**Bracken County Schools**

Revised 06/15/17

School Bus Driver

Handbook

Introduction

The professional school bus driver recognizes the need to acquire a thorough knowledge of his/her responsibilities and the best ways to fulfill them. This manual attempts to meet that need. Revisions will be made as needed to keep it abreast of changing laws, traffic conditions, and transportation policies.

As a school bus driver for the Bracken County Schools, you play an important part in the efficient operation of our schools. The majority of our students travel to and from school by bus. Their lives are in your hands twice each day.

The advice offered on the following pages has been carefully checked with local, state, and national regulations to insure a comprehensive and accurate framework of guiding principles for dependable, economical and safe pupil transportation.

Read it carefully. If you have further questions, get in touch with the transportation office. We hope that you will appreciate the importance of a smooth running bus fleet and will make a worthwhile contribution to the smooth, safe, and efficient operation of the Pupil Transportation System.

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**I. TRANSPORTATION SERVICES**

**A. Bus Scheduling and Routing**

*The Superintendent or his designee shall be responsible for scheduling and routing all buses. This shall include a system of notifying parents, pupils, and drivers of bus schedules and routes.*

*Buses shall be routed only on public roads which are safe for bus travel. (BCBE 06.31)*

**B.** **Eligibility for Transportation**

*Pupils shall be eligible to be transported to and from school if they reside more than three-tenths (.3) of a mile, by the nearest traveled road or street, from the school to which they are assigned. If traffic or other safety conditions make walking to school extremely hazardous, pupils shall be eligible for transportation without regard to the distance to their school.*

*The Board reserves the right to modify the distance limitation where conditions make it advisable to include certain geographic, subdivision, or neighborhood areas.*

*Students shall be required to walk to certain centralized bus stops on public roads where traffic hazards would not make it feasible to stop buses in front of their homes. Students shall not be required to walk over three-tenths (.3) of a mile to a bus stop. Buses will travel over county-maintained roads that exceed three-tenths (.3) of a mile. (BCBE 06.32)*

Persons not of school age, parents of students, or persons not connected with schools are not permitted to ride the buses except with the express permission of the Superintendent.

Children who are eligible for special transportation shall be determined by the Superintendent in conjunction with the SBARC and must be spelled out in the pupil's IEP.

The school bus will pick up students near their homes on public roads and streets subject to these limitations:

1. Students will be required to walk to certain

Specified points to be picked up on public roads

And streets where traffic hazards would not make

It feasible to stop the bus in front of their homes

2. Students living close together may be required to

Assemble them at a central point to be picked

Up by the bus.

3. The last family on a side road provides a safe and

A well maintained bus turn-around.

4. The Superintendent considers the road safe.

5. The right of way is clear in order to provide

Passage of the bus without doing damage to the

Vehicle.

**C**. **Regular Bus Stop**

*The bus driver shall discharge all pupils at their regularly scheduled stops only, except with written authorization from the Principal to discharge a pupil at another location.*

*The Principal shall have a written authorization from a child's parents before permitting discharge at a location other than the regular stop.* ***This includes Drivers children also. (BCBE 06.33)***

*The driver may discharge a pupil for disciplinary reasons in accordance with Policy 06.34 of this manual and with 702 KAR 5:080.*

Bus stops are subject to the approval of the Superintendent.

**D.** **Conduct on Bus**

*Each Principal has the ultimate responsibility for ensuring the good deportment of his students who ride on the school bus and who walk to and from the school.*

*The bus drivers shall promptly report any violation of district policy or school rules to the Principal.*

*The driver is in charge of his bus, and his first responsibility shall be to the safe transportation of his passengers. In the event that one or more pupils are behaving in such a way as to endanger the safety of other pupils on the bus, the driver is authorized to order the offending pupils from the bus. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the pupil attends or the Superintendent and the student’s parent or legal guardian.*

*The Principal is authorized to withhold bus-riding privileges up to a maximum of the (10) school days per occurrence in the case of habitual or serious conduct violation. The Principal shall notify the parents in cases where bus-riding privileges have been withheld.*

***Habitual / repeat offenders may be denied bus privileges for the school year by the principal with the superintendent’s approval****.*

*The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.*

***Students with disabilities who exhibit inappropriate conduct shall be managed in***

***According with their Individual Education Plan (IEP) and the legal obligations and***

***Standards adopted by the Board. (BCBE 06.34)***

**E. Hazards in and on Bus**

*Pupils shall not bring any item on the school bus that might block the center aisle, step well, emergency door, entrance door, or any windows that would be dangerous in case of collision or that would take up needed pupil seating space. (BCBE 06.342)*

**F.** **Food and other Consumable Items**

*At no time shall students be permitted to eat, drink, or use tobacco products while riding the bus. (BCBE 06.343)*

**G.** **Use of Buses by Outside Groups**

*The Board may, at its discretion, enter into contracts to lease Board owned vehicles to outside groups of individuals. Such lease agreements shall include the following express conditions:*

1. *Buses are only for school related activities.*

2*. School buses shall only be leased or rented in exchange for reasonable*

*And adequate compensation. Bracken County will provide the drivers.*

**II. BUS FLEET**

**A.** **Maintenance**

*Once each month all school buses shall be thoroughly inspected and road tested by a bus mechanic to insure satisfactory mechanical conditions. Any safety defects found shall be repaired before the bus is placed back into operation.*

The school bus mechanic's responsibilities are the maintenance of buses, correcting mechanical problems, starting buses, and assisting a bus that is stalled or stuck.

*The Superintendent shall develop rules and regulations for the reporting of mechanical defects of school buses, by their drivers, and for the repair of such defects. (BCBE 06.12)*

**B.**  **Fuel and Equipment**

*At the beginning of each school year, the Superintendent shall furnish to each bus driver and other users of Board-owned vehicles the procedure and place for acquiring fuel, oil, maintenance, repairs, with fleet cards for all vehicles, both on a regular and an emergency basis. (BCBE 06.13)*

**C.**  **Authority for use of Buses**

*Any use of school buses beyond the daily routing schedules will require approval from the Superintendent or his designee.*

*(BCBE 06.14)*

**D.** **Bus Usages**

School buses are owned by Bracken County Board of Education. **The buses are not to** **be used for personal use.** Insurance companies have problems with accidents that occur at unscheduled times. (You may have to pay damages out of your pocket.) School buses are not required to be parked at your home; therefore you do not get paid for picking them up at the beginning of the school year, or returning them at any time during the year.

Buses have a monthly maintenance schedule that needs to be followed. Drop bus off at garage and pick up spare.

**III. BUS DRIVER RESPONSIBILITIES**

*Bus Drivers shall familiarize themselves with all laws, regulations, and policies related to pupil transportation, authorized by the State Board of Education and the district Board of Education.*

*Bus drivers shall cooperate with the Principal to enforce regulations governing conduct of students while they are passengers on the bus going to or from school.*

*Bus drivers shall report to the Principal and Director of Transportation: all accidents or injuries to students; all road hazards which arise or continue to exist; and all violations by operators of other motor vehicles which jeopardize the safety of students transported on his bus.*

***Bus drivers will permit no commercial advertising on either the inside or outside of his bus.***

*Bus drivers will transport only students designated as eligible by the Board or the Principal of the school they serve, or eligible school personnel. (BCBE 06.22)*

**A. General Requirements for Drivers**

1. All drivers must be at least twenty-one years of age and have a minimum of five years driving experience with a valid license.
2. All drivers must have a valid Kentucky Driver's License.
3. All drivers must have a social security number. (State Law)
4. All regular drivers must have a written contract with the Bracken County Board of Education.
5. All drivers must have and maintain a good driving record.
6. All drivers must be of good moral character and have sober habits.
7. All drivers must be able to read and write.
8. All drivers must pass a physical examination each year. (State Law)**.**
9. All drivers shall take first aid and PBIS training as provided by the school district.
10. All drivers must attend drivers' meetings and drivers' training sessions as required by Board Policy and state regulations.
11. **All drivers must keep accurate route records, time sheets, and extra trip reports and any other reports as required by the Board or its designee.**
12. All drivers must have some general knowledge of bus maintenance. All drivers must keep the school buses' windshields, rear glasses, and door glasses clean at all times.
13. All drivers must wipe clean the headlights, stop lights, and turn signals before the bus starts out in the morning, the afternoon, or on a special trip.
14. All drivers must check all safety equipment and lights before any bus is used for any trip.
15. All drivers of school district owned buses should report to the head mechanic any repair or maintenance work needed using the maintenance repair request form.
16. All drivers must be able to properly control the students on the bus.
17. All drivers must have a suitable time piece to use on the bus route each day.
18. All drivers must have and maintain a good record of getting to work on time, both mornings and afternoons.
19. Any driver drinking alcoholic beverages while on the job or at any time that affects driving efficiency will be promptly dismissed.
20. Vocational Route Drivers are paid from the time they depart BHS until the time they return to BHS and unload. Average 4-hrs for morning and afternoon voc. route.
21. Drivers shall operate the bus properly and safely at all times in accordance with all laws of the state, rules and regulations of the State Board of Education policies of the Board, administrative procedures, and directives of the Superintendent or his designee.
22. No one is to use a school bus or any school owned vehicle for personal use.
23. All drivers must have a high school diploma or GED.

23. Regular route drivers need to have their bus fueled if you know a sub driver may

Need it on one of you’re scheduled off days.

24. In the event that the regular driver needs a substitute, it is the responsibility of the

Regular driver to call the Transportation office, giving as much advance notice as

Possible.

