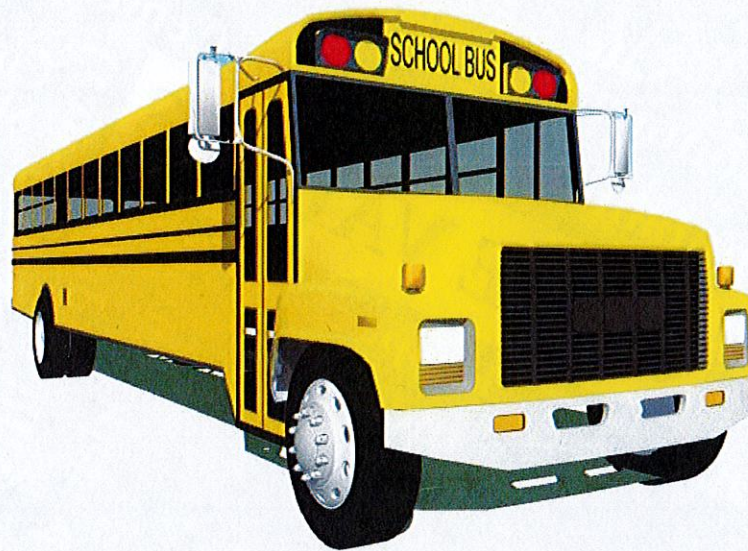




Western Line School District



Transportation Handbook 2025-2026



WESTERN LINE SCHOOL DISTRICT

"Committed to Excellence in Education"

FORWARD

This handbook has been compiled for use by administrators and bus drivers involved in pupil transportation for the Western Line School District. It contains regulations, policies, and procedures, forms to be used for reports and records, and many of the most essential references to Mississippi School laws relating to pupil transportation. Hopefully there are some thoughts or ideas that will be helpful to you in having a safe and pleasant school year transporting students to each of our schools. This handbook was approved by the Western Line Board of Trustees on June 12, 2025.

Brad Andrews
Transportation & Safety Director

BOARD OF TRUSTEES

	District 1
Larry Franklin	District 2
Jamelda Fulton	District 3
Greg Welch	District 4
Norma McDavid	District 5
Ruth Evans	Issaquena County

2025-2026 WLSD Calendar



July 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July
4 Independence day
22 Staff Days

August 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August
1-3 Teacher Work Days
6 Students First Day
21 Staff Days, 18 Student Days

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September
1 Labor Day
21 Days

October 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October
6-10 BMAS/1st 9 Weeks Tests (End of Term 1)
13 Fall Break
20 Teacher PD - 8 AM-12 PM, Report Cards 1-6 PM
22 Staff Days, 21 Student

November 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November
24-28 Thanksgiving Break
15 Days

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December
16-19 BMAS/2nd 9 Weeks Tests (End of Term 1)
22-31 Christmas Break
15 Days

January 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January
2 Christmas Break
5 Teacher Professional Development Day
6 Students Return to School
19 Dr. Martin Luther King Jr. Day
19 Staff Days, 18 Student Days

February 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February
16 Presidents Day
18 Days

March 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March
2-6 BMAS/3rd Nine Weeks Tests (End of Term 3)
9-13 Spring Break
23 Report Card Day - 80% Day
17 Days

April 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April
3-6 Easter Break
20 Staff Days

May 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May
18-22 Final Exams
22 Last Day for Students/Graduation (End of T4 and Sem 2)
25 Memorial Day Holiday
26-27 Teacher Work Days
20 Staff Days, 18 Teacher Days,
16 Student Days

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June
22 Staff Days
23, 18, and 18 Days

SCHOOL BUS DRIVER QUALIFICATIONS

Physical, Mental and Moral Requirements

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

Age Limits

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

License and Certificate

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

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

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

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

WESTERN LINE SCHOOL DISTRICT
BUS DRIVER

Name: _____

School Year: _____

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

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

Comments: _____

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

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Alcohol / Drug Testing

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

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

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

The test are required:

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

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

DRUG AND ALCOHOL TESTING

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

=====

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

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

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

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

NAME OF DRUG

FREQUENCY OF/LAST TIME TAKE

Applicant / Employee

Witness

Date:

