

CCSD Transportation Handbook



2026-2027

KEEP THIS HANDBOOK ON YOUR BUS AS
A READY REFERENCE

Bus Shop - 662-628-4624

<https://www.calhounk12.com/>

KNOW YOUR ROUTE and keep your route sheets, seating charts, and attendance lists updated. If you have questions feel free to contact us at the bus shop.

Walk Your Bus After Every Route

Calhoun County School District Transportation Department Professional Development

AGENDA

1:00 PM — Snacks and Gathering

1:08 – Welcome and Prayer

1:12 – Mrs. Jo Clanton will cover a little about signing in and out.

1:16 – Mike will talk about Pre-Trip and information about Maintenance.

1:22 – Quick overview external part of the binders

1:24 – Transportation Director

1:28 – Transportation Director and a few other things before we dive in.

1:35 – Start on the binders with policies and procedures.

Important topics that will be covered:

- Chain of communication
- School Calendar
- Recording Mileage
- Safety and Updates; Lockdowns
- Employee expectations and attendance; Code of Ethics
- Bus discipline/Rules/ Bus Ladder
- Pre-Trip Inspections
- Reporting Maintenance
 - If discover something dire start the QR code today
 - Something that you didn't report at the end of the year put it on the QR code

Today's training is sponsored by



CALHOUN COUNTY SCHOOL DISTRICT

Transportation Department Staff Directory

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Vardaman: Josh Hegwood (662) 816-3142

FOREWORD

The purpose of this manual is to inform school bus drivers of their responsibilities and encourage them to fulfill these duties in order to ensure a safer and more efficient transportation program.

The safety of every pupil is extremely important. School administrators and school bus drivers must do everything possible to ensure safe operation of the school buses. Good attitudes, skills and judgment are necessary for the safety and welfare of the children.

Accidents often occur as a result of carelessness or indifference. MOST SCHOOL BUS ACCIDENTS ARE DUE TO HUMAN FAILURE.

One of the greatest hazards for pupils is in the loading zones. Extreme caution must be exercised to see that children load and unload safely on routes as well as at school.

This manual does not cover every responsibility of the bus driver. However, it provides key information to help ensure student safety and proper care of the bus.

The Mississippi Pupil Transportation Manual is dedicated to the reliable and dedicated school bus drivers of Mississippi who transport students each day.

CCSD Transportation Mission Statement

The Calhoun County School District Transportation Department is dedicated to providing safe and efficient transportation for students to and from school while upholding all state and local laws.

Standard Communication Chain for Staff, Community Members, & Parents

To ensure concerns are addressed quickly and effectively, staff members, community members, and parents are encouraged to follow the chain of communication below. Please begin with the appropriate contact and proceed to the next level if needed:

1. Bus Driver → 2. Zone Director → 3. Transportation Director → 4. Superintendent

CALHOUN COUNTY SCHOOLS
ACADEMIC CALENDAR FOR 2026-2027

July 24, 27, 28, 29	Professional Days
July 30	<u>First Day for Students</u>
Sept. 7	Labor Day Holiday
Oct. 5 - 9	Fall Break for Teachers (no students)
Oct. 5 – 12	<u>Fall Break for Students</u>
Oct. 12	Professional Day (no students)
Nov. 23 - 27	Thanksgiving Holidays
Dec. 18	<u>60% Day</u>
Dec. 21 – Jan 1	Christmas Holidays
Jan. 4	Professional Day
Jan. 5	<u>First Day of 2nd Semester (students return)</u>
Jan. 18	Martin Luther King Holiday
Feb. 15	Professional Day
Mar. 8 – 12.....	Spring Holidays
Mar. 26 – 29	Easter Holiday
May 21	<u>Last Day for Students (60% day)</u>
May 21	Last Day for Teachers (All Day)

*If days are missed due to inclement weather the make-up days will be February 15th,
March 29th, and May 24th.

Route Pickup/Drop Off List Driver: _____ Bus#: _____

	Student's Name	AM Pickup Time or order	AM Pickup Location
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			

	Student's Name	AM Pickup Time or order	AM Pickup Location
24.			
25.			
26.			
27.			
28.			
29.			
30.			
31.			
32.			
33.			
34.			
35.			
36.			
37.			
38.			
39.			
40.			
41.			
42.			
43.			
44.			
45.			
46.			
47.			

Route Pickup/Drop Off List

Driver: _____

Bus#: _____

	Student's Name	PM Dropoff Time or order	PM Dropoff location
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			

	Student's Name	PM Dropoff Time or order	PM Dropoff location
24.			
25.			
26.			
27.			
28.			
29.			
30.			
31.			
32.			
33.			
34.			
35.			
36.			
37.			
38.			
39.			
40.			
41.			
42.			
43.			
44.			
45.			
46.			
47.			

