

**TRANSPORTATION
HANDBOOK
FOR
SCHOOL DISTRICT # 182
MACKAY, IDAHO
ACADEMIC YEAR:
2010-2011**

DUTIES OF THE SUPERINTENDENT OF SCHOOLS

1. The Director of Transportation is responsible for the coordination of all facets of the transportation program.
2. The Director of Transportation shall, with the aid of school enrollments, devise school bus routes for the transportation of public school students. The Board of Trustees shall approve these routes in the August meeting.
3. The Director of Transportation shall arrange for yearly bus driver training courses as prescribed by regulations of the Idaho State Department of Education.
4. The Director of Transportation shall insure that only duly qualified drivers are allowed to operate any school bus transporting students.
5. The Director of Transportation shall coordinate all travel both route and trip with the Principals of the schools and shall schedule the drivers who will operate those buses.
6. The Director of Transportation shall arrange for the District Office to receive all necessary Information needed to complete the payroll for trip and route bus drivers.
7. The Director of Transportation shall, when possible, conduct public relations activities that benefit the safe and efficient transportation of students.
8. The Director of Transportation shall ride each bus route at least twice a year, whether with or without the driver.
9. The main responsibility of the Director of Transportation is the safe and efficient transportation of students in the Mackay School District and to support the extra-curricular program through coordination and assignment of buses and drivers to conduct those trips.
10. The Director of Transportation shall maintain a personnel file for each school bus driver Which shall include the following:
 - a. Application to drive a school bus**
 - b. Copy of current physical examination (DOT-CDL)**
 - c. All school bus driver training records.**
 - d. Copy of current commercial driver's license.**
 - e. Copies of annual driving record.**
 - f. Copy of drug and alcohol results**
 - g. Copy of fingerprinting results (new drivers only)**
 - h. Copy of emergency evacuations**

RESPONSIBILITIES OF SCHOOL BUS DRIVERS

The school bus driver is in many respects the most important individual in the conduct of a successful pupil transportation program. Since the driver is the only staff member who has daily contact with both the school bus and its passengers, responsibility for everything from identifying maintenance needs, to road and route conditions, to pupil behavior ultimately rests with that individual . To insure proper discharge of the duties of all bus drivers in the district shall be responsibility of the Director of Transportation.

Requirements:

1. Shall be a holder of a valid commercial driver's license with a passenger, air brake and school bus (S) endorsements.
2. Be over the age of 21.
3. Be of good moral character and not addicted to intoxicants or narcotics.
4. Pass a DOT (Department of Transportation) physical examination given by a physician licensed to practice in the State of Idaho.
5. Pass drug and alcohol testing and be fingerprinted.
6. All new drivers shall complete the Idaho School Bus Drivers Development Series have at least 10 hours observation and behind-the-wheel training and demonstrate driving proficiency before being allowed to drive a school bus loaded with students.
7. All experienced drivers shall complete at least six (6) hours refresher driver training each year before school begins in the fall, with four (4) hours training to be held at intervals during the school year.

REVOCAION OF A DRIVER:

The Board of Trustees may revoke any school bus driver for cause and after a hearing has been held.

DUTIES:

Duties of school bus drivers (regular route, field trips, activity trips and substitutes) shall include, but not be limited to the following:

1. The driver shall report any passenger whose behavior is such as may endanger the operation of the vehicle, or who damages the same or any part thereof, or whose language is obscene. Behavior reports must be turned into the Director of Transportation and he/she will turn it into the school office.
2. Bus Drivers are responsible for the proper discipline of pupils on the bus and must exercise this function in a fair and impartial manner.
3. Bus Drivers **DO NOT** have the authority to deny transportation to a passenger. This authority rests with the school principle or Director of Transportation for a temporary suspension and the School Board for a permanent suspension. (Updated rule 2001-2002 school year). “Principles may suspend students for misconduct for up to 5 days. The Superintendent may suspend for an additional 5 days. Further suspension will be at the discretion of the Board of Trustees.” “As a general rule, the first violation of bus rules will result in a warning. The second could result in a 1 to 5 day suspension.”
4. Drivers may assign students to definite seats.
5. Front seat loading and unloading of students on regular routes is a recommended procedure.
6. Each driver shall maintain such route books and other records as may be required by the State Board of Education or by the Board of Trustees of the School District.
 - a. Mileage log book.
 - b. Inspection sheets (each day – with signature of driver), if maintenance repairs need to be done, then on separate inspection sheet, fill out with bus number, date, driver’s name, mileage and what needs to be done.

