



**FULTON PUBLIC SCHOOLS  
TRANSPORTATION  
MANUAL  
2020-2021**

*Our mission is to ensure safe and reliable transportation for  
the children of our school district.*

## **OUR DRIVERS**

We want our drivers to be proud of the job they have transporting our communities' most important resource, "our children". You have a great responsibility, so we ask that you keep the students in your charge safe.

### **GUIDELINES FOR EMPLOYMENT**

1. You must pass written exams for a CDL license given by the State.
2. You must pass the road test. (yearly after age 70)
3. You must pass a state physical (yearly) and pass a criminal check upon employment. Must pass a drug test query submitted to the FMCSA clearinghouse.
4. You must pass a drug test upon employment and then randomly throughout employment with the district.
5. Tuberculosis screenings will be conducted per the direction of the district health nurse.
6. We will pay all fees for the above.

**TRANSPORTATION DEPARTMENT COMPENSATION**

Transportation employees will be compensated per the below Non-Certified salary schedule table.

**FULTON PUBLIC SCHOOLS  
CLASSIFIED SCHEDULE  
2020-2021**

Step	TRANSPORTATION					
	Aide 0.12	Trips 0.14	Sub Driver 0.20	Mechanic 0.23	Driver 0.23	Van 0.14
1	10.30	12.18	15.21	17.42	17.25	12.20
2	10.42	12.32	15.41	17.65	17.48	12.34
3	10.54	12.46	15.61	17.88	17.71	12.48
4	10.66	12.60	15.81	18.11	17.94	12.62
5	10.78	12.74	16.01	18.34	18.17	12.76
6	10.90					
6		12.88	16.21	18.57	18.40	12.90
7	11.02			18.80	18.63	
8	11.14			19.03	18.86	
9	11.26			19.26	19.09	
10	11.38			19.49	19.32	
11	11.50					
11				19.72	19.55	
12	11.62					
12				19.95	19.78	
13	11.74					
13				20.18	20.01	
14	11.86			20.41	20.24	
15	11.98			20.64	20.47	
16	12.10					
16				20.87	20.70	
17	12.22					
17				21.10	20.93	
18	12.34					
18				21.33	21.16	
19	12.46					
19				21.56	21.39	
20	12.58					
20				21.79	21.62	
21	12.70					
21				22.02	21.85	
22	12.82					
22				22.25	22.08	
23	12.94			22.48	22.31	

24	13.06			22.71	22.54
25	13.18			22.94	22.77
26	13.30			23.17	23.00
27	13.42			23.40	23.23
28	13.54			23.63	23.46
29	13.66			23.86	23.69
30	13.78			24.09	23.92
31	13.90			24.32	24.15
32	14.02			24.55	24.38
33	14.14			24.78	24.61

## DRIVER RESPONSIBILITIES

*Drivers are expected to perform the following:*

- A. Perform daily pre-trips
- B. Learn your route and students
- C. Keep your bus neat and clean inside and out
- D. Report mechanical problems to the mechanics in a timely manner
- E. Manage student behavior. Use Positive Behavior Support (PBS Covered in student management section pages 14-18)
- F. Maintain assigned seats and adjust as needed throughout the year

**REMEMBER SAFETY FIRST, SCHEDULE SECOND!** Your first concern should be the safety and well-being of your passengers. This can be a rewarding occupation. Anyone can drive a car, but it takes a special individual to be a bus driver.

## DRIVER OPERATION

A) A school bus driver shall:

1. Observe carefully all signs, signals and rules of the road as provided by the Missouri Motor Vehicle Laws.
2. Follow these loading and unloading procedures:
  - a) Activate pre-warning amber flashing lights at least 500 feet prior to a designated stop.

- b) When stopping for a designated stop, apply brakes hard enough to light up the brake lights so that vehicles behind the bus will know you are slowing.
  - c) Pull as far right as practical on the traveled portion of the roadway and at a location where the school bus is visible for at least 300 feet.
  - d) Approach waiting students with extreme care, being ever watchful during inclement conditions. BEWARE OF ALL DANGER ZONES!
  - e) Open the door and activate the red warning lights.
  - f) Check traffic at the front and rear of the bus before motioning for students to cross the road.
  - g) Have students go directly to their seats. When students are seated then deactivate your warning lights and check traffic before pulling out into the road.
3. If there is a hill between you and a predetermined stop, then activate your amber warning lights 100 feet prior to reaching the crest of the hill.
  4. Do not back the bus up in a loading zone (at a school) unless an adult is there to direct you. Avoid backing the bus up at all times.

## **STATE MANDATES:**

All buses are to stop at all designated railroad crossings at all times. The only exception the state allows is if the railroad crossing is designated 'exempt.' All of the crossings in Fulton have been designated as 'exempt'.

While traveling on a public highway in the state of Missouri, you must maintain at least 300 feet distance between yourself and a like vehicle (bus to bus). (This will occur mostly while taking a trip). Failure to do this is a class A felony.

