

# Moscow School District #281



## Pupil Transportation Responsibilities and Operations Manual

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# TRANSPORTATION POLICY MANUAL

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## SECTION ONE

### DUTIES AND RESPONSIBILITIES OF DRIVERS

The first, last and most important consideration for the school bus driver is the safety of his/her passengers. To accomplish this, the bus driver must know and abide by all laws, rules and regulations governing the operation of school buses.

No person shall be allowed to drive a school bus to transport students without meeting all the requirements of the Moscow School District. He/she must be familiar with the bus and existing road conditions.

#### **Requirements to operate a Moscow School District bus include the following and subsequent sections:**

1. Obtain a bus driver position with the District. To be eligible, the applicant must meet acceptable motor vehicle records review criteria.
2. Obtain a Department of Transportation (DOT) physical for a bus driver position and provide it to the Dispatcher before the first day of training. (Recertify every two years.)
3. Submit to a pre-employment drug test before training starts. Time and expenses required for drug testing or physical examinations are the driver's responsibility and are not reimbursed by the District.
4. Secure a Class B Commercial Driver's License (CDL) with no air brake restrictions and with Passenger and School Bus endorsements. **The CDL must be with the driver at all times while driving a school bus.**
5. Complete bus driving instruction. Twenty hours of instruction are required for new drivers and ten hours for returning drivers.
  - a. Drivers are paid to take the required hours of instruction.
  - b. All drivers are required to attend annual training sessions and monthly safety meetings.
  - c. New drivers are paid at the current District training rate until the District's minimum standards have been met and the new driver has been approved to drive a regular route; at that time, the driver will be placed on the appropriate classified salary schedule.
6. Hold a current CPR and First Aid Certification.
7. Consent to a complete driving record and criminal record background check. Driving records are checked annually.

Business casual clothing presenting a favorable impression must be worn while on duty. Inappropriate attire includes items such as footwear with open toes or heels; sleeveless, crop or midriff shirts; clothing with inappropriate designs or wording; sweatpants or "warm-ups"; and ragged, badly faded or soiled clothing.

## SECTION TWO

### DUTIES WHILE OPERATING A BUS

1. Each passenger on the bus must be seated. No one is allowed to stand.
2. Remember the school bus driver has complete responsibility for the operation of his/her bus and care and safety of the passengers.
3. No passenger shall be permitted to operate the bus.
4. A pre-trip form must be properly completed before each trip.
5. Doors shall be closed when the bus is moving. Bus should not start moving until all the passengers have been seated.
6. Loading and unloading is done only from the right-hand side of the road with clear vision of at least one hundred yards in both directions.
7. The driver must remain with his/her bus at loading areas.
8. The safety of the children is the primary consideration which overrides all others in school bus transportation. Give rider safety paramount consideration in all decisions and actions, including but not limited to the evacuation of students, lifting students with injuries and/or disabilities, turning corners, stopping, starting and determining speed.
9. The bus driver may never operate a school bus over the posted speed limit at any time. Maximum highway speed is 65 miles per hour.
10. Drivers must be familiar with road conditions and reduce speed when traveling rough roads and when rain, snow, fog, etc., impair visibility. Drive according to conditions at all times.
11. Buses shall not back to turn around on a public roadway unless the local Board finds there is no alternative to backing buses on certain roads.
12. Backing of the school bus in school areas and parking lots is prohibited. If backing is absolutely necessary it shall be done only when a responsible person is available for flagging or when the driver has physically checked the area behind the vehicle.
13. A driver on route should not leave his/her bus. In case of a breakdown and radio or telephone communication is not available, ask a passing motorist to make contact with the District, send a school bus aide or at least two responsible students to make contact with the District, or wait for help.
14. When it is necessary for the driver to leave his/her bus, they should curb the wheels, shut off the motor, set the brakes, remove the ignition key and keep it in their possession.

15. It shall be the duty of every school bus driver to report the license number of any vehicle which violates any law endangering school children to his/her immediate supervisor.
16. No flammable, explosive or caustic substances, weapons, animals, or skateboards shall be permitted on a school bus.
17. The bus driver shall report any unsafe conditions on his/her route to the Dispatcher at the earliest opportunity.
18. Only students on school approved bus lists shall be permitted to ride. Drivers are responsible for maintaining up-to-date bus lists. ***No student shall be allowed on a bus if they are not on the bus list.***
19. A daily trip log which reflects student counts and trip details should be completed by the driver.
20. All rules and regulations included in the current edition of the state board rules and driver training curriculum manual shall be considered District policy.

## SECTION THREE

### LOADING AND UNLOADING A SCHOOL BUS

When stopping to load or unload passengers there are several procedures to follow for the safety of passengers and prospective passengers.

When approaching a stop be aware of traffic from all directions (front, rear and both sides.)

When approaching the bus stop, position the bus in the farthest right lane possible. When stopped, the bus should be in the center of this lane.

#### **Stopping to Load Passengers**

Only properly enrolled students and bus assistants may ride the bus on regular to-and-from school routes. Teachers and other persons officially appointed as chaperones may be allowed on a school bus for field and extracurricular activity trips.

The time schedule of pick up and delivery must be followed as accurately as possible.

The driver shall load and unload only from the right hand side of the road in a location with at least 100 yards clear vision in both directions. A driver loading or unloading students on a roadway having more than three lanes must load or unload students who live on the right side only at intersections with traffic control signals.

The following procedures are required when stopping on the roadway to load passengers:

1. Activate amber warning lights at least 200 feet (or 8 – 10 seconds) before stopping.
2. Stop in center of lane, at least ten (10) feet before students on right side of road and at least ten (10) feet before students on left side of road.
3. With foot on brake apply parking brake.
4. Count students and note position.
5. Check mirrors and traffic. Make sure all traffic has stopped.
6. Open service door to activate red overhead lights and extend stop arm.
7. Signal students to enter bus from right and to cross from left side of road. Students shall approach bus in single file to load bus. Use long, steady blast of horn to warn students of any danger.
8. Recount students as they enter bus.
9. Recheck mirrors and traffic.
10. Make sure students are seated.
11. Close door deactivating 8-light system and retracting stop arm.
12. Put bus in gear.
13. Release parking brake.
14. Check traffic and all mirrors.
15. Proceed on route.