Turn sheet into the Transportation Director, she/he will turn the sheet into the mechanic for repairs. The mechanic will then repair the bus and leave the inspection sheet on the bus so that it can be turned into the Transportation Director at the end of the month. If the repairs are not done in a timely manner, then contact the Transportation Director who will then contact the superintendent to have her/him handle the matter further.

- c. Daily student rider count sheets need to be filled out with the route mileage, empty mileage, and student count. This needs to be done for the morning, kindergarten/preschool and afternoon routes and for all field trips and activity trips that use a yellow bus.
7. Bus drivers shall make regular reports to the School District Director of Transportation as required.
8. Report all accidents to the School District Director or Transportation immediately.
9. Shall establish a time schedule for pick-up and delivery of pupils and will follow this schedule as accurately as possible.
10. Shall understand that the school bus driver has complete responsibility for the operation of his/her bus and care of their passengers. The driver always possesses the final authority.
11. It shall be the duty of each driver to report any condition on or bordering his/her route, which constitutes a hazard to the safety of the pupil's being transported.
12. The driver shall require each passenger in the bus to be seated in a regular passenger seat. No one shall be allowed to stand. No bus shall be operated in excess of its maximum occupancy as determined by the manufacturer. Occupancy shall at no time exceed three (3) persons to a seat.
13. The driver shall conduct regular pre-trip inspections to insure that the vehicle is in safe, proper operation condition. All deficiencies shall be reported immediately to the Transportation Director. No driver shall use a bus that, in his/her opinion, is in an unsafe condition. (Every time a bus goes out it should be inspected.)

14. The driver will not allow guns, knives, flammable or explosive substances to be carried aboard a school bus.
15. Report all shortages in the first-aid kit and spill-kit to the Transportation Director.
16. It shall be the duty of every school bus driver to report the license number of any vehicle that violates any law endangering school children to the School Bus Supervisor. Also fill out report forms and turn into the Transportation Director with-in a 24-hour period.
17. School bus drivers shall load and unload from the right side of the roadway if possible. School bus drivers shall not allow students to cross roadways having more than three (3) lanes for the purposes of loading or unloading and shall only load or unload students who live on the right side of such a roadway, except at locations having accessible traffic signals.
18. When it is necessary for the student to cross the roadway, the driver shall require the student to cross ten (10) feet in front of the bus in accordance with state loading and unloading training procedures.
19. Only in emergencies shall the emergency door be used to unload passengers.
20. When unloading students the driver shall count the number of pupils exiting the bus and shall account for their whereabouts before moving the bus.
21. A driver on a route shall not leave his occupied bus. In case of a breakdown he/she should radio for assistance. If electronic voice communication is not possible, he/she should send a school bus aide or older pupil for assistance, or ask a passing motorist for assistance, or wait for help.
22. Bus keys shall not be left in the ignition of an unoccupied bus at any time.
23. The driver shall not remove any student from the bus for discipline reasons except at the school or his regular bus stop. A pupil picked up in the morning must be returned to his home bus stop unless other arrangements have been made.