## **TRANSPORTATION POLICY FOR BUS EMERGENCIES**

If you are ever in an accident you must attempt to do the following:

1. Identify the type of emergency
  - a. Accident
  - b. Fire
  - c. Medical emergency
2. Determine if you must evacuate the bus: these 3 situations require evacuation of the school bus
  - a. Fire
  - b. Danger of fire
  - c. Unsafe position
3. Notify Transportation office of the following information
  - a. Location of your bus
  - b. Accidental death or injury of a bus passenger
  - c. Property damage to the school bus or by the school bus
  - d. Identify need for tow or repair of the school bus
4. Caring for students
  - a. Administer first aid (see next item)
  - b. Get list of all students on the bus
  - c. Ask students about injuries if there are no visible signs of an injury
5. Office will follow a proper notification system
  - a. Police/Fire/Ambulance
  - b. Dr. Cowherd
  - c. Insurance company
    1. Detail of accident, damage and/or injuries
  - d. Parents of students on the bus at the time of incident will be notified

## **BASIC FIRST AID:**

- **Use disposable gloves and other personal protective equipment and obtain consent whenever giving care. Wash hands with soap and water after delivering care.**

### **After checking the scene for safety, check the person:**

- Check for responsiveness
  - If NO response, **CALL 911 and notify office**
    - IF an unconscious person is face-down, roll face-up, supporting the head, neck and back in a straight line.
    - Open the airway by tilt head, chin lift
    - Check for breathing for no more than 10 seconds.
    - Quickly scan for severe bleeding
    - If Breathing- maintain an open airway and monitor for any changes in condition
    - If NO Breathing: Start CPR as trained during inservice.
  - If the person responds, obtain consent and **CALL 911** for any life-threatening conditions.
    - Check the person from head to toe and ask questions to find out what happened.
- Choking:
  - Ask person “Are you OK?” DO NOT interfere if the person is coughing, breathing or able to speak.
  - IF person becomes unable to continue coughing and unable to speak:
    - Call 911
    - Give 5 Back blows: bend person forward at the waist with head down and give 5 back blows between the shoulder blades with the heel of one hand.
    - Give 5 Abdominal thrusts: place a fist with the thumb side against the middle of the person’s abdomen, just above the navel, cover your fist with your other hand, give 5 quick, upward abdominal thrusts.
    - Continue sets of 5 back blows and 5 abdominal thrusts until the object is forced out, person can cough forcefully or breathe, or the person becomes unconscious.
    - IF the person becomes UNCONSCIOUS-**CALL 911** if not already done.
    - Help person to floor, look for object in mouth, sweep only if object seen
    - Continue per unconscious choking training (rescue breaths, chest compressions, look for object)

- Controlling External Bleeding:
  - Cover the wound with sterile dressing
  - Apply direct pressure until bleeding stops
  - Cover the dressing with bandage, check for circulation beyond the injury (check for feeling, warmth and color)
  - DO NOT remove any object that is lodged in the wound. Carefully bandage around the object for stability.
  - If bleeding does not stop, apply more dressings, and keep applying pressure
  - Call 911 if not already done.
  - Keep person warm, continue to monitor for shock.
  
- Minor bleeding
  - Clean area with water, (use soap around the wound, not in it) if available, or antiseptic cleanser, blot dry.
  - Apply antibiotic ointment to minor wound, if available, then cover with sterile gauze dressing or bandage that is slightly larger than the wound.
  
- Eye Injuries:
  - If an object is impaled in the eye, **CALL 911 and the office; DO NOT remove the object.**
  - Cover both eyes with dressings or eye cups to immobilize. This helps minimize the movement of the injured eye.
  - DO NOT rub or apply pressure or ice to injured eye.
  - If the injury is a black eye, apply cool compress (or ice pack) to cheek and area around eye, not directly on the eyeball.
  
- Flushing eyes: If a chemical is in the eye, flush by positioning the person's head with contaminated eye down, to prevent contamination of other eye. Flush with cool or room temperature water for 20 min. Remove contact lenses AFTER flushing.
  
- Burns:
  - Remove the source of the burn
  - Cool the burn with COLD running water at least until pain is relieved
  - cover loosely with sterile dressing
  - Call 911 if the burn is severe or other life-threatening conditions are found.

## WEEKLY PRE-TRIP SHEETS

Your pre-trip sheet is to be filled out each morning as you pre-trip your bus, the date of each pre-trip must be filled out. These sheets are to be handed in every Monday. Please sign and check each item. Don't forget to write in your bus number at the top of the form. The pre-trip form must remain on the bus until the last run of the week.

All fuel receipts should be attached to the pre-trip sheet for the week in which you fueled.