#### **Stopping to Unload Passengers**

It is important to teach students not to get out of their seat until the bus has come to a complete stop and the driver has opened the entrance door.

The following procedures are required whenever stopping on the roadway to unload passengers:

1. Activate amber warning lights at least 200 feet (or 8-10 seconds) before stopping.
2. Stop in center of lane.
3. With foot on brake, place transmission in neutral and apply parking brake.
4. Students shall remain seated until bus comes to complete stop and the driver opens the entrance door.
5. Check mirrors and traffic. Make sure all traffic is slowing to stop.
6. Open service door to activate red overhead lights and extend stop arm.
7. As students exit bus, if they must cross the road they should walk ten (10) feet in front of the bus along the shoulder of the road and wait for prearranged signal from the driver before crossing. At no time shall students cross behind the bus. Use long, steady blast of the horn to warn students of any danger.
8. Count students as they exit the bus.
9. Recheck mirrors and traffic.
10. A count shall be made of all students going in all directions. Account for the whereabouts of all students before moving the bus.
11. Close door deactivating 8-light system and retracting stop arm.
12. Put bus in gear.
13. Release parking brake.
14. Check traffic and all mirrors.
15. Proceed on route.

### **Railroad Grade Crossings**

Procedures to follow at railroad crossings:

1. Turn on hazard lights at least 100 feet before stopping.
2. Turn down radio or activate noise kill switch and make sure students are relatively quiet.
3. Position the bus in center of the proper lane and stop not closer than 15 feet or more than 50 feet from nearest track.
4. Open driver's window and entrance door.
5. LOOK AND LISTEN. LOOK AND LISTEN AGAIN.
6. Close door.
7. Proceed when clear, without shifting gears, until bus has cleared all tracks.
8. Turn off hazard lights after rear of bus has cleared last track.
9. Turn radio back up and deactivate noise kill switch.

### **Emergency Evacuation Drills**

Emergency evacuation drills are required and must be conducted at least twice during each school year. Complete the School Bus Emergency Evacuation Form and provide it to the Dispatcher after each drill. Students must be prepared to evacuate in the event of a real emergency such as danger of fire, drowning or if the bus is in an unsafe position.

The emergency evacuation drills should be as close to the real thing as possible. The drill should be discussed with the students prior to the day of the drill. The drill should follow the evacuation procedures for the appropriate exits used. Stand facing students and tell them they are having an emergency evacuation drill. Remind students to leave books, lunches, etc., on the bus. The drill can be timed if desired but most

important is that the students learn to exit the bus calmly, orderly and as quickly as possible. It is important they follow your directions.

When the drill is over have the students get back on the bus. Spend a few moments discussing the drill. Point out the good that occurred and discuss ways to improve the drill. Passengers on activity or field trips should receive emergency evacuation instructions prior to departure.

When evacuating the bus follow these procedures:

**Evacuating through the front door:**

1. Set park brake.
2. Put transmission in neutral.
3. Turn off engine.
4. Turn on four-way hazard lamps (if operable.)
5. Stand and face the students.
6. Test front service door to see if it is working before making any announcements.
7. Get the students' attention – speak clearly and concisely.
8. Evaluate the situation. Determine if there are any injuries and determine a safe waiting area to move the students.
9. Direct the students to exit through the front. Give the first aid kit, fire extinguisher and reflective triangles to responsible students.
10. Check to make sure all students are out.
11. Assist the injured to the best of your abilities.
12. Notify proper authorities.

**Evacuating through the rear door:**

1. Follow steps 1 – 4 of the front door evacuation procedure.
2. Assign two “helpers” to assist students.
3. Instruct the helpers to “sit” on the floor at the emergency door and “scoot” out the door onto the ground.
4. Position one helper so the emergency door will not swing against the students. The other helper should be positioned on the other side of the door area.
5. Instruct the helpers to hold a hand open, palm upward and extended for the students to put their hand on it. The other hand will support the upper part of the arm of the exiting student.
6. Tell students to “squat” at the rear door to eliminate the possibility of hitting their head.
7. Have the student “drop” out of the bus. Never have students jump out of the bus.
8. Tell students to walk to the designated safe waiting area.
9. Evacuate the bus; start at back row and continue to the front.
10. Give first aid kit, fire extinguisher and emergency triangles to the last two students after they are out of the bus.
11. Have the helpers assist you out of the rear of the bus.
12. Assist the injured to the best of your ability.
13. Account for all students.
14. Notify proper authorities as soon as possible.



**Evacuating through the front and rear doors:**

When evacuating through both the front and back doors at the same time, the driver must determine which seats go out which exit and then follow the procedures outlined for both front and rear door evacuations.

## SECTION FOUR

### DISCIPLINARY CONTROL OF PASSENGERS

1. Maintain reasonable disciplinary control of all passengers. Excessive noise and commotion inside the bus can prevent the driver from hearing warning signals either inside or outside the bus.
2. Discipline shall be maintained by the driver and/or substitutes to include but not restricted to:
  - No unnecessary loud noises.
  - Children must be in seats while bus is in motion.
  - No driver or passenger shall smoke or be in possession of alcoholic beverages and/or controlled substances on the bus at any time.
  - Should a student's behavior be such as to disrupt the orderly atmosphere of the bus and constitute a danger for the safety and well-being of the other bus students, the driver should fill out a warning notice form for bus rule violations and give the student the yellow copy. Turn in the white copy to the school and the pink copy to the Supervisor. The child will have his/her copy signed by a parent and returned to the office of his/her school as soon as possible.
3. Report all serious discipline cases to the Transportation Supervisor. The driver does not have the authority to expel a student from the bus.
4. Bus drivers are responsible for the proper discipline of students on the bus and must exercise this function in accordance with written policies and instructions of school authorities. (One of the best means of control is to assign students to seats.)
5. On extra-curricular trips, it is the responsibility of coaches or chaperones to be in charge of student discipline. The driver shall make the judgment call as to what is acceptable behavior.