BUS DRIVER'S MILEAGE REPORT



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Driver's Name: _____

Bus #: _____

District: _____

School: _____

Speedometer Reading:

First Day of the Month (First Semester): _____

Last Day of the Month (First Semester): _____

Date:	AM Mileage (first pick-up until the school)	PM Mileage (school until the last drop-off)	Day Total:

Reminder: Please record beginning and ending mileage for a few trips this year.

Accurate mileage tracking helps us evaluate resource usage, identify areas for improvement, and maintain a safe and orderly transportation program. Thank you for your cooperation and attention to detail.



Calhoun County School District

Bus Safety Updates

Communication

1. The Transportation Director will communicate with the Superintendent and carry out all instructions provided by the Superintendent.
2. The director will communicate instructions and info. to zone directors and drivers.
3. The Transportation Director will communicate any transportation changes to campus administrators. Unless otherwise directed by the Transportation Director, arrivals, dismissals, and shuttle operations will follow the normal daily schedule.

Soft Lockdown

1. Shuttle Pick Up/Drop Off: The building administrator (or selected designee) will communicate if it is safe to enter or leave campus.
2. Morning or Afternoon Route: The building administrator (or selected designee) will communicate with district leadership and the Transportation Director if it is safe to enter or leave campus.

Lockdown

1. Shuttle Pick Up/Drop Off: The building administrator (or selected designee) will communicate that campus is closed, and the bus should be turned away.
2. Morning or Afternoon Route: The building administrator (or selected designee) will communicate with district leadership and the Transportation Director to determine when and how arrivals and departures will be done.
3. When a campus is closed, a visible sign or other designated indicator shall be placed at the normal loading and unloading locations to alert transportation personnel.

Campus-wide Communication Tools

1. Include transportation staff so we can be aware of the progress of your situation.
2. A two-way radio communication system will be maintained to provide communication between the Transportation Department and shuttle drivers.

Communication with Transportation Staff

1. Route driver cell phone numbers are included on the spreadsheet provided at the beginning of the year.
2. I'm researching a radio system that will allow me to communicate with a driver en route that meets DOT and FMCSA safety standards. We have consulted with two-way radio vendors.

The building administrator will alert the Transportation Director directly and shuttle/route bus drivers if at all possible, during an emergency.

Driver and Passenger Safety

1. If a student is a threat to themselves or others, it is not safe to transport them on a school bus. They should remain on campus until a parent or guardian can pick them up from the administrator.
2. Drivers will no longer board unfamiliar students on morning routes. All students who wish to be added to a bus route need to go through their school office. All changes through the school office should be in writing by either an enrollment form (new student or a student who moved) or a parent note. The school office will give a paper slip to the student showing that approval was granted. The student will not be allowed on the bus without the permission-slip from the office. If the change goes through the bus shop, the Transportation Director will contact the driver directly.
3. Establish a safe location if a bus needs to change course but cannot return to campus.

Active Shooter Bus Drill

- I am working with the district and other agencies to establish various retreat points.
- All students need to hear this information, not just shuttle and route riders.

Employee Procedures and Expectations

At-Will Employment

All CCSD Transportation employees are “**at will**” employees. *Employees may leave at any time for any reason, and the district may terminate employment at any time, except as limited by federal law.*

Attendance

An employee’s attendance may be deemed unacceptable when recurring absences, tardiness, or early departures negatively impact operational needs or job performance, or when the employee fails to comply with established absence reporting procedures.

Reporting absences to zone directors

All **bus route and shuttle drivers** who will be absent are required to notify their Zone Director. Zone Directors serve as the immediate transportation supervisors and will communicate driver absences to me. This ensures that I am informed and able to process payment for any substitute driver.

Prepare to finish your route and unload your kids at school before 7:30AM.

Substitute Drivers

If you have a preference on your sub you are welcome to make arrangements with a driver listed on the **approved sub list**. Have a list on your bus and your phone number that you can share with your sub. If you want help finding a sub, please speak with your zone director as soon as you can.

Rosters

1. Each bus driver is required to submit a seating chart/roster. This will allow us to anticipate who may be on a bus at any given time.
2. Long-term goal is to get student addresses so anyone could drive the route if needed.

Trip Tickets

1. Trip tickets should be turned in to the **zone director** at least two weeks prior to the trip.
2. These trip tickets will be submitted to the transportation director/CO for processing by the superintendent and his/her staff.

Pursuant to Mississippi law

- Prohibits school bus drivers from using cell phones, wireless communication devices, vehicle navigation systems or "personal digital assistants" while the bus is in motion.

Unauthorized Entry on Bus (Penalty; Notice) - Mississippi Law:

- The statute states that it is unlawful for a person who is not an authorized student passenger, school official, or law enforcement officer to interfere with the operation of a school bus, including unauthorized boarding, unless permission has been obtained according to applicable rules and regulations.

Bus Cleanliness Policy

1. All **route drivers** are expected to keep their assigned buses clean on a weekly basis.
2. Trip buses that are used for athletic and/or extracurricular trips, the **lead coach** and/or **head coach** is responsible for ensuring the bus is cleaned and returned in proper condition at the conclusion of the trip.