FULTON PUBLIC SCHOOL DISTRICT - 58

PRE-TRIP INSPECTION - BUS

DAY OF WEEK:	MON	TUE	WED	THUR	FRI	SAT	SUN
DATE:							
TIME:							
ODDOMETER:							
FUEL:							
Alternator							
Battery							
Brakes (incl. emer.)							
All Fluid Levels							
Cleanliness							
Door							
Emergency Exits							
Fire Ext/1st Aid Kit							
Triangles							
Gauges (All)							
Heater/Defrost							
Horn							
Leaks - Under Bus							
Gear Shift							
Brake Lights							
4-Way Lights							
Clearance Lights							
Dome Lights							
Head Lights							
Side Marker Lights							
Warning Lights (A&R)							
Panel Lights							
Turn Signals							
Mirrors							
Reflectors							
Seats - Loose							
Seats - Upholstery							
Seat Belt							
Steering Wheel							
Stop Sign							
Stop Arm							
Tires/Wheels							
Windshield/Windows							
Wipers							

Comments

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Driver Signature

Date

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## **SLEEPING STUDENTS**

It is mandatory that you radio in after each morning and evening route letting the bus barn know that you have checked your bus for sleeping students. A sleeping child left on a bus, is unacceptable. ***THERE IS ZERO TOLERANCE*** for leaving any student on your bus after your morning, noon, or evening route or trip. ***Leaving a student on your bus is grounds for immediate dismissal.*** Check your bus after the last student stop and report to bus barn. Once you have returned to the bus barn to park, check your bus again.

## **ROUTE MAP**

The transportation department along with the driver will provide a route map for each route. We currently use Transfinder software to create the maps and directions. It is our intent to have the map and directions to be as accurate as possible. This cannot be done without the drivers help and cooperation.

If you feel there is a hazardous designated stop, please notify the director of transportation. The director will determine whether the stop can be changed. Bus stops are approved by the BOE. When there is a questionable stop, a change will be sought, although a change might not occur. **DO NOT CHANGE ANY STOP ON YOUR OWN, TRANSPORTATION OFFICE MUST BE INVOLVED WITH ALL CHANGES.**

In addition to the route map, you will be asked to maintain an active student rider roster. This roster will be generated in the office and placed in your bus folder. It is the driver's responsibility to maintain the route map and the rider list. You must inform the office if there are any changes to these two items ***as they occur.***

## **BUS LINE UPS**

Bus line-ups changes yearly; the bus line-up will be given to you at the beginning of each year, and is subject to change at any time.

## **UNAUTHORIZED PASSENGERS**

Children who are not of school age are not allowed to ride the bus. Parents of students are not allowed to ride the bus unless they are assigned sponsors on a school trip. Students who attend a different school district will only be allowed to ride our buses at the direction of a school administrator. Do not transfer students to another bus unless the transportation office has given you permission.

## **ASSIGNED SEATING**

It is the responsibility of each route driver to assign seats and maintain assigned seats for the entire year. This is not an option.

## **FUELING YOUR BUS**

No students or aides may be on the bus as it is being fueled. The intent of this rule is for the safety of any passenger we are carrying. The transportation department is and will continue to be flexible with drivers to make sure there is plenty of time to fuel buses when no passengers are on board. If we are out of town on a trip and need fuel, it will still be the expectation that fueling will occur with no one on board.

Each bus will have a fuel card. Your fuel card should stay in your bus inside the pre-trip manual. When fueling, stay outside your bus with your hand on the nozzle. Fuel spills cost MFA. OSHA regulates fuel spills and contaminated ground will be taken and disposed of properly. The bill for the disposal will be given to this office and if you have failed to fuel properly you could pay for the cost of disposing of the contaminated ground. ***It is important to remember NEVER to leave your bus low on fuel!***

If you are a regular route driver your bus must be fueled regularly. If you know that you will be absent from a route, be sure to have your bus fueled prior to taking that time off. As a substitute driver you must be sure to fuel any bus you are driving that might be in need. Substitute drivers are not exempt from fueling buses.

As a driver you are required to get a fuel ticket every time you fuel your bus. These are to be attached to the pre-trip sheets and turned in weekly.

## **FIELD TRIPS**

Trips will be posted in the office on the trip board at least one week in advance of the trip. You can place your initials next to the trip(s) you would like to take. Once a driver's initials are circled in red, that trip becomes the responsibility of that driver. Every driver has a chance to take a trip during the week; the trips are spread amongst the drivers according to the director's decision. Do **NOT** swap trips without the director's approval. There will be times that trips are cancelled at the last minute; a cancelled trip does not automatically guarantee that you will receive another trip that week to replace the cancellation. It is the intent of the transportation department that trips will be taken with buses assigned to trips so our regular buses can stay on routes.

Trips are compensated based on the Non-Certified salary table, please see compensation section. If a trip occurs during your regular route, drivers will be compensated for their regular pay during this time. You will not receive compensation for any meals in or out of town. Trips that require the driver to stay out of town over night or multiple days will reimburse for meals. If assigned one of these trips please ask the director which meals will be reimbursed.

Once you have returned from the trip, be sure to fuel, sweep and clean out the bus. Fueling and sweeping trip buses will only be paid on the trip sheets not on regular route pay. Any items left on the bus are to be turned into the office. Your trip sheet should be turned in to the office the day following your trip or in the timeliest of manners – you cannot hold your trips to be paid in the following months.

