals will receive a special trip slip also, with the slip being utilized in the same manner.

b. The following explains the special trip slip information:

   1. Bus #: In the upper left-hand corner the assigned bus number is written. If it is blank, write in the number of the bus being used for the special trip.

   2. Driver: This line will have the driver's name doing the special trip.

   3. Date: This line indicates the date of the special trip.

   4. Time & Place of Pick-up: These lines will have:

      a. The time the driver is expected to be at the designated location to load students. Always leave the bus garage fifteen (15) minutes ahead of that time. This time will be computed into the driver's time, and

      b. The designated location for student or group pick-up.

   5. Miles Traveled: To calculate the trip mileage, the bus driver should write down the bus' pre-trip mileage on the back of the special trip slip prior to leaving the bus lot or garage. Upon return to the bus lot or garage, the bus driver should write down the bus' post-trip mileage on the back of the trip slip. Subtracting the pre-trip bus mileage from the post-trip bus mileage will be the miles traveled. Please round off to the nearest mile.

   6. Time Returned: Write in the time you return to the bus garage. Note: On the back of the special trip slip, the estimated return time to the home school is listed. It is only an estimate to provide you with a general reference as to the time of return.

   7. Submit Special Trip Slip: Upon completion of the special trip, the driver will complete and submit the special trip slip to the designated location before leaving the bus garage.

POSTING OF SPECIAL TRIP HOURS

a. A form indicating special trip hours taken by each driver will be posted and maintained by the Transportation Office. A driver should review her/his hours regularly. During the school year, these hours will be updated on a daily basis. Trip hours accepted by a driver will be recorded in black ink and trip hours refused by a driver will be recorded in red ink. Note: Drivers who refuse a trip due to a doctor or dentist appointment or an I.E.P. meeting, can turn down the special trip with no penalty, provided they bring in a receipt from the doctor or dentist.

b. The driver's names will be highlighted to show "In-Town" or "Out-of-Town" status on the special trip form.

c. Special trip hours will be distributed equally among eligible drivers to the extent possible. First consideration will be those drivers with low hours and availability. The Transportation Office will review the special trip hours on a regular basis to minimize the spread of hours over the course of the school year.

d. Special Trip list hours will be posted.

SPECIAL TRIP PAY

a. A driver on a special trip will be paid starting fifteen (15) minutes prior to the scheduled pickup time until the time she/he returns to the bus garage, including waiting time.

b. Some special trips are designated as "Drop Only". If a trip is not attached to a driver's regular run, the driver will receive two (2) hours pay at the appropriate rate for this type of special trip. If the driver has two (2) drop only special trips, in conjunction with one another, the rate remains at two (2) hours pay at the appropriate rate.

SPECIAL TRIP CANCELLATIONS

a. The Transportation Office makes every effort to provide transportation for all special trip requests. The office also knows that drivers make adjustments in her/his schedule to provide her/his driving time. Occasionally, the requestor will cancel the trip. The Transportation Office does not make cancellation decisions. However, in those instances that a trip is cancelled, the following procedure will apply:

    1. If there is advance notice of cancellation the Transportation Office will notify the bus driver scheduled to drive that her/his trip is cancelled. The Transportation Office will notify the driver as soon as possible.

    2. If a special trip is cancelled after the driver has arrived at the pickup location or is proceeding to the trip destination, the driver will be informed as soon as possible. The Transportation Office will review the situation and the driver will be compensated accordingly.

SECTION 6 – EMERGENCIES

BUS DRIVERS

Midland Public Schools

GENERAL EMERGENCY INFORMATION

a. Communicate with the Transportation Office by radio for assistance. If the radio is not operational (e.g., night), call the following:

Police/Ambulance	911
Leslie Goldhardt	989-600-0073 (cell)
Angelia Schmidt	989-430-8791 (cell)
John Patten	989-615-1813 (cell)
Mike Moeggenberg	989-615-0579 (cell)

b. Emergencies don't always follow specific guidelines; therefore, common sense is foremost in any emergency situation.

c. Maintain calm in any emergency situation.

d. Keep your students' safety in mind.

e. Know how to use fire extinguishers, flares, and other emergency equipment.

f. In cases where body fluids are present, utilize Universal Precautions.

STUDENT EMERGENCY

a. Report the following information –

- What is the problem (sick, trauma, etc.)?
- Who is the student involved?
- What is your location?
- What assistance do you require?

The Transportation Office will call 911 if needed.

b. Evaluate the student needs for medical assistance. Keep the student calm and comfortable. Performing first aid may be appropriate. Request further instructions from the Transportation Office, as needed.

