

# Transportation Handbook

## Madison-Grant United School Corporation



This manual contains transportation policies and procedures for the Madison-Grant United School Corporation, and is intended to be used by school bus drivers. It is essential that all bus drivers thoroughly understand the contents of this manual. Other personnel, who are periodically involved in transportation-related issues, will find this manual to be a helpful resource.

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# **Section 1 – General Qualifications and Conditions for Employment**

## **1.01 Certification**

School bus drivers must possess a valid Commercial Driver's License (CDL) with a passenger endorsement and a Standard Certificate from the Indiana State School Bus Committee in order to transport school children on a school bus. The process for obtaining licensure is:

- Successfully complete the pre-service school bus driver safety education training, presented by the Indiana Department of Education Office of School Transportation. This will be the theory portion of Entry Level Driver Training (ELDT).
- Successfully complete the ELDT Road/Range portion of ELDT with Madison-Grant United School Corporation trainer(s).
- Pass the written DOT/CDL general examination, passenger endorsement, school bus and air brake endorsements at the Bureau of Motor Vehicles. You may obtain a driver's manual from the BMV.
- Pass a DOT/CDL physical examination from a qualified physician as directed by the Madison-Grant United School Corporation.
- Receive a completed DOT/CDL Physical Form completed by a qualified individual as stated above.
- Pass a drug and alcohol screen as specified on the DOT/CDL physical form.
- Submit information and obtain an Expanded Criminal History.
- Observe a properly licensed school bus driver for a minimum of four (4) hours and drive a school bus under the supervision of a properly licensed school bus driver for eight (8) hours (all previous requirements must be met prior to this. The Transportation Department will assign a driver and trainer).
- Pass the DOT/CDL skills test at a certified CDL testing site. Drivers may use a Corporation owned bus as long as a driver, currently employed by the Madison-Grant United School Corporation, accompanies the trainee to the test site.
- Obtain a CDL with required endorsements from the Bureau of Motor Vehicles.

## **1.02 Minimum Standards**

Drivers of school buses in the State of Indiana must meet the following minimum standards:

- Must be of good moral character
- May not use intoxicating liquor during school hours
- May not use intoxicating liquor to excess at any time
- Cannot be addicted to or use any narcotic drug
- Must be at least twenty-one (21) years of age

- Must hold a valid Commercial Driver's License (CDL), issued by the State of Indiana
- Must possess the following physical characteristics:
  - Sufficient physical ability to be a school bus driver, as determined by the State School Bus Committee
  - Possession of full normal use of both hands, both arms, both feet, both legs, both eyes, and both ears.
  - Freedom from communicable disease that (1) may be transmitted through airborne or droplet means; or (2) requires isolation of the infected person under Indiana law
  - Freedom from any mental, nervous, organic, or functional disease, which might impair his ability to properly operate a bus
  - Visual acuity with or without corrective aids, of at least 20/40 in each eye, a minimum field of vision of 150 degrees, and depth perception of at least eighty percent (80%)
  - Ability to climb and descend the bus service steps in forward facing position
  - Ability to exit the bus via the rearmost emergency door from a seat belted position in the driver's seat.
  - Quick reaction time between accelerator and service brake
  - Ability to open and close the bus service door
  - Ability to operate one (1) hand control on each side of the steering wheel while the bus is in a safe forward motion  
(References: IC 20-27-8-1 and 575 IAC 1-8-1 et seq.)

### **1.03 Selection and Hiring**

Any person interested in becoming a school bus driver for the Corporation must submit a completed application for employment and hold or obtain a valid Class B CDL through the State of Indiana. The Transportation Department reviews all applications of prospective employees, in light of qualifications noted above, and deems those best qualified to become a school bus driver. Criminal history checks and driving records will be reviewed and considered during the hiring process, as well as, input and observations from the trainer working with the prospective employee. Any intentional misstatement of facts regarding qualifications for employment shall be grounds for dismissal.

The Madison-Grant United School Corporation is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, or hiring practices.

### **1.04 Duties and Responsibilities**

Each year, school bus drivers receive an agreement with the Corporation, stipulating expected duties and responsibilities. This agreement includes the following:

- Each day, during the school term, unless excused by the Corporation, the driver shall operate his/her assigned bus over the route or routes upon the schedule fixed by the Transportation Department. The driver shall faithfully and personally perform the work set out in his/her agreement unless excused by the Corporation, who, in such event, shall designate a substitute driver.
- The Corporation may, at any time, require any driver to submit to an additional physical examination by a licensed Indiana Physician selected by the Corporation. The Corporation will pay the cost of required additional physical examinations as described in IC 20-27-8-6. The Corporation may, at any time, require an additional drug and alcohol test.
- The driver agrees to abide by the provisions of all Indiana Statutes, and the rules and regulations of the State School Bus Committee as they may be amended, pertaining to safety in the operation of school buses and school transportation.
- The driver shall keep order and maintain discipline among the children while in the school bus or along the route, being firm but polite, impartial and fair, and see that no child is imposed upon or mistreated while in their charge and shall use every care for the safety of the children under their charge.
- The school bus shall be kept clean both inside and outside by the driver, who shall also be responsible for determining and reporting to the Transportation Department when his/her bus is not in sound operating condition. Needed service and mechanical repairs shall be reported to the Fleet Mechanic and the proper maintenance request form completed.
- The driver shall attend the Annual Safety and Organization Meeting of the Corporation, and other in-service or brief meetings for administration and safety instruction, as required from time to time by the Corporation.
- Routes and areas to be covered shall be established by the Transportation Department and are subject to change from time to time. Additional stops or transferring of students may also occur.
- Drivers must maintain a means of being contacted by school officials in the event of emergency situations or needed information during the school day.
- Failure of a driver to comply with the terms of his/her agreement, including all terms and conditions incorporated by reference, shall be cause for dismissal at the option of the Corporation. In the event of such breach by a driver, the Corporation may move for immediate dismissal or may recommend dismissal to the governing body, which may act upon such recommendation. Notwithstanding the above, the School Corporation may suspend a driver with or without pay, immediately, for any conduct or omission constituting cause for dismissal.

The Madison-Grant United School Corporation Board of School Trustees requires the following from all drivers:

- \* Establish favorable working relationships with other drivers, maintenance personnel, teachers, students, principals, and the school staff.
- \* Exhibit a positive image as loyal representatives of the Corporation.
- \* Operate all vehicle types used in transporting students in the Corporation.
- \* Know the transportation policy as it pertains to the riding area of the Corporation.

- \* Demonstrate knowledge of administrative guidelines as made by local, state, and federal authorities.

### **1.05 Dress Code**

While performing assigned duties, bus drivers are highly visible to students, professional staff, and the public. Drivers are expected to be dressed and groomed in a manner appropriate for the school environment. Discretion and common-sense call for the avoidance of any extremes that would adversely impact the education of children. Footwear must enable a driver to operate a bus safely and allow for rapid movement in emergency situations. Therefore, open-toes shoes, shoes without backs, and high-heels are prohibited. Questions regarding the appropriateness of attire should be addressed to the Transportation Department.

### **1.06 Use of Drugs and Alcohol**

The operation of a school bus is considered to be a safety-sensitive function. A driver is considered to be performing a safety sensitive-function during any period in which he/she is actually performing such a function, preparing to do so, and periods during which a driver is immediately available to perform safety-sensitive functions. Substances that interfere with a driver's ability to safely operate a school bus may not be used during a time, before or during assigned duties. No employee may perform a safety-sensitive function or operate a school vehicle within four (4) hours of consuming alcohol. Consumption of any alcoholic beverage during a period of time prior to operating a school bus, where the effects of such consumption will result in impaired job performance is prohibited. The same standard applies to controlled substances and any over-the-counter medication that will or may impair mental or motor function.