**Below is a copy example of a trip sheet that you will receive prior to your trip leaving. Please check the following items for accuracy:**

- **Date of trip**
- **Trip departure time (this is the time you leave the school)**
- **Destination**
- **School name**
- **Your name**
- **Your assigned bus**

Before leaving the bus barn, fill out your odometer reading. Do not fill out your return time or return odometer reading until you return to the bus barn.

Also indicate your “start time”, if you have to pre-trip the bus the start time will be 30 minutes before the “departure time”. This gives you enough time to pre-trip and arrive to the school 15 minutes before departure.

Please indicate if you were on this trip during route time in the blank area at the top of the sheet with a simple message such as “On Route” to ensure that we get you paid for route time during the trip.

If your trip was originally assigned to someone else and they hand it over to you, it is your responsibility to ensure that your name gets marked on the trip sheet.

Turn in your trip sheets to the marked box immediately upon return. If the office door is locked, please turn the trip sheets into the POS mailbox directly across the hall from the office door. All trip sheets are turned into Central Office on Monday morning for payment, turning them in late can cause delay in payment to you.

DO NOT take a bus that was not assigned to your trip without consulting the office. The buses are assigned by the bus mechanics only. If there is a discrepancy between what the trip board says and your trip sheet, ask the office for clarification before taking a bus.

# FIELD TRIP DRIVER SHEET

07/09/2015

**Trip Date:** 8/19/2015 **Bus #:** 1  
**Trip #:** 00003 **School:** Fulton Education Center  
**Driver:** Rollin Tedrick **Department:** Reg Shuttle  
**Event:** FEC Kindergarten Lunch Run **Activity:** Specific Grade(s)  
**Departure Location:** Fulton Education Center  
**Destination:** Bush Elementary School  
**Address:** 908 Wood Street, MO

**Departure Time:** 10:40AM  
**Anticipated Return Time:** 11:40AM

*(Please mark your starting times 30 minutes before Departure time to allow for pre-trips and arrival time to school)*

Starting Mileage \_\_\_\_\_ Ending Mileage \_\_\_\_\_  
Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**All buses must be swept and fueled after each trip. Time for fueling and sweeping a bus for a trip must be on a trip sheet.**

Driver's Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

----- **For office use only - Do not write below this line** -----

Trip Hours: \_\_\_\_\_ Approved By: \_\_\_\_\_  
(-) Route Hours: \_\_\_\_\_ Date: \_\_\_\_\_  
Total Trip Hours: \_\_\_\_\_  
Rate of Pay: \_\_\_\_\_  
Trip Pay: \_\_\_\_\_

## **BUS CLEANLINESS**

It is the responsibility of the regular route driver to keep their own buses cleaned inside and out.

Buses should be swept a minimum of **once each week**. Rear windows must be cleaned as needed to keep visible at all times. This will be compensated at route pay.

A deep cleaning of inside and outside of bus must be done a minimum of twice each year. All time spent cleaning the bus will be compensated at your regular route pay.

Pressure washer can be used, available upon request.

## **2-WAY RADIO RULES**

Keep conversations on the radios to school business only. It is **NOT** a CB. The only radio traffic necessary is communication with the office concerning students, with the schools concerning students, or a response to either of these two. If it can wait till you return to the bus barn, please do so. Time checks are ok.

## **WAITING IN SCHOOL DRIVEWAYS**

Please turn your 4-way hazard lights on when parked in school driveways. (The only exception is at the Middle School in the PM), this allows other drivers to go around you, and keeps traffic from becoming bottled up. It is not necessary to use the radio to inform drivers that they may pass you; however a courtesy call is expected.

## **CROSSING ARMS**

Always use your crossing arms and red warning lights when loading and unloading your students on your route **AND** at the schools, with the exception of Middle School. Cancel your arms only when you are too close to another vehicle and may cause damage to that vehicle.

## **THE GENERAL PUBLIC AND YOU**

Driving a district bus could be thought of as driving a billboard on wheels. Your actions are under scrutiny every time you drive. The general public is evaluating your work habits, abilities and appearance. You should portray a positive image at all times.

## **EMPLOYEE BEHAVIOR**

### **DRUG TESTING**

Use common sense when taking over the counter cold remedies. Remember cold remedies that contain alcohol can cause drowsiness or other unsafe side effects. A reminder: do not take prescriptions that are not prescribed for you; this could put you in a compromising position when a random drug and alcohol test is taken.

The district participates in a federally mandated random drug and alcohol-testing program with a company named, Employee Screening Services, out of Springfield, Missouri. Dr. J.R. Barber, M.D. is the medical review officer. The collection site for drug and alcohol specimens is the bus barn.

### **SMOKING**

There will be no smoking inside any building at the bus lot, or inside a school bus. Do not smoke near the employee entrance on the east side of the bus barn. Smoke only in the designated area at the bench near the mailbox.

### **PROFANITY**

Do not use profanity in the presence of students, or in the vicinity of students. Please remember to keep a professional attitude at all times while transporting your students.

### **CONFIDENTIALITY**

Bus drivers may be aware of special information about students or staff that could be of a sensitive nature; keep this information confidential. If you need to discuss this kind of information, talk to the director in their office.