STUDENT ALLERGIC REACTION

If a student is stung by an insect (bee, etc.) and is allergic, radio the Transportation Office for assistance. The Transportation Office will have an ambulance dispatched to your bus. You will be asked to identify the location to meet the ambulance (intersection, building, etc.). A driver will try to find a location that will limit traffic interference. A driver will request further instructions from the Transportation Office, as needed.

VEHICLE EMERGENCY

a. Identify the details of the emergency (location, injuries, etc.).

b. The Transportation Office will contact 911.

c. As soon as help is on the way, comfort injured passengers and perform first aid as appropriate.

d. Ask for help from bystanders.

e. Compile a list of the students on the bus at the time of the accident.

f. Get the names and license numbers of any witnesses.

g. If the bus can be moved, park in a safe location. Engage the parking brake. Turn off the ignition and fuel supply. Remove the keys.

h. If the bus cannot be moved, place safety flares and other appropriate signals on the roadway as quickly as possible to prevent further accidents.

i. In case of possible fire, evacuate students from the bus. Engage the parking brake. Turn off the ignition and fuel supply. Remove the keys.

j. If evacuation is not an issue, keep the students on the bus until you continue your route or trip or the students are transferred to another bus.

k. Report and prepare accident reports whenever necessary on the appropriate forms (personal, student, vehicle, etc.). The Transportation Office will provide the forms and assist you in filling in the required information.

POST ACCIDENT – BUS DRIVER INVOLVED

In all instances of accidents involving a bus driver during their job assignment, it is the policy of the Midland Public Schools Transportation Department that the driver involved will not drive for the remainder of the day. The driver will be held harmless and be paid for this time.

SCHOOL BUS EVACUATION

a. There are times when a critical situation occurs of such severity, or poses such a threat to the students that the best thing to do is to evacuate the bus.
b. **A bus should always be evacuated when:**

- There is a fire.
- There is a potential for a fire to occur.
- The vehicle is in a dangerous position.

c. Midland Public Schools requires that emergency evacuation instructions be given every sixty- (60) days on Regular Education Buses. A driver will use the Regular Education Emergency Evacuation Form as a standard guideline for instruction purposes. The form will be filled in with the necessary information and returned to the Transportation Office.

d. Midland Public Schools require that emergency evacuation instructions be given once per year on Special Education Buses. A driver and transportation paraprofessional will use the Special Education Emergency Evacuation Form as a standard guideline for instruction purposes. The form will be filled in with the necessary information and returned to the Transportation Office.

UNAUTHORIZED PERSON(S) ON SCHOOL BUS

a. If a student suspended from bus privileges, a parent, or other person attempts to force their way onto a school bus, the driver should state the reason the person may not ride and request that the person leave. If the person does not leave, the bus driver should allow the person to ride and proceed with their route in the usual manner. As soon as the driver has completed the route, the incident should be reported to the Manager of Transportation or her/his designee, who will in turn contact the proper authorities.

b. If a student is suspended from bus privileges, a parent, or other person who forces their way onto a school bus and is threatening the safety of the driver or students, the school bus driver should request that the person leave. If the person does not leave, the bus driver should radio Station 1 (Transportation Office) to have 911 called to handle the situation.

WEAPONS

a. If a school bus driver sees that a person has a weapon - or is in a similar life-threatening situation - and needs the police contacted to have a person removed from the bus as soon as possible, the driver should radio the Transportation Office with the following message:

“Bus # to SRO”

The driver should continue to address the Transportation Office as SRO during ensuing radio contacts. If possible, indicate the closest bus stop they are near so the office can determine where they are located within their route.

DRIVER / STUDENT SAFETY IN EMERGENCIES

In any emergency situation, the driver should attempt to maintain a calm environment. All efforts should be directed at de-escalating the situation without putting anyone in harm's way. The safety of the students, the driver and other authorized riders is of the utmost importance.

DISTRICT SAFETY PROGRAM

In accordance with the Midland Public Schools' Health and Safety Program Manual, it is recognized that safety, to be effective, must involve individual responsibility on the part of every employee. All employees must be constantly aware of any condition or action that might be termed unsafe or careless. The District along with employees must promote safety and endorse such rules as to enhance safety. All employees must recognize that observance of safety rules and regulations is a condition of employment.

APPENDIX A

REGULAR EDUCATION EMERGENCY EVACUATION

Emergency evacuation instructions should be given by the bus driver to students every 60 days during the school year.

Driver should explain the following:

1. How to use exit doors and hatches.
2. Which exits to use (depending on the type of accident).
3. Assign helpers.
4. How to shut off the bus.
5. How to use radio.
6. Leaving books, instruments, etc., on the bus when evacuating.
7. Helpers look under seats after evacuation.
8. Locating one central location at least 100 feet from the bus.