Date:

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

CONSENT AND RECEIPT OF INFORMATION RECORD

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

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

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

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

EMPLOYEE NAME: _____

SOCIAL SECURITY NUMBER: _____

SIGNATURE: _____

DATE: _____

WITNESS: _____

EVALUATION OF MOTOR VEHICLE RECORDS

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

CATEGORY I

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

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

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

CATEGORY II

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

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

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

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

Mississippi Public School Accountability Standard, 2021

Rules for Bus Drivers

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

Driver Attitude

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

Mississippi Code

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

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

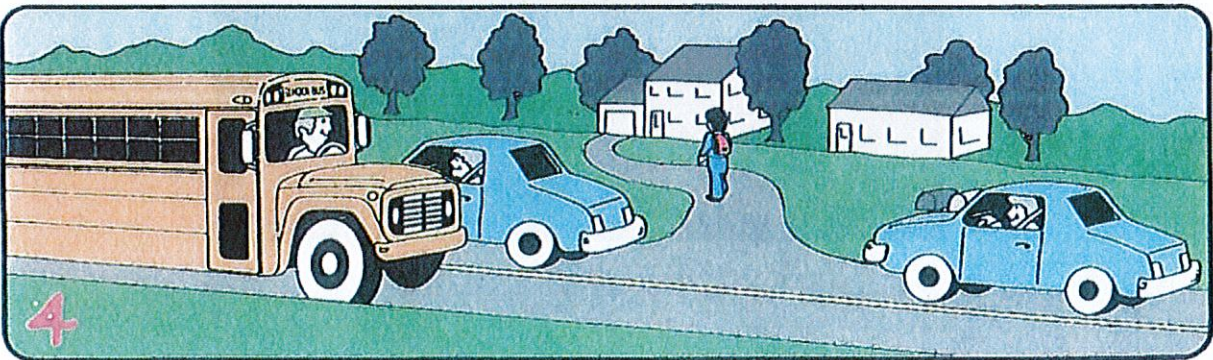
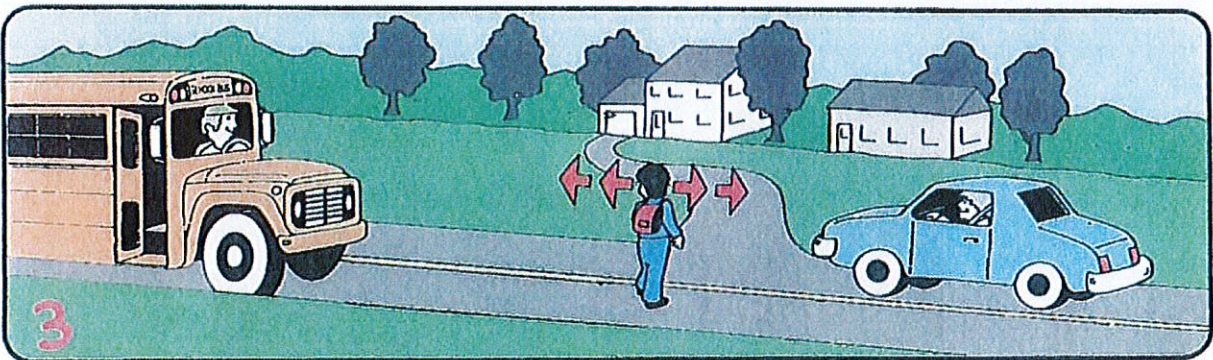
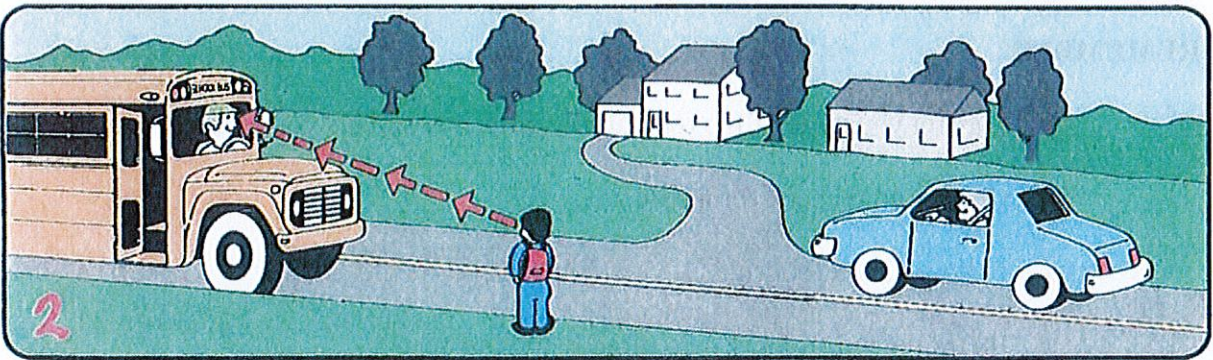
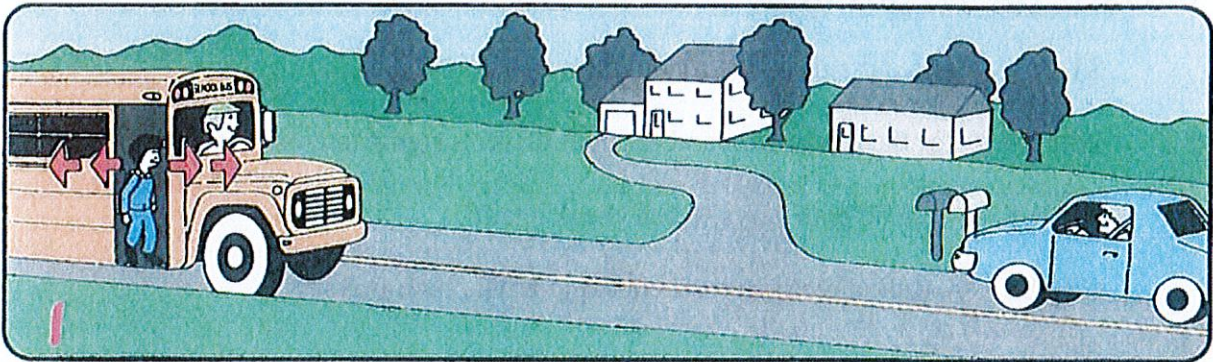
Office of Safe & Orderly Schools