### **1.07 Drug and Alcohol Testing**

Any person who holds a CDL and operates a school bus, is subject to Corporation policies regarding drug and alcohol use, and to pre-employment, random, post-accident, reasonable suspicion, return-to-duty, and follow-up drug and alcohol testing. All testing shall be done in accordance with USDOT-approved procedures. Employees selected for random testing will be notified by the Transportation Department and advised where to report for testing. Failure to report for, pass, or submit to such testing is grounds for immediate dismissal. All employees holding a CDL are required to be entered into the Federal Clearinghouse Database.

### **1.08 Confidentiality**

Information derived through driver drug testing is protected health information and will not be made part of the employee's personnel file or disclosed to any other party without the driver's written consent, unless required by law. Employees may obtain copies of their tests for alcohol or controlled substances by contacting the Transportation Department.

## **1.09 Use of Tobacco**

The Madison-Grant United School Corporation prohibits the use of any form of tobacco on school property, including school buses. Drivers and other school employees in violation of the policy are subject to disciplinary action and possible termination of employment. Students who violate this policy are subject to disciplinary action as specified in their student handbooks.

## **1.10 Physicals and Performance Standards**

Every two (2) years, drivers with a CDL license are required to undergo a physical examination from a licensed physician and submit the completed DOT/CDL physical form to the Transportation Department to be faxed to the Indiana Bureau of Motor Vehicles. A sample form of MCSA-5875 including the Physical Fitness Certificate which is an additional form required by the State of Indiana, can be found in the Appendix section of the handbook. Please note that some drivers may have to renew physicals yearly dependent upon certain medical conditions. The Corporation has designated facilities for our drivers to have their DOT/CDL Physicals performed. In addition to the above physical, in accordance with 575 IAC 1-8, drivers who obtained their initial yellow card from the Indiana Department of Education's Office of School Transportation after January 1, 2002 or any driver who let their yellow card lapse must be observed performing the School Bus Driver Physical Performance Standards and Measurements. This performance test can be completed with the Fleet Mechanic or Transportation Coordinator and is separate from the DOT/CDL Physical. A sample of this form is found in the Appendix section.

## **1.11 Annual Safety Meeting/In-Service Meetings**

School bus drivers are required to attend an annual safety meeting, sponsored by the Indiana Department of Education. Information regarding the time and location of the meeting will be communicated to you. The Transportation Department will also be conducting in-service meetings each year. These meetings will be counted toward your paid days. Failure to attend will result in an unpaid day and possible disciplinary action.

## **1.12 Driver Availability During the Day**

Although it rarely happens, the unexpected early dismissal of students from one or all schools in the Corporation might be necessary, particularly during adverse weather. Other reasons for dismissal include electrical or mechanical problems with a building and crisis situations, such as fires and bomb threats. School bus drivers provide a critical service in the safe and orderly evacuation of students during these times. It is imperative that the Transportation Department has a way to reach drivers during the day, when early dismissal is necessary.

## **1.13 Chain of Command**

School bus drivers report to, and are under the direct supervision of the Transportation Coordinator, who in turn, reports to the Superintendent. Building administrators will work cooperatively with the Transportation Department, and are responsible for:

- Supervision of Children at Loading/Unloading Zones
- Addressing Student Conduct Issues
- Enforcement of Traffic Regulations on the School Site
- Communication with Parents and Students Regarding Student Behavior, Safety and Schedules
- Conveying Information About Overcrowding, Unsafe Conditions, Etc. to the Transportation Department

## **Section 2 Employee Benefits**

### **2.01 Group Insurance Program**

Please speak with the Human Resources Coordinator to discuss the Madison-Grant United School Corporation's Insurance Plan.

### **2.02 Retirement Benefits**

Retirement pay shall be provided to a retiring employee who completed a minimum of twenty (20) full years of employment with the Corporation (not as a substitute) and is at least sixty (60) years of age. The employee shall notify their intent to retire in writing to the Superintendent of Schools no later than 60 days prior to the date of retirement.

Providing that the previously mentioned requirements have been completed, payment of the following will be part of the employee's last check:

- a. \$50.00 for each full year of service completed at Madison-Grant United School Corporation.

In addition, early retirees may elect to continue their medical insurance by paying the current Cobra rates until age sixty-five (65)

### **2.03 Worker Compensation**

If any regular or substitute employee is injured while performing his/her duties, the employee must IMMEDIATELY report the injury to the Transportation Department and complete an Accident/Injury Report. For work related injuries and possible compensation, please contact the Human Resources Coordinator.

### **2.04 Compensated Absences**

**Sick Days** – Employees shall be granted 5 paid sick leave days, accumulative to 20 days, to be used for the employee's illness or immediate family illness (up to 5 per year).

**Personal Days** – Employees shall be granted 2 paid personal leave days for personal business that cannot be conducted outside the workday. Unused personal leave days will be rolled into and accumulate as sick leave days for the succeeding school year.

Bereavement Leave – Employees shall be granted bereavement as per the Teachers' Master Contract currently in effect. Please refer any bereavement leave questions to the Payroll or Human Resources Department.

## **Section 3 General Use and Care of School Buses**

### **3.01 Use of School Buses - (Reference: IC 20-27-9)**

A person may not operate or permit the operation of a school bus on a highway in Indiana for private purpose or a purpose other than transportation of eligible students to and from school except when the school board permits use for:

1. Student Field Trips
2. Athletics
3. Mechanical Repairs
4. Local, State, or National Emergency when requested by any Governmental Authority

Only properly licensed route drivers and mechanics, employed by the Corporation, may operate Corporation owned vehicles. The assignment of buses to drivers is the responsibility of the Transportation Department.

### **3.02 Cleanliness**

Drivers are responsible for keeping the interior and exterior of their assigned buses clean at all times; random inspections will be done by the Fleet Mechanic or Transportation Coordinator. Drivers should work cooperatively with teachers, coaches, and students to ensure that passengers assume responsibility for keeping the interior free from litter during regular routes, extra-curricular and athletic trips. The State Police are very adamant that buses be kept clean. Cleaning supplies are available through the Transportation Department.

### **3.03 Parking and Storage of Buses**

With authorization, a driver may keep his/her bus at home, provided such location affords reasonable security from damage or vandalism, and does not present a safety hazard to others. When preparing to leave a bus in any location, drivers must:

- Put the bus in Park or Neutral
- Set the Air Brake or Park Brake
- Turn off the engine
- Remove the keys – Keys must be taken from the bus whenever it is parked and unattended
- Completely close the service door, all windows, and roof hatches

### **3.04 Maintenance**

School bus drivers are responsible for the buses assigned to them. Regular, preventative maintenance is crucial for maintaining the integrity and life of school buses. In order to ensure proper care, drivers must contact the Fleet Mechanic to schedule

routine service. Please notify the mechanic when an issue occurs instead of waiting until time for your bus to be serviced. Small mechanical problems can become large mechanical problems when not corrected in a timely manner. Maintenance tickets will be provided for you to fill out and report any mechanical issues with your bus.

### **3.05 Cold Weather Care**

Diesel engines require special care in extremely cold temperatures. When temperatures are below 30° F, engine block heaters are to be used. For buses parked at the bus barn, drivers will be directed which plugs to use by the mechanic. Extension cords can be provided to drivers who plug buses in at their homes. Please see the mechanic for an extension cord. Drivers should try to start their bus 1 hour prior to beginning their route during times of extremely cold temperatures allowing it to run on high idle with no heaters turned on. After 15 minutes on high idle, shut the bus off. Then, you may return 15 minutes prior to starting your route and repeat this process. If your bus fails to start or has mechanical issues, please contact the Transportation Coordinator or Fleet Mechanic as soon as possible. On extended breaks due to holidays or weather, please start your bus on a regular basis.

