

Adopted: Orig. 6/23/2013

Revised: 8/25/2020

512.51 TRANSPORTATION SERVICES

I. PURPOSE

To provide Administrative Rules & Regulations to ensure the safety of our students.

II. GENERAL STATEMENT OF POLICY

- A. The District will provide School Bus Rider Training, a student safety instruction program for all students, beginning in the first month of school. By the completion of the first month of school, students will be able to demonstrate safety procedures and understand the reasons for the following competencies:
1. School bus transportation is a privilege not a right.
 2. District transportation policies for student conduct and school bus safety.
 3. Appropriate conduct while riding the school bus.
 4. Danger Zone locations around the bus.
 5. How to safely board and leave the bus.
 6. Demonstrate emergency evacuation via proper exits.
 7. Location of Emergency equipment (Fire Extinguisher, First Aid Kit, Tri-angle warning devices).
- B. The District will report to the Minnesota Department of Education and/or the Minnesota Department of Public Safety by October 15 of each year that the students have demonstrated the list of competencies or will explain why they have not. New students entering the District during the school year will receive the necessary training to comply with this training requirement. The training program the District will be utilizing will consist of information from the following publications or established training programs:
1. Minnesota Student Safety Video Series.
 2. Minnesota School Bus Driver Development Series.
 3. Other School Bus Safety Resources approved by MDE and DPS. II.

III. STUDENT CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. The District supports the following rules and guidelines.
1. School bus and bus stop rules. The District school bus safety rules are to be posted on every bus. If these rules are broken, the District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the District's Transportation Team.

2. Rules at the Bus Stop.
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Use appropriate language.
 - d. Keep your arms, legs and belongings to yourself.
 - e. Stay away from the street, road or highway when waiting for the bus.
 - f. After getting off the bus, move away from the bus.
 - g. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - h. No fighting, harassment, intimidation or horseplay.
 - i. No use of alcohol, tobacco or drugs.

3. Rules on the Bus.
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs and belongings to yourself.
 - f. No fighting, harassment, intimidation or horseplay.
 - g. Do not throw any object.
 - h. No eating, drinking, or use of tobacco or drugs.
 - i. Do not bring any weapon or dangerous objects on the school bus.
 - j. Do not damage the school bus.

4. Consequences.

Consequences for the school bus/bus stop misconduct will apply to all regular, late routes, and extracurricular routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be at the sole discretion of the District. Parents or guardians will be notified of any suspension of bus privileges. All students who have the opportunity to ride district buses may do so as long as they display behavior that is reasonable and safe. Choosing to follow unacceptable behavior will result in the loss of bus service. The District staff shall determine consequences for misbehavior including suspension or termination of riding privileges. Bus drivers shall be required to report misbehavior to the District Transportation Supervisor.

5. Behavior Guidelines (Type A Offenses)
 - a. Spitting.
 - b. Excessive noise (warning by driver).
 - c. Excessive horseplay (warning by driver).
 - d. Eating and drinking on the bus.
 - e. Leaving a seat/standing while the bus is in motion.
 - f. Having squirt guns on the bus.

- g. Profanity, verbal abuse, harassment, obscene gestures or possession of objectionable material.
 - h. Playing radio unless with earphones.
 - i. Insubordination to the driver or chaperone.
 - j. Other offenses as reported by the driver or the District staff.
6. Behavior Consequences (Type A Offenses)
- a. 1st Offense: Warning, detention, or one to five days suspension from school and/or riding on the bus. Mandatory notification to parent with a copy of the bus policy.
 - b. 2nd Offense: Detention, or one to five day suspension from school and/or riding on the bus. Mandatory meeting with parents prior to resumption of riding privilege.
 - c. 3rd Offense: Five day suspension from school and/or five to ten day suspension from riding on the bus. Mandatory meeting with parents prior to resumption of riding privilege.
 - d. 4th Offense: Loss of all bus service. Mandatory meeting with parents.
7. Behavior Guideline (Type B Offenses)
- a. Hanging out the window.
 - b. Throwing or shooting of any object.
 - c. Physical aggression against any person.
 - d. Use of tobacco or any controlled substance.
 - e. Vandalism to the bus.
 - f. Holding onto or hooking onto any portion of the exterior of the bus.
 - g. Lighting of matches, fireworks, or any flammable object or substances.
 - h. Unauthorized entering or leaving the bus through emergency door/tampering with bus equipment.
 - i. Sexual, religious, or racial harassment of other students or drivers.
 - j. Violation of State Laws regarding carry-on items.
 - k. Other offenses may be reported by the driver or staff.
8. Behavior Consequences (Type B Offenses)
- a. 1st Offense: One to five day suspension from riding a bus. Mandatory meeting with parents.
 - b. 2nd Offense: Five to ten day suspension from riding the bus. Mandatory meeting with parents.
 - c. 3rd Offense: Loss of all bus service. Mandatory meeting with parents. Other Discipline: Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

G. Records

Records of school bus/bus stop misconduct will be forwarded to the District and will be retained in the same manner as other student discipline records. Reports of

serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the office of the District Transportation Supervisor/Safety Director.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent/Guardian Responsibilities for Transportation Safety.