- 24.If, for safety reasons, a bus driver must remove a student passenger from the bus, it must be in accordance to number 23 above only, and an immediate call must be made to either the school principle or the Director of Transportation.
- 25.Drivers must stop at all railroad crossings and have visual and audible proof that it is safe to cross the railroad tracks before doing so.
- 26.**AT NO TIME SHALL A BUS OPERATOR DRIVE A SCHOOL BUS OVER 65 MILES PER HOUR!!!!**
- 27.A school bus shall be backed only as a last resort. If backed up, a trained and competent flag person should be utilized.
- 28.Buses shall not back to turn around on a public roadway. Exception: All district roadway backing situations shall be reviewed, cataloged and recorded by the District of Transportation Director on a yearly bases and he/she will in turn make recommendations to the Board of Trustees. If the Board finds there is no alternative to baking the school bus on certain routes, they may then allow backing of school buses on certain public roadways.
- 29.No passenger shall be permitted to operate the bus.
- 30.All doors shall be closed when moving. Buses shall not be started until all passengers have been seated.
- 31.Drivers shall wear a seat belt when the bus is in operation.
- 32.Bus Drivers shall be responsible for the orderly conduct of the passengers while on the bus. Passengers on the bus are under the authority of and directly responsible to the bus driver.
- 33.Drivers shall at all times operate the bus in a safe and careful manner, having regard for traffic and the use of the highway by others.
- 34.Drivers shall be responsible for keeping their bus clean inside and out.
- 35.Drivers shall report in writing all needed repairs to the Transportation Director.
- 36.Make sure all switches, lights and radios, etc. are turned off each time when the route is finished.

37. It is recommended that fuel levels be maintained on the **TOP HALF** of the tank.
38. Check the bus after each route to make sure **ALL STUDENTS** are off the bus.
39. If you use a sub-bus refuel it, write down mileage, sweep and dump trash.
40. Plug in buses during cold weather each night except Thursday nights, when the Transportation Director will plug them in on Sunday evening.
41. Do not allow the students on the bus without the driver. Do not leave an occupied bus running at any time, turn it off and take the keys with you.
42. Drop off students in the designated area only (behind the grade school). Do not drop off behind the high school unless there is an emergency or extreme cold weather.
43. **ALL STUDENTS** who need to ride a bus somewhere other than to regular stop, need to have a note signed by their parents or their teachers, stating where they need to be dropped off. **NO NOTE THEY DO NOT RIDE.**
44. Drivers shall drive routes as outlined and approved by the Board of Trustees keeping in mind that **ONLY THE BOARD OF TRUSTEES** have the authority to change a school bus route.
45. Delivery time at school: Monday thru Thursday is 7:45 a.m. no sooner please. Pickup time is 3:30 p.m.
46. **Drivers must understand that the safety of the children is the primary consideration which over rides all others in school bus transportation. It must be considered first in all decisions made.**

WHO CAN RIDE A BUS:

Individuals who are not students or employees of Mackay School District #182 or persons who have not been asked to ride the bus, shall not be allowed to ride the bus without the permission of the Superintendent or his designee.

TRIP/ACTIVITY BUS REGULATIONS:

A. Duties of Trip or Activity Bus Drivers:

1. Drivers shall report to the Bus Yard at least 30 minutes prior to the scheduled departure time of the activity.
2. Drivers shall report to the designated loading area at the prearranged time. The driver should go over emergency evacuations before each trip with the students before leaving the school.
3. The traveling bus **WILL NOT** be driven at a speed that exceeds 65 MPH at any time. (This includes Interstate Highways with legal 75 MPH speed limits.)
4. If the driver leaves the location of the activity for any reason, coordination must be made with the sponsor of the activity as to where the driver and bus may be located if an emergency arises.
5. Drivers must insure that the bus has sufficient fuel for the trip.
 - a. It is recommended that fuel levels be maintained on the top half of the tank.
 - b. A credit card for purchases of fuel will be provided when needed.
 - c. Whenever possible, fuel will be obtained at the district pump located inside of the bus yard.
6. Drivers will coordinate with the sponsor regarding all stops on the trips.
7. Before loading bus for the return trip, it should be warmed up. During cold weather, the bus should be warm for the passengers when they board the bus.