Division of Pupil Transportation

PROPER PROCEDURES FOR STOPPING TO LOAD AND DISCHARGE PUPILS

1. Before stopping a bus to load or discharge pupils:
 - a. Test brakes by pushing the brake pedal in slightly – remove foot from pedal.
 - b. Check rear view mirrors for vehicles approaching from rear.
 - c. Activate warning lights 300 to 100 feet prior to reaching the loading zone.
 - d. Remove foot from accelerator.
 - e. Place your foot on the brake pedal and push in gently.
 - f. Push clutch in before coming to a complete stop (standard transmission).
 - g. Make a smooth stop.
 - h. Put the bus in neutral (standard and automatic).
2. Loading pupils after stopping
 - a. Check all mirrors and roadway ahead to see that all necessary traffic has stopped.
 - b. If pupils are loading from the left side of the road, check the mirrors again both left and right mirrors to ensure there is no traffic coming. The driver shall then wave his/her arm to the pupils when it is safe to cross the road.
 - c. If loading from the left side of the road and there is more than one pupil, be sure to count the number of pupils and do not take your eyes off of them until they are on the bus.
 - d. Have pupils load single file and move behind the guard rail.
 - e. Check all mirrors again – especially the crossview mirror – to make sure all pupils are loaded and have cleared the danger area.
 - f. Close the door and deactivate the stop arm and warning lights.
 - g. Make sure all pupils are seated prior to moving the school bus.
 - h. Make a smooth start.
3. Unloading pupils after stopping
 - a. When stopping to unload, check all mirrors, left and right, and the roadway ahead to see that all necessary traffic has stopped.
 - b. If pupils are unloading to the left side of the road, check the mirrors again and when it is safe for the pupils to cross, the driver shall wave his/her arm, indicating the pupils may cross the road, using the 10 foot rule. If there is more than one pupil, be sure to count the number of pupils and *do not* take your eyes off of them until they have safely crossed the road and are a safe distance from the road.
 - c. Check all mirrors-especially the crossview mirror – to make sure all pupils are safely across the road and clear of the danger area.
 - d. Close service door and deactivate stop sign and warning lights.
 - e. Make a smooth start.