Prepare to finish your route and unload your kids at school before 7:30AM.

Drug Free Schools and Drug Free Workplace

The Calhoun County School District hereby notifies all employees that it is a violation for any employee to manufacture, distribute, dispense, possess, or unlawfully use alcohol or any controlled substance in the workplace. While certain medications may be legally prescribed by a licensed healthcare provider, employees must not operate a school bus or perform safety-sensitive duties while taking any prescription or over-the-counter medication that could impair judgment.

Family Educational Rights and Privacy Act (FERPA)

1. You may have a small portion of students information that will easily identify the students (Name, address, phone number, parents name sometime behavior)
2. DO NOT SHARE STUDENT INFORMATION WITH OTHER PEOPLE
3. DO NOT PUT STUDENT INFORMATION ON SOCIAL MEDIA

Bullying/Harassment Policies

Bullying and harassment are prohibited in Calhoun County School District. Students, employees, and volunteers who experience, witness, or receive reliable information about bullying or harassment must report it to an appropriate school official.

- If you feel someone at work is bullying or harassing you, let me know.
- If a student has told you that another student is bullying or harassing him/her, let a school official know.
- If you see any type of behavior on your bus that appears to be bullying, let a school official know

SCHOOL BUS RAILROAD CROSSING SAFETY (Mississippi Law)

1. Stop approximately **25-50** feet from the nearest rail.
2. Open the service door and driver's window.
3. Look and listen in both directions for trains and warning signals.
4. Cross only when you are certain it is safe and there is enough room to clear all tracks.
5. After a train passes, look again for a second train before proceeding.
6. Failure to stop and follow required railroad crossing procedures is a misdemeanor and may result in a fine of **\$100–\$250** per violation.

Commitment to Equal Opportunity

The Calhoun County School district does not discriminate on the basis of race, color, national origin, sex, disability, or age in compliance with Title VI, Title IX, Section 504 and Title II.

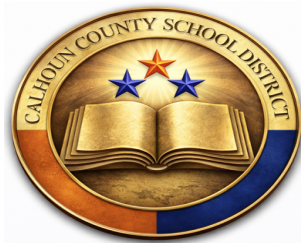
Prepare to finish your route and unload your kids at school before 7:30AM.



Calhoun County School District
2026-2027 Emergency Procedure: Bus Accident

- The bus driver will stay with students.
- The bus driver will ensure that law enforcement is notified.
- The bus driver will ensure that the transportation supervisor is notified.
- The bus driver must immediately check all student passengers for injury and ask whether anyone is hurt or injured. If so, first aid will be administered.
- The students should be evacuated from the school bus in accordance with standard procedures only if the condition or position of the school bus creates a further hazard to the student passengers.
- The transportation supervisor will go to the scene of the accident.
- The transportation supervisor will notify the superintendent's office.
- The principal will go to the scene of the accident if students are injured.
- The principal or designee will notify parents.
- The principal will send a staff member with the injured students if they are transported from the accident site.
- The principal and supervisor of transportation will make a list of all students on the bus at the time of the accident.
- The principal and supervisor of transportation will document actions and decisions concerning bus accidents.

Bus Shop (662) 628-4624
Central Office (662) 412-3152



Calhoun County School District Emergency School Evaluation Drill

School Year _____ Bus # _____ Bus Driver: _____

Date Drill Conducted (month and day) _____

Site of Drill Conducted _____

Number of Students Participating in the Drill _____

Best Time Taken to Evacuate the Bus _____

How many evaluations of the bus were conducted during the drill?

How was the bus evacuated?

- ☐ Front of the bus only
- ☐ Rear of the bus only
- ☐ Front and rear of the bus at the same time

Were any students injured during the drill? Yes or No

If yes, please explain circumstances involving the injury.

This needs to be completed before **April of 2027**. You can email it or give it to your transportation director on campus or at the district level. SPED routes are required to document how the driver and the aid will evacuate students in the event of an emergency. SPED drivers are not required to perform a full drill.

Nathan's Law

Nathan's Law was signed into law in **2011**, to strengthen penalties for illegally passing a stopped school bus. The law honors **Nathan Key**, a 5-year-old who was killed in **2009**, when a driver ignored a school bus's flashing red lights and extended stop arm.

Mississippi Code 63-3-615:

When a school bus stops to load or unload students and its flashing red lights or extended stop arm are activated, all drivers must:

- Stop at least 10 feet from the school bus with flashing red lights and extended arm
- Remain stopped until children are safely across and the bus moves or the flashing lights are no longer activated.