### **PERSONAL APPEARANCE**

Come to work neat and clean; you project a better image if you dress professionally. Footwear must completely cover the heel and toe for all drivers and aides.

### **REPORTING TO DRIVE**

You should come to work well rested, and free from fatigue. It is best if you keep personal problems at home; do not bring them with you on the bus. Your full attention should be on your driving.

### **OFFICE HOURS**

The transportation office will be open from 5:30 a.m. until 4:30 p.m. The phone numbers are: 590-8020 or 590-8021

## **REPORTING TRAFFIC VIOLATIONS**

Report all personal traffic violations. This includes your personal vehicle and your school bus.

Should the Fulton Police Department or the Missouri Highway Patrol notify the director that you were clocked at a speed above the posted speed limit, or for any other violation, you will receive a disciplinary write-up. This will happen whether you receive a ticket or not.

## **TICKETS AND ACCIDENTS WHILE DRIVING A SCHOOL BUS**

If a driver is involved in an accident or receives a traffic ticket, he or she will be subject to disciplinary action up to and including termination depending on the severity of the incident. Final determination will be made within the direction of Board of Education Policy, GDPD Nonrenewal, Suspension and Termination of Support Staff Members.

## **CLOCKING IN AND OUT**

All staff are expected to clock in when leaving the building for pre-trip inspection and departing on your assigned route. Time spent in the break room prior to pre-trip inspection is not allowable work time. Returning from your route you will clock out as soon as you enter the building. Time spent socializing; reviewing the trip board or conducting personal business is not allowable work time.

You are not to stage your bus out on the route prior to beginning the route. Additionally, lingering around the bus lot after you have clocked in is prohibited. You can arrive early enough to visit with other drivers before clocking in. This allows the transportation department to run efficiently.

## **AM Clock Times – Regular Routes**

AM yard leave times are posted near the time clock. Clock in time will be no more than 15 minutes prior to the assigned yard leave time for the driver. If an aide is assigned to a route the clock in time is no more than 15 minutes prior to that assigned yard leave time. The 15 minutes is the allowable time for the pre-trip of the bus. Yard leave times are set by the transportation department with the aid of the drivers. Yard leave times will be adjusted as needed throughout the school year and must be approved by the Director of Transportation. Upon returning to the bus barn, it is the expectation that the driver and aide clock out as soon as possible. It is understood that there will be times that incident reports, maintenance requests, light cleaning of the bus, or other misc. issues may occur. However, most issues should not take more than 15 minutes. When these events do occur it is the responsibility of the driver or aide to write a note in the time and attendance system before you click “job stop”. Fueling your bus could take longer than 15 minutes and must be noted in time and attendance. Furthermore, it is in the driver or aide’s best interest to make note in the time and attendance system of anything that may have caused delays in clock out times.

## **PM Clock Times – Regular Routes**

For buses assigned to stage at the High School, PM clock in time will be no earlier than 2:45pm. For buses assigned to stage at the Middle School, the clock in time will be no earlier than 2:55pm. It is the expectation that once clocked in, drivers and aides will proceed to their designated staging school. If a driver or aide must clock in early for any reason, a note has to be recorded in the time and attendance system before clicking “job start”. Upon returning to the bus barn, it is the expectation that the driver and aide clock out as soon as possible. It is understood that there will be times that incident reports, maintenance requests, light cleaning of the bus, or other misc. issues may occur. However, most issues should not take more than 15 minutes. When these events do occur it is the responsibility of the driver or aide to write a note in the time and attendance system before you click “job stop”. Fueling your bus could take longer than 15 minutes and must be noted in time and attendance. Furthermore, it is in the driver or aide’s best interest to make note in the time and attendance system of anything that may have caused delays in clock out times.

## **Pick-Up Clock Time –EI/EC Routes (Morning Classes)**

The same rules apply as Regular Route clock times. See above.

## **Drop-Off Clock Time – EI/EC Routes (Morning Classes)**

Clock in time will be no earlier than 10:50am for both drivers and aides. All other rules stated above apply.

## **Pick-Up Clock Time –EI/EC Routes (Afternoon Classes)**

The same rules apply as Regular Route clock times. See above.

## **Drop-Off Clock Time – EI/EC Routes (Afternoon Classes)**

Clock in time will be no earlier than 2:50pm for both drivers and aides. All other rules stated above apply.

## **BREAK ROOM**

Please keep the break room tidy. This break room is for all transportation employees, please clean up after yourself. If your children ride the bus with you, they are your responsibility. They must remain in the break room with you while at the bus barn

## **BUS BARN KEY**

You will be assigned a key by the director that allows you to open the main gate, the walkthrough gate, and admittance through the East door of the bus barn. If you lose this key, please report it to the director immediately.

**OUTER OFFICE:** The office is used for official school business which includes sensitive and confidential materials and phone calls. Please use a low voice while in the office and respect any written or electronic communications that may be visible. Thank you for your consideration.

## **LOCKING UP RESPONSIBILITIES**

If you think you are the last bus in, lock all gates and be sure building is secure. This is especially important if you unlocked the building to use the rest room, phone or break room.