## SECTION FIVE

### SCHOOL BUS DRIVERS AND DRIVING RECORDS

The school bus driver's driving record while operating a bus or a private vehicle is an indication of the driver's attentiveness while driving and must be a consideration of the driver at all times. All moving traffic violations or accidents must be reported to the Transportation Supervisor; failure to do so is considered grounds for dismissal.

1. A school bus driver who is cited for a traffic violation while driving a school bus will meet with the Transportation Supervisor and/or a higher authority. The driver will be subject to corrective action, ranging from a verbal warning to termination.
2. A driver who is cited for a traffic violation will be required to pay a fine, post bail, and/or provide for their own defense.
3. Any school bus driver who has three points on his/her driving record within the previous 36 months will be placed on a warning status and a driver with four or more points will meet with the Transportation Supervisor.
4. Any bus driver who is guilty of one of the following violations within the previous 36 months may be terminated:
  - Driving while under the influence of alcohol or other drugs.
  - Using a motor vehicle to commit a felony.
  - Leaving the scene of an accident in which you were involved when the accident caused a death or injury.
  - Making a false statement, oral or written, to the Dispatcher or the Transportation Supervisor.
  - Reckless driving.
  - Conviction in another state for an offense that if committed in Idaho, would be grounds for suspension.
  - Driving with a suspended license.
  - Failing to pay a fine for a conviction on an "infraction" charge. (Infractions are a step below misdemeanor and include such infractions as a parking ticket.)
  - Illegally passing a school bus.
5. The previous driving positions or employment requiring a CDL of each applicant must be documented for verification for at least the previous two years. Failure to do so will be considered a fraudulent application for employment and may result in disciplinary action, including dismissal.

## SECTION SIX

### BUS SCHEDULES, ROUTES, CARE AND SUBSTITUTES

1. Substitute drivers shall meet all the requirements prescribed for regular drivers.
2. A driver will drive any route or any bus upon the Dispatcher's request. (See Section 9.3)
3. Report to the bus garage ten (10) minutes prior to scheduled departure time. **REPEATED TARDINESS OR ABSENTEEISM MAY RESULT IN DISMISSAL.**
4. Drivers may punch in on the time clock ten (10) minutes before departure time **only if** they attend to their bus duties. This time is to make a pre-trip check and to clean windshields, floors, etc. Warm-up time for buses will be the barest minimum to conserve energy. **Remain close to your bus while engine is warming up. Do not leave your eight-way light system or hazard lights on while bus is unattended.**
5. **Be sure to un-plug engine heater cord from the bus.**
6. **When leaving the bus yard in the morning, please report to the Dispatcher or the Mechanic if the bus to your right is still in the yard.**
7. Lights and stop sign must be clean and visible at all times.
8. Check all gauges for proper reading and be sure there is adequate fuel.
9. Do not use a dry brush on the exterior of the bus. Use water when weather permits.
10. The time schedule for pick-up and delivery of children should be followed as accurately as possible. A current time schedule shall be posted in each bus.
11. Drivers shall not change route or time schedules without permission from the Dispatcher.
12. **Only authorized persons may ride the school bus.** Permission must be received from the Principal or Superintendent and the Transportation Supervisor for persons other than school children. Bus driver applicants and/or trainees receive permission from the Transportation Supervisor.
13. A pupil picked up in the morning must be returned to his/her home bus stop unless other arrangements have been made. **All exceptions must be in writing signed by the school principal. Only students on the bus list are eligible to ride.**
14. **No left turns** to Third Street from the Annex parking lot at the High School. **No left turn** into the Annex parking lot from Third Street during a.m. and p.m. route times due to congestion in the area.
15. Limit driving of buses to main arterioles of Moscow. Try to avoid neighborhood streets.
16. **No driving down the Kendrick Grade without permission from the Dispatcher or the Transportation Supervisor.**

17. Keep bus away from the curb. Contact with the curb ruins the tires and causes problems.
18. After **EVERY** run drivers must walk through their bus to check for sleeping children, damage, litter, writing on the seats and walls, etc. All drivers are required to keep their bus clean. Sweep and mop floors, wash seats, clean windows inside and out, and remove chewing gum. Buses are inspected randomly throughout the school year for cleanliness. If a bus fails the inspection, the driver of that bus has 24 hours to correct the problem. If the problem is not corrected, the driver will be placed on a **48-HOUR SUSPENSION**. Drivers whose routes include a lot of waiting time must utilize their time toward the upkeep of their bus. If there is any damage or mechanical problems fill out the appropriate maintenance forms.
19. Set brakes when parking in the bus yard.
20. Anyone driving extra runs should indicate on their time card the type of activity. Fill out driving and standby time on the trip time sheet. Request sheets must have name, bus number, and signature of the adult in charge as well as the start and finish odometer readings.
21. Drivers are responsible for handling and installing their tire chains and must be able to lift, twist and carry at least 50 pounds in order to do so effectively.
22. Drivers are responsible for keeping accurate log sheets to ensure correct mileage records.
23. Overtime hours must be approved by the Transportation Supervisor and it is the driver's responsibility to notify the Dispatcher of possible overtime hours.
24. All bus keys shall remain in route buses between the a.m. & p.m. routes. Remove keys after p.m. route and return them to the key board located in the transportation office. **Substitute bus keys shall be returned to the key board in the office after EVERY USE.**
25. All drivers are allowed to have one (1) permanent p.m. or a.m. substitute per week, if available. The Dispatcher may cancel a permanent substitute and request the regular driver do the route if needed. Permanent subs may be dropped only at the end of the year or during Christmas break.