25. Bus drivers will get 1-hr for bus washing a month when you wash your bus. There will be

Clipboard for sign-in and sign-out when washing.

**(A). If a school bus is involved in an accident and the driver of the bus is proven to be at fault, then the driver of the bus may be suspended without pay. If the same driver is involved in another accident and is proven to be at fault, he or she will be automatically terminated.**

**(b). Driver that tests positive for drugs or alcohol will be automatically terminated.**

**(c). Drivers that are convicted of speeding, reckless driving or any moving violation resulting in fines or jail time shall be suspended for 2 weeks without pay. If a driver has a second occurrence, then that driver will be terminated.**

**(d). DUI is automatic termination.**

**(e). Cell phone usage while operating a school bus (this means that the engine is running) with passengers on board or empty is in violation of federal guidelines and will result in termination. This includes blue tooth.**

**A1. Consequences for not fulfilling your responsibilities.**

Consequences for not fulfilling your responsibility could or may include: Verbal

Reprimand, written reprimand, suspension with or without pay; depending on

the offense; termination.

**B. Medical Requirements for Drivers\***

1. Must pass road test satisfactorily. This is the best available test of neuromuscular function.
2. Medication: No Dilantin, no anticoagulants, no digitalis, No Chantix and no major tranquilizers. For all medication prescribed by a physician, a statement from the prescribing physician is required that states the name, dose, and indication for the drug or drugs. Must have all Medications on file at the Board Office. The Health Department physician will evaluate any medication and/or drug prescribed and also all non-prescribed drugs to determine if such medications/drugs would interfere with the ability of the driver to operate a motor vehicle.

**C. Personal Habits**

1. Drivers drinking alcoholic beverages while on the job, or convicted of driving under the influence (DUI) of alcohol, regardless of when this occurs, will be subject to dismissal.
2. Drivers must dress professional. Wear shoes that are comfortable, but nothing that could get tangled in the gas or brake pedals. No opened toed shoes or flip flops of any type should be worn while operating the bus.
3. Profanity is prohibited.
4. Drivers should not argue with students.
5. Drivers are expected to support the polices of the Board and help promote the progress of the school system.
6. **No smoking on the bus or while operating a school bus. Doing this violates Board Policy 06.221. Talking on a cell phone or an ear piece while operating a school bus is strictly prohibited. Violation of any of those two policies shall result in disciplinary action including and up to dismissal/termination.**

**D. Drivers Role in Discipline and Control**

1. Drivers are expected to be courteous and professional.
2. The driver's main duty is to drive the bus safely and not to entertain the students or keep up a conversation with them.
3. Drivers shall treat all students fairly. Safety is first priority.
4. Drivers shall cooperate closely with the principals of the schools. The principals are responsible by law and local Board policy for the conduct of the students on the bus and for any disciplinary action. If a student does not cooperate with the driver, the driver should report this to the principal of the school where the student attends. The report shall be made on the Pupil Conduct Report form, signed by the driver, and taken directly to the principal. The bus driver shall identify the exact nature of the misbehavior.
5. When a student is reported in writing to the principal of the school, which that student attends for failure to cooperate on the bus and obey the rules for students riding the bus, appropriate disciplinary action shall be taken by the principal after the complaint has been investigated. Parents and bus drivers shall be notified of this action by written referral. Bus drivers cannot decide whom they transport. This is the principal and transportation directors’ duties.
6. In emergency situations, a driver should be in immediate contact with the building principle of the student in question, Director of Trans. or S.R.O for help and instructions. This should be done when, in the judgment of the driver, it is not safe to permit the student to ride or when the driver feels they have lost control of the situation. The principal should be notified in writing as soon as possible that this action was taken. Final authority to exclude a student from riding the bus, other than in emergencies, must come from the Superintendent.
7. Drivers shall supervise the loading of the bus, seeing that seats are fairly shared, and that every seat is taken before any student is allowed to stand.
8. **Drivers have the authority to assign seats to students, three (3) to a seat, if necessary. It is required that drivers assign seats to help solve discipline problems, assure better student safety, to know which students are absent, and to locate the position of students in the bus in case of an accident or emergency.**
9. Drivers must stay with their bus when students are entering or leaving the school bus. The driver shall stand by the door or be in the bus to supervise seating. The driver should not visit with other personnel while students are boarding the bus.
10. Drivers shall see that students proceed promptly to their seats and remain seated.
11. Drivers are not to permit students to stand or sit on the steps at the entrance of the bus or far enough near the front to shut off the driver's vision. **No one** is to be seated on the engine cover of the bus while the bus is in operation.
12. Drivers shall transport only those students assigned to that particular bus. Any other student must have written permission from the school principal to ride a different bus.
13. Drivers shall not permit a student to leave a bus except at the regular stop unless the student has written permission from the principal of the school the student attends.
14. Drivers may permit talking or singing as long as it does not interfere with the safe operation of the bus.

The role of the school bus driver is one of the more important and difficult responsibilities in a school district. With many students at all grade levels on a bus, strict discipline is totally necessary for the safety of students.

**E. Daily Procedures**

1. Drivers shall not operate a bus that is unsafe until it is examined and, if needed, repaired by the bus mechanic or other authorized person.
2. Drivers shall make a safety check before each trip.
3. Drivers should see that the radiator and oil level are checked regularly and see that they are filled as needed.
4. Drivers should keep the windshield and all lights free from dirt, snow, and ice.
5. Drivers should frequently check gauges on the instrument panel to see that the motor is functioning properly.

a. Any time the oil pressure gauges fail to show

Pressure when the motor is running, the bus should

Be stopped and the mechanic called.

b. Any time the water temperature gauges show 200 or

More while the motor is running, the bus should be

Stopped and the mechanic called. Water should

Never be poured into the radiator when the motor

Is hot.

1. Drivers shall never operate the bus with the door open.
2. The motor of the bus should never be raced just after starting. Lasting damage can be done by such practice.
3. Drivers shall not drive the bus on a flat tire. It should be driven off the roadway, and a call should be made for help.
4. Drivers should make sure all electrical switches are turned off before leaving the bus at the end of the run.
5. Drivers shall walk through the bus and check for cut seats, broken windows, or other damages at the end of each run. Doors and windows should be closed when the bus is not in use. Check for students left on the bus before the engine is shut off.
6. Drivers shall report any mechanical trouble to the bus mechanic using the repair request forms. Some requests may be reported verbally, but shall also be reported in writing on the designated form.
7. **Conditions that should be reported immediately are as follows:**
8. Brake pedal goes down more than one-half way to the floor before

Stopping the bus or has to be pumped to stop the bus.

b. Accelerator sticking causing the motor to race.

c. Engine idles too slow and dies.

d. Turn signals fail to work. Flashing stop lights fail to work.

e. Accidents should be reported immediately.

f. Any grinding or unusual noises about the bus.

g. Continued odor of exhaust gases in the bus.

h. Emergency door coming open or failing to close.

I. Broken glass in the bus.

j. Broken or torn seats in the bus.

k. Horn fails to work or does not work properly.

l. Headlights or marker lights fail to turn on.

m. Heater fails to work or does not work properly.

n. Windshield wipers do not work properly.

o. Steering gear is too tight or too loose.

p. Voltmeter fails to show charge or shows discharges when all switches are

Off.

1. Temperature gauge shows more than 200 degrees while the bus is moving

Along the road.

1. Oil pressure gauge fails to show pressure or shows very low pressure

when motor runs.

s. Brakes grab when applied.

t. Speedometer fails to work.

u. Rims or wheels appear to be loose.

v. Motor misses or backfires.

w. Fire extinguisher or First-Aid Kit is missing.

x. Air pressure gauge fails to show 90 pounds pressure

**F. Procedures for Driving Routes**

1. It is the sole duty of the approved driver to operate the bus. A student must never be permitted to operate any part of the bus or to sit in the driver's seat.

2. The driver shall make a complete safety check of the bus before departure for any route or trip.

3. The driver shall always be sure that the bus has a sufficient supply of fuel for the route. No less than half a tank is acceptable when a pre-scheduled sub is to drive.

4. The bus must leave on time every day. The bus shall never reach the first stop before the regular assigned time unless a change in schedule is announced. A bus should never leave a stop before the regularly scheduled time. Buses will not be unloaded until 7:30 am.

5. Every driver must have some type of time piece with the correct time when running the route.

6. Students are expected to be at the designated stop.

7. As much as possible, drivers shall cooperate with the students when it is raining, snowing, or extremely cold. If students are waiting in the house or on the porch, make your regular stop and give the student reasonable time to come to the bus.

8. **Drivers are to drive their route strictly the way it is written on the route sheet. Drivers do not take it upon themselves to change the route unless road conditions make it necessary in an emergency. If for some reason a route needs to be changed, the Transportation Manager must do this.**

9. All students must get off at the regular stop unless there is written permission from the principal. Stops are to be made only on the designated routes and the regular stops. No extra stops are to be made to pick up or discharge pupils on any route unless the stops are added as a part of route revision.

10. Drivers shall not transport any person except Bracken County School District students. This includes parents and brothers and sisters not of school age, and if they come to the bus, they should be told in a courteous way that it is school policy that they cannot ride school buses. The Superintendent must approve any exceptions.

11. Drivers should be courteous and friendly in all their relationships with students. There is a difference between friendship and familiarity. The driver must make that distinction.

12. Drivers are not to wait an extended period of time for students to be at the bus stop. Drivers should be consistent in arriving at bus stop location.

13.  **Keys are never to be left in the ignition of the bus.**

14. Drivers shall be familiar with and follow all rules and regulations that pertain to school bus safety and student discipline.