## **MAIL BOXES**

You are expected to check your mailboxes before and after each route. Important information is distributed through these mailboxes on a daily basis. Mailboxes need to be kept cleaned out so you will know when new information is added.

## **BUS AIDES**

Drivers and Aides should work as a team. The driver has the responsibility of the welfare of his/her students *and* the bus aide. Bus aides are there to assist the driver in maintaining order; however, the ultimate responsibility for safety and discipline resides with the driver.

## **BUS MEETINGS**

It is important that you attend safety meetings. Each driver is required by law to have eight hours of safety training per year to keep the “S” (School Bus) endorsement on your CDL. If you do not attend the meetings and maintain the required eight hours for the year, you will not be able to drive for the district in the coming year. **THESE ARE IMPORTANT!**

If you are going to miss a particular meeting, arrangements can be made to get the information to you in order to meet the requirement.

Any staff/safety meetings will be posted on the trip board and will be paid at route pay. Any other scheduled meeting, including the yearly in-service meetings will be paid at your trip pay.

## **ROUTES**

All open routes will be posted. Regular route drivers will have preference over all regular sub drivers in assigning routes. Routes will be assigned at the discretion of the director.

## **ATTENDANCE**

Good attendance is an important factor in driving a school bus. As a route driver you will be responsible for knowing your students and their habits. A substitute driver will not have the familiarity with the students as you have.

Your attendance is important: poor attendance habits could result in your removal as a route driver. Continued attendance issues could result in disciplinary actions up to and including termination.

## **LEAVES & ABSENCES**

If you are a regular route driver, or regular substitute driver, you are given 13 sick days and 2 personal days per year for your first 5 years. For years 6 on, you earn 11 sick days and 4 personal days per year. All days of earned leave are paid on a prorated basis, figured on your average hours worked per day. Personal days cannot be taken in conjunction with a holiday, first day or last day of school, or designated school breaks.

Drivers are required to call in at least two hours prior to their routes beginning when taking a day off for illness. Request for personal time should be made as far in advance as possible. Not all requests can be honored. When multiple request are for the same day, it will be the directors decision as to how many request will be honored for any given day. Requests will be honored in order of request.

Failure to call in, or to report to work for duty, will result in disciplinary action.

## **SUB DRIVERS**

If you are a regular route driver and are unable to drive, appreciate your sub driver. They usually do not know the stops or the route. Students may have to help, and at times it can be a nightmare. Updated route maps and student lists are great tools to aid the sub driver in having an uneventful route.

## **BUS NUMBER ASSIGNMENTS**

The Director of Transportation will assign and reassign buses to the needs of the district. This includes pulling a bus off of a route to go on trips, or for service and repairs.

## **PAYROLL PROCEDURES**

All transportation department employee pay will be dispensed on a monthly basis. All will be paid from the Monday following a pay cycle in one month through the Friday before the 10<sup>th</sup> of the next month, provided the 10<sup>th</sup> doesn't fall on a Friday. Payday will be on the 20<sup>th</sup> of each month: the only exception being if the 20<sup>th</sup> lands on a holiday or weekend, then payday will be the Friday before the 20<sup>th</sup>.

## **EVALUATIONS**

Staff evaluations are required to be completed annually. Your evaluations will determine if the Board of Education will rehire you for the next school year. A good evaluation does **NOT** guarantee you a route for the following year.

## **USE OF CELL PHONES/Headphones**

It is district policy that drivers will not use cell phones or text while they are driving on their bus routes or driving the bus while it is empty. If you need to use the cell phone for an emergency, pull over and park your bus in a safe place before using the phone.

Headphones are not to be worn while students are on the bus.

## **PICKING UP STUDENTS ON TIME**

Safety is our number one priority, and your schedule is second. Never leave a bus stop early. If you have to pull over and wait at a safe place, do so. If you are running late, do not make up your time by taking short cuts or driving recklessly.

Maps, directions, and roster times are all linked together. Keeping the rosters in order and accurate help to ensure the correct information on stop times is getting relayed to parents. Please report any time changes needed so they can get updated.

## **EMPLOYEE DISCIPLINARY ACTION**

All drivers are required to follow the rules outlined within this manual as well as any other rules and or changes given throughout the school year: between writings of manuals.

Should you choose to ignore the rules the following disciplinary actions will be taken:

- First:            There will be a verbal warning – this warning will be noted in your Record.
- Second:        You will receive a written reprimand.
- Third:          This, and subsequent write-ups could result in disciplinary action up to and including termination.

## **EMERGENCY CALL LIST**

BUS BARN PHONE	590-8020 OR 590-8021
BRYAN ABBOTT, DIRECTOR	220-4644
DALE YANCEY, MECHANIC	220-2446
STEVE WOOD, MECHANIC	220-5756

**You will be called if school is cancelled due to inclement weather.**

Student  
Behavior  
And  
Bus Rules

## **STUDENT MANAGEMENT**

The bus driver is the person in charge of maintaining order on the bus. By encouraging students to follow the three basic safety rules below, drivers will avoid other discipline problems.