### **Substitute Buses**

1. All keys for substitute buses shall be returned to the key hook in the transportation office after every use.
2. Turn off the radio in a substitute bus after every use.
3. Close the windows and sweep the substitute bus after every use.
4. Remove the magnetic sign on a substitute bus after the p.m. route run.

## SECTION SEVEN

### RADIO PROCEDURE

1. Listen briefly to make sure no one else is transmitting on the radio.
2. Pick up the microphone.
3. Press the button on the microphone, wait momentarily and then give your call number. Example:  
*"Route # to Base."*
4. Release the microphone button and wait for a response.
5. After receiving a response, press the microphone button and give your message.
6. Always release the button on the mic as soon as you stop talking. When the mic is pressed, you cannot receive messages.
7. **Never** use profane or obscene language. This is prohibited by Federal Law and the use of such language may result in the FCC suspending our license.
8. Keep all conversations brief and confine them to business.
9. **Radios in substitute buses must be turned off after EVERY USE.**

## SECTION EIGHT

### PAY RATE FOR SCHOOL BUS DRIVERS

On daily routes the pay rate is the current hourly rate from the time you clock in (10 minutes before you are scheduled to leave the yard) until you have finished your route and returned to the bus yard. For special runs requiring less than one-hour driving time, the driver will be paid the minimum of one-hour driving time. **(Special runs do not include daily routes or special needs routes.)**

Training wages for new bus drivers are at the current district training wage until district minimum standards have been met and the driver has been approved to drive a regular route.

On extra-curricular trips the rate is the current hourly rate. Clocking-in time is 10 minutes prior to pick-up time. Log time and have it signed by the accompanying adult (coach, advisor, etc.) on a daily basis.

On an overnight trip the driver is paid the current hourly rate until they reach their destination and the bus is no longer needed for that day. On layover days the driver is paid a minimum of eight (8) hours per day at the current hourly rate. On a return trip to Moscow, the driver will be paid at the usual rate from the time he/she activates the bus until he/she returns to the bus yard.

Drivers are limited to fifteen (15) hours of duty of which ten (10) are driving time, eight (8) hours continuous off-duty prior to a long trip, and no more than sixty (60) hours of duty in seven consecutive days in a week. A consecutive week begins on Sunday and ends on Saturday.

## SECTION NINE

### VACATIONS, SENIORITY, EXTRA-CURRICULAR TRIPS

1. Drivers shall be available for the entire school term of the public schools. University of Idaho vacations or summer job beginning or ending dates will not be accepted as a reason for being absent from your driving duties.
2. Any driver wishing to retain his/her job for the following year shall contact the Transportation Supervisor at least six weeks before the start of school. Re-employment is determined by the Transportation Supervisor.
3. Routes are designated to drivers on a seniority basis whenever possible. Drivers are transferred to another route or dismissed if they are unable to cope with problems encountered on a route.
4. Seniority is established by the length of time employed as a driver on a **REGULAR CONTINUING BASIS**. If a driver who has had a regular route and is unable to continue on that basis may retain their position of seniority as long as they substitute regularly (defined as driving once a week.) A driver whose driving experience is interrupted by military service will retain their seniority and position when they return from military service.
5. Only route drivers are eligible to take out-of-town trips. **Any** exceptions to this must be approved by the Transportation Supervisor.

Trips are assigned on a seniority basis except when in the opinion of the Transportation Supervisor, the driver's inexperience could result in an unsafe operation. There is a certain amount of risk involved when a driver elects to take an out-of-town trip. If a trip is cancelled for any reason the assigned driver will not be compensated and must wait for their turn on the next posting. Even the most senior driver may have a trip cancelled. In the case where more than one bus is scheduled and one bus for the trip is cancelled, then the more senior of the two drivers will retain the trip. If a trip is postponed for a few days it remains in the possession of the driver to whom it was originally assigned. Drivers should make their decision on extra curricular trips within eight (8) hours of posting. Every effort will be made to return unwanted trips to the seniority system but may be assigned at the discretion of the Dispatcher. An immediate decision must be made when there are several trips which are on the same or consecutive days.

There will be **NO PASSING** of a trip to another driver within **48 hours prior to the date of that trip** unless there is a family emergency or illness.

6. When on extra-curricular, in-town trips with more than 45 minutes stand-by time, the driver will return to the bus garage and complete duties assigned by the Dispatcher or clock out.
7. Consecutive bus requests for out-of-town trips may not be taken by the same driver without the approval of the Dispatcher or the Transportation Supervisor. Trips outside Moscow School District boundaries are considered out-of-town trips.



8. Drivers will enforce school policy in regard to behavior on buses. If it becomes apparent that on extra-curricular trips drivers are not enforcing rules (cleats on bus, sitting on seat back, etc.) those drivers will be excluded from driving extra-curricular trips.
9. The driver is expected to be at the loading point no later than five minutes before scheduled departure time. Any driver who is late for an extra-curricular trip will forfeit the right to drive the next trip available to him/her.
10. Questions and complaints of bus operations will be directed to the Transportation Supervisor.
11. If a driver is absent for more than one route every effort will be made to have the same substitute driver for those routes. The most senior substitute who is available for the complete route will be selected.