Penalties:

- Fines: \$350–\$750 (first offense); up to \$1,500 + 90-day license suspension for repeat offenses
 - Serious violations: Injury or death can result in a **felony charge** and up to 10 years in prison
 - School buses may use cameras to catch violators
 - School bus drivers are prohibited from device use while driving (except emergencies)
-

Calhoun County School District Bell Times

Bruce Zone

<u>School</u>	<u>Bus Drop-off Times</u>	<u>First Bell</u>	<u>Dismissal</u>
Bruce Elementary	7:25	7:20	2:55
Bruce High School	7:30	7:42	2:50

Calhoun City Zone

<u>School</u>	<u>Bus Drop-off Times</u>	<u>First Bell</u>	<u>Dismissal</u>
CC Elementary	7:25	7:25	2:40
CC High School	7:20	7:40	2:50

Vardaman Zone

<u>School</u>	<u>Bus Drop-off Times</u>	<u>First Bell</u>	<u>Dismissal</u>
VAC	7:20	7:42	2:56

SCHOOL BUS RULES AND CONSEQUENCES

Bus drivers are responsible for supervising and maintaining appropriate conduct of students on school buses. The bus driver may authorize assigned seating. When misbehavior occurs, the bus driver may issue a School Bus Conduct Referral. Copies are provided to the principal, students and parents. *Note: There may be discipline issues that require both bus discipline and school discipline. Those will be handled according to the Code of Conduct. Students must behave on the bus. An administrator or hearing officer may suspend a student's bus privileges for an indefinite period of time.

CCSD School Bus Rules

Daily procedures and policies

1. All students must ride their assigned bus they are not allowed to pick and choose. (Emergency situations will be considered with approval from the principal).
2. A signed formal bus note from the office must be given to the bus driver in order for the driver to be allowed to ride a bus that he/she does not normally ride.

Getting on the Bus

1. Be waiting at your bus stop a couple minutes early.
2. If you need to cross the street, wait for traffic to stop; drivers will motion to you when it is safe to pass in **front** of the bus to load or unload.

Behavior on the Bus

1. OBEY THE BUS DRIVER
2. No unauthorized items on the bus. (*No weapons, tobacco, combustibles, pets, large items, etc.*)
3. No food or drinks are allowed on the bus, except for water bottles
4. No profanity and NO FIGHTING.
5. Never put your head, arms or hands out of the window.
6. Do not throw anything on the bus.
7. Stay seated while the bus is in motion. (The driver may assign seats.)
8. Vandalism, including writing, drawing, or defacing any part of the bus, is strictly prohibited.

Getting off the Bus

1. If you have to cross the street in front of the bus, walk at least ten feet ahead of the bus along the side of the road until you can turn around and see the driver.
2. Make sure that the driver can see you.
3. Wait for a signal from the driver before beginning to cross.
4. When the driver signals, walk across the road keeping an eye out for sudden traffic changes.

5. Do not cross the center line of the road until the driver has signaled that it is safe for you to begin walking.
6. Stay away from the bus' rear wheels at all times.

Correct Way to Cross the Street

1. Children should always stop at the curb or the edge of the road and look left, then right, and then left again before crossing.
2. They should continue looking in this manner until they are safely across.
3. If a student's vision is blocked by a parked car or other obstacle, they should move out to where drivers can see them and they can see other vehicles -- then stop, and look left-right-and left again.
4. If a student drops something near the bus, they should tell the bus driver. Never try to pick it up because the driver may not be able to see you.

Proactive Behavioral Procedures

1. Build Relationships with your students
2. Established clear boundaries
3. Stay positive
4. When misbehavior occurs, hold a conference with that student.
5. Seating arrangements can be helpful

BUS DISCIPLINE REFERRAL PROCEDURES

All Campuses

- When a bus driver needs to submit a bus discipline form for a student, the driver will give the form to the Administrator.
- The school administration will address the incident with the student on the same day or next day that the form is submitted. School principals will determine any punishments based on the **discipline ladder**.
- The school administrator handling the referral should return a copy of the referral to

BUS CONDUCT REPORT CALHOUN COUNTY SCHOOL DISTRICT	STUDENT'S NAME _____		CLASS-GRADE _____
	DATE OF INCIDENT _____	☐ 1ST NOTICE ☐ 2ND NOTICE ☐ 3RD NOTICE	
	BUS NO _____	TRIP NO _____	DRIVER'S NAME _____

NOTICE TO PARENTS

1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.
 2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.

DRIVER'S REPORT:

☐ VIOLATION OF SAFETY PROCEDURES	☐ HARASSMENT-BULLYING	☐ EATING-DRINKING-LITTERING
☐ DESTRUCTION OF PROPERTY-VANDALISM	☐ EXCESSIVE MISCHIEF	☐ DISRESPECTFUL TO DRIVER OR OTHERS
☐ FIGHTING-PUSHING-TRIPPING	☐ OUT OF ASSIGNED SEAT	☐ UNACCEPTABLE LANGUAGE
☐ OTHER _____		

ACTIONS TAKEN BY THE ADMINISTRATION:

☐ VERBAL WARNING	☐ CHECKED STUDENTS FOLDER	☐ HELD CONFERENCE WITH STUDENT	☐ CONTACTED PARENT
☐ SUSPENDED FROM BUS. DENIED BUS PRIVILEGE UNTIL _____		☐ SUSPENDED	OTHER _____