### **3.06 Vehicle Idling Policy**

Vehicle exhaust from idling school buses can accumulate in and around the bus and pose a health risk to children, drivers and the community at large. Exposure to vehicle exhaust can cause lung damage and respiratory problems by exacerbating asthma and existing allergies, and long-term exposure may increase the risk of lung cancer. Idling buses waste fuel and financial resources of the school corporation. Please know and follow the idle guidelines provided by the Transportation Department.

1. School Buses will not idle (on or off school grounds) for longer than five (5) minutes unless:
  - a. There are extreme weather conditions (30 degrees Fahrenheit or less) and the purpose is to warm the interior of the bus.
  - b. Longer idling time is necessary to facilitate the loading/unloading of students with special needs.
  - c. There are maintenance or mechanical inspection/repair issues requiring longer time to facilitate the inspection/repair process or
  - d. The bus is idling in traffic.
2. Buses should not idle while waiting for students on field trips, extracurricular activities or other events where students are transported off school grounds except for items noted above.

### **3.07 Pre-Trip and Post-Trip Inspections**

Drivers are required to perform pre-trip and post-trip inspections every time they operate a school bus. Pre-trip inspections are intended to identify potential mechanical or functional hazards prior to putting a bus into service with passengers. During post-trip inspections drivers should look for vandalism, excess litter, and personal items left by passengers, and for individuals who failed to disembark. An essential part of the

pre-and post-trip inspections is checking to ensure that there is enough fuel for the next route/trip. Each day, drivers are to complete the bus inspection portion on their time cards. These sheets must be submitted to the Administration Office at the end of each pay period.

During the post trip inspection, drivers are required to visually inspect each seat within the bus or special purpose bus to determine that no passengers remain on the bus. Drivers are required to report each incident to the Transportation Department in which a student passenger(s) is/are left on the bus. Legislation requires that School Corporations report incidents of such nature to the Indiana Department of Education.

### **3.08 Equipment**

School buses may not be altered in performance or aesthetics. Indiana Law tightly regulates specifications for school bus bodies, chassis, and equipment. Inside the bus, approved equipment and supplies must be adequately secured in such a way that they do not interfere with the driver's performance or pose a safety risk to passengers. Drivers must maintain and be proficient in the use of the fire extinguisher and first aid kit.

### **3.09 Use of Spare Buses**

Approval for the use of a spare bus must be obtained through the Fleet Mechanic or Transportation Coordinator. Before operating a spare bus, the driver must conduct a pre-trip inspection and become thoroughly familiar with the bus. When using a spare bus, drivers should remember the following:

- Check the fuel gauge prior to leaving and obtain fuel if necessary.
- Report any malfunctions or mechanical problems to the Transportation Department.
- Complete a post-trip inspection and clean up any debris left behind.
- Return the bus to the same location from which it was taken unless other arrangements have been made with the Fleet Mechanic or Transportation Coordinator.

### **3.10 Annual School Bus Inspection**

Each year, all school buses are inspected by the Indiana State Police. School bus drivers are responsible for preparing the buses assigned to them for annual inspection. Preparation for inspection includes, but is not limited to: a thorough cleaning of the bus's interior and exterior; ensuring that all emergency equipment is complete and operational; and working with the mechanic to repair any mechanical problems prior to inspection. Do not wait until a few days prior to inspection to report mechanical issues. Madison-Grant United School Corporation requires all buses to be maintained in a clean and sanitary condition throughout the school year.

## **Section 4 Bus Operation – Driving**

This section explains expectations and procedures for operating school buses. When in service, drivers must exercise continuous vigilance and alertness to provide for the safety of their passengers, other motorists, and pedestrians. In addition to obeying traffic laws, drivers must employ defensive driving techniques, adjust for adverse weather conditions and road hazards, and maneuver safely in traffic. Regardless of the conditions, the first priority for school bus drivers is the safety of their passengers.

#### **4.01 Compliance with Traffic Laws**

Drivers must comply with all laws, rules, and regulations governing the operation of motor vehicles, including those uniquely relevant to school buses. Any traffic violation must be reported to the Transportation Department. Annually, the school corporation receives, from the State of Indiana, a driving record for each driver, wherein any moving violations are listed.

##### **a. Speed**

Speed zones and posted speed limits are to be observed at all times. No school bus may be operated at a speed greater than sixty (60) miles per hour on federal or state highways or greater than forty (40) miles per hour on any county or township highway. If the posted speed limit is lower than the absolute limits noted above, or if the absolute limits do not apply, the maximum lawful speed of a bus is the posted speed limit. (Reference: IC 9-21-5-14)

##### **b. Railroad Crossings**

Before crossing at grade a track of a railroad, drivers must stop the vehicle not more than fifty (50) feet and not less than fifteen (15) feet from the nearest rail of the railroad. While stopped, the driver shall:

1. Listen through an open window and/or door.
2. Look in both directions along the track for an approaching train and for signals indicating the approach of a train.
3. Not proceed until he/she can do so safely.
4. Proceed only in a gear so there is no necessity for changing gears while traversing the crossing. The driver may not shift gears while crossing the track or tracks.

This regulation does not pertain to a street railway grade crossing that is located within a business or residence district, or abandoned or unused railroad grade crossings that are designated by the Indiana Department of Transportation and marked "out of service".

If a police officer or traffic control signal directs traffic to proceed at railroad crossing, drivers shall proceed in accordance with the instructions of the police officer or traffic control signal. (Reference: IC 9-21-12-5)

##### **c. Loading and Unloading on Highways**

When a school bus is operated on a highway, the driver shall load and unload a student as close as practical to the right-hand curb or edge of the roadway.

Students are not to be loaded or unloaded in a location that requires the student to cross the roadway. (Reference: IC 9-21-12-20)

#### **d. Use of Stop Arm**

Whenever a school bus is stopped on a roadway to load or unload a student, the driver shall use an arm signal device, which must be extended while the bus is stopped. Buses are NOT to move while the arm is extended. The use of the stop arm device is not necessary at designated stops off the roadway. (Reference: IC 9-21-12-13)

### **4.02 Backing and Turn-Arounds**

No bus shall back up on school property in the presence of pedestrians or traffic unless properly advised by an adult outside of the bus. Buses shall not travel in reverse on roadways except where authorized to do so on assigned routes by the Madison-Grant Transportation Department. In all cases, where backing is necessary and allowed, drivers must exercise extreme caution. Turn-Arounds must also be communicated and approved by the Madison-Grant Transportation Department. Proper mirror adjustment and use are critical for safe backing.

### **4.03 Stopping in Traffic**

School bus drivers must be aware of and considerate toward the drivers of other vehicles. Adequate notice that a school bus is about to stop is important to enable other drivers to reduce their speed. When preparing to stop, to load, or to unload students, bus drivers should activate the amber lights at least one hundred (100) feet before stopping. After stopping, the stop arm device should be activated. A bus may not move while the stop arm is activated. The stop arm must not be retracted until all unloaded passengers have cleared the Danger Zone and are out of the roadway.

When preparing to stop at railroad crossings, as required by law, a driver should activate emergency flashers upon approach of the crossing and continue use of the flashers until after the bus has cleared the last track. This alerts other motorists that the bus is reducing speed, is traveling at a reduced speed, or is preparing to stop.