## SECTION TEN

### FIELD TRIP AND ACTIVITY BUSING

1. Be prepared for personal needs during the trip. Be ready to serve passengers before you serve yourself. Be courteous, helpful, and attentive. Do not hesitate to leave your seat while loading and unloading.
2. Make sure equipment is clean and ready. Keep the bus clean for return trips. Check mileage. Get accurate head count before leaving point of origin.
3. Record:
  - a. Mileage before leaving point of origin
  - b. Arrival time at destination
  - c. Name of advisor or teacher and name of group and activity being transported
  - d. Driving and standby time
4. Make sure you have necessary information concerning financing of trip. Get a receipt to cover all actual and reasonable reimbursable expenditures. Where dining facilities are not readily available it is the driver's responsibility to provide their own meals.
5. When loading and unloading passengers and baggage keep aisle and driver areas clear, including the emergency door. Never attempt to retrieve anything from the floor while driving. Keep the emergency door clear at all times.
6. **Before taking any trip with equipment with which you are not familiar, take the necessary time to know the location of all switches, lights, warning systems, two-way radio, windshield wipers, heater, defroster, etc. Be sure all gauges are working properly. You must be comfortable with the bus you are assigned to drive – the way it handles, shifts, turns, stops, etc.**
7. **Never drive more than three hours without a rest stop.** Check your tires every time a stop is made. Tires running flat may cause fires.
8. Keep your distance between buses and all other traffic when traveling in convoy. **Remember the 5-second rule.** Keep in sight of one another. Lead bus should always wait when leaving highway or changing route. Stay together properly on city streets. First bus should know whereabouts of second bus; second bus should keep track of third, etc. so that the lead bus can be sure all are together. Avoid delays and blocking traffic.
9. **Any driver using a bus on an extracurricular trip must leave a clean bus interior upon completion of that trip.** Inspect for vandalism and report any damage. **FAILURE TO CLEAN THE TRIP BUS MAY RESULT IN A FORTY-EIGHT (48) HOUR SUSPENSION FROM ALL DRIVING, INCLUDING ROUTES.**
10. Study maps that are available in the office before departures. Know your route well such as highway numbers, where to change highways, how to route through and around cities, etc. Know the location of truck repair and truck stop facilities.

## SECTION ELEVEN

### BUS SUPERVISION FOR ACTIVITIES

1. Safety considerations in driving are under the supervision of the bus driver. Decisions regarding poor driving conditions or unsafe conditions of the bus are to be made by the driver.
  - a. Drivers are limited to fifteen (15) hours of duty of which ten (10) are driving time, eight (8) hours continuous off-duty prior to a long trip, and no more than sixty (60) hours of duty in seven (7) consecutive days in a week. A consecutive week begins on Sunday and ends on Saturday. Advisors should consult with the Dispatcher concerning driving legitimate hours on long trips.
  - b. When the bus cannot return at the prearranged time because of weather conditions or extension of activities then students will be housed in a commercial facility, a school or a church. A driver will drive only if the state rules regarding driving time have been met.
  - c. Aisles and emergency doors must be clear at all times. Advisors must consult with the Dispatcher before a trip if luggage and/or equipment are to be transported.
  - d. Any music playing equipment must be used with earphones only.
2. The teacher or administrator designated as advisor for an individual trip is responsible for student behavior. **The advisor should sit in the middle or back of the bus where all the students can be observed.** School rules are in force at any school function whether at home or away.
3. Any student(s) found in possession of or using alcohol/drugs shall be turned over to the nearest law enforcement agency. If the bus is close to Moscow, the local police will be notified or the students will be taken to the police station. The offending student will sit with the advisor until turned over to the police or to a parent/guardian.
4. If the advisor decides it is in the best interest of the students and school, the bus will return the students to the Moscow school and the trip will be cancelled. (Only if all state regulations regarding driving time have been met.)
5. A report of the circumstances will be made by the driver to the administration as soon as possible by telephone or in person.

## SECTION TWELVE

### ACTIVITIES BUSING GUIDELINES

1. All trip requests must be in the transportation office seven (7) days prior to the trip in order to be considered for busing. Exceptions will be made in the case of tournament play.
2. Meal stops will only be made on trips of 100 miles or more (round trip) away from Moscow School District. Exceptions must be pre-approved by the Activities Director, who will notify the transportation department prior to the trip leaving Moscow.
3. No more than five (5) buses will be sent on trips during the time periods of 6:30 a.m. to 8:30 a.m. and 2:30 p.m. and 4:00 p.m., Monday through Friday.
4. Activities buses are assigned on the basis of an average of two (2) secondary school-aged passengers or three (3) elementary passengers to the seat. A 72-passenger bus has 24 seats and will transport 48 secondary students or 72 elementary students.
5. Prior to departure from the District, drivers will explain evacuation procedures, fire extinguisher location and acceptable behavior to all passengers.

### TEACHERS AND COACHES

Anyone submitting a request for the use of a school bus receives a copy of the rules and regulations by the Athletic Director or the Principal with the understanding that they are responsible and their group understands and complies with said rules. The rules also apply to accompanying adults.

Submit requests to the bus garage one week before the planned trip. Requests should be signed by the teacher and the immediate supervisor.

Requests should state school, group, destination, and estimated length of time the bus is needed. Person in charge should know how to get to their destination.

Notify the school bus garage immediately if there is a change from the request as originally submitted.

Everyone (coaches, teachers, advisors) should take care that no sharp or damaging articles (cleated shoes, etc.) are allowed on the seats or on the floors.

At the end of an extracurricular trip it is the responsibility of the **certified employee** of the Moscow School District #281 or designated adult in charge to see that the bus is cleaned to the driver's satisfaction and to sign the driver log sheet.

## SECTION THIRTEEN

### TRANSPORTATION CRISIS MANAGEMENT PLAN

All transportation staff members must be prepared to respond quickly and effectively to emergencies, disasters and events that pose a threat to the safety and health of the students we transport and our fellow employees.

The Moscow School District Transportation Department shall develop and maintain a crisis management plan that details provisions for handling emergencies and disasters relating to transportation and/or the District. The plan will be reviewed on a regular basis and updated as needed. The Transportation Supervisor will coordinate management of a department crisis plan and all staff members shall receive instruction regarding the plan. The plan shall address, but not be limited to the following situations:

1. Weapons on the bus
2. Hostage/hijack situations
3. Bomb threats
4. Natural disasters – severe weather, earthquake, flooding, hazardous materials, fire, etc.
5. Fighting, rioting, unruly passengers
6. Threats, attacks from outside sources – road rage, rocks, bullets, unauthorized entry, etc.
7. Accidents

The transportation department will work closely with schools, law enforcement agencies and district personnel to provide the necessary support and guidance in maintaining an effective crisis management plan that we hope to never need to use.