Driver's Signature: _____ Administrator's Signature: _____ Date: _____

☐ If a check is entered in this box, Parent please sign and return: _____

PARENTS' COPY - WHITE PRINCIPALS' COPY- YELLOW TRANSPORTATION DIRECTORS' COPY- PINK BUS DRIVER'S COPY - GOLD

BUS CONDUCT REPORT CALHOUN COUNTY SCHOOL DISTRICT	STUDENT'S NAME _____		CLASS-GRADE _____
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ACTIONS TAKEN BY THE ADMINISTRATION:

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☐ SUSPENDED FROM BUS. DENIED BUS PRIVILEGE UNTIL _____		☐ SUSPENDED	OTHER _____

Driver's Signature: _____ Administrator's Signature: _____ Date: _____

☐ If a check is entered in this box, Parent please sign and return: _____

PARENTS' COPY - WHITE PRINCIPALS' COPY- YELLOW TRANSPORTATION DIRECTORS' COPY- PINK BUS DRIVER'S COPY - GOLD

CCSD Bus Discipline Procedures

Minor Bus Rule Violations		
<i>These bus infractions include any minor rule infraction, minor bus safety issues, or the student not complying with the directives of the driver.</i>		
Consequences for Minor Bus Rule Violations		
Grades K5 - 4	Grades 5 - 6	Grades 7 - 12
Up to 2 Verbal Warnings Prior to 1st Formal Referral (Principal's Discretion) 1st Referral Warning and Parent Contact 2nd Referral 1 Day Bus Suspension and Parent Contact 3rd Referral 3 Day Bus Suspension and Parent Conference 4th Referral 5 Day Bus Suspension and Parent Conference 5th Referral 10 Day Bus Suspension 6th Referral <u>Removal from bus for the remainder of the year</u>	1st Referral Warning and Parent Contact 2nd Referral 1 Day Bus Suspension and Parent Contact 3rd Referral 3 Day Bus Suspension and Parent Conference 4th Referral 5 Day Bus Suspension and Parent Conference 5th Referral 10 Day Bus Suspension 6th Referral <u>Removal from bus for the remainder of the year</u>	1st Referral Warning and Parent Contact 2nd Referral 3 Day Bus Suspension and Parent Contact 3rd Referral 5 Day Bus Suspension and Parent Conference 4th Referral 10 Day Bus Suspension and Parent Conference 5th Referral <u>Removal from bus for the remainder of the year</u>
Consequences for Stand Alones and Major Bus Rule Violations		
• All Stand Alone Infractions occurring on a school bus will be disciplined as stated in the grade appropriate CCSD Discipline Plan. • Administrators do have the authority to remove a student from a school bus if that student's behavior seriously jeopardizes the health and/or safety of others riding the bus.		

*Riding a school bus is a **PRIVILEGE**-not a right!!*



Seating Chart

DOOR

L1							R1
L2							R2
L3							R3
L4							R4
L5							R5
L6							R6
L7							R7
L8							R8
L9							R9
L10							R10
L11							R11
L12							R12

Coach/Bus Driver Professional Leave Request Form

As part of a new policy update, we identified a concern regarding staff members who serve as both coaches and bus drivers. Due to contractual obligations requiring them to leave early for games, these individuals are sometimes unable to complete their assigned bus routes. Under the previous system, this resulted in the use of their three allotted personal days and, in some cases, docked pay for additional occurrences.

To address this issue more equitably and to better support staff who serve in multiple vital roles within the district, we have updated our policy as outlined below.

Eligibility

Bus drivers who are board-approved, assigned, and paid athletic coaches or assistant coaches may request professional leave when a scheduled interscholastic athletic event directly conflicts with their assigned bus route.

Limitations

This provision is strictly limited to games where departure or start times prevent completion of the driver's regular route.

Example: If a driver's route ends at 4:15 p.m. and a home game begins at 5:00 p.m. or the bus leaves for an away game at 5:00, the driver is expected to complete their route before reporting to the game. Professional leave will not be granted for practices, workouts, or home games that allow adequate time for route completion.

Request Process

All requests for professional leave must be submitted on a Coach/Bus Driver Professional Leave Request Form and receive prior approval from both the building principal and the superintendent. Approved requests must also be coordinated with the zone director to ensure proper route coverage.

Scheduling & Rainouts

Professional Leave Forms for athletic events should be submitted in advance **(before the season starts)** based on the official game schedule. If games are rescheduled due to weather or other factors, the leave request must be updated and reapproved to ensure appropriate transportation coverage. The coach or building principal must notify the zone director immediately of any changes to allow for route coverage adjustments.

Failure to Follow Procedure

Failure to follow this procedure will result in the employee being docked a day of pay for the occurrence.

Coach/Bus Driver Professional Leave Request Form

This form is to be used by board-approved, assigned, and paid athletic coaches or assistant coaches who are also bus drivers, requesting professional leave for interscholastic athletic events that directly conflict with their assigned bus route. This form should be submitted in advance with the full schedule of games requiring leave to support payroll and transportation planning.