### **4.04 Aid to Other Vehicles**

Drivers are not to provide assistance to any vehicle, other than another school bus, as authorized by the Transportation Department or in an emergency. When such assistance is necessary, drivers must exercise caution to ensure that the bus is stopped in a safe location. If a driver comes across an accident involving another motorist or even one of our students, please radio the Administration Office with the exact location and a description of the vehicles involved. Someone from the Administration Office will contact the local authorities and make sure that assistance is on the way. Do not allow non-passengers on the bus. If stopped by a motorist, speak to them through the driver's window and never allow them to enter the bus. If a parent stops the bus and wants to

remove their child, please radio the school building where that child attends and get confirmation from a building secretary or administrator.

#### **4.05 Use of Bus Radios**

For safety and security, drivers must maintain the capacity for communication with the Transportation Department at all times when buses are in service. For this reason, sound radio function and proper use by drivers is important. The radio communications system, linking buses to one another and to the corporation buildings, is for the exchange of necessary, school-related information. Communication over this system may be heard by the general public. School bus drivers are expected to transmit only information that is necessary and do so in a professional manner. Caution must be exercised when the names of students or staff are broadcast via the radio. Names are to be used cautiously and personal information should never be broadcast over the radios. Excessive, unnecessary conversation and comments that are discourteous or derogatory toward other individuals, groups, or agencies are prohibited. Misuse of the radios will be addressed by the Transportation Department. Please be aware that important conversations could be taking place between a school building and driver regarding accidents, locating students, or discussing transportation arrangements **and those conversations take priority.**

#### **4.06 Use of Commercial Radios on Buses**

The use of commercial radios can add to students' enjoyment of riding the school buses. When using these radios, drivers must ensure that volume does not interfere with their ability to safely operate the bus or supervise their students. In addition, some broadcast messages from commercial radio broadcasting systems may raise quality and content issues. Drivers are to use good judgment when deciding if a station's broadcasting content is questionable for the education environment.

#### **4.07 Use of Cellular Phones**

School bus drivers are prohibited from using or handling cellular phones or any type of wireless communication device while operating their buses or anytime they are responsible for the care and supervision of students. Communication with other buses, schools, and corporation offices should occur using the installed radio equipment on school buses. In emergencies, cellular telephones may be used by drivers to communicate with school personnel only after the bus is parked in a safe location and all attempts to use the radio have failed.

#### **4.08 Use of Strobe Lights**

Strobe Lights are intended to draw the attention of other drivers to the location and movement of school buses, particularly in weather conditions with reduced visibility. Drivers are to use strobe lights in such conditions or when directed to do so by the Transportation Department.

#### **4.09 Use of Seat Belts**

Drivers are required to be secured in their seats by seat/shoulder belt at all times while operating a school bus, no exceptions!

#### **4.10 Aisles**

School bus aisles are to be kept unobstructed and clear of any items that would impede rapid evacuation. Sports equipment, coolers, large band instruments, fundraiser boxes, and other large items must be held by students or secured on seats. Balloons will no longer be permitted on the bus. During transit, students are to remain seated, with their feet facing forward.

#### **4.11 Forward Area off Limits**

When a school bus is in motion, no students shall be permitted to occupy the space forward of the white line that is marked on the aisle floor at the front of the bus. A sign indicating this rule is to be posted at the front of the bus. (Reference: IC 9-21-12-16)

#### **4.12 Use of Mirrors**

For bus drivers, exterior mirrors are critical tools for safely maneuvering their vehicle. During pre-trip inspections drivers are to ensure that all mirrors are properly adjusted and free from anything (dirt, snow, etc.) that would obstruct the driver's view. Please see the Fleet Mechanic for help or issues with proper mirror adjustment.

### **Section 5 Transporting Students**

For many students, bus drivers are the first school employee encountered each day. While transporting children safely to and from school and school-related activities is the primary responsibility of school bus drivers, the quality of interaction between students and drivers is critical to maintain a safe environment. As school employees, drivers are charged with the responsibility of maintaining discipline on their bus and ensuring that all of the students under their supervision are safe and afforded a reasonable standard of care.

#### **5.01 Supervision**

During regular routes, drivers are responsible to supervise students assigned to them at all times. This includes the time during which students are on the bus and during exchanges between buses. Drivers shall never leave their buses when students are present.

In the morning, students are to remain on their buses until the time established by each school for students to enter the building. In the afternoon, drivers must be at their bus doors or inside their buses to supervise student loading.

School bus drivers are not responsible for student behavior at bus stops – prior to the student boarding the bus or after the student has disembarked. Nevertheless, bus drivers should report any observed misbehavior at bus stops to the appropriate school

administrators. Drivers are responsible for the safety of students during loading and unloading. That is, drivers are to ensure that traffic is stopped and that students stay clear of the danger zone and off of the roadway.

## **5.02 Driver Conduct when Interacting with Students**

School employees are entrusted with the well-being of children by parents and the community. As drivers carry out their duties in light of this trust, they are to display a professional attitude and behavior at all times. Accordingly, school bus drivers are expected to:

- Treat all students with respect, regardless of past behavior, socio-economic status, hygiene, race, religious beliefs, etc.
- Periodically review behavioral and safety procedures with all students.
- Support school personnel, showing discretion as to what is discussed with students regarding other school employees.
- Consistently enforce expectations over time and with all students, mindful that equitable treatment is not the same as equal treatment.
- Give verbal commands using a respectful tone and in a direct, non-judgmental manner. If necessary, drivers should repeat the same command (“broken record” tactic) until the student complies.
- Not argue or engage in debates with students at any time. As noted above, drivers should give direct commands using an unemotional tone.
- Talk with students away from their peers when a discussion about misbehavior is necessary.
- Assigned seats are highly recommended.

### **Student Safety Guidelines**

1. Set Expectations on the first day.
2. Enforce bus conduct rules consistently.
3. When misconduct occurs, address it with the student privately.
4. If misconduct continues, make seating adjustments to allow for increased supervision.
5. After the aforementioned reasonable attempts to correct behavior issues, submit a written reprimand to the student’s building administrator.
6. If you feel the behavior issues are not being properly addressed at the building level, please contact the Transportation Department with your concerns.

## **5.03 Expected Conduct of Students**

To be sure students are transported safely; certain behavior is expected of all students. Any behavior that interferes with a driver’s ability to operate his/her bus safely, or behavior that jeopardizes the safety or property of one’s self or peers, is considered inappropriate. All students are expected to:

1. Report to their loading locations five (5) minutes prior to scheduled pick-up time.

2. Stay off roadways while waiting for their buses and remain off roadways until buses come to a complete stop.
  3. Be seated and remain in their seats, facing forward, while riding.
  4. Use voices that are respectful and not disturbing.
  5. Keep windows closed unless permission is given by the driver to open them.
  6. Keep hands and feet to themselves.
  7. Carry only permissible items on the bus that can be held on their laps.
  8. Ride their assigned bus unless a bus pass or other arrangements have been made.
  9. Not throw objects of any kind, within the bus or from the bus.
  10. Put trash in waste baskets and not leave refuse on the bus.
  11. Move away from the roadway and directly onto a sidewalk or toward their houses after disembarking.
  12. Cross streets and roadways only in FRONT of buses, and do so at least ten (10) feet from the front.
  13. Do not damage or deface any part of school buses or the property of others.
  14. Do not use profane, indecent, or lewd language or gestures.
  15. Keep all parts of their bodies within their school buses.
  16. Consume food or beverages only with permission of the driver. Other objects need to be kept out of a student's mouth.
  17. Use electronic games and radios only with the permission of their drivers.
  18. Act respectfully toward their drivers and obey their drivers' directives.
  19. Not be in possession of drugs, alcohol, tobacco, or weapons of any kind.
- \*At times, it may help students' behavior if they stay engaged in a portable game or listening to music. When approved to do so, games are to be played with the sound off and audio devices are to be used with headphones, so as not to disturb the driver or other passengers.