8. After arrival in Mackay, the following must be accomplished:
 - a. The bus (if a yellow is used) must be in a condition that allows it to be used on a route the next morning. (Fueled, swept, trash emptied). Travel bus must be fueled, swept and trash emptied so that it is ready for the next trip.
 - b. If a condition exists that would prevent the use of the bus, the bus mechanic or bus supervisor must be notified so corrective action may be taken.
 - c. Trip request forms, inspection sheets and driver log sheets need to be returned to the Transportation Director after each trip (leave papers on bus # 11). Credit card receipts need to be returned to the Business Manager.

9. Drivers may have only 15 hours of continuous duty on trips. Of this 15 hours ONLY ten (10) may be driving time. Eight (8) hours of off duty time must be logged in between which includes route driving time.
 - a. On some trips, day sleeping rooms may be available for the driver.
 - b. When two drivers, fifteen (15) hours is still the maximum time of duty for either or both drivers.

DUTIES OF SPONSORS ON ACTIVITY OR TRIP BUSES:

1. SPONSORS are responsible for discipline on the bus.
2. Sponsors should not leave students on the bus with the bus driver alone unless absolutely necessary.
3. **NO** activity or field trip bus will leave without at least one sponsor.
4. Sponsors will coordinate with the bus driver on departure times for their activity and the stopping places during the trip. The final decision for stopping the bus rests with the sponsor and not the driver.
 - a. It is advisable that the driver and the sponsor work together because the driver will not be allowed to stop the bus if an unsafe condition for passengers exists.
 - b. Lateness of the hour, road and weather conditions must be considered when deciding to stop to eat. It must be remembered that the driver has a limited number of hours driving and on duty time.
5. If a student poses a serious discipline problem and the sponsor feels that the student should not return on the bus, certain precautions must be taken:
 - a. Notify the Principal or the Superintendent, and**
 - b. Notify the parents of the student.**
6. If the Principal or Superintendent is notified, the sponsor should notify the parents and tell them the location of the student.
7. A student removed from a bus due to disciplinary action must be left with appropriate supervision, whether it be a school chaperone, a parent or the police.

**UNDER NO CIRCUMSTANCES MAY A STUDENT BE
ABANDONED IN AN ISOLATED AREA:**

8. Students must be notified of the departure of the bus and if a student fails to return to the bus at the appointed time, the sponsor will follow the same procedure as #5 above and the sponsor will do everything possible to locate the student before leaving.
 - a. **It is prudent to contact school officials of the host school and notify the local police department and seek their help in locating and holding the student until the parents can arrive.**
9. Sponsors are responsible for the cleanliness of the bus after its return. It is not expected that the bus be swept by the sponsor or the group using the bus unless litter is excessive, but it is expected that all paper, cans, bottles and etc. be picked up from the floor and deposited in bags before students are released from the bus.
 - a. Plastic bags will be provided for each activity or trip.
 - b. Students should not bring popcorn, sunflower seeds, peanuts or other food items in a shell on the bus.
 - c. Sponsors are reminded that rolling pop cans and bottles constitute a safety hazard if one rolls under the brake pedal or if someone should step on a bottle or can.
 - d. Students and sponsors should make sure that all sports equipment and personal items are off the bus after each trip.
10. Sponsors should report problems with drives, students and schedules involving their trip to their principals.

DUTIES OF SCHOOL PRINCIPAL:

1. Insure that trip requests have been filled out and forwarded to the Elementary Secretary. If possible, the requests should be completed at least five (5) days in advance of the trip.
2. Insure that a sponsor has been assigned to each bus making a trip and that all sponsors understand their responsibilities.
3. Shall notify the Director of Transportation of any problems with the bus, driver or anything else that may affect the safe and efficient transportation of their students to an activity.

RESPONSIBILITIES OF SCHOOL BUS ROUTE AND TRIP DRIVERS IN EXTREMELY BAD WEATHER:

Custer County is located in an area of Idaho where weather extremes can have a very bad effect on children who are exposed to the weather for any length of time. The safety of children and passengers on school buses is the primary consideration which overrides all others in school bus transportation and it must be considered first in all cases, emergency or otherwise.