15. Drivers shall never put their hands on a student for any reason except emergency situation. A driver shall not engage in physical contact with a student unless it is necessary to protect the safety of him or other students.

**G. Driver Assistant Responsibilities**

***Loading of Preschool students:***

*702 KAR 5:150*

1. *The driver assistant must exit the bus service entrance door in preparation of loading.*

*2. The driver assistant must assist or lift, a student who requires help boarding the bus, from the roadway to a level of the bus where the student may negotiate safely on their own. Each student is to be lifted by placing both hands under the arm areas only. (Handicapped students may need to be lifted using special techniques.)*

*3. Each student is to be lifted into his or her seat, when necessary. The student should be placed in the center of the seat.*

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

*5. The driver assistant shall be responsible to deliver/receive the child to/from a parent or guardian or person authorized by the parent. In regard to a person other than a parent or guardian accepting a student, the bus driver must have prior written authorization from the principal. This written principal authorization is also required for a temporary change in the location of a loading or unloading area.*

*6. The driver assistant shall be responsible to deliver and receive the child safely to and from the parent, guardian, or person authorized by the parent. The driver assistant shall escort three (3) and four (4) year old children who must cross a roadway.*

*7. If no parent, guardian or authorized person is present to accept a student, the student shall be taken to a prearranged location. If an alternate location is not available, the student shall be returned to the school site.*

***Student Management of Preschool Students:***

*1. The driver assistant will keep preschool students seated at all times.*

*2. The driver assistant will use no discipline procedures. Discipline concerns are to be reported to the school principal.*

*3. Drivers are to assign a seat location for each student (702 KAR 5:080, Section 13).*

*4. Preschool students are not to be provided a front or rear row seat (702 KAR 5:150, Section 3).*

1. *Windows shall remain closed by any seat that contains a preschool student.*

***Unloading of Preschool students:***

*1. Each student is to be lifted from his or her seat, when necessary. (Handicapped students may need to be lifted using special techniques.) 2... The driver assistant must exit the bus service entrance door in preparation of unloading a student. 3. The driver assistant must assist or lift, when necessary, a preschool student from bus level when the student cannot negotiate safely on their own. Each student is to be lifted by placing both hands under the arm areas only. (Handicapped students may need to be lifted using special techniques)*

***Emergency evacuation procedures for Preschool Students***

*: 702 KAR 5:060, Section 9*

*The bus driver is in control of the various types of emergency evacuation procedures:*

1. *FRONT DOOR EVACUATION: At the command of the driver, the driver assistant shall exit the bus through the bus service door. The bus driver will assist students from their seats, when necessary, and direct them to the front door. The driver assistant will then assist each student from the bus.*
2. *FRONT AND REAR DOOR EVACUATION: At the command of the driver, the driver assistant shall exit the bus through the rear door. The bus driver will assist students from their seats, when necessary, and direct them to the front and rear doors. The driver*
3. *REAR DOOR EVACUATION: At the command of the driver the driver assistant shall exit the bus through the rear door. The bus driver shall assist students from their seats, when necessary, and direct them to the rear door. The driver assistant will then assist each student from the rear of the bus.*
4. *LEFT SIDE DOOR EVACUATION: At the command of the driver, the driver assistant shall exit the bus through the left side door. The driver will assist students from their seats, when necessary and direct them to the left side door. The driver assistant shall assist each student from the left side door.*
5. *FRONT AND LEFT SIDE DOOR: At the command of the driver, the driver assistant shall exit the bus through the left side door. The bus driver will assist students from their seats, when necessary, and direct them to the front and left side doors. The driver assistant will then assist each student from the left side of the bus.*
6. *REAR AND LEFT SIDE DOOR: At the command of the driver, the driver assistant shall exit the bus through the left side door. The bus driver will assist students from their seats, when necessary, and direct them to the rear and left side doors. The driver assistant will then assist each student from the left side of the bus.*

*All lifting of students during evacuations will be performed as described in the "Load and Unloading of Students".*

**PLEASE NOTE: THE BUS DRIVER AND DRIVER ASSISTANT WILL FOLLOW ALL STATE REGULATIONS IN REGARD TO BUS EVACUATIONS.**

**A SCHOOL BUS TRANSPORTING THREE AND FOUR YEAR OLD STUDENTS MUST HAVE A DRIVER ASSISTANT.**

**H. Bus Drivers' Use of Tobacco and Other Substances**

Bus drivers shall not use tobacco products while operating the bus.

Definitions

**"Drugs"** refers to controlled substances as prohibited by the Omnibus Act, including but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP).

**"Alcohol"** refers to the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including but not limited to methyl and isopropyl. Alcohol use includes the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

All employees subject to commercial driver's license (CDL) requirements shall be prohibited from:

1. The use of drugs, unless a written prescription from a licensed doctor or osteopath is provided;
2. The use of alcohol is prohibited.

3. All covered applicants and employees shall be subject to pre-employment/pre- duty drug and alcohol testing, including reasonable suspicion, random and post-accident testing. Return-to-duty and follow-up testing shall also be required.

4. All offers of employment with the District shall be made contingent upon testing results. An applicant who tests positive shall not be employed.

Applicants who refuse drug and alcohol testing shall be terminated immediately from employment consideration.

Current employees who test positive shall be subject to immediate disciplinary action up to and including dismissal in accordance with Board policy and administrative procedures. Employees who test positive shall be notified of referral services. Additionally, employees shall be subject to CDL prohibitions and penalties under the Omnibus Act and applicable Federal Motor Carrier Safety Regulations. Current employees who refuse to comply with testing requirements will be regarded as testing positive.

The District shall pay for pre-employment drug and alcohol testing costs. All current employee drug and alcohol testing including reasonable suspicion, the District shall pay for random and post-accident testing cost.

Drivers shall immediately report to the Superintendent or designee any revocation of their license or conviction for driving under the influence or reckless driving. Failure to do so may result in suspension or termination.

**I. Sexual Harassment/Discrimination Procedures**

***Definition****--Harassment/Discrimination is intimidation by threats or actual physical violence; the creation, by whatever means, of a climate of hostility of intimidation or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.*

***Prohibition****--Harassment/Discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited.*

***Disciplinary Action****--Employees who engage in harassment/discrimination of another employee or a student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability shall be subject to disciplinary action including but not limited to termination of employment.*

***Procedures--The Superintendent shall develop procedures providing for:***

1. *Investigation of allegations of harassment/discrimination to include the submission of a written report of all findings of an investigation to be completed within three (3) working days of submission of the original written complaint;*
2. *Establishment of measures to provide confidentiality in the complaint process;*
3. *A process to identify and employ, within three (3) school days of the submission of the written investigation report, methods to correct and prevent reoccurrence of the harassment/discrimination;*
4. *A process where the provisions of this policy are disseminated in writing annually to all staff and students; and*
5. *Annual training explaining prohibited behaviors.*

*Prohibited Conduct--Conduct and/or actions prohibited under this policy include but are not limited to:*

1. *Name calling, stories, jokes, pictures, or objects that are offensive to one's gender, race, color, national origin, religion, or disability;*
2. *Unwanted touching, sexual advances, requests for sexual favors and spreading sexual rumors;*
3. *Members of one gender being subjected to sexual remarks of the other gender in the context of the workplace;*
4. *Impeding the work of an employee by questioning the ability to do the required work based on the gender, race, color, religion, national origin, or disability of the employee; and*
5. *Limiting access to tools based on the employee's gender, race, color, religion, national origin or disability.*

***Appeal--****Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal any part of the findings and corrective actions to the Superintendent.*

*If a supervisory staff member is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.*

*Failure by an employee, immediate supervisor, Principal, and/or Superintendent to initiate an investigation of alleged harassment/discrimination, to follow approved procedures, or to take corrective action shall be cause for disciplinary action.*

***Retaliation Prohibited--****No one shall retaliate against an employee or student because s/he files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.*

*Adopted by the Bracken County Board of Education November 9, 1992 (October, 1995) Updated*

## SEXUAL HARASSMENT/DISCRIMINATION PROCEDURES

***I.******STATEMENT OF GENERAL POLICY***

*Bracken County schools will not tolerate sexual harassment /discrimination. In its policies and procedures, the school district seeks to deal effectively with the problem and to preserve the rights and privileges of all individuals involved in cases of alleged sexual harassment/discrimination.*

***II.******PROCEDURE FOR REPORTING SEXUAL HARASSMENT/DISCRIMINATION***

*The overriding goals of this procedure are to provide a prompt, equitable, fair and rights-preserving method of handling sexual harassment/discrimination complaints. At all times and at all stages, the confidentiality and privacy of the parties and proceedings will be maintained. Those who file complaints will be protected from retaliation. The school system will seek to protect the reputations of all parties involved and will assure fair procedure and a fair hearing before members of a panel who are without bias or prejudice.*

*The employee's immediate supervisor or his/her designee will act as the initial contact for employees who feel they have been sexually harassed or discriminated against. If the immediate supervisor is the person accused of sexual harassment /discrimination, the employee may contact another supervisor or the superintendent. All records of the alleged sexual harassment/discrimination will be maintained in confidential files of the superintendent. During either the informal or formal procedures for reporting sexual harassment, other members of the school staff may be informed of the specifics of a complaint on a need-to-know basis. Such persons may include the school board attorney and superintendent.*

***A.******Informal Process***

*1. The employee should begin the informal process as promptly as possible after the alleged incident but normally no later than thirty (30) days after the incident or incidents. Whether this time limit should be extended shall be determined by the superintendent.*