#### **5.04 Actions for Student Misconduct – Taken in part from Student Handbook**

Any violation of the bus rules or any behavior that distracts the driver from the road is unacceptable. If a driver is distracted or must split attention between the road and student misbehavior, a dangerous situation has been created for everyone on that particular bus. A driver may talk with a student about the behavior problem, may give the student an assigned seat, may write up the student on a Bus Conduct Report form, and the driver may also call the parents and enlist their help to resolve the behavior issue. School Administrators, working cooperatively with bus drivers, reserve the right to issue more serious consequences, if warranted by the nature of a student's misconduct.

- First write-up: This is generally a warning. However, depending upon the nature of the behavior problem, discipline may include an assigned seat for a period to be determined by the school administrator and the bus driver. Serious behavior could include a loss of all bus privileges. This is true at any write-up step.
- Second write-up: A seat may be assigned for up to the remainder of the school year. It may also mean a loss of all bus privileges for up to five (5) days.

- Third write-up: A seat may be assigned for the remainder of the school year and there may be a loss of all bus privileges for up to five (5) days.
- Fourth write-up: This could mean the loss of all bus privileges for up to the remainder of the school year.

In addition to the above, parents are responsible for any damage done to the school buses by their children and may be liable for corresponding reparations. Suspension of riding privileges from one bus includes all other buses to which the student is assigned and shall include extra-curricular activities. Determination as to whether the suspension will include study trips is to be made by the student's school administrator. If a child is allowed to participate in a study trip while suspended, the school must ensure that the child is closely supervised and adheres to all bus conduct expectations. Students are expected to attend school throughout the suspension period, with parents providing alternative transportation. Days absent during a period of suspension will not count toward the suspension.

### **5.05 Involving Parents in Student Safety and Disciplinary Matters**

Highly effective and successful school bus drivers know that parents can be their greatest ally in matters of student safety and discipline. When parents believe that their child's driver is respectful and enforces behavioral expectations in a fair and consistent manner in order to ensure safety, they are much more likely to cooperate with school personnel in disciplinary matters involving their children. The following are suggestions to facilitate effective interaction:

- Contact parents before issues become problems. Keep them informed, bearing in mind that you're building relationships with them, not placing blame or complaining.
- When a child's behavior is good or has improved, let parents know.
- When talking with parents, first (and sincerely) convey positive traits about their children, such as promptness or honesty.
- Address behaviors and issues, not people, with focus on positive solutions.

When a parent approaches a bus to discuss an issue with the driver, the driver should express interest in the parent's wish to talk and make arrangements to contact the parent at a time when the driver can provide the parent with their undivided attention.

### **5.06 Student Health Concerns**

Bus drivers must be aware of the health conditions of the students for which they are responsible. The Transportation Department will work with the school nurse to provide drivers with pertinent medical conditions relating to their student passengers.

### **5.07 Student Illness and Injury**

School buildings should not send ill students home on school buses. If a child becomes ill on the bus, the driver should notify the student's school or Transportation Department and ask them to relay this information to the parent or guardian. If a student is injured

on the bus, the driver should notify the Transportation Department and complete a student accident form as soon as possible.

### **5.08 Transporting Large Materials**

Students may transport large materials on school buses, but only those items that can be secured out of the aisle and do not obstruct the view of the bus driver. Balloons, large display boards, and other sizable items should be transported to and from school in private vehicles.

### **5.09 Transporting Dangerous Materials Forbidden**

Any items that pose a danger to other occupants or impair the driver's ability to safely operate the school bus may not be transported on the bus by students. Glass containers, flammable liquids, animals, alcoholic beverages, drugs, ammunition, explosives, firearms, knives, and any object that can be construed to be a weapon are examples of items that are forbidden and should be confiscated by the driver and turned over to an administrator.

### **5.10 Video/Audio Surveillance on School Buses**

Cameras on buses shall be checked periodically for proper functionality. Decals are placed inside of buses warning occupants that they may be videotaped. Bus drivers may review digital video in the presence of an administrator on a regular basis to determine if misconduct is occurring. Bus drivers shall notify the Fleet Mechanic of camera malfunctions. All videos made by any surveillance camera on Madison-Grant property or vehicles shall be the exclusive property of the Madison-Grant United School Corporation.

The Madison-Grant United School Corporation shall make reasonable efforts to maintain the privacy of the videos. Because such videos may be used to identify individual students, the videos will not generally be made available for viewing except by the employees of the Madison-Grant United School Corporation, for purposes of school personnel, or student discipline and evaluation purposes, or if subpoenaed as evidence in litigation. If disciplinary action is taken as a result of a video/audio, the parent/guardian may request to view the video with the building principal. Some videos may, at the sole discretion of the Madison-Grant United School Corporation, be saved as evidence of unsafe or disruptive behavior. Such videos will be kept secure in the office of the superintendent or building principal.

### **5.11 Transporting Students with Special Needs**

All transportation for our students with special needs is established during case conference meetings and reviewed annually. The Special Ed Director and the Transportation Department will work together to provide the most efficient transportation and safest accommodations possible.

## **5.12 Transporting Preschool Children**

The National Highway Traffic Safety Administration recommends that preschool-age children be transported in a child Safety Restraint System (CSRS) when being transported on school buses. Such systems should:

- Be suitable for the child's weight,
- Meet applicable Federal Motor Vehicle Safety Standard Guidelines,
- Be properly secured in the school bus seat

Personnel responsible for installing the CSRSs are to follow manufacturers' directions and use designated hardware. Periodic inspection of the systems should be done by those who installed them to ensure they remain safe and intact.

The Transportation Department will ensure that buses with such systems are equipped with safety belt cutters and that bus drivers are properly trained in their use. A plan for the evacuation of preschool-age children must be developed and practiced. In addition, preschool-age children must be taught how to board and disembark safely from the bus. Safety instruction (danger zone, use of handrail, etc.) should be reviewed periodically throughout the year to ensure students act as desired.

## **Section 6 Routes and Extra Trips**

### **6.01 Routing**

Routes and assignment to particular routes is the responsibility of the Transportation Department. Student safety is the primary concern in establishing routes; cost efficiency and student ride times are considered as well. When assigning routes to drivers, the proximity of a driver's home to route location, the best use of equipment, driving history, record, difficulty of the route, and the driver seniority are deemed primary factors. In an emergency or lack of sufficient time, the administration may make a temporary appointment as needed.

A regular daily route is considered to be the route where students are transported to school in the morning and from school in the afternoon. A driver's annual agreement pertains to regular daily routes only. At the beginning of the school year, bus drivers will be given a list of students on their routes. This list will include student names, addresses, and parent contact information. Drivers are to familiarize themselves with their routes and families. Please review your route information to determine if the estimated route stop times are correct.

If a driver needs to alter his/her route, or believes that he/she can improve a route, please meet with the Transportation Coordinator to go over the changes you would like to propose. Your input is critical in providing safe and efficient transportation to our students.

### **6.02 Eligible Passengers**

Only students who are enrolled in the Madison-Grant United School Corporation and personnel from the Corporation are authorized to ride school bus routes. Homeless

students have the right to be transported to the schools in which they were enrolled before becoming homeless. Each student must ride the bus to which he/she has been assigned, unless arrangements/permission has been given to ride another bus. To ride as a guest, a student must present a bus pass from his/her school's principal's office to the bus driver. As students enroll throughout the school year, they will be assigned to routes according to the location where they are to be picked up and dropped off. The school offices and the Transportation Department will work collaboratively to inform drivers of new students and to convey bussing information to students at the time of enrollment.