Employee Information

Name: _____ Location/Position: _____

Game Dates Requiring Professional Leave

List all scheduled games where professional leave will be required. Attach updated forms if additional games are added or rescheduled.

Date of Game	Opponent	Location (Home/Away)	Departure Time	Notes

Justification (This must be completed.)

Explain why these games conflict with your regular bus route schedule:

Approvals

Principal: _____ Date: _____

Superintendent: _____ Date: _____

Notes

- Submit this form with the season schedule where possible.
- Rescheduled games due to weather or other factors require updating and re-approval.
- This form is for professional leave requests only; all bus scheduling must still follow transportation protocols.

Maintenance and Preventative Procedures

Preventive maintenance may be defined as maintaining a vehicle in a safe and efficient operating condition. Maintenance alone is not the sole responsibility of the shop mechanics. The bus driver has the responsibility in the preventive maintenance program. The bus driver should inspect the vehicle regularly such as, walking around the bus and inspecting the lights, tires, doors, and the instrument panels and gauges.

Reporting Problems

Bus drivers should recognize defects and report any symptoms to the maintenance department. Remember, defects cannot be repaired if they are not reported. This year, we have implemented a QR (Quick Response) code that can be scanned to report problems. When scanned with a smartphone camera, it will take you directly to our online reporting portal. This system will help us track reported issues and maintain a history of repairs and recurring problems. If you experience a major problem, call me, Mike, or the bus shop. We can complete the QR code report later. Some issues require immediate notification.

How to Report a Bus Issue Using the QR Code

1. Find the QR code posted in the bus.
2. Open your phone's camera and point it at the QR code.
3. Tap the link that appears on your screen and it will take you to the reporting portal.

Bus Maintenance Request

**Please include mileage and issue in your request.

Request Title (Required)

How can we help?

Tell us more about it (Required)

Add a description

Add or drag pictures

Files

Attach files

Contact Information (Required)

e.g. john@example.com

Submit

Bus Maintenance Request

*Please include mileage and issue in your request.

Request Title (Required)

Strobe light, rear door

Tell us more about it (Required)

During my light check and pre-trip I observed that the light isn't working and the rear door isn't closing completely.

Add or drag pictures

Files

Attach files

Contact Information (Required)

jsmith@calhounk12.com

Submit

These 3 sections has to be completed.

Pre-Trip Inspections

A pre-trip inspection is a daily routing responsibility for school bus drivers. It helps ensure the safety of all students on board while also supporting the safe and reliable operation of the bus. A basic pre-trip inspection typically takes about 10–15 minutes to complete.

By conducting a pre-trip inspection each day, drivers can identify and address potential safety hazards or mechanical issues before they become serious problems. **The state of Mississippi requires all** commercial drivers to regularly inspect their vehicles.

Our district requires the submission of at least **four** documented pre-trip inspections each **semester**. Considering that pre-trip inspections should be performed daily, this is a minimal requirement that helps demonstrate compliance with both state and federal level. Your district should have plans that implement easy access to these routine inspections.

Calhoun County School District has implemented both a paper-based and a paperless pre-trip inspection process. A copy of the paper-based inspection form has been placed in your binder. Alternatively, you may use the QR code below to complete and submit your inspection electronically. If you complete your pre-trip inspection on paper, please take a photo of the completed form and email it to me. If you complete the inspection electronically, I will automatically receive it upon submission.



Pre-Trip Inspection QR Code

Calhoun County School District
School bus Pre-Trip (quick review)
2026-2027

Driver _____
Bus # _____ August/September

Initial and Date: Keep the pre-trip quick scans in your binder. You should complete 12 quick reviews each month.

Aug. <u>03/26 (Tues)</u> _____	Aug. _____	Aug. _____
Aug. _____	Aug. _____	Aug. _____
Aug. _____	Aug. _____	Aug. _____
Aug. _____	Aug. _____	Aug. _____
Sept. _____	Sept 7. <u>Labor Day</u> _____	Sept. _____
Sept. _____	Sept. _____	Sept. _____
Sept. _____	Sept. _____	Sept. _____
Sept. _____	Sept. _____	Sept. _____
Sept. _____	Sept. _____	Sept. _____
Oct. _____	Oct. _____	Oct. _____
Oct. _____	Oct. _____	Oct. _____
Oct. _____	Oct. _____	Oct. _____
Oct. _____	Oct. _____	Oct. _____
Oct. <u>Oct 5th-12 Fall Break</u>	Oct. _____	
Nov. _____	Nov. _____	Nov. <u>23rd-27th No school</u>
Nov. _____	Nov. _____	Nov. _____
Nov. _____	Nov. _____	Nov. _____
Nov. _____	Nov. _____	Nov. _____
Nov. _____	Nov. _____	
Dec. _____	Dec. _____	Dec. _____
Dec. _____	Dec. _____	Dec. _____
Dec. _____	Dec. _____	<u>Dec. Dec. 21st- Jan. 4th</u>
Dec. _____	Dec. _____	

#1 - Fuel Bus and/or Electric Bus - Lights and safety equipment/emergency exit - Complete your automatic light check for all lights, stop arm, and strobe. Check under the bus for leaks and/or puddles.