#### **PROCEDURE GUIDE WHEN BUS IS THREATENED WITH A WEAPON**

Bus Driver:

1. Remain as calm as possible and in control of your emotions. Your actions will set the tone for how other passengers behave.
2. First priority is safety of students and yourself.
3. Contact dispatch with “10-2000” --- location and/or direction of travel. DO NOT SAY WEAPON.
4. Activate warning lights and other signals.
5. Keep track of passenger(s) with weapon.
6. If confronted, speak calmly and quietly.
7. Comply with all reasonable demands calmly. If passenger demands to get off bus, comply.
8. Maintain non-aggressive body positioning.
9. Stall for time as much as possible. Slow bus down. Use mechanical problem as excuse.
10. If possible, try to verbally disarm student.
11. If weapon is used on bus, stop immediately and radio dispatch with “10-2000 --- I am stopped at...”
12. Comply with all law enforcement and dispatch commands. Failure to comply could put you and/or your students in jeopardy.

Signaling for Help:

1. Examples of verbal communication for help:
  - “10-2000,” Emergency, 9-1-1 assistance now!

- Give location and direction of travel of bus.
  - Listen closely for dispatcher instruction which will be kept low key.
  - Other buses may be asked to turn radios down.
  - If dispatch does not respond, proceed toward school or home as usual and continue attempts to contact.
2. Example of non-verbal communication for help:
- Activate all warning light signals.
  - Slow bus down as much as possible.
  - Flash high beams on/off continuously.

### **DISPATCH / OFFICE STAFF GUIDELINES WHEN NOTIFIED OF PERSON ON BUS WITH A WEAPON**

1. Always be alert for “low key” emergency messages on radio or unusual radio transmissions.
2. Be familiar with “10-code” especially “10-2000.”
3. Know procedures to follow.
4. Document all information as it is made available.
  - Gather as much information from bus as possible without endangering persons at scene
  - Identify location of weapon.
  - Call 9-1-1 with available information.
  - Notify supervisory staff and follow crisis management instructions.
  - Pull bus route sheets to assist in location and direction of bus in crisis.
  - Inform appropriate school and district personnel.
  - Gather student information (names, parent contact numbers, etc.)
  - Dispatch another bus if needed to cover other routes.
5. Once crisis is over, debrief driver and staff. Assess emotional state before allowing them to return to work.
6. Inform all involved staff that crisis is over.
7. Be prepared for media attention. Refer all calls to the Transportation Supervisor or district administration.
8. Review and complete documentation of incident. Include as much information as possible. Turn completed incident documentation over to supervisor.
9. Return to normal routine as soon as possible.

### **HOSTAGE / HIJACK SURVIVAL TACTICS**

#### **Bus Driver:**

1. Do not try to be a hero. Stay calm.
2. First priority is safety of students and yourself. The first 15 – 45 minutes may be the most dangerous.
3. If permitted, instruct students to stay calm and follow captor’s instructions.
4. Don’t speak unless spoken to, and only if necessary.
5. Don’t make any suggestions or initiate aggressive actions.
6. Observe and mentally document everything you see and hear.
7. If permitted to speak on the radio, follow the instructions of the abductor carefully. Use only yes and no answers when questioned.
8. Be patient and remember that time is in your favor.

## **Signaling for Help:**

1. Verbal communication with dispatch:
  - Key radio mic and leave it on.
  - Other buses may be asked to turn down their radios.
2. Non-verbal communication with other drivers, support staff and police:
  - Drive by students waiting at bus stop and wave with open hand.
  - Turn on warning lights.
  - Flash high/low beams continuously.

## **Dispatch/Office Staff:**

1. Be alert for emergency messages when you hear keyed mic.
2. Be familiar with "10-code."
3. Know procedures to follow.
4. Document all information (time, place, number of students, destination, etc.)
  - Gather as much information from bus as possible without endangering persons at the scene.
  - Identify location or direction of travel of the bus.
  - Call 9-1-1 with available information.
  - Notify supervisory staff and follow crisis management instructions.
  - Inform appropriate school and district personnel.
  - Gather student information (names, parent contact numbers, etc.)
  - Dispatch another bus if needed to cover other routes.
5. Once crisis is over, debrief driver and staff. Assess emotional state before allowing them to return to work.
6. Inform all involved staff that crisis is over.
7. Be prepared for media attention. Refer all calls to the Transportation Supervisor or district administration.
8. Review and complete all documentation of incident. Include as much information as possible and turn over to the Transportation Supervisor.
9. Return to normal routine as soon as possible.

## **TACTICS FOR DEALING WITH UNRULY PASSENGERS**

1. Common Sense – think it through and don't overreact.
  - If you feel you need help, call dispatch for assistance. (Note: Once help has been requested, you must wait at the site until help arrives.)
  - Avoid head to head confrontations.
  - Clearly state your expectations. (Broken record)
2. Stay Cool and Calm
  - Be aware of your body language and voice tone.
  - Remember, you are a professional.
  - Set an example...how you act may help calm your riders.
  - Be the good guy...do what is right.
  - Continue to be an authority figure by maintaining emotional control.
3. De-escalate the Problem

- Don't cast judgment by making unfounded accusations.
- Compromise issues if you feel it will help the situation.
- Regardless of how right you are and how wrong they are, do not attempt to explain why.
- Separate students from irate passenger(s).

### **Coping With an Irate Person:**

1. Listen carefully; try to understand what the person is saying. Do not interrupt or criticize.
2. Keep the person talking. Ask open-ended questions using words such as which, what, why, when and where. ("What do you want?" "How would you like it to be?")
3. Help the irate student get from the emotional level to the thinking/rational level.
4. Reassure the irate person that you understand their concerns. Don't make light of concerns.
5. Do not offer solutions until the person has had sufficient time to vent their feelings.