DUTES:

1. The drivers shall insure that passengers are dressed warmly for the type of weather expected. Parents of children who are not warmly dressed should be contacted by the driver to insure compliance.
2. Trip drivers and sponsors will insure that passengers who board the bus are warmly dressed and they will have blankets or sleeping bags with them in case of an emergency. **(NO FLIP FLOPS OR SHORTS SHOULD BE WORN TO AND FROM THE ACTIVITY).**

3. Fuel tanks should be maintained on the top half of the tank when ever possible.
4. Passengers should be instructed in staying back from the bus as it approaches to load passengers.
5. On days when weather looks threatening, drivers should leave word with the Transportation Director or with the elementary secretary where they can be located in case of early dismissal.
6. Drivers must insure that their bus is plugged in on cold nights. Except on Thursday nights when the Transportation Director will plug the buses in on Sunday evening. Trip bus drivers are responsible to plug in their bus or make arrangements to have it plugged in.
7. Ample time for bus warm-up prior to route or trips must be made available.
8. The bus should be kept as warm as possible.
9. Snow and ice are not allowed aboard any bus.
10. Contact must be maintained with the Director of Transportation when school has been dismissed to know when school will start again.
11. Drivers should familiarize themselves with the Emergency School Closure Plan for District #182 due to cold weather and snow.
12. When roads are bad, routes and activity schedules should be adjusted for earlier departure times to accommodate the bad roads.

SCHOOL CLOSURE:

The Superintendent shall determine when a school is closed because of storm, flood, failure of the heating system, loss or damage to the school buildings, quarantine or for a reason he believes to be in the best interest of the health, safety or welfare of the pupils.

Notice of closure will be given to all news media as soon as possible and request will be made for public service announcements.

The School Trustees recognize the fact that during periods of extreme cold, certain dangers can exist that could be hazardous to a student's health and safety; i.e. walking to school or walking to meet the bus. If the temperature is such that the parents deem it necessary for the student to remain home, then the parents will be permitted to do so. If the temperature reaches -25 degrees (-35 degrees wind chill factor) at the school, the school will be closed and parents notified of such closure as soon as possible.

Making up days lost because of school closure shall be in accordance with state statutes and State Department of Education regulations.

PROCEDURE FOR NOTIFYING PARENTS AND STUDENTS OF SCHOOL CLOSURE:

After the decision to close school has been made by the Superintendent of Schools, the Superintendent will call the principals, secretary, clerk and radio/TV (Z103 on the radio and channels 3, 6 and 8 TV) stations. The elementary secretary will call the elementary staff and the teachers of grades K-6 who will call or notify the children in their classrooms who normally walk to school.

The high school secretary will call the high school staff and class advisors will call the Jr./Sr. High school students who normally walk to school. The clerk will call the Transportation Director, lunch supervisor, custodians, outside personnel (such as coaches, driver education teacher, et.) and the School Board members.

The Transportation Director will call the other bus drivers and each bus driver will call the families on their routes. The lunch supervisor will call the lunch room staff. Special Education director will contact the elementary school aides and any outside contractors who may be coming in for the day as well as the Pre-school teacher who will call her students.

AFTER SCHOOL IS IN SESSION:

The Superintendent will notify the principals, clerk, TV/radio stations. Jr. and Sr. High School class advisors and the grade school teachers need to have a knowledge that the students have a place to go if parents are not at home. A relative or neighbor on the same bus route should be prearranged for in case of emergency closure. These prearrangements should be known by the school. The bus drivers will prepare buses for departure.

ROUTES-SCHOOL BUS STOP POLICY:

Annually the Board of Trustees shall approve the routes along which the buses will run. The stops along these routes shall be established by the Transportation Supervisor in consultation with the Transportation Director under the following guidelines:

1. Out of town stops may be made at each student's house where state guidelines and conditions permit, along established routes.
2. Town stops within the city limits will be based on the following criteria:
 - a. Once every two blocks for children 3rd grade and below.
 - b. Once every three blocks for children 4th grade and above.
 - c. Bus stops for pre-school, kindergarten and disabled students may be made more frequently.
3. Students will be allowed to board at any designated bus stop provided seating capacity is not a problem.