*2. The immediate supervisor will assist the employee in the following ways:*

*a. provide the employee with an explanation of the school system's internal sexual harassment/discrimination policy and procedures and also inform the employee that he/she may have other possible rights and remedies external to the school system's procedures.*

*B. obtains from the employee information on the specific nature of the complaint and the evidence, which he/she has for making the complaint.*

*C. after consideration of the evidence and other information presented by the employee, advice the employee of all options available through internal grievance procedures.*

*D. help the employee articulate how the alleged sexual harassment/discrimination has made him/her feel or how it has affected his/her professionally, physically or personally.*

*E. assists the employee to clarify the resolution sought. For example, the employee may want the offensive conduct to stop, may wish an apology, may request a change in his/her instructional arrangement or may request disciplinary action against the alleged harasser.*

*3. The immediate supervisor sets up a confidential meeting with the respondent (i.e. alleged harasser) to inform him/her about the complaint. The informational basis of this meeting will be the complainant's account of the event or events alleged to be sexual harassment/discrimination how this made him/her feel and the resolution sought. A written copy will be given to the respondent. The purpose of the meeting is:*

*A. to inform the respondent of the details of the complaint.*

*B. to attempt to reach a resolution to the complaint.*

*4. If a resolution is obtained through the informal process, the immediate supervisor will notify the employee and facilitate the implementation of the resolution. When both parties accept a resolution, the immediate supervisor will prepare a written statement of the resolution. A copy of this statement is available to both parties on request. Once implementation is complete, the file will be closed. Records will be maintained confidentially in the office of the immediate superintendent.*

*5. The employee must be notified in writing by certified mail if the immediate supervisor is unable to resolve the allegation of sexual harassment/discrimination within ten (10) working days after the supervisor's initial contact with the respondent.*

***B.******Formal Process***

*1. If the informal process has not resolved the allegation of sexual harassment/discrimination and the employee wishes to proceed, he/she must file a formal, written complaint with the superintendent within ten (10) working days after he/she has received written notification from the immediate supervisor.*

*2. Upon receipt of the written complaint, the superintendent or his/her designee, a non-voting member of the hearing panel, will be responsible for:*

a. counseling the complainant on whether the Sexual Harassment/Discrimination Grievance Process (as opposed to other available grievance processes) appears to be appropriate;

*B. providing the respondent with a copy of the written complaint;*

*C. forming the three-member hearing panel from the pool of faculty and staff available for grievance reviews.*

*D. convening the hearing panel and selecting a chair;*

*E. advising the hearing panel of the characteristics of sexual harassment/discrimination and of standards for identifying whether sexual harassment/discrimination has occurred;*

*F. scheduling the sessions of the hearing panel*

*G. calling and scheduling all witnesses requested by the hearing panel;*

*H. assuring that a record of all proceedings is made;*

*I. assuring that all deadlines and procedures are followed by the hearing panel;*

*J. dismissing the panel at the conclusion of the hearing.*

*3.* ***The hearing panel will:***

*A. conduct the inquiry into the alleged sexual harassment/discrimination incident(s),*

*B. makes a determination of whether the allegations(s) are true or false and whether they constitute sexual harassment/discrimination;*

*C. prepares a written statement, setting forth the determination and its basis. If the hearing panel determines that sexual harassment/discrimination has occurred, it will make recommendations for resolutions of the sexual harassment/discrimination and sanctions, if any, against the respondent. Available sanctions include, but are not limited to, reprimand, and suspension with pay. Suspension without pay and termination of employment.*

*4. Within fifteen (15) days, the chair of the hearing panel will communicate the written statement on the determination to both parties (by certified mail) and to the superintendent. The superintendent is responsible for expeditiously implementing the recommendations and/or imposing the sanctions recommended by the hearing panel as is consistent with the exercise of good and sound judgment.*

***C.******The Appeal Process***

*1. Either party may appeal an adverse determination or recommendation to the school board. The appeal must be written, state the basis for the appeal and must be filed with five (5) working days of receipt of the notification of the adverse determination or recommendation.*

*2. the school board chairman will inform all other parties that an appeal has been made.*

*3. The school board will make its determination on the record. The decision of the hearing panel will be affirmed unless there is insufficient evidence on the record to support it.*

*4. The school board chairman will notify the parties involved of the board's determination within five (5) working days of the receipt of the appeal.*

***III.******RESIDUAL RIGHTS AND PROCEDURAL COMMENTS***

*In the event the allegations are not substantiated, the school system will take reasonable steps to restore the reputation of the respondent.*

*Once a formal sexual harassment/discrimination complaint is resolved, the closed file will be maintained in the confidential records of the superintendent.*

**IV. BUS DRIVER TRAINING**

**A.** **Driver Pre Training Requirements**

STEP 1 Application - (Administration)

STEP 2 Interviews - (Administration)

STEP 3 Education Verification – (Administration)

STEP 4 Pre – Employment Road Test – (Administration)

STEP 5 MVR – (Administration)

STEP 6 Criminal Record Checks – (Administration)

STEP 7 Physical – (Administration)

STEP 8 Drugs and Alcohol – (Administration)

STEP 9 CDL Written Tests – (Administration)

STEP 10 Cares and Maintenance – (Classroom)

STEP 11 Driving Fundamentals – (Classroom)

STEP 12 Laws and Regulations – (Classroom)

STEP 13 Vehicle Operations – Part 1 – (Behind the Wheel)

STEP 14 Pupil Management – (Classroom)

STEP 15 Loading and Unloading – (Classroom)

STEP 16 Defensive Driving – (Classroom)

STEP 17 Critical Situations – (Classroom)

STEP 18 First Aid – (Classroom)

STEP 19 Special Needs Transportation – (Classroom)

STEP 20 Extra Curricular Trips – (Classroom)

STEP 21 Vehicle Operations – Part 2 – (Behind the Wheel)

STEP 22 Accidents and Emergency Procedure – (Classroom)

STEP 23 Vehicle Operations – (Classroom)

STEP 24 Mirrors – (Classroom)

STEP 25 Traffic Control Devices – (Classroom)

STEP 26 Forward Control Buses – (Classroom)

STEP 27 Vehicle Operations – Part 3 – (Behind the Wheel)

STEP 28 100 Question Test – (Classroom)

STEP 29 Vehicle Control at Speed – (Behind the Wheel)

STEP 30 Bus Route ID – (Behind the Wheel)

STEP 31 Driver Reviews 1 – (Behind the Wheel)

STEP 32 CDL Skills Test – (Behind the Wheel)

STEP 33 Contracts – (Administration)

STEP 34 Data Sheet Submission – (Administration)

STEP 35 Driver Reviews 2 – (Behind the Wheel)

STEP 36 Diplomas – (Administration)

STEP 37 Blood borne Pathogens – (Administration

STEP 38 Driver Review 3 (Behind the Wheel) **V. DRIVER BENEFITS**

**A.** **Sick Leave**

All bus drivers are entitled to ten (10) days of sick leave with pay each school year. Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the bus driver to show they were granted. Sick leave can be taken for illness of the bus driver and/or illness in the immediate family. Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy. Immediate family shall mean the employee's spouse, children (including step-children), parents, and spouse's parents without reference to the location of residence of said relative. Under procedures developed by the Superintendent, classified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another classified employee who is authorized to receive the donation. The number of days donated shall not reduce the employee’s sick leave balance to less than fifteen (15) days. Classified employees are eligible to receive donated days if they meet the criteria established in statue. Any sick leave not used shall be returned on a proportionate/pro-rated basis to employees who donated days. Sick leave pay is based on a 4 hr. day 2 hrs. Per half day anything else is extra such as pre-school, vocational, or dead run because of where you live.

**B.** **Personal Leave (03.1231)**

Full-time classified employees shall be entitled to two days of personal leave with pay each school year. Persons employed for less than a full year contract shall receive a prorated part of the authorized personal leave days calculated to the nearest 1/2 day. Persons employed on a full year contract but scheduled for less than a full workday shall receive the authorized personal leave day’s equivalent to their normal working day.

The Superintendent or designee must approve the leave date but no reasons shall be required for the leave. Approval shall be contingent upon the availability of qualified substitute employees. Those employees making earliest application shall be given preference.

Employees taking personal leave must file a personal affidavit on their return to work stating that the leave was personal in nature.

All personal leave days not taken during the current school year shall be transferred and

Credited to the employee’s accumulated sick leave account.

**C.** **Emergency Leave (3.2236)**

Full-time classified employees shall be entitled to three days of emergency leave with pay each school year. Persons employed for less than a full year contract shall receive a prorated part of the authorized emergency leave days calculated to the nearest 1/2 day. Persons employed on a full year contract but scheduled for less than a full workday shall receive the authorized emergency leave day’s equivalent to their normal working day. Emergency leave shall be granted for the following reasons:

**Bereavement** - death of a relative or close personal friend.

**Disasters** - Personal disasters of the magnitude of tornadoes, fires, floods, etc. This applies only in cases not covered by sick leave.