### **Suggestions to Break Up a Fight On Bus:**

#### Driver:

1. Stop the bus immediately.
2. Notify dispatch and report a serious fight with need for immediate assistance. Give exact location of bus and remain at location until help arrives.
3. Advise other students to sit down.
4. Yell out combatants' name and order them to stop.
5. If the fight continues, ask kids who can safely do so to move away from fight area.
6. Do not get between or try to pull one student off another. Most fights turn into a wrestling match so wait until fighters fall on floor.
7. Evaluate your personal abilities to ensure a successful outcome of any possible physical intervention. Remember, your first priority is the safety of the other students and yourself.
8. Once fight has de-escalated, calm students down by telling them it is over and to follow your instructions.
9. Separate combatants by sending one to the front of the bus.
10. Render first aid if needed and report any injuries to dispatch.
11. Notify dispatch when incident is under control. Do not leave scene until assistance arrives.

#### Dispatch / Office Staff:

1. When responding to a reported fight on a bus, begin documentation of time, location and number of students involved.
2. Dispatch a supervisor and law enforcement staff to the scene to intervene.
3. Inform appropriate school and district officials.
4. Dispatch another bus to cover other runs if needed.
5. Complete documentation of incident, injuries and witnesses present.

### **OUTSIDE THREATS(ROAD-RAGE, BULLETS, ROCKS)**

#### **Evasive Procedures From Outside Threats**

As the bus travels down the road, the driver suddenly hears a window shatter and students start screaming. The driver suspects possible gunfire or rocks targeted at the bus. What can the driver do?



1. First priority is to keep bus moving and if possible, get bus away from the source of danger.
2. Instruct students to get down on floor and stay there.
3. Once bus is clearly out of danger, check students for injuries. Assure them that everything is fine but to please stay down until help arrives.
4. Radio dispatch with description of threat from outside source. Wait for dispatch to respond, then inform of nature of the problem, exact time and location of the incident, current location of the bus, injury status of students and need for possible medical attention.
5. Attend to needs of students.
6. Remain low and continue to observe situation outside of bus.
7. When help arrives, cooperate with authorities and follow their instructions.

**Dispatch / Office Staff:**

1. Be alert for emergency messages on radio.
2. Know procedures to follow.
3. Document all information (time, location, number of students, destination.)
4. Inform all buses to stay away from area.
5. Call 9-1-1 with information.
6. Notify supervisor and appropriate school and district personnel.
7. Gather student information (names, parent contact numbers, etc.)
8. Dispatch another bus to cover runs.

**UNAUTHORIZED ENTRY**

**Protecting Students From Unauthorized Entry:**

**Driver:**

1. If you believe you are being followed, call dispatch for help. Attempt to get license number and description of vehicle and passengers.
2. Do not open service door to suspicious individuals.
3. Have radio visibly in hand when someone approaches the bus.
4. Politely and calmly refer individual to office.

**If Unauthorized Individuals Refuse to Leave:**

1. First priority is the safety of students and yourself.
2. Remain calm but be assertive.
3. Update dispatch with request for assistance.
4. Follow dispatcher's instructions.
5. Do not allow any passengers off bus until the incident has passed and every student is safe from any outside threat.

**Dispatch / Office Staff:**

1. Be alert for emergency messages on radio.
2. Know procedures to follow.
3. Gather and document all information (time, location, number of students, destination.)
4. Call 9-1-1 with information.
5. Notify supervisors and appropriate district staff.

6. Once event is over, debrief driver and assess emotional state.
7. Notify school staff for support measures.

### **SURVIVAL TACTICS FOR THREAT OF EXPLOSIVE DEVICES**

Driver:

- DO:**
1. Evacuate all passengers through exit farthest away from the suspected explosive device if location is known.
  2. Turn off radio.
  3. Notify dispatch and police via closest land line. **DO NOT USE CELL PHONE.**
  4. Stay with students and do not allow anyone to leave the site for any reason.

**DO NOT:**

1. Ignore suspected devices.
2. Touch, shake or jar the suspected device.
3. Allow radio transmission or cell phones in the vicinity of the suspected device.
4. Utilize lights or power equipment in the vicinity of bus. If bus is running, leave it running. If off, do not start it.
5. Smoke in the vicinity of the suspected device.

Dispatch / Office Staff:

1. Document all information in phone conversation (time, place, bus number, location, threats, ultimatums, instructions, etc.)
2. Notify supervisor of bomb threat.
3. Call 9-1-1 with information.
4. Inform appropriate school and district authorities.
5. If driver is not aware of device on their bus, radio the bus immediately and announce an emergency evacuation drill to take place at the nearest available site. Repeat this announcement three times.
6. Driver **SHOULD NOT RESPOND TO RADIO TRANSMISSION** at this time, but should follow procedures outlined above.
7. Dispatch another bus to cover other routes if needed.
8. Gather student information (names, parent contacts, etc.)
9. Be prepared for media attention and refer to supervisor and district administration.

### **PROCEDURE GUIDE WHEN NOTIFIED AN EXPLOSIVE DEVICE IS REPORTED AT A SCHOOL BUILDING:**

1. If buses are on routes, dispatch will inform them that a "situation" exists at the school and students will be directed to an alternate location if necessary.
2. Dispatch will remain in close communication with district personnel for further instructions.
3. Drivers will continue regular routes but will not deliver students to the school until instructed to do so by dispatch.