### **6.03 Disembarking at a Different Location**

Students are to be delivered only to the locations established as the delivery point on driver's routes. A student may not disembark at another location, unless the driver has in his/her possession a signed bus pass indicating an alternate location has been approved. While alternate destinations may be used for children on occasion, parents should work cooperatively with the Corporation to establish a regular schedule. In emergency cases or last minute changes, a student may be delivered to an alternate destination by verbal instruction from office staff over the radio. Exchanging of passengers (shuttling) is a good way to help reduce fuel cost. The shuttle buses and exchange points will be determined by the Transportation Department.

### **6.04 Road Hazards on Routes**

Any road hazards (low hanging branches, points of obstructed visibility, deteriorating road conditions, etc.) observed by drivers should be reported to the Transportation Department.

### **6.05 Timeliness**

Notwithstanding exceptions due to poor road conditions, drivers are expected to run their assigned routes as scheduled. Students and parents should know, within a five (5) minute window, the time their bus will arrive. When weather necessitates driving at a lower speed and a bus is delayed, drivers should contact the Administration Office and let them know approximately how far behind they are running. This will help us field incoming calls from our families.

### **6.06 Substitute Drivers**

When it is necessary for a regular driver to be absent, please report the absence as soon as possible to the Transportation Coordinator. Please work with the Transportation Coordinator to ensure that your bus route sheets, maps, and other info is current. It would also be helpful to list 2-3 students who would be a good source of help to the sub driver. This information needs to be kept on your bus at all times and be made readily available to sub drivers.

## **6.07 Extra Trip Eligibility and Selection**

All drivers are eligible to drive for field trips, athletic activities, and extra-curricular trips. The Athletic Director will have 2 meetings each year in which drivers can sign up to drive athletic events. Please make sure that the trip sponsor provides you with a trip ticket because you will be paid for the event from the information found on that ticket. School Secretaries or someone from the Transportation Department will obtain drivers for field trips.

## **6.08 Transportation for Field Trips and Other School Related Activities**

Well planned field trips can enhance student subject learning. Student participation in extra-curricular and athletic events can also be beneficial to develop an individual's abilities and skills. When being transported for these events students must be accompanied on the bus by a coach, teacher or other chaperone. Bus drivers, in cooperation with trip sponsors, are to provide safe and efficient transportation to and from these events. Trip sponsors are responsible for student behavior and the bus driver is responsible for the bus and has ultimate authority over routes and operations. If the driver deems that conditions constitute a safety hazard, he/she has the authority not to proceed.

Trip Leaders are to:

- \* Ensure that students understand that regular bus rules apply and understand the expected conduct.
- \* Report any discipline problems to the appropriate principal as soon as feasible.
- \* Review the destination and routes with the bus driver prior to departure.
- \* Assist the driver in enforcing the rules of the bus.
- \* Account for all students before departure from each location.
- \* Supervise children until they have transportation home upon completion of the trip.
- \* Report any cases of poor driver judgment or behavior to the Transportation Department.

In addition, trip leaders are expected to see that the interior of the school bus is reasonably clean (free of litter or refuse) before students disembark at the conclusion of the trip. In planning the event, trip leaders must allow for reasonable travel time to and from destination(s), recognizing the driver's obligations to follow all school bus related traffic laws and regulations.

## **Section 7 Safety Procedures & Emergencies**

Prevention and preparedness are two essential factors in transportation safety. At any time, a driver can be faced with a situation that threatens the safety and well-being of passengers. Drivers must seek to reduce the chances of such situations through prevention, and understand what to do to ensure passenger safety, through preparedness. During an emergency, the driver must take charge of

the situation, establish order, and do what is necessary to assure the well-being of all passengers.

### **7.01 Prevention of Mechanical Failure**

A pre-trip inspection is absolutely necessary before a driver begins the first route of the day. It is essential to have a routine for systematically inspecting the bus. Drivers must become familiar with the looks, sounds, and smells of their buses, so as to sense when something is amiss. Any malfunctions are to be reported to the Fleet Mechanic immediately and a maintenance ticket needs to be completed for bus repairs.

### **7.02 Driving in Adverse Weather Conditions**

Operating a school bus in hard rain, high winds, and on icy roads is a great responsibility, requiring concentration by a driver.

Drivers should:

- \* Remind students as they are entering the bus that their cooperation and good behavior is especially important in bad weather.
- \* Reduce speed as necessary according to road and visibility conditions.
- \* Allow more time to stop for students, vehicles, and at intersections.
- \* Give other motorists more advanced warning of their intention to stop, especially at railroad tracks and when picking up/dropping off students.
- \* Watch closely to ensure that other drivers do not “slide through” activated stop arms.
- \* Use strobe lights if visibility is reduced.
- \* Not traverse roadways with rising water.

### **7.03 Tornadoes**

Inclement weather can arise at any time. Drivers need to be alert and listen to their bus radios at all times. Please report any violent wind, rain, hail, or funnel-shaped clouds to the Administration Office immediately. If a tornado warning is issued before morning routes, school will be delayed until the warning is lifted or local conditions are determined to be safe. If a tornado warning is issued before dismissal, at the end of the day, students will remain in their buildings until the warning is lifted or conditions are determined to be safe.

When a bus is on the road and a tornado is spotted by the driver, or the driver is told to find shelter for his/her riders, he/she should immediately seek the best shelter outside of the bus. If possible, the driver should advise the Administration Office of his/her location. Drivers must never try to outrun a tornado! Instead, a driver should park the bus in a safe position for evacuation, take the emergency kit, and evacuate the students to a shelter location away from the bus and power lines (at least 200 feet if possible).

The best shelter is the lowest level of a sturdy building, preferably a basement. If a structure is not available, students should take shelter in a ditch or ravine, lying face down with their hands covering their heads. After danger has passed, the driver should check for injury and seek medical assistance. The driver should be cautious of weakened structures, tree damage, downed power lines, and other hazards presented by the storm.

## **7.04 Bus Fires**

Fires on school buses can be caused by mechanical failure, accidents, or riders. In all cases, rapid response by drivers to exit students is essential. During these emergencies, the first priority for drivers is to ensure that students are safe from flames and smoke. The following instructions apply:

- \* SHUT OFF THE ENGINE.
- \* Don't hesitate – Evacuate! If drivers smell something hot, see smoke, or suspect a fire for any reason, students are to be evacuated immediately.
- \* Do not open the hood.
- \* Fire extinguishers are NOT to be used to extinguish flames, unless the flames block an exit from the bus. Students are to be evacuated and supervised.
- \* If a fire extinguisher must be used, the driver must pull the pin, aim at the base of the flame, and squeeze the handle. The extinguisher's contents must be concentrated on the base of the flame.
- \* Students who are close to flames and smoke should be evacuated first.
- \* Remain calm and focused.

## **7.05 Evacuations**

### Reasons for Evacuation

Because of the size and construction of school buses, children are often safer on a school bus than they are outside of it. In addition, having children inside of a bus enables the driver to "hold" students in a confined area, which enables better supervision. There are times, however, when passengers must evacuate. These are:

Fire

Leaking Fuel

Approaching Tornado

Illness of passenger that requires emergency medical attention

Possibility of the bus being struck

Possibility of the bus rolling or tipping

Submersion or partial submersion in water

Violent behavior by a person on the bus

**If any of these situations arise, contact the Administration Office for direction!**

In each of these cases, it is important that students exit the bus quickly and carefully. Students should be directed to gather at a specific location at least 200 feet from the

bus, if feasible. After students have exited the bus, continued supervision is required.