HOW TO CROSS SAFELY



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LOADING AND UNLOADING

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

I. Proper Procedures for Drivers when Loading and Unloading Students:

a. Before stopping a bus to load or unload students:

- i. Test brakes by pushing pedal in slightly – remove foot from pedal.
- ii. Check rear view mirrors for vehicles approaching from rear.
- iii. Activate warning lights.
- iv. Remove foot from accelerator.
- v. Place your foot on the brake pedal and push in gently.
- vi. If driving a standard, push the clutch in before coming to a complete stop.
- vii. Make a smooth stop.
- viii. Put the bus in neutral. (Standard and Automatic)

b. Loading pupils after stopping: (See Appendix A)

- i. Check all mirrors and roadway ahead to see that all the necessary traffic has stopped.
- ii. If pupils must cross the road to enter the bus, the driver shall wave his/her arm to the pupils when it is safe to cross.
- iii. Student(s) must walk approximately ten (10) feet ahead of the bumper and board the bus quickly.
- iv. Have pupils load, single file, and move behind the guardrail.
- v. Check all mirrors again-especially the cross view to make sure all of the pupils are loaded and have cleared the danger area
- vi. Close door and deactivate stop arm and warning lights

c. Unloading pupils after stopping (see appendix B)

- i. Check all mirrors and roadway ahead to see that all traffic has stopped.
- ii. When pupils must cross the road after leaving the bus, the driver shall wave his/her arm to the pupils(s) to cross, using the ten (10) foot rule.
- iii. Check all mirrors – especially the cross view mirror – to make sure all pupils are safely across the road and clear of the danger area.
- iv. Close the service door and deactivate the stop sign and warning lights.

NATHAN'S LAW

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

The following are major components of Nathan's Law:

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



RECOMMENDED PROCEDURES FOR CONDUCTING EMERGENCY SCHOOL BUS EVALUATION DRILLS

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

Reasons for actual emergency evacuations:

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

PARENTS

IMPORTANT SCHOOL BUS SAFETY ALERT

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

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

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

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

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

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

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

Stay away from the Danger Zones around the bus

Don't try to pick up something dropped near or under the bus – the bus driver might not see you.

Remember that other motorists don't always stop for a stopped school bus – use extreme caution whenever getting on or off the bus.

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

Railroad Crossings

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

1. Prepare to stop

- a. Activate hazard lights at least 100 feet before stop.
- b. Turn off master switch (when necessary).
- c. Request silence
 - i. This is recommended so that you have minimal distraction.
 - ii. Turn heaters off, and/or fans off, if necessary, to have more silence.

2. STOP the bus

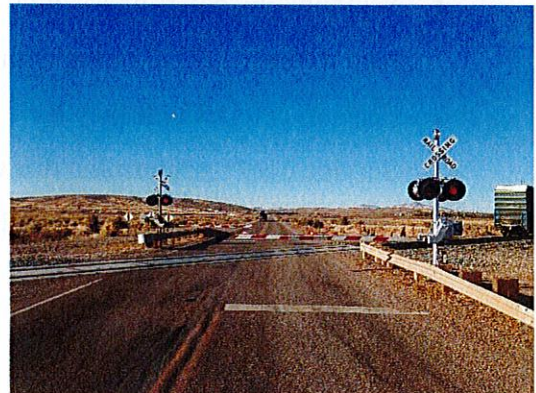
- a. Stop the bus at least 15 feet and not more than 50 feet before crossing the railroad tracks.
- b. Stop in a position that gives a clear view of the tracks in both directions
- c. Shift into neutral

3. LOOK and LISTEN

- a. Open the service door and driver's window.
- b. Look and listen through the open door and window.
- c. If there is no indication of approaching the train, shift into gear.
 - i. Must be a gear that will take the bus across the tracks without hesitation.
 - ii. Shifting of gears on a RR track shall not be permitted.
- d. Look and listen a second time; close the door and proceed quickly and smoothly.