**Court** - Court appearance when the employee's presence is required. This is not to include jury duty.

**Other** - Such other reasons of an emergency or extraordinary nature as approved by the Superintendent or designee.

**Emergency leave must be requested through the Superintendent or designee who will determine if the leave requested meets the Boards' criteria.**

**Persons taking emergency leave must file a personal affidavit upon their return to work stating the specific reasons for their absence.**

**Emergency leave days not taken during the school year shall not accumulate.**

**VI. SUBSTITUTE BUS DRIVERS**

1. A substitute driver must meet the same requirements and conditions of employment as those specified for a regular driver. All substitute drivers are subject to all rules and regulations and are responsible for all reports, etc. that apply to regular drivers.
2. Any arrangements made for a substitute driver must be approved by the Superintendent or his designee.
3. The substitute will use a time sheet to assure payment for driving. Substitute drivers will be paid according to the Board of Education schedule for substitute drivers.
4. Sub drivers – if the gauge is below half –a-tank after the route, please refuel.
5. No person is to drive a school bus at any time for any purpose without prior approval by the Superintendent or his designee.
6. The Superintendent of the Bracken County Schools must approve all drivers.
7. Substitute drivers serve at the discretion of the district. Sub drivers are called on an as needed basis. Being on the sub driver list does not guarantee that a driver will be called to sub. A sub driver may be removed from the list at the discretion of the superintendent.

**VII. SPECIAL TRIPS**

### General Information

1. Buses, subject to availability, may be requested for official school sponsored trips involving organizations officially representing the school at an event or activity. .
2. Requests for buses should be in the Transportation’s office at least (10) ten school days prior to the date of the trip.
3. Athletic trips will be assigned based on seniority.
4. Special Trips that are run during school hours are paid from the time trip starts till the time return to school. Non-school days you may receive ½ hour before trip and ½ hr. after returning to school.
5. The rules that apply on the regular bus run also apply on field and athletic trips. Coaches, teachers, and chaperones must abide by the rules as well as the students.
6. All trips must have sufficient supervision of officially designated sponsors. The sponsor must be present at all times and will enforce bus rules and manage the conduct of pupils.
7. The Transportation Office shall make driver and bus assignments for trips for school events.
8. The officially approved forms must be used for requests for the use of buses for special events and reporting the completed trip.
9. Drivers must follow all rules established by Board transportation policies and will be directly responsible for servicing and safeguarding the bus. Drivers should remain safety conscious at all times.
10. **Bus drivers’ regular routes take priority over special trips. Any exceptions to this policy must have approval from the Superintendent**.
11. Drivers on field trips where lunch is provided must eat the sponsoring trips lunch or eat on your own.

### Extra Duty Trip Assignments

1. All trips, regardless of the destination, must be referred to the transportation department for assignment ten (10) days prior to the trip.
2. An established list of drivers by alphabetical order will be used to assign trips by rotating through the list in a circular fashion. We will attempt to call each driver one (1) time.
3. If a trip is canceled after it has been assigned, the driver will be offered the next **available** trip.
4. **Regular routes will have priority over all other trips**.
5. Coaches, assistant coaches and club sponsors may drive their teams/clubs to events after securing appropriate approvals.
6. Each bus taken on an extracurricular trip is to be chaperoned. The chaperon will be responsible for monitoring the group and the driver will be responsible for driving the bus. If there is a conflict with student conduct or safety on the bus, the driver’s judgment will prevail.
7. Field trips require certified adult supervision.
8. Non-School related Trips (for example): Drivers that Shuttle buses for Community Day will be assigned.

#### A. Athletic Trip Guidelines

1. The coach shall give to the driver a trip itinerary and a team travel roster listing the names, addresses and phone numbers of all passengers. This list is required by state law in event of an accident and must be made available to law enforcement authorities. Also, seating chart must be on bus.
2. The coach will assume all responsibility for conduct and discipline on the bus in conjunction with the driver who is ultimately in charge.
3. All athletes should be instructed to be at the point of departure 15 minutes prior to the designated time.
4. No food or drink is permitted on the bus unless the driver has given prior approval due to the length of the trip.
5. In the event approval has been granted, the coach is responsible to see the bus is left in a clean condition.
6. Only assigned personnel may ride on school transportation.
7. Radios, if permitted, will not be played at an excessive noise level, and are to be under the control of the driver.
8. The emergency door shall only be used in case of emergency or unless authorized by the driver.
9. Coaches are to be responsible for their players. Driver responsibility is to transport

Safely. Drivers shall confirm with the coach or teacher prior to departure from each site that all players or students are accounted for and are secure.

1. All drivers shall show Emergency Exits and explain what to do before departing on trip.

**Overnight Bus Trips**

1. All bus drivers shall be paid $ 10.00 per hour for field trips and athletic events. Drivers will be paid $10 per hour for extra-curricular trips.  If a driver misses their morning route or afternoon route due to an extra-curricular trip, the two hours missed for the morning route and/or afternoon route will be paid at the driver’s regular route rate.

**VIII. SAFETY AND THE SCHOOL BUS**

**A. General School Bus Safety**

1. The school bus driver shall make a pre-trip inspection of the bus safety and operating equipment each time the bus is taken out for the transportation of students. (Flasher lights, stop signal arm, directional signals, headlights, brakes, tires, marker lights, steering, entrance doors, windshield wipers, horn, taillights, emergency exit.) This is a State regulation.
2. The driver shall keep all safety lights, headlights, taillights, mirrors, and rear glasses cleaned.
3. Side view mirrors should always be properly adjusted for maximum benefit.
4. All school buses must have a fire extinguisher, first-aid kit and safety reflectors.
5. The driver shall operate the school bus at all times in a manner that provides the maximum amount of safety and comfort for the students under the prevailing circumstances. Drive Safely.
6. The driver shall report to the Transportation manager any road hazards encountered.
7. Drivers can report someone that fails to obey their stop sign to the county attorney. At that time you may have the option of pressing charges that may result in court action.
8. The driver shall not pass other vehicles or stop near the crest of hill or on curves where the sight distance is not sufficient for passing.
9. The driver shall give proper signals before stopping and use proper traffic lanes when making turns or when moving from one lane to another to pass another vehicle.
10. One school bus shall **NEVER** pass another school bus while it is loading or unloading students.
11. Drivers shall slow down to a safe speed before turning from one road to another. Directional or turn signals should be turned on at an adequate distance before the turn is to be made.
12. When it is necessary to overtake and pass a slow moving vehicle, the driver must be sure that no third vehicle is drawing near from any direction within five hundred (500) feet. Directional signals and the horn should be used as necessary.
13. Drivers shall not follow other vehicles too closely. The driver ahead may stop or turn without warning. On dry pavement a minimum of one (1) vehicle length for each ten (10) miles per hour should be allowed for stopping. The distance should be extended under bad road conditions.
14. Drivers are reminded that the vehicle they drive is eight (8) feet wide and from 27 to 40 feet long. Ample clearance should be allowed for turning corners and close traffic.
15. Drivers shall obey all traffic laws. If the sign says "STOP", the bus should be brought to a complete stop, not just slowed down.
16. Any driver who is arrested for speeding or any other traffic violation will pay his own fine and may be subject to dismissal.
17. **Drivers should always turn on marker lights, strobe light and headlights at all times...**
18. When stopping on inclines, hills, or at stoplights, the bus should not be allowed to roll backwards.
19. Drivers are to avoid backing a school bus whenever possible. When it is necessary to back a school bus on the school grounds, **someone should direct the driver** safely.
20. Drivers shall not leave the bus at any time while the engine is running or the brakes are released.
21. Drivers shall STOP the bus at ALL RAILROAD CROSSINGS. The driver shall then open the bus entrance door, listens, and look for the approach of a train from both directions. When the driver has assured that it is safe to cross the tracks, he shall close the entrance door and proceed immediately to cross the railroad tracks.
22. Drivers shall not, at any time, operate the school bus in excess of the official speed limits. Failure to comply may cause dismissal. The driver shall not drive the school bus on any roadway, at any time, at a speed where the conditions of the roadway, weather conditions, or other existing situations would make it unsafe to travel at that speed.
23. **Drivers shall never permit fuel to be put in the bus fuel tank while students are on the bus**.
24. The driver shall activate the flashing stop warning lights and/or the stop signal at a sufficient distance from a bus stop that would permit motorists time to control their own vehicle.
25. The stop signal arm and flashing warning lights shall be used only at stops where students are boarding or leaving the bus, including school loading zones.
26. Stop arm and warning lights are not to be used to turn a bus around, make a turn, or stop at railroad crossings. A driver may use personal judgment to use them in case of an accident or other extreme emergency.
27. The driver shall wear their seat belt at all times.
28. The horn is a very important safety device. It should be used appropriately. The horn should be sounded any time a situation exists where a warning is needed such as the following:

Passing another vehicle;

Passing persons walking along the road;

Passing persons on bicycles;

Passing children playing in the street;

Approaching blind areas in the road;

Every time the bus is backed where people are present.

1. Drivers shall see that the bus doors are closed at all times when the bus is in motion.
2. Any time a driver sees an object roll out into the road, he should assume that there is a child behind it who will come out after it. Speed should be decreased for the emergency that may come.
3. Drivers shall be familiar with all rules and regulations that relate to student supervision and discipline.
4. Any time the bus has to be stopped due to mechanical trouble, flat tire, or in case of an emergency or accident, the reflectors should be put out to warn other traffic to slow down. Reflectors should be put out in this manner:

**Reflector #1:** Should be placed to the rear of the bus about 150 ft. over on the right hand side of the road or street.

**Reflector #2:** Should be placed near the left rear corner of the bus about ten (10) feet back.

**Reflector #3:** Should be placed up ahead of the bus on the left side of the road 100 feet away. Care should be taken to gather reflectors before leaving, and they should be replaced in the rack.

1. Drivers shall always make sure the bus is equipped with properly charged fire extinguisher.

# 1. Traffic Laws and Regulations

1. The school bus driver shall not operate the school bus at a speed in excess of the current posted speed, nor at any time in excess of 55 miles per hour. The driver shall not drive the school bus at any time at a speed where the conditions of the road would likely make it unsafe for the bus to travel at that speed.