Evacuation should NOT occur when:

Power lines are down on or near the bus

Hazardous chemicals are on the ground outside the bus

Dangerous lightning or hail is in the immediate vicinity

A person off the bus intends to harm one or all of the passengers

Temperatures are below freezing and no immediate danger exists

### Exit Selection

The circumstances involved in an emergency will dictate which exit(s) is used.

Passengers should know how to evacuate using all points of exit. Evacuation may take place through the front service door, rear emergency exit, emergency exit windows, or roof hatches (if equipped). Although circumstances vary, drivers should select the means by which to exit using the following considerations:

- \* Exit(s) should be away from points of danger outside of the bus (fire, traffic, etc.).
- \* Exit(s) should be clear of any obstructions inside and outside the bus.
- \* Students closest to the point of danger should exit first.

#### **When evacuating the bus, the driver should:**

- \* Stop the bus in the safest location possible.
- \* Put the bus in Neutral, set the emergency brake, activate 4-way flashers, shut the engine off and take the key.
- \* Determine if evacuation is necessary and which exit(s) to use.
- \* Notify the Administration Office via bus radio with the following information:
  - a. Bus Number
  - b. Location of bus (road, street or nearest crossroad/street)
  - c. Type of Emergency
  - d. Form of Assistance Needed
  - e. Whether or not the bus will be evacuated
- \* Direct Students to evacuate using the safest exit(s) alert them to:
  - a. The fact that this is an emergency
  - b. Tell them to stay calm, quiet, and to follow directions
  - c. Tell them the bus must be evacuated
  - d. Tell them which exit they will be using
  - e. Tell them to leave their possessions on the bus
  - f. Tell them to move quickly and safely to the exit
  - g. Tell them where you will meet upon exiting the bus
- \* Have the first students off the bus assist others who are evacuating by standing on both sides of the exit.
- \* Release students from left to right, row by row.
- \* Take the first aid kit.
- \* Drivers must ensure all students are off the bus before evacuating themselves.
- \* Account for all students and keep them together.

## **7.06 Evacuation Drills**

Preparedness for evacuation, through practice, will enable students to calmly and smoothly carry out evacuations during an actual emergency. For safety reasons, evacuation drills will be limited to a front and rear evacuation. Two drills will be conducted during the school year and will be done at the bus barn unless another location is specified. The Transportation Department will send you evacuation instructions and a schedule of when the drills will occur.

## **7.07 Bus Accidents and Breakdowns**

If you are involved in an accident, stop the bus and notify the Administration Office immediately. The Administration Office will contact local law enforcement and dispatch an Administrator to the site of the accident. After contacting Administration, if applicable, attend to injured students. Reassure them to keep calm and evacuate the bus only if necessary. Make sure the bus is in a secure location and only allow law enforcement, first responders or school personnel to board the bus. The Administration Office will direct you in the proper post-accident procedures that you are to follow.

If you are not sure, but think you may have been in an accident (possibly hit a parked car or other property), stop the bus and radio in to the Administration Office for directions. Do not leave the scene of a possible accident unless directed to do so.

In the event of a breakdown, contact the Fleet Mechanic with the nature of the problem and the location of the bus. Stop the bus off the road, if possible, and as far to the right as possible. Secure the bus and activate all hazard lights. Keep the children on the bus unless it is unsafe to do so. Place flags or reflectors around the bus according to state law.

### Safety Procedure

Although the circumstances for accidents vary – no two accidents are alike – drivers must be able to competently act in all situations. Common sense and an understanding that passenger safety is the driver's primary responsibility are two important elements in such situations. In the event of an accident involving a school bus, the driver needs to:

- \* Contact the Administration Office.
- \* Remain calm and focused.
- \* Reassure students and keep them calm.
- \* Stop the bus, if it is moving. Put the bus in neutral, set the park brake, activate the hazard lights and turn off the ignition. The bus should not be moved unless directed to do so by a police officer or unless there is imminent danger of fire or causing another collision.
- \* Assess the situation and take appropriate steps.
- \* Assist in transferring students to a backup bus.

**NOTE: Other drivers and school offices should avoid radio transmissions and allow the involved driver to communicate and get directions from the Administration Office.**

In addition to emergency steps previously listed, drivers should:

- \* Not make any statements regarding fault or blame anyone for the accident.
- \* Discuss details about the accident with Police and School Administrators only.
- \* Be able to identify witnesses to the accident.

The Madison-Grant United School Corporation will follow the Summary of Requirements by 49 CFR Part 382.303 regarding Post-Accident Testing. The requirements to test are:

- 1- The accident resulted in a human fatality.
- 2- The bus driver is issued a citation within 32 hours of the accident under State or Local law.
- 3- Injury results in a person requiring medical treatment away from the scene of the accident.
- 4- A vehicle has to be towed from the scene of the accident.

Madison-Grant United School Corporation reserves the right to conduct drug/alcohol testing for any employee, coach, or other activity volunteer involved in an accident while using one of our motor vehicles. Even though some individuals driving our white activity bus (or any other Corporation vehicle) may not need to have a yellow bus card certificate, those individuals can nevertheless be required to be drug tested when an accident occurs. Those individuals that have a yellow bus card certificate are subject to random drug/alcohol testing and are also subject to testing should an accident occur.

Driver Discipline

An accident is not necessarily cause for termination of employment. The Administration will take all factors into consideration. If a driver's gross negligence, drug, alcohol, or cell phone usage is determined to exist in connection with an accident, the driver will be terminated. Failure to report an accident is also grounds for termination.

**7.08 Responding to Conflict and Acts of Violence on the Bus**

If two or more students become engaged in unruly behavior or a physical confrontation, the bus driver must understand that it is his/her priority to protect all passengers and him/herself. While each situation is different, drivers should:

- \* Stop the bus in a safe location, activate the four-way flashers, and set the park brake.
- \* Notify the Administration Office of the situation and bus location and if a weapon is involved.
- \* Command all students to remain seated and those involved to stop the

disturbance.

- \* Move other students who might be in jeopardy of being harmed to a safe location on the bus until the fighting has ceased.
- \* Evacuate students from the bus if the situation escalates and the safety of the other passengers should become a concern.
- \* Do not attempt to grab weapons from students.
- \* Do not allow unruly students to disembark at any location other than their designated stop or school, unless law enforcement or school officials take custody of the student(s) from the bus.
- \* Make a full report (written) to the students' principal upon completion of the route.

### **7.09 Driver Illness**

If a driver becomes ill during his/her route and the driver believes that it is not safe to continue driving, he/she should stop the bus in a safe location, activate the four-way flashers, and contact the Administration Office advising of the situation and bus location.

### **7.10 Student Illness or Injury**

During transit to or from school, or on school-sponsored trips, students may become ill or injured while on the bus. Epileptic seizures, allergic reactions, diabetic-related emergencies, and choking are a few of the many incidents that may occur while buses are on the road. While each situation will be unique, it is important that drivers be able to react in a prompt and responsible manner to ensure the safety of all passengers. When a child becomes seriously ill or injured, the driver should:

- \* Park the bus in a safe location as quickly as possible, set the emergency brake, and activate the four-way flashers.
  - \* Notify the Administration Office of the situation, including bus location and being cautious of what information you share over the radio.
  - \* If the child requires emergency assistance, call 911 or direct the Transportation Department to do so.
  - \* Move other children away from the student.
  - \* Provide first aid/care for the child to the most reasonable extent possible.
  - \* If emergency medical personnel must attend to the student, temporarily evacuate the other students to a safe location.
- \* Reassure students to calm anxiety that might occur, especially if the student must be transported from the bus by ambulance.