GUIDELINES FOR RIDING A BUS

(Principal: Please Give a Copy to Each Bus Chaperone)

Planning a field trip? The Transportation Department is dedicated to safe and economical service within the limits imposed. Please check the following points to smooth responsibilities:

1. The teacher (or chaperone) is responsible for the behavior of the students. The driver has ultimate responsibility for safety. Student behavior which gets out of control (noisy, destructive, abusive, etc.) will prompt the driver to stop the bus until order is restored.

2. The route to travel may be determined by the teacher provided a map is sent along with the requisition. The driver has final responsibility to avoid road conditions and other driving hazards which may result in changes to routing.

3. Buses are limited to 50 mph on secondary roads and 55 mph on limited access highways. They must stop at all railroad crossings unless they are controlled by a traffic light.

4. Students must be seated before the bus starts and remain seated until the bus is fully stopped.

5. Students should not eat on the bus unless a special agreement is reached between the teacher, the driver and the manager of transportation. This request will only be considered on long trips. Pop bottles and other glass containers are not allowed on the bus. All litter should be deposited in the bus litter bag at the first opportunity.

6. Musical instruments should be carried on students' laps or carefully stored on the floor. Nothing can be put in the aisles or by the emergency exit door.

7. Head and arms must be kept inside the bus.

8. No smoking on the bus.

9. No animals on the bus.

10. Once the bus has arrived at the destination, the bus and the driver will remain at the site unless arrangements have been made with the trip supervisor. If the teacher needs the bus or wishes to discuss the exact place for boarding, these points should be clearly understood before the person in charge leaves the bus. The driver has ultimate responsibility for protecting the bus while the group is gone.

ATHLETIC GUIDELINES FOR RIDING BUSES

(Principal: Please Give a Copy to Each Coach)

The following guidelines should be followed when an athletic team is being transported by a Midland Public Schools' bus to and from an athletic contest:

1. The coach is responsible for the behavior of the athletes on the bus. The driver has ultimate responsibility for safety. The coach should be notified immediately if behavior on the bus is becoming a safety concern.

2. A map should be sent with the bus requisition providing directions to the contest site. If there is a question on routing, the coach and bus driver should decide together which route is to be used. The driver has the final responsibility to avoid dangerous road conditions and other driving hazards.

3. Buses are limited to 50 mph on secondary roadways and 55 mph on limited access highways by state law. They must stop at all railroad crossings unless they are controlled by a traffic signal.

4. Coaches and athletes must be seated before the bus starts and must remain seated until the bus is fully stopped. Heads and arms must be kept inside the bus at all times.

5. Equipment should be properly stored. The aisle and rear door should not be blocked by equipment. Equipment stored in the seats should be secured in such a manner that it will not "fly about" if a sudden stop is necessary. In addition, the driver's view should not be blocked by equipment.

6. Athletes should not eat on the bus unless specific arrangements have been made with the coach and driver. No glass containers should be taken on the bus. All litter should be deposited in the bus litter bag at the first opportunity. No smoking is allowed on the bus.

7. Once the bus has arrived at the athletic contest site, the driver and the bus will remain at the site unless arrangements have been made with the person in charge. If the coach needs the bus or wishes to discuss the exact time and place of boarding, arrangements should be made before the coach leaves the bus. The driver has the ultimate responsibility for protecting the bus while the team is competing.

8. Athletes wearing metal cleats should remove their shoes before boarding the bus and leave them off until they leave the bus. Rubber and plastic cleats may be worn.

9. The coach should personally check the bus for litter, athletic equipment, etc., after the team has left the bus at the conclusion of the trip.

It is hoped that these guidelines will assure a pleasant and safe trip for the bus driver, the coach and the team.

GUIDELINES FOR HANDLING FIGHTS ON SCHOOL BUSES

Drivers or paraprofessionals are not required to physically intervene during conflicts which have escalated to a physical fight because they can expose themselves to injury.

Avoid leaving the driver's seat. By doing so, the driver is walking away from the radio – the only communication link for assistance. Instead, the driver should pull the bus onto the shoulder of the road or to the curb, turn the engine off, take the keys, and put the parking brake on. Call for help if needed, and get all other students away from the fight.

Once other students are away from the fight, order the students who are fighting to stop. The driver should repeatedly give verbal instructions to "stop fighting now."

Most fights are brought on by the actions of others around the combatants. Those students add "fuel to the fire" by urging the combatants to fight. The driver should adopt a zero tolerance policy for students who instigate or provoke fights.

Drivers should make students aware that the penalty for fighting or provoking other students to fight may be a lengthy suspension and should make them aware of their responsibility to get away from any students fighting on the bus when the driver asks them to. If they do not, they will be subject to the same penalty as the combatants.