2. All traffic signs and signals shall be obeyed. If the sign says, "STOP", bring your bus to a COMPLETE STOP. **Buses cannot turn right on red.**

1. Any driver arrested for speeding or any traffic violation will have to pay his or her own fine and maybe subject to dismissal.
2. Drivers must stop the bus at ALL railroad crossings. This means switch tracks as well as main line tracks. When the bus has stopped, the door must be opened. This enables the driver to see and hear better and also to see that the door is not jammed, in case the bus stalled on the tracks.
3. Bus gears should never be shifted when crossing railroad tracks. Put the bus in either low gear or speed the motor enough to give plenty of power to pull the bus across the tracks. If however tracks can be avoided by going around then this should be done. This is with or without students.
4. Buses traveling along the road should maintain a distance of 200 feet apart.
5. Drivers should turn on the directional signal a sufficient distance to allow following vehicles time to adjust to the situation.
6. All left turns should be made from the inside or left lane. All right turns should be made from the outside or right lane.
7. Drivers should always turn on the marker lights, strobe light and headlights at all times, because people do not know if children are on the bus or not. This protects you as much as the students.
8. Do not change lanes in traffic unless the law requires it or the marked lines show that you should. It is better to get in a lane that lets you go all the way across town than to have to change lanes in a downtown area.
9. One school bus should never pass another school bus while it is loading or unloading pupils. School bus drivers should set the example for all other drivers.
10. When traffic has stopped behind and in front of your bus while you are loading or unloading pupils, the Kentucky Law says that you must allow this traffic to pass before the bus moves on. This is a law based on **common courtesy** and should be obeyed at all times.
11. If one or two cars are behind you or meeting you or your bus and you know that you are going to make a stop very soon, slow the bus down so that they pass before you stop. This will save time for both the bus and other motorists.
12. Do not permit the bus to roll back when stopped at a stoplight or elsewhere, particularly on a hill. If you cannot shift your right foot from the brake pedal to the accelerator quickly enough to keep the bus from rolling back, use the hand throttle on the instrument panel to speed up the engine, so that you can release the clutch and brake together to prevent "roll back". Even a roll back of only one or two feet will cause accidents.
13. A school bus should not be backed unless it is absolutely necessary. Do not back up on school grounds without supervision of the backing process.
14. Drivers should learn to use the brakes on their bus, so as to make smooth stops. Pupils generally do not pay attention to what a driver is doing and they can be thrown out of their seats and injured if a driver brakes too quickly or turns corners too fast. Be considerate of your passengers.
15. Do not drive a school bus over fire hose unless directed to do so by a uniformed police officer or an officer of the fire department.

**2. Loading & Unloading Students**

**LOADING UNLOADING**

**APPROACH APPROACH**

1. VISUAL SCAN 1. VISUAL SCAN

2. TAP BRAKES 2. TAP BRAKES

3. VISUAL SCAN 3. VISUAL SCAN

4. WARNING LIGHTS 4. WARNING LIGHTS

**STOP**  **STOP**

**5. SET BRAKES\*\* 5. SET BRAKES\*\***

**6. NEUTRAL\*\* 6. NEUTRAL\*\***

7. VISUAL SCAN 7. VISUAL SCAN

8. STOP ARM-RED LIGHT 8. STOP ARM-RED LIGHT

**LOADING** **EXIT**

9. VISUAL SCAN 9. VISUAL SCAN

10. OPEN SERVICE DOOR 10. OPEN SERVICE DOOR

11. HANDRAIL 11. COUNT STUDENTS

12. COUNT STUDENTS 12. HANDRAIL

13. SEATING 13. ALL CLEAR

**DOOR** **DOOR**

14. VISUAL SCAN 14. CLOSE SERVICE DOOR

15. CLOSE SERVICE DOOR 15. VISUAL SCAN

16. GEAR 16. GEAR

17. RELEASE BRAKE 17. RELEASE BRAKE

18. VISUAL SCAN 18. VISUAL SCAN

**VISUAL SCAN ALWAYS INCLUDES MIRRORS**.

DRIVERS ARE TO INSTRUCT STUDENTS ON BUS-STOP BEHAVIOR!!!!!!

2. **Students Exiting the Bus**

Incidents have occurred, some more serious than others, resulting from articles of clothing, book bags, etc., being caught on the handrail attachment point while children are exiting the school buses.

It is important that school bus drivers and substitute drivers be made aware of this potential safety hazard. Particular emphasis should be placed on the door opening and closure procedure. The school bus driver should ensure that children are completely away from the entrance and double check side view and crossover mirrors before departing a stop.

3. **Safety Equipment**

When an emergency or accident happens, it's too late to learn how and where to use the emergency equipment. You should know the exact location and operation of the reflectors, hazard flasher, first aid kit, and fire extinguisher.

**a. Reflectors**

1. There is a case of three red reflectors located on your bus. These can be used at night or in the day. Find the location of these and make sure they are on the bus.
2. Follow the directions for placement that was described on the accident

Procedure. (Page 29- Paragraph # 32)

**b. Hazard Flashers**

1. The switch to activate these is located on the steering column.
2. Good judgment should be used when turning the hazard flashers on and should only be used to warn traffic of a dangerous situation.

**c. First Aid Kit**

1. The first aid kit is a 24-unit kit located in the driver's compartment.
2. The primary items in the first aid kit are used to control bleeding.
3. Three primary first aid procedures are:
4. To restore breathing
5. Stop bleeding
6. Prevent shock
7. Any item used from the first aid kit should be replaced as soon as possible.

3. **Fire Extinguisher**

1. Each bus is equipped with a dry-chemical fire extinguisher with a 20-BC

Rating. 20-BC means it is large enough to extinguish a fire of B or C class

Covering 20 square feet of surface.

2. A class B fire is a chemical fire, which would include flammable liquids such as gasoline, oil, paints, grease, etc. A class C fire is an electrical equipment fire. The BC fire extinguisher can also be used to control small class a surface fires such as wood, paper, textile fabrics, rubbish, etc.

3. The fire extinguisher gauge should be checked daily to see that it has adequate pressure. If the needle in the indicator is in the red area, the extinguisher should be replaced with one that is properly charged.

4. The fire extinguisher should be taken out of the bracket periodically and shaken to loosen the powder.

5. Remove the fire extinguisher from the bracket.

# 6. Hold the extinguisher in an upright position so that all the powder in the

Extinguisher will be available for use.

# 7. Pull the safety pin.

# 8. If possible, stand up wind from the burning material to prevent standing in

Smoke and heat.

# 9. Squeeze the handle and release together to discharge the powder. Turn on

And off to control fire.

# 10. With the nozzle in hand, aim the powder at the base of the fire. The idea is

To smother the fire and allow no oxygen to reach the flame. (Note: On oil or gasoline fires, it is better to use a sweeping motion with the extinguisher.)

# 11. In case of fire, evacuate the bus quickly.

###### 4. Fires on School Buses

The three most common areas where fire occurs on a school bus are these:

**Under the hood. Fires** under the hood are probably three kinds--fuel, and oil, electrical, or a combination of both. To extinguish:

(a) Turn off the engine and evacuate the bus as quickly as possible.

(b) Remove the fire extinguisher from the bracket

(c) Very carefully, open the hood of the bus

(d) Aim the nozzle toward the base of the fire and smother the flames.

(e) If there is indication that it is an electrical fire, disconnect the battery cables.

(f) Make sure the fire is out and there is no danger of back flash.

**Electrical fire under the dash** or in the console:

(a) Turn off the engine and quickly evacuate the bus.

(b) Remove the fire extinguisher from the bracket

(c) Direct the nozzle toward the source of the fire and cool the fire.

(d) Go to the front of the bus, raise the hood and disconnect the battery cable.

(e) Return to the fire and make sure the fire is completely extinguished.

**Fuel fire in the area of the fuel tank** - near the entrance door.

(a) Turn off the engine and quickly evacuate the bus.

(b) Remove the fire extinguisher from the bracket

(c) Aim the extinguisher at the base of the fire. Do not apply too much pressure as this will blow or splatter the gasoline and spread the fire.

(d) Use a back and forth motion so that the powder will be adequately spread.

**What To Do After The Fire Is Out Or Bus Is Secured Safely:**

1. Make sure that pupils are accounted for and in a safe area.
2. Notify school administrators of the location of the bus. If a motorist is available, have them call and report the damage, explain what you need (a replacement bus, etc.)
3. You should have a list of necessary telephone numbers posted in your bus.
4. If there is no available motorist, have two of the older; more responsible pupils go to the nearest telephone with the proper information to report. Make sure they know what to do, where to go, before you let them leave. If they have to walk along the side of the road, have them walk facing traffic and off the road if possible.
5. If a fire extinguisher is used, it should be replaced with one that has been serviced and full.
6. All of these procedures can be used for accidents, breakdowns, and emergency procedures.

###### 5. Band Instruments

a. All instruments are to be held in lap. (Trumpets, trombones, Saxes, and percussion kits may be set on floor between legs).

1. Student may not take up an extra seating place with your instrument.

SUGGESTION: Except for percussionists (drums), it is recommended that student have a backpack book bag. This will help maneuver belongings better.

**B. Emergency Evacuation Procedures**

1. General Information

**a.** In an emergency it is possible for children to jam the emergency door by all trying to get out of the door at the same time. To help avoid this situation, you and the administration are to organize and conduct emergency evacuation drills for all pupils who ride school buses. These drills are to be conducted at least four times during each school year. **There are several ways to evacuate a school bus:**

# . Everyone exits through the front entrance door.

# Everyone exits through the rear emergency door.

# The front half exits through the front door and the rear half

Exit through the rear door.