4. Multi-track crossings

- a. Make sure no train is approaching on any of the tracks.
- b. After a train passes, wait until other tracks become visible before proceeding. A second train may be approaching from the opposite directions.



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

A bus driver should:

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

OPERATION OF A SCHOOL BUS

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

DRIVERS' RELATIONSHIP TO STUDENTS

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

26. Post bus schedule in the school bus.
27. Make every stop, but do not wait for a student unless the student is seen coming. (This does not apply in the event the driver is ahead of schedule. In case the bus arrives at the stop early, the bus driver should wait.)
28. Use common sense and good judgment at all times and under all circumstances.

DRIVERS' RELATIONSHIP WITH OTHERS

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

A BUS DRIVER SHALL:

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

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

Section E: Business Management

Adopted: 6/26/2014

Revised: 10/13/2016

Policy EDA

Revised: 11/9/2017

STUDENT TRANSPORTATION

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

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

TITLE I FUNDS

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

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

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

COOPERATIVE AGREEMENTS

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

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

BUS SAFETY PROGRAM

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

AUTHORIZED USE

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

SPEEDING PROHIBITED

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

VEHICLE INSPECTION AND SAFETY

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

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

SCHOOL DISTRICT IDENTIFICATION ON SCHOOL BUSES

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

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

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

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

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

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

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

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

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

History

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

Western Line School District Transportation Forms

Temporary Easement

School Bus Accident Report Form

Record of Accident

Bus Repair Request

School Bus Drill Form

Student List / Address Form

Bus Seating Chart

School Bus Safety Inspection and Preventative Maintenance Checklist

Transportation Report

School Activity Trip Permit

SCHOOL BUS ACCIDENT REPORT FORM

Western Line School District

School: _____ Date: _____

Bus Information: Years of Driver Experience: _____ Bus Number: _____

Bus Year: _____ Chassis: _____ Body: _____ Type: _____

Bus Driver Name: _____ Dr. Lic #: _____ Age: _____

☐ Male ☐ Female School Bus Driver Charged: ☐ Yes ☐ No

Date of Accident: _____ Day of the Week: _____

Time of Accident: _____ Location: _____

☐ am ☐ pm

students on bus at the time of the accident: _____

Bus was being used for: ☐ Regular Route ☐ Exceptional Route

☐ Activity Trip ☐ Other: _____

Type of Accident

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

I. Accident resulted in :

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

Did injury or atality occur in the loading / unloading zone? _____ Yes _____ No

If yes, was the student hig by the bus or other vehicle? _____ Yes _____ NO

II. Property Damage

☐ Less than \$500.00 ☐ More than \$500.00

III. Bus Accident Direction Analysis

<input type="checkbox"/> Loading	<input type="checkbox"/> Unloading	<input type="checkbox"/> Changing Lanes	<input type="checkbox"/> Backing Up
<input type="checkbox"/> Turning Left	<input type="checkbox"/> Turning Right	<input type="checkbox"/> Stopped at Train Track	<input type="checkbox"/> Moving Forward
<input type="checkbox"/> Other: _____			

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

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

WESTERN LINE SCHOOL DISTRICT

“Committed to Excellence in Education”

TRANSPORTATION REPORT

SCHOOL MONTH _____

Name of Driver: _____ School: _____

Bus # _____ Substitute Bus Used? _____ Yes _____ No

Date School Month Began_____ Date School Month Ended_____

Last Day Odometer Reading _____

First Day Odometer Reading

Total Miles Traveled _____

RECORD OF SERVICE

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

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

Signature of Maintenance Personnel



WESTERN LINE SCHOOL DISTRICT

"Committed to Excellence in Education"

Bus Repair

_____ O'Bannon Campus

_____ Riverside Campus

DATE REQUESTED: _____

SERVICE REQUESTED: _____

Signature of person making request

Signature of Bus Shop Director

Date Service Completed

Signature of Mechanic performing Service

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

Signature of Bus Shop Director

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



WESTERN LINE SCHOOL DISTRICT
"Committed to Excellence in Education"

Bus #: _____

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