## ACCIDENT PROCEDURES

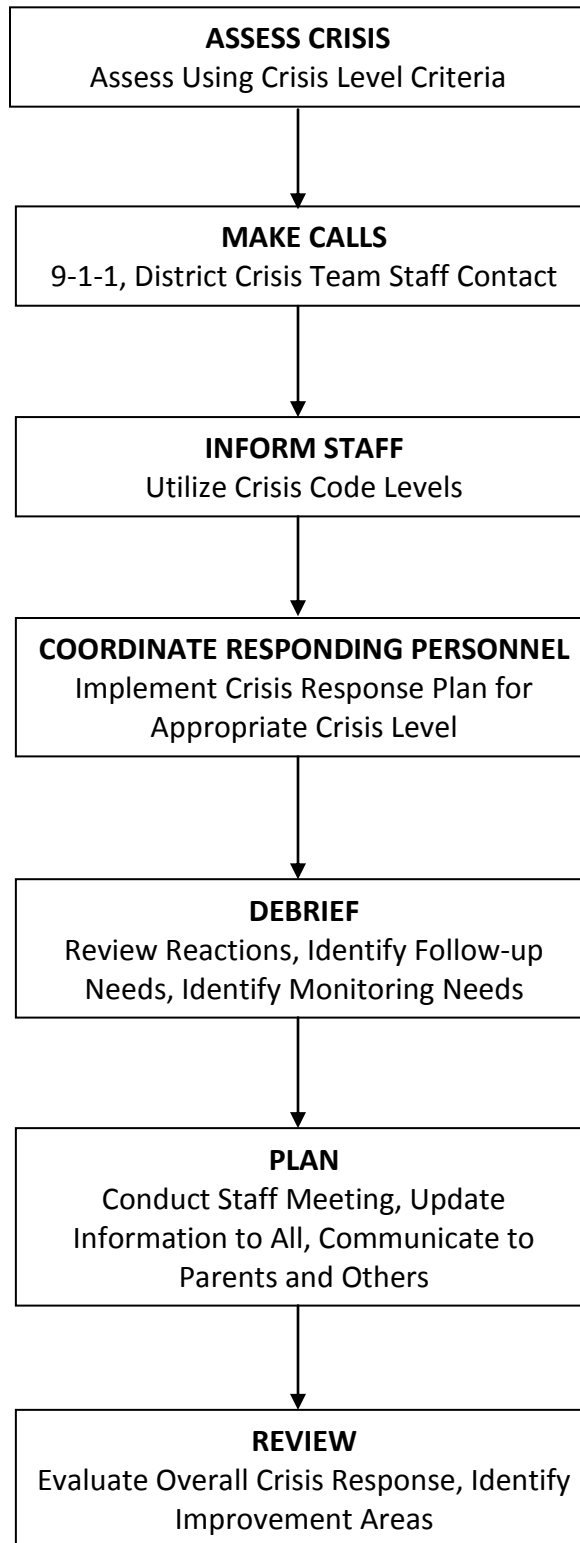
### Bus Driver:

The following procedures will be used by drivers when involved in an accident with a district-owned vehicle. Follow these procedures whether the vehicle was in motion, stopped, or loading or unloading on public or private property.

### At the Accident Scene:

1. Check for injured persons if necessary.
  - a. Check breathing and bleeding and use measures to prevent injured person from going into shock. NEVER move an injured person unless absolutely necessary.
  - b. Do not administer medical treatment other than standard first aid procedures. Have injured person remain calm, keep them warm and do not give them any liquids.
2. Report accident to nearest law enforcement officials and transportation dispatch office.
  - a. Have someone call for help immediately. Use 2-way radio to call dispatch. If unable to reach help via radio, send a responsible individual to the nearest telephone to call for help.
    - i. The caller should be instructed to call 9-1-1 directly and stay on the line until told to hang up.
    - ii. The caller should then call the bus shop and relay the same information to the Dispatcher. If after regular bus shop hours, use emergency contact numbers posted on the bus. If unable to call, furnish a passing motorist with emergency phone numbers and ask them to make the call for you.
3. Protect the accident scene – place warning signals and devices immediately so traffic can travel safely through the accident location.
4. Do not allow students to get off the bus unless an emergency evacuation is required. Never release a student to anyone for any reason until told to do so by a law enforcement officer or transportation department official.
5. Never argue, admit guilt, or offer to accept a settlement. Discuss details of accident only with investigating officer or transportation department official.
6. Obtain names of witnesses.
7. Record names, ages, and seat location of any students involved in accident and furnish to investigating officer. Exchange the following information with law enforcement officer and other motorist(s) involved:
  - a. Your name and home address.
  - b. Your driver's license number.
  - c. Vehicle registration number.
  - d. Insurance information.

**Crisis Plan Flow Chart**



**RETURN TO NORMAL ROUTINE AS SOON AS POSSIBLE**

## **SECTION FOURTEEN**

### **USE OF WIRELESS COMMUNICATION DEVICES BY BUS DRIVERS**

While the use of wireless communication devices by district bus drivers is important to provide instant communication regarding emergencies as well as to convey other important district information, bus drivers are subject to the following restrictions to ensure safe use of personal or district wireless communication devices.

Wireless communication device is defined as any device intended to facilitate communication, including but not limited to cell phones, two-way radios, walkie talkies, palm pilots, blackberries, PDAs, beepers, pagers, etc.

Bus drivers shall not place or receive communications on any personally owned wireless communication device while passengers are loading or unloading from the bus or while the bus is in motion.

Under usual circumstances, use of district owned wireless communication devices shall be allowed when used to assist a driver and/or dispatcher in the necessary communications periodically needed to safely deliver children – home to school, school to school, school to home and on activity trips. Do not operate a school bus while using a cellular telephone except:

1. During an emergency situation.
2. To call for assistance if there is a mechanical breakdown or other mechanical problem.
3. Where a cellular telephone is owned by the District and used as a digital two-way radio.
4. When the school bus is parked.

**EMPLOYMENT STATEMENT  
INSTRUCTIONS**

1. When you have read the Moscow School District's Transportation Policy manual and consider you are prepared to sign the "Employment Statement", advise the Transportation Supervisor.
2. After you have advised the Transportation Supervisor, he/she will and answer any questions you may have and have you sign the statement.

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**EMPLOYMENT STATEMENT**

*I have read the Moscow School District's Transportation Policy Manual, Board of Trustees Policy Manual section 8000 – 8169, and the Idaho State "Transportation Manual". I am familiar with the rules and regulations contained in both of these documents and understand that violation of any of these procedures may be grounds for my dismissal. While employed as a driver, I fully understand that **safe driving** is my primary responsibility.*

\_\_\_\_\_  
**Signature of Driver**

\_\_\_\_\_  
**Date**