# If both doors are blocked or cannot be used, everyone exits

Through the side windows, or windshield, or side exit if bus

Is so equipped.

1. You are responsible for the safety of the pupils; however, in an emergency, the driver

Might be incapacitated so that he would not be able to direct the pupils’

Emergency evacuation. At the beginning of each school year, you should choose

Two or three dependable students for helpers. The helpers should know how to:

# Take control and stop the bus if something happens to the driver.

# Set the parking brake.

# Open the service door and emergency door.

# Break windows if necessary.

# Assist the other pupils in leaving the bus and account for all pupils.

# Set warning flares and reflectors.

# Operate the fire extinguisher.

# Give basic first aid.

# Summon help when and where needed.

**2. Drills**

a. In the interest of safety, all drills should be planned in advance with the school administration. The age levels of the pupils should be considered in the planning. All drills should be supervised by the principal or by persons assigned by him to act in a supervisory capacity. You should have a briefing session with your helpers before the drill. Go over the drill procedures with them and make sure they understand what to do. All pupils should be carefully informed about the drill. They should know what to do during the drill or in a real emergency. Never have a surprise school bus evacuation drill. Drills should be held on school property and not on bus routes. You should stay on the bus during the drill and follow these steps:

# Stop the bus, set the parking brake, and turn off the engine. Remove the key.

# Stand and open the door, face the passengers and get their attention.

# Give the command for the evacuation: "Emergency drill, remain seated, front evacuation." (Or "rear evacuation, or front/rear evacuation.")

# One helper can leave the bus to guide the pupils an assigned place for safety. Take passengers 100 feet away from the scene and approaching traffic. Your other helpers should stand outside the door or doors to assist passengers as they leave the bus.

**(1) Front entrance evacuation**:

1. Stand between the first occupied seats.
2. Then turn and face the front of the bus.
3. Starting with the right-hand seat, indicate to the pupils that they are to move out. Say “Walk-don’t run. Use handrails.
4. When the pupils in the right-hand seat have moved forward enough to clear the aisle, tell the pupils of the left-hand seat to move out.
5. Continue evacuation procedures as described, right and left seats alternately until the bus is empty.
6. When the last seat is empty, walk to the front of the bus checking to see that everyone is out.

**(2). Rear emergency door evacuation works in reverse of the front**

**Door evacuation**.

1. Pupils should be shown how the emergency door operates and they should be told not to open the door until you have given the command to do so.
2. A lot of care should be given to small children while exiting through the emergency door. They can lower them-selves to a sitting position with feet outside the door, and then drop to the ground.
3. A gym mat should be placed beneath the door during the drill and a helper should assist the pupils as they exit.

**(3).** Front **and Rear Door Evacuation**

Types of bus drills should be varied. However, the window evacuation should be omitted as a drill. Do not permit children to take lunch boxes, books, etc., with them when they leave the bus. Getting the pupils off safely in the shortest time possible and in an orderly fashion is the objective of a school bus evacuation drill. The pupils should go to a distance of at least 100 feet from the bus away from the traffic in an evacuation drill and remain there in a group until given further direction by the driver or assigned pupil. All pupils should be given an opportunity to participate, including those children who ride a bus on special trips. Each pupil should be instructed on the proper safety precautions while riding the bus and in the evacuation drill procedure. Instruct pupils in how and where to get help. Instructions and telephone numbers should be posted or otherwise carried on the school bus. Every step of an evacuation should be carried out, including placing the reflectors at the proper distance from the bus. Since you are an active participant in the drill, the principal or some other school official should observe the drill. After the drill, you and the observer can advise the pupils of improvements to be made or tell them of the job well done.

You are in full charge of the bus at all times. Knowing proper emergency procedures, emergency evacuation procedures, and accident scene procedures is a must! These areas of responsibility deal directly with the safety and care of your passengers in the event of an accident as well as other emergency situations that may arise. As the school bus driver, you must know:

(1) What to do.

(2) How to do it.

(3) When to do it.

**C. Railroad Crossing**

# 1. Safety procedures at all railroad grade crossings dictate that school bus drivers exercise extreme care. Crossing railroad tracks represents one of the greatest hazards for school buses. Mass casualties could occur in the event of a train-school bus accident. STOP, LOOK, AND LISTEN are the keys. The safe and legal way to cross a railroad track must be automatic. All buses, loaded or empty, MUST STOP and specific procedures must be followed before crossing any railroad at grade level.

# 2. The driver of any school bus, whether carrying passengers or not, must, before crossing at grade of any track or tracks of a railroad, bring his bus to a full and complete stop within not less than 15 (fifteen) feet or more than 50 (fifty) feet from the rails nearest the front of the bus.

# 3. When drivers are making stops for railroad crossings, they shall carefully observe traffic and reduce speed, far enough in advance of stop, to avoid trapping other motorists in panic stops or rear end collisions with the bus. On multiple lane roadways, no such stop shall be made in the center left hand lane.

4. **Beginning July 1, 2006 all school buses are to use four-way lights when negotiating railroad crossings.**

# 5. The driver when stopped shall fully open the service door, and must listen and look in both directions along the track or tracks for approaching engines, trains, or cars. Upon resumption of motion, the service door is to be closed.

# 6. If the view of the track or tracks for a distance of one thousand feet in either direction is not clear or obstructed in any way, no portion of the bus may be propelled onto the tracks, until, by personal visual inspection, the driver has made certain that no train is approaching. In no instance may a signal indicating safety be considered as conclusive or serve to abrogate this precaution.

# 7. Drivers shall, in every instance, cross in such gear that will not necessitate changing gears while traversing such crossing and shall not, under any circumstances, shift gears when bus is actually crossing tracks or railroad crossings.

# In the event that a train has passed over the crossing, no bus driver shall drive his bus onto said track or tracks until such train has sufficiently cleared the crossing so that the driver is certain that no train, hidden by the first train, is approaching on adjacent track.

# 8. For improved vision and hearing, a window at the driver's left should be opened and all noisy equipment (fans, radio, etc.) should be shut off until the bus has cleared the crossing.

###### 1. at Crossings Controlled by Signals Only

# 1. In addition to the above, the driver of a school bus which has stopped at any railroad track or tracks at which there is in operation any flashing red lights and/or bell shall not proceed across such track or tracks UNLESS by authorization from a law enforcement officer or train personnel, though this does not relieve the driver of personal responsibility for safe crossing.

# 2. In the event that switching operations, or stopped trains, delay the use of the crossing unnecessarily for frequent or extended periods of time, complaint should be made through proper channels to railroad management and traffic authorities.

**2. at Crossings Controlled by Crossing Gate or Barrier**

# 1. No bus driver shall drive this bus through, around, or under any crossing gate or barrier at a railroad crossing while such gate or barrier is closed or being opened or closed.

# 2. The driver must never accept a lack of movement as indicating that the device is either in or out of order or not properly handled, but must always take a Railroad Grade Crossing as a conclusive warning of danger and must not cross the tracks until he has conclusively ascertained that no train is approaching.

###### 3. Weather Conditions

# 1. During wet, stormy, or foggy weather, before placing part of the bus on the tracks, the driver must know conclusively that the crossing can be made in safety. Any use of flares, etc., in addition to warning signals or devices maintained at such railroad crossings, must be taken as an additional warning of danger.

###### 4. Behavior of Passengers

# 1. When any school bus must stop for any railroad track at grade, all passengers must be silent until crossing is completed. Such signal for silence shall be given by the driver in whatever manner he deems suitable.

# 2. The school bus driver will take the following steps in sequence each time he crosses a railroad track in his school bus:

# a. Prepare to stop

# b. Turn off the heaters, fans, etc.

# c. Check traffic control devices.

**Stop the Bus.**

# 1. Follow legal stopping procedure

# 2. Stop in a position that gives a clear view of the tracks in both directions. The front bumper must be no closer than fifteen and no more than fifty feet to the track

# 3. Shift into neutral (both straight and automatic transmissions)

**Look and listen.**

# 1. Open service door and driver's window.

# 2. Look and listen through the open window and door.

If no indication of approaching:

Shift into starting gear.

(**1**) Must be a gear that will take bus across the track without hesitation.

(**2**) Shifting of gears on the track shall not be permitted.

Look and listen a second time. Close door and proceed

Quickly and smoothly across the track...

If there is an approaching train:

Hold bus position. Use parking brake depending on waiting time.

After train passes, wait 15 seconds, and follow items under procedure #4.

Multi track crossings

Make sure no train is approaching on any track.

After a train passes wait 15 seconds and until other tracks become visible before proceeding.

A second train may be approaching from the opposite direction.

Follow items under Procedure #4.

Railroad Traffic Control Devices

Flasher lights and bells

Warning of an approaching train

If train is stopped or signal is malfunctioning, a vehicle may proceed after driver insures a safe crossing can be made

Gates

(1) All traffic must obey these devices.

(2) Vehicles may proceed around the gates at the direction of law enforcement

Officer or an authorized railroad representative.

. Railroad crossing controlled by flagman

Make a safety stop

Follow directions of the flagman as to when to cross

Cross-using items in procedure #4

##### D. Inclement Weather

*The Superintendent or his designee has the authority to close schools when weather or other emergency conditions would make operating the school bus fleet unsafe.*

*The* ***Superintendent or his designee shall devise a system for notifying parents, pupils, teachers, and other employees when it becomes necessary to close schools because of emergency conditions. (BCBE 06.21)***

The Superintendent will prepare a plan whereby all bus drivers will be notified when school is delayed in the morning or dismissed early during the school day because of bad weather conditions or other emergencies.