### Basic Safety Rules for Students:

1. Remain Seated.
2. KAHFOOTY (Keep All Hands, Feet, and Other Objects to Yourself).
3. Talk Quietly.

Drivers should strive to act courteously and professionally at all times. Following the guidelines listed below will allow you to manage your students appropriately:

### Bus Driver Student Management Guidelines:

1. Remember that you are the authority figure on the bus.
2. Be a driver first and a friend second.
3. Be consistent and fair; enforce the rules in the same manner at all times.
4. Maintain control of the students.
5. Remain calm.
6. Assigned seating must be in place and must be enforced.
7. Be firm, direct, and loud enough for all to hear when speaking to students.
8. Explain your expectations to the students regarding their behavior on the bus.
9. Explain the consequences that may occur if a student misbehaves.  
(Remember, only building FPS administrators have the authority to suspend a student from the bus)
10. Use common sense when addressing a safety issue or behavior problem.
11. When addressing situations, repeat the rules and explain why the rules are in place.
12. Try to keep younger students in rows towards the front of the bus.
13. Encourage students to respect you and their fellow riders by using “Please” and “Thank You”.
14. Refrain from touching students unless there is a need to protect them or yourself.

## **ADDRESSING INAPPROPRIATE BEHAVIOR**

Drivers should intervene immediately when students begin displaying inappropriate behavior. By addressing inappropriate behavior right away, larger, more difficult situations may be avoided. When addressing inappropriate behavior, be sure to notify the student(s) that you will be submitting a Bus Incident Report if appropriate. The Bus Incident Report allows the driver to report all levels of student behavior including, but not limited to: *Possession of Weapons, Possession of Alcohol/Drugs, Assault, Bulling/Intimidation/Harassment, Destruction of School Property, Theft, Eating or drinking on the bus, Excessive noise or talking, Littering, Standing up on the bus.*

When filling out a Bus Incident Report, refrain from identifying another student by name when describing an incident. It is better to write John Doe shot a spit wad at “another student.” Write the names of other students involved on the back of the incident report. Stick to the facts of each incident. Do not editorialize or give your own personal opinions.

### **FIGHTING/BULLYING**

If there is a fight on the bus, or a threat to harm others, drivers **must** radio the transportation office immediately. Someone will assist you in responding to the situation; or if necessary, the office will call law enforcement for assistance. Keep students on the bus until the office instructs you on what to do next.

### **BUS PERMITS**

Due to safety concerns, only students with an approved bus permit will be allowed to get off at a stop that is different than their assigned stop. All bus permits will be approved through the transportation office and issued to students at their respective school.

### **REPORTING CHILD ABUSE/NEGLECT**

As mandated reporters, you are required by state law to report child abuse or neglect to the proper authorities using 1-800-392-3738 (hotline).

### **SCHOOL BUS LOADS**

It is acceptable to have elementary students sit three-to-a-seat. It is also acceptable to have three high school or middle school students to a seat. However, it is recommended to have only two high school or middle school students to a seat whenever possible.

### **LOST ARTICLES**

Students sometimes leave personal items on the bus. These usually can be given back to the student the next day. If you are unable to find an owner to personal items, please bring them into the office.

### **YOUNG STUDENTS WHO ARE UNSURE ABOUT BUS STOP**

Sometimes young students forget or do not know where their bus stop is. If the student seems confused or afraid or he/she does not recognize or know the person who is waiting for them at the bus stop, refrain from allowing them to get off the bus. Radio in to the transportation office or student’s school and ask for assistance in identifying his/her stop. Once the assigned bus stop has been confirmed, the student may depart the bus.

## **DRAWSTRINGS**

Double check to see that all of your students are 10 feet away from the side of the bus, before pulling away from a bus stop. Beads from drawstrings or clip on toys on backpacks can be caught in bus handrails and the door itself. Remember the Danger Zone.

## **ADDITIONAL GUIDELINES FOR STUDENT SAFETY ON THE BUS**

Keep your bus aisles free from book bags and other personal effects.

Keep emergency exits unblocked.

On field trips, place coolers or equipment in seats instead of in the aisle.

Keep equipment off the top of the back of seats as it can slide off and hurt the students.

## **SECURITY CAMERAS**

In an effort to increase the safety of our students on the bus, each bus has been equipped with security cameras. The footage from these cameras will be reviewed only when a safety concern or behavior issue occurs and is reported to the Director of Transportation. Due to federal and state privacy laws, the footage will be reviewed only by appropriate Fulton Public Schools Administrative Staff.

Should you notice a problem with one of the cameras on your bus, please report it to the Transportation Office immediately. Do not attempt to alter or access the cameras yourself.

## **PBS (POSITIVE BEHAVIOR SUPPORT) BUS Referrals**

Fulton Public Schools participates in a Positive Behavior Support (PBS) program. PBS is a process for creating safer and more effective schools by structuring the learning environment to support the academic and social success of all students. The process supports the adoption and long-term implementation of efficient and effective discipline throughout the school environment. PBS is a proactive approach based on a three-tiered model of prevention and intervention. It provides students with lessons of modeled social skills and behavior expectations, uses consistent systems to discourage inappropriate behavior and reward appropriate behavior, and educates all staff in how to implement and participate in the process. The primary goals of PBS are to prevent the development of inappropriate behavior, reduce ongoing patterns of problem behavior, and encourage students to always be SAFE, RESPECTFUL, and RESPONSIBLE.