#1 - Electric only - Charging cable closed and the charge port door closed. Low voltage battery switch.

#2 - Fuel Bus and/or Electric Bus - Review tires, wheels and lug bolts. Check all mirrors and glass

#3 - Fuel Bus and/or Electric Bus - When possible, check coolant levels, visibly look for disconnected or broken hoses. Check the oil on a fuel bus only.

#4 - Fuel Bus and/or Electric Bus - Inside the bus - When starting the engine, check and review ALL GAUGES. For example, fuel, battery voltage, temperature, brake and air pressure etc. Check the seats and aisles.

#5 - Fuel Bus and/or Electric Bus - Brakes and steering.

Calhoun County School District
School bus Pre-Trip (quick review)
2026-2027

Driver _____
Bus # _____ August/September

Initial and Date: Keep the pre-trip quick scans in your binder. You should complete 12 quick reviews each month.

Jan. <u>5th first day for students</u>	Jan. _____	Jan. _____
Jan. _____	Jan. _____	Jan. _____
Jan. _____	<u>Jan. 18th MLK Day</u>	Jan. _____
Jan. _____	Jan. _____	Jan. _____
Jan. _____	Jan. _____	
Feb. _____	<u>Feb. 15th No Students</u>	Feb. _____
Feb. _____	Feb. _____	Feb. _____
Feb. _____	Feb. _____	Feb. _____
Feb. _____	Feb. _____	Feb. _____
Feb. _____	Feb. _____	
Mar. _____	Mar. _____	Mar. _____
Mar. _____	Mar. _____	Mar. _____
Mar. _____	Mar. _____	Mar. _____
Mar. _____	Mar. _____	Mar. _____
Mar. <u>8th-12th Spring Break No Students</u>	Mar. _____	Mar. <u>26th-29th No Students Easter</u>
Apr. _____	Apr. _____	<u>Apr. 23rd-27th No school</u>
Apr. _____	Apr. _____	Apr. _____
Apr. _____	Apr. _____	Apr. _____
Apr. _____	Apr. _____	Apr. _____
Apr. _____	Apr. _____	
May _____	May _____	May _____
May _____	May _____	May _____
May _____	May _____	<u>May 21st Last Day for Students</u>
May _____	May _____	

#1 - Fuel Bus and/or Electric Bus - Lights and safety equipment/emergency exit - Complete your automatic light check for all lights, stop arm, and strobe. Check under the bus for leaks and/or puddles.

#1 - Electric only - Charging cable closed and the charge port door closed. Low voltage battery switch.

#2 - Fuel Bus and/or Electric Bus - Review tires, wheels and lug bolts. Check all mirrors and glass

#3 - Fuel Bus and/or Electric Bus - When possible, check coolant levels, visibly look for disconnected or broken hoses. Check the oil on a fuel bus only.

#4 - Fuel Bus and/or Electric Bus - Inside the bus - When starting the engine, check and review ALL GAUGES. For example, fuel, battery voltage, temperature, brake and air pressure etc. Check the seats and aisles.

#5 - Fuel Bus and/or Electric Bus - Brakes and steer

- a. Insuring that institutional privileges are not used for personal gain
 - b. Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization.
- 8.2. Unethical conduct includes, but is not limited to, the following:
- a. Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body
 - b. Tutoring students assigned to the educator for remuneration unless approved by the local school board
 - c. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. (This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.)

Standard 9: Maintenance of Confidentiality

An educator shall comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.

- 9.1. Ethical conduct includes, but is not limited to, the following:
- a. Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves a legitimate purpose or is required by law
 - b. Maintaining diligently the security of standardized test supplies and resources.
- 9.2. Unethical conduct includes, but is not limited to, the following:
- a. Sharing confidential information concerning student academic and disciplinary records, health and medical information family status/income and assessment/testing results unless disclosure is required or permitted by law.
 - b. Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school board or state directions for the use of tests
 - c. Violating other confidentiality agreements required by state or local policy.

Standard 10: Breach of Contract or Abandonment of Employment

An educator should fulfill all of the terms and obligations detailed in the contract with the local school board or educational agency for the duration of the contract.

10. Unethical conduct includes, but is not limited to, the following:
- a. Abandoning the contract for professional services without prior release from the contract by the school board
 - b. Refusing to perform services required by the contract.

and code shall apply to all persons associated with the rules established by the Mississippi State Board of Education and protects the health, safety and general welfare of students and educators.

Ethical conduct is any conduct which promotes the health, safety, welfare, discipline and morals of students and colleagues.

Unethical conduct is any conduct that impairs the license holder's ability to function in his/her employment position or a pattern of behavior that is detrimental to the health, safety, welfare, discipline, or morals of students and colleagues.