Drivers should always be alert and available in case a change of schedule is necessary.

**Plan R:** **Early dismissal is possible-be available to return to school.**

**Plan S:**  **This will only be used if a quick turnaround is eminent.**

All buses will be placed on a controlled speed limit at all times with or without students. Drivers shall drive even slower on any road with ice or snow.

Drivers shall, however, be on the alert for a change in conditions.

If possible, when the roadway ices over while the route is in progress, the driver should hold up and notify the transportation manager.

##### E. Eight Light System

1. AS YOU APPROACH THE STOP, the switch, which activates the yellow warning

Lights must be activated.

2. Activation of the switch must be done far enough ahead of the stop so that other traffic

Can react to the warning.

3. Stop the bus and open the door when you are sure that traffic has ample time to stop.

Opening the door activates the red lights and stop arm.

4. When all pupils have left the bus and crossed the road, if necessary, you are to close the

Door and drive away from the stop. Closing the door deactivates the red lights and the

Stop signals.

5. This procedure is to be followed for all stops to load or unload. This includes at schools

And on school grounds.

##### F. School Bus Accidents

**1.** The best way to handle accidents is to prevent them. According to statistics, three accidents out of every four are preventable. The bus must be operated with extreme alertness and caution!

**2.** When the school bus is involved in any accident, the driver should do the following:

a. Turn off the ignition switch.

b. Set the hand brake with bus in neutral.

C. Remain calm and reassure the students.

D. Be alert for fire or possibility of further injury

To passengers.

E Keep all students on the bus except where safety

Conditions warrant removal, such as the overturned

Bus, possibility of fire, bus on a dangerous

Section of highway or embankment, etc. If

Necessary to evacuate students, the driver should

Keep them in one group in a safe position until

Other transportation arrives. Make sure radio receiver

is hung out driver’s window before exiting bus.

f. Account for all students using bus rider check

Sheets.

g. Put out reflectors in proper positions.

h. Call the Transportation Dept. to give location

And conditions at the scene of the accident.

I. Check students for injury. If students are injured, the driver should follow first aid procedures and call for an ambulance if needed.

j. Call state, county, or city police as appropriate

The driver must not leave the scene of an accident

Until police authorize him/her to do so.

k. **Fill out an accident report in full. The driver**

**Should turn this report in to the Transportation**

**Dept. as soon as possible. Failure to do this is**

**Negligence on the part of the driver**.

l. Never admit fault. The driver should indicate that he/she is sorry it happened and that the accident will be reported to the school district's insurance company. No other statement should be made.

m. Get the names of witnesses with their home address

And telephone number.

n. Do not offer to pay for damage or say that the school district's insurance company will pay for damages. The driver should simply indicate that the bus has full insurance coverage.

o. Get name and addresses of all persons involved in the accident.

p. When **authorized** to do so, continue to transport the students to their destination in same bus if the bus is safe and can be driven, or in another bus.

1. SPECIAL NOTE: If the representative of another insurance company or any attorney representing the owner of the other vehicle involved visits you and wants you to make a statement either written or verbal, REFUSE TO DO IT. The driver should indicate only that he/she has made a report.
2. The report may be seen by contacting the district's insurance agent or the Superintendent. This is very important in settling claims--drivers must cooperate in such a fashion.

A driver who has too many accidents, regardless of who is at fault, may be considered by the Insurance Company (which has coverage on the bus fleet) to be "accident-prone" and cannot be retained.

**IX. Student and Parent Responsibilities**

The privilege of any student to ride a school bus is conditioned upon his good behavior and observance of the following regulations and responsibilities. These relate to Kentucky Revised Statutes, Kentucky State Board of Education Administrative Regulations, and Bracken County Board of Education Policy. Any student who violates these regulations and rules will be reported to the principal of the school, which the student attends for necessary corrective action.

1. Students riding the school buses are under the direct supervision of the bus driver and shall obey the driver promptly and cheerfully.
2. The right of all students to ride a bus is conditioned upon the good behavior and observance of the written and oral rules and regulations of the Board or its designee.
3. Parents are responsible for the safety and conduct of their children between home and the bus stop and while their children are waiting at the bus stops. The ultimate responsibility for the conduct of their children rests with the parents.
4. The drivers are responsible for the safety and conduct of students while on the bus and shall hold the students in strict account for their conduct while on the school bus.
5. Students' conduct will be such that it will in no way adversely affect the operation of the bus.
6. Students who wait for a bus at school or on school grounds of a school they do not attend are under the control and supervision of the principal and staff of the school where they are waiting for the bus.
7. Students shall wait at their assigned bus stop off the traveled roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the students to enter the bus.

a. Student must be at their assigned bus stop 10 minutes before the scheduled on time. Buses cannot wait beyond scheduled time.

b. In inclement weather conditions, if time permits, the driver may stop and blow the horn

c. Parents are responsible for the safety of students while going to and from the pick-up points and for their meeting the bus on schedule.

d. Students should never stand in the road while waiting for the bus.

1. When students must cross the roadway to enter the bus or cross the roadway when leaving the bus, they shall not cross the roadway until signaled to do so by the bus driver. Students should not run toward or across the roadway while the bus is moving.
2. For safety reasons, when students are required to cross the roadway when entering the school bus or leaving the school bus, the roadway crossing shall be made in front of the bus. The students shall cross the roadway a distance of approximately ten (10) feet in front of the bus in order that the bus driver may see them.
3. When students enter the bus, they shall proceed promptly to a seat without disturbing other students.

a. Students shall sit three (3) in a seat, if necessary, and no standing shall be allowed as long as seats are available.

b. Seats may be assigned by the driver to maintain order and for evacuation purposes.

c. The driver shall assign seats when there are continuous discipline problems.

1. Students shall remain seated until the bus has come to a complete stop before leaving their seats to get off the bus.
2. Students shall not change from one seat to another while the bus is in motion unless given permission by the bus driver.

a. Buses will not leave school in the afternoon until all students are seated and quiet.

b. Bus drivers will strictly enforce this rule.

1. For safety reasons, students shall not extend their arms, legs, or heads out the bus window while the bus is in motion.
2. Students shall not create excessive noise or engage in any activity which might divert the driver's attention from driving the bus and create a safety hazard or cause an accident such as:
3. Students Shall Not do the following:

1. Loud talking, laughing, or unnecessary confusion.

2. Unnecessary conversation with the driver.

3. Student SHALL NOT:

4. Smoke on the bus at any time.

5. Eat or drink on the bus at any time.

6. Throw paper or waste on the floor of the bus.

7. Throw articles on the bus.

8. Fight, push, and shove.

9. Use profane and vulgar, abusive language.

10. Possess knives or sharp objects.

11. Bring animals on the bus.

12. Tamper with mechanical equipment, accessories, or controls of the bus.

13. Place musical instruments or other articles in the door of the bus.

14. Obstruct the aisle in any manner.

15. Occupy more space in a seat than required. Items belonging to the student must be held by the student and not placed in another seat or on the floor.

16. Track excessive mud and dirt on the bus.

17. Open and close windows without permission of the driver.

18. Bring firearms or explosives on the bus at any time.

19. Interfere or intercede when a bus driver is disciplining a student even if it were a brother or sister.

**20. Check with Transportation Dept. before bringing more than TWO extra friends home with them on a bus to stay overnight. This creates overcrowding on buses and should make other arrangements to be transported by parents. The extra students have to have a note from home and approved by the school’s Principal or Designated Official.**

1. Students shall ride the school bus to which he or she is assigned to and from school each day and shall get on and off the bus at the same stop each day unless written permission is granted by the principal of the school which the student attends.

a. Permission notes from parents, teachers, or others will not be accepted by the bus driver.

b. Only those persons assigned to the bus shall be allowed to ride a bus.

c. Persons not of school age, parents, or other persons will not be allowed to ride a school bus without permission from the Superintendent .This includes bus drivers and monitors children.

1. When necessary, parents shall provide adequate bus turning areas, which contain sufficient gravel and are free from other vehicles to assure continuous transportation for students. School buses will not run on private drives.
2. The school bus driver has the authority to enforce the above regulations as well as to issue necessary oral directives, which the students will comply with. The students shall conduct themselves on the school bus as they would in the classroom except that reasonable conversation is permissible. The bus driver is required to report those students who violate bus regulations to the school principal who will take appropriate disciplinary action.
3. Continued disorderly conduct or refusal to submit to the authority of the bus driver and obey these regulations shall be sufficient reason to refuse a student transportation service. When it becomes necessary to refuse a student this service due to misconduct, the school principal shall notify the parent in writing of the action taken. The bus driver then shall not permit the student to board the bus again until the parent has given assurance to the principal of future good conduct on the part of the student. The school principal shall then notify the bus driver to permit the student renewed riding privileges. Parents shall be responsible for providing transportation for their child who has been suspended from riding the school bus.
4. Students who damage any part of the school bus will be subject to disciplinary action by the school principal. Parents will be required to pay for the damage or students will not be allowed to ride the bus.
5. Buses will not run on any private roads. Students on these roads must meet the bus at the nearest state or county road.
6. Parents (and students where required) are required to read and then sign a copy of the Student and Parent Regulations, Rule, and Responsibilities For Students Riding School Buses and return such copy to the principal of the school the child attends.

**X. School Principal Responsibilities**

***The principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld.***

***The Superintendent or Superintendent’s designee may suspend a pupil up to the remainder of the year. BCBE 06.34***