The school buses students ride every day are an integral part of learning environment, and as such, the drivers and aides should promote positive behavior choices through the PBS program. Drivers will be expected to recognize those students who demonstrate appropriate positive behavior that falls in line with expected behavior guidelines of being SAFE, RESPECTFUL, and RESPONSIBLE students (as seen in the matrix below).

Drivers and aides will fill out “Positive Referrals”, which will be sent to the home of the student and copied to the building administration.

<b>Safe</b>	<b>Respectful</b>	<b>Responsible</b>
Remain in assigned seat	Be courteous; refrain from using profanity	Observe the same conduct as in the classroom
Keep head, hands and feet and all objects inside bus	Cooperate with driver’s/aide’s instructions	Refrain from eating or drinking on bus
Ride assigned bus only	Refrain from using tobacco products	Help keep bus clean
Get on/off bus at assigned bus stop only	Board bus quickly and quietly	Arrive at designated bus pick-up location on-time
Use emergency exits ONLY when directed by bus driver	Turn off electronic devices when asked	Keep bus aisle free and uncluttered

**GUIDELINES FOR BUS SAFETY GIVEN TO THE STUDENTS AND PARENTS**

The following Guidelines for Bus Safety are provided to all students and parents via the schools’ handbooks:

All of our buses transport students of varying ages, backgrounds, and personalities. This combination often creates distractions that can be dangerous. The guidelines listed below will assist us in providing a safe bus trip. Please discuss these guidelines with your students(s). Your help is required as we provide a safe environment for the transportation of our students.

1. Students are to ride ONLY the bus to which they are assigned. Permission to ride another bus must be approved through the Transportation Office. Once permission is granted, a BUS Pass will be issued to the student(s) from the transportation department and the building will give the pass to the student. Students must have the bus pass to give to the driver.
2. Only school related groups will be allowed to use school buses to transport students to meeting places before or after school for school related activities.
3. Each student will be assigned regularly scheduled stops only. To avoid unnecessary confusion, any deviation from this policy must be approved through the transportation office.
4. Bus drivers are Fulton 58 School District employees. Their authority regarding the students extends from the time a student boards the bus until the student leaves the bus. Drivers have the authority to assign seats to students to assist in maintaining a safe environment.
5. Students should be at the bus stop at their scheduled pick up time. Drivers will stop the bus at the designated stop, honk one time and then continue on their route if they do not see the student.

6. Respect the property around the bus stop as it may be private property that the owner has graciously allowed the district to use as a bus stop.
7. Practice safe and responsible behavior at the bus stop by staying out of the street and refraining from inappropriate behavior such as “horseplay”.
8. If a student engages in disruptive or uncontrollable behavior, a Bus Incident Report will be filled out by the driver and submitted to the Transportation Office.
9. The driver’s view, inside and outside the bus, must be free from obstruction at all times, and the bus’s aisle should remain free and uncluttered. Items that could obstruct the driver’s view or clutter the aisle will not be allowed on the bus.
10. The emergency exits are for emergencies only. Refrain from opening the emergency exit unless permission is given by the driver/aide or in an emergency.
11. Do not bring animals or insects (alive or dead) on the bus.
12. Do not bring fireworks, balls, bat’s, and weapons of any kind, water guns or water balloons on the bus.
13. When the bus is loading and unloading, always walk in front of the bus-crossing arm. Refrain from walking behind the bus. Cross the road only when the bus lights are flashing and driver signals “all clear”.
14. If something falls or rolls under or close to the bus wait for permission from the bus driver before trying to retrieve the item.
15. Electronic devices should be muted or headphones used during the bus ride. Drivers need to hear outside warning horns, sirens, bells and train whistles.
16. The beads on the ends of jackets or coat drawstrings can be caught in the bus door and cause injury. Please consider this when purchasing a coat.
17. Inclement weather conditions may occur that add danger to the bus stop, be cautious. Wet and icy pavement can make vehicles skid. Refrain from playing on snow banks because you may slip and fall in the path of an oncoming car or bus.

I HAVE READ THE DRIVERS HANDBOOK  
FOR THE SCHOOL YEAR 2020-2021

I UNDERSTAND ALL THE RULES AND  
REGULATIONS THAT GOVERN THE  
OPERATION OF THE BUS FOR THE  
FULTON PUBLIC SCHOOLS  
TRANSPORTATION DEPARTMENT.

I AM AWARE OF THE RESPONSIBILITIES I  
HAVE AS A DRIVER AND THE  
RESULTING DISCIPLINARY PROCEDURES  
SHOULD I FAIL TO MAINTAIN THE  
RULES, REGULATIONS, OR  
RESPONSIBILITIES.

**DRIVER'S SIGNATURE** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_