### **7.11 Delays and Cancellations**

Delays and cancellations will be determined by the Superintendent or Assistant Superintendent at the earliest times possible. As soon as a decision is made, the group text will be sent from the Transportation Coordinator. The delay or cancellation notification will also be activated and a call sent out via School Messenger.

## **7.12 Unsafe Conditions**

Drivers become familiar with their students and their families and routines. If a driver observes something “out of the ordinary” he/she should contact the building office where the child attends so that they can contact the parents regarding the situation and make sure it is safe to let that child off of the bus. Drivers should contact the Transportation Department of unsafe road conditions.

## **Section 8 Security and Threat Awareness**

School bus drivers need to be cognizant of the condition of their bus and surroundings as they can present an easily accessible target for non-custodial parents in crisis, and mentally unstable individuals who wish to harm others. Here is a list of security readiness items that need to be followed:

- \* Be familiar with Corporation security guidelines found in the appendix section of this handbook.
- \* Understand and be capable of employing emergency procedures.
- \* Remove keys from the ignition and secure doors when the bus is unattended.
- \* Conduct thorough pre-trip and post-trip inspections looking for suspicious damage to the bus.
- \* Maintain an uncluttered bus.
- \* Be aware of people and activities in your surroundings, noting any suspicious behavior or unusual activities (e.g. unusual condition of vehicles, unattended vehicles in unusual locations, etc.).

### **8.01 Suspicious Persons, Activities or Vehicles**

Suspicion of persons should not be based on race, color, ethnicity, age, or gender, but on unusual behaviors that, when considered together, lead a reasonable person to believe that imminent danger exists. Such behaviors might include:

- \* Odd, disruptive behavior or acting nervous.
- \* Showing unusual interest in employees and/or students.
- \* Soliciting information about school facilities, buses, or schedules for no apparent reason.
- \* Taking photographs/video of people or school property.
- \* Wearing a uniform but not involved in appropriate activity.
- \* Wearing irregular/disproportionate clothing for body type or weather in an attempt to conceal something.
- \* Avoiding eye contact.
- \* Being non-communicative and/or uncooperative.
- \* People or vehicles repeatedly sighted within school/school bus environment or following the school bus.
- \* Vehicles parked in unusual places or for extended periods of time.

## **8.02 Reporting and Responding to Suspicious People and Activities**

If you note a person behaving in a suspicious manner:

- \* Contact the Transportation Department or Administration Office.
- \* Helpfully challenge the person – ask if they need assistance or directions.
- \* If the response is refusal to answer or aggressiveness, withdraw immediately and report to the Transportation Department or Administration Office.
- \* Never be confrontational or attempt to physically detain anyone.

If someone is acting suspicious, please note distinctive facial characteristics, clothing, build, tattoos, etc. When reporting a suspicious vehicle, please note the location or direction of the vehicle, the make, model, color, and license plate number if possible. Never allow anyone on the bus other than assigned students, school or emergency personnel.

## **Section 9 Guide**

### **9.01 Pre-Trip & Post-Trip Inspection Guide**

The Madison-Grant Transportation Department requires all drivers to perform a pre-trip and post-trip inspection after every regular or extra-curricular route. This will be a helpful tool in performing a thorough inspection of the bus. Part of the daily inspections should include checking your mirrors and making adjustments. If you notice any mechanical issues, please contact the Fleet Mechanic and fill out a work order. The Mechanic can also assist you in adjusting and tightening mirrors. Depending on the repair type, it may be necessary to remove your bus from the route immediately and a spare bus be used.

#### **1 – Before you start the engine:**

- \* Inspect tires
- \* Check all lights and stop arm
- \* Walk through the bus and inspect seats for wear and tear or to make sure that seats are not loose or padding worn
- \* Check emergency exits to ensure they open properly, easily and buzzers sound
- \* Check seat belt and make sure a seatbelt cutter is within the driver's reach
- \* Check underneath the hood and bus paying close attention that there are no leaking fluids or loose/hanging parts.
- \* Inspect the outside of the bus for missing yellow tape around emergency exits and make sure the emergency exit points of the bus are properly marked

#### **2 – After you start the engine:**

- \* Check instruments
- \* Check gauges for brakes
- \* Check your heater switches at all speeds
- \* Check your noise suppression switch

## **9.02 Rules for Pupils Who Ride the Bus**

School bus drivers are to have control of all school children transported between the homes of the children and the school and return. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and shall use every care for the safety of the children under his/her charge. School bus drivers shall assure that the following regulations are observed by all pupil passengers:

- \* Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.
- \* No pupils shall stand or move from place to place during the trip. Students should be sitting down and facing the front of the bus at all times.
- \* Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.
- \* Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or body in any other objectionable manner.
- \* Pupils shall not open or consume food or beverages, i.e. soft drinks, etc., while riding the bus, unless permission has been given by the driver.
- \* Pupils shall not be allowed to transfer from their regular route bus to another unless they have a bus pass from the school office.
- \* No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
- \* The child should be waiting at his or her boarding station when the school bus arrives. In case of an emergency causing late arrival by the pupil at his or her station, the school bus driver will be required to wait no longer than three minutes after the scheduled time for arrival at the pupil station. If the school bus driver is already three minutes late, he or she need not wait at all.
- \* Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any pupil who refused to conduct himself or herself in a gentlemanly or ladylike manner on the bus.

## **9.03 Quick Summary of Points to Remember**

1. Your prime duty is to provide safe, dependable transportation to the students.
2. You must follow safe, legal procedures on your bus route. Do not do such things as drive with the entrance door open, or fail to use your stop arm when picking up students.
3. You should take steps to protect the bus equipment from vandalism and unusual wear and tear.
4. Keep the bus clean inside and out.
5. Be alert to, and report, any mechanical failure or malfunctions.
6. Perform daily checks of lights, tires, oil level and fuel levels in the bus.
7. Do not deny any student the privilege of riding the bus without following proper procedures.
8. Do not accept riders on your bus who do not live on your route without a bus pass or directive from school officials.
9. Do not allow students to get off the bus at a destination other than their scheduled

- stop unless you have a bus pass or are directed to do so from a school official.
10. Be on the bus or at the door when there are students on the bus.
  11. Students are not to get off the bus before arriving at school.
  12. DO NOT USE A CELL PHONE WHILE THE BUS IS IN OPERATION FOR ANY REASON. If you need to use a cell phone for any reason, pull off in a safe place and then make the call.
  13. Students should always be seated behind the driver. No student should be in the driver's space while the bus is in operation.

#### **9.04 Contact Information**

Madison-Grant Administration Office	536-0008
Madison-Grant Jr/Sr High School	536-0032
Park Elementary	536-0084
Summitville Elementary	536-2875
Kristy Drewitz	536-0008 ext. 1704 Cell 765-461-5780
Dr. Deetz	765-667-1346
Mr. Vore	765-618-1126
Mr. Ritchie , Jr/Sr High Principal	317-408-2849
Mr. Schuck, Jr/Sr High Asst. Principal	765-744-6185
Mr. Plovick, Athletic Director	317-250-4439
Mr. Brown, Park Principal	765-729-0531
Mrs. Samuels, Summitville Principal	765-480-8679
Aaron Jones, Maintenance Building	536-0008 ext. 1709
Dave Chapman, Fleet Mechanic	536-0008 ext. 1710 Cell 765-618-4138
Office of School Transportation	317-232-0891

#### **Emergency Numbers**

Fairmount Police	948-4400
Fire Department	948-5500
Summitville Police	536-2412
Summitville Fire	536-2041
Grant County Sheriff	765-662-9836
Madison County Sheriff	765-642-0221