Any educator or administrator license may be revoked or suspended for engaging in unethical conduct relating to an educator/student relationship (Standard 4). Superintendents shall report to the Mississippi Department of Education license holders who engage in unethical conduct relating to an educator/student relationship (Standard 4).



For more information:
Mississippi Department of Education
359 North West Street
Jackson, MS 39201
601-359-3513
www.mde.k12.ms.us

CODE OF ETHICS

STANDARDS OF CONDUCT

MISSISSIPPI DEPARTMENT OF EDUCATION

Standard 1: Professional Conduct

An educator should demonstrate conduct that follows generally recognized professional standards.

- 1.1. Ethical conduct includes, but is not limited to, the following:
 - a. Encouraging and supporting colleagues in developing and maintaining high standards
 - b. Respecting fellow educators and participating in the development of a professional teaching environment
 - c. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
 - d. Providing professional education services in a nondiscriminatory manner
 - e. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices
 - f. Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children.
- 1.2. Unethical conduct includes, but is not limited to, the following:
 - a. Harassment of colleagues
 - b. Misuse or mismanagement of tests or test materials
 - c. Inappropriate language on school grounds or any school-related activity
 - d. Physical altercations
 - e. Failure to provide appropriate supervision of students and reasonable disciplinary actions.

Standard 2: Trustworthiness

An educator should exemplify honesty and integrity in the course of professional practice and does not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

- 2.1. Ethical conduct includes, but is not limited to, the following:
 - a. Properly representing facts concerning an educational matter in direct or indirect public expression
 - b. Advocating for fair and equitable opportunities for all children
 - c. Embodiment for students the characteristics of honesty, diplomacy, tact, and fairness.
- 2.2. Unethical conduct includes, but is not limited to, the following:
 - a. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:
 1. employment history, professional qualifications, criminal history, certification/recertification
 2. information submitted to local, state, federal, and/or other governmental agencies
 3. information regarding the evaluation of students and/or personnel
 - b. reasons for absences or leave
 5. information submitted in the course of an official inquiry or investigation
- b. Falsifying records or directing or coercing others to do so.

Standard 3: Unlawful Acts

An educator shall abide by federal, state, and local laws and statutes and local school board policies.

3. Unethical conduct includes, but is not limited to, the commission or conviction of a felony or sexual offense. As used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought or situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

Standard 4: Educator/Student Relationships

An educator should always maintain a professional relationship with all students, both in and outside the classroom.

- 4.1. Ethical conduct includes, but is not limited to, the following:
 - a. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/student authority while expressing concern, empathy, and encouragement for students.
 - b. Nurturing the intellectual, physical, emotional, social and civic potential of all students
 - c. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
 - d. Creating, supporting, and maintaining a challenging learning environment for all students.
- 4.2. Unethical conduct includes, but is not limited to the following:
 - a. Committing any act of child abuse
 - b. Committing any act of cruelty to children or any act of child endangerment
 - c. Committing or soliciting any unlawful sexual act
 - d. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability
 - e. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
 - f. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with students.

Examples of these acts may include but not be limited to:

1. sexual jokes
2. sexual remarks
3. sexual kidding or teasing
4. sexual innuendo
5. pressure for dates or sexual favors
6. inappropriate touching, fondling, kissing or grabbing
7. rape
8. threats of physical harm
9. sexual assault
10. electronic communication such as texting
11. invitation to social networking
12. remarks about a student's body
13. consensual sex.

Standard 5: Educator/Collegial Relationships

An educator should always maintain a professional relationship with colleagues, both in and outside the classroom.

5. Unethical conduct includes but is not limited to the following:

- a. Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
- b. Harming others by knowingly making false statements about a colleague or the school system
- c. Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities
- d. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status
- e. Using coercive means or promise of special treatment in order to influence professional decisions of colleagues.

Standard 6: Alcohol, Drug and Tobacco Use or Possession

An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs.

- 6.1. Ethical conduct includes, but is not limited to, the following:
 - a. Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice.
- 6.2. Unethical conduct includes, but is not limited to, the following:
 - a. Being under the influence of possessing, using, or consuming illegal or unauthorized drugs
 - b. Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages. A school-related activity includes but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc. which involve students.
 - c. Being on school premises or at a school-related activity involving students while documented using tobacco.

Standard 7: Public Funds and Property

An educator shall not knowingly misappropriate, divert, or use funds, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

- 7.1. Ethical conduct includes, but is not limited to, the following:
 - a. Maximizing the positive effect of school funds through judicious use of said funds
 - b. Modeling for students and colleagues the responsible use of public property.
- 7.2. Unethical conduct includes, but is not limited to, the following:
 - a. Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain
 - b. Failing to account for funds collected from students, parents or any school-related function
 - c. Submitting fraudulent requests for reimbursement of expenses or for pay
 - d. Co-mingling public or school-related funds with personal funds or checking accounts
 - e. Using school property without the approval of the local board of education/governing body.