1. Become familiar with District rules and policies, regulations, and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize your responsibilities for the actions of your children.
4. Support safe riding practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding and leaving the bus.
6. Support procedures for emergency evacuation, and procedures in emergencies as set up by the District.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.

B. Parent and Guardian Notification

A copy of the District school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

A. All school bus drivers shall be adequately prepared, both physically and mentally each day to perform required duties. These shall include:

1. Operating the vehicle in a safe and efficient manner.
2. Safety
The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.
3. Defensive Driving
All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic, or errors of other drivers or pedestrians.
4. Driving Adjustments
Winter and wet weather driving may require adjusting speed and normal driving practices to compensate for road conditions.
5. Emergency Doors

Emergency doors must be free and operable. Under no circumstances may the doors be obstructed to prevent easy access.

6. Service Door

The service door of the bus must be closed at all times while the bus is in motion.

7. Overloads

The registration card in all vehicles designates the maximum number of passengers allowed to be carried. This limit cannot be exceeded. A driver should call the designated individual for instructions should a vehicle become overloaded.

8. Railroad Crossings

All vehicles used to transport students must stop at railroad crossings, using required procedures, whether they are loaded or empty. School buses shall not activate the eight-way lights; four-way hazard lights are to be used before stopping and when crossing tracks.

9. Smoking Prohibited

Smoking by either the driver or the passengers is prohibited on any school bus, Type III vehicle, or on school property.

B. Conducting thorough pre-trip and post-trip inspections of the vehicle and special equipment.

1. Bus Inspection

Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of State Law. Defects are to be reported in writing. Drivers are required to check their buses for students, vandalism and articles left on the bus after each route segment.

2. Safety Equipment

All drivers are responsible for ensuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the District. Drivers of vehicles for disabled students will ensure all student health information cards are on board the bus.

3. Bus Cleaning

Drivers are required to keep the interior of their buses swept and free on trash at all times. The drivers are also responsible for cleaning the exterior of their buses, weather permitting.

4. Fueling

The driver is responsible for ensuring that his or her assigned vehicle is adequately fueled before leaving the yard. Smoking is prohibited in the fueling area. The engine shall be turned off while fueling. Drivers should never fuel with passengers aboard.

5. The minimum pre-trip inspection requirements have been clarified to include:

a. Service brakes

b. Hand brake

- c. Steering
- d. Lights and reflectors, and adjustment
- e. Eight lamp system, and stop arm
- f. A copy of the inspection report must be carried in the vehicle.

C. Ensuring the safety, welfare and orderly conduct of passengers while on the bus. (See Section II)

D. Meeting emergency situations in accordance with operating procedures (See Section V).

E. Communicate effectively with District staff, students, parents, law enforcement officials and motoring public.

1. Relations with Students.

Bus drivers will treat students with respect and will refrain from any conduct that is intended or could be perceived as demeaning, intimidating or harassing.

2. Relations with District Officials

District officials can and will be of considerable assistance to drivers. They are trained in the education of students and it is in their best interest that control and discipline be maintained on the bus. Therefore, it is very important that drivers have good relationships with the school officials and give them full cooperation.

3. Relations with the Public

It is important to remember that to the general public, the driver represents the District. Buses are one of the most visible vehicles on the road. Drivers must deal with students, parents and other motorists in a polite, professional and considerate manner.

4. Student Discipline

Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are limited. Drivers must never, under any circumstances, use corporal punishment. Drivers have no authority to deny a child the privilege of riding the bus, or drop the student at other than the designated stop. Any denial of bus riding privileges can come only from the District authorities.

5. Route Changes

Any problems, of whatever kind, encountered by a driver on the routes or trips should be brought to the attention of the designated District official as soon as possible.

6. Unauthorized Passengers

Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved by the District staff and be issued a written bus pass. This pass is only available from the District staff.

7. Notices

It is the responsibility of the driver to check for notices each day and to check with his or her supervisor regularly.

F. Completing required reports.

It is the responsibility of the driver to completely fill out and timely turn in all reports, discipline referrals, time cards, and mechanical defect slips as required. This includes all requirements pertaining to pre-trip inspections and stop-arm violation reports.

G. Completing required training programs successfully (See Section VI)

H. Providing maximum safety for passengers during loading and unloading.

1. Standees Prohibited

Standees are not allowed on a moving school bus. Drivers must not move a bus from a stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.

2. Dangerous Articles

No weapons or articles that may be classified as dangerous, may be transported on a school bus. This includes any and all weapons, gasoline cans, animals, and other dangerous or objectionable items. Possession of weapons on school property or the bus will not be tolerated. Companion dogs are allowed.

I. Wearing the driver's seat belt whenever the bus is in motion. Additional driver duties and responsibilities may be found in the driver handbook. All bus driver dismissals will be reported to the Department of Public Safety pursuant to Department of Public Safety directions.

VI. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. All routes shall be on file with the District's School Transportation Supervisor/Safety Director and also in the District Office.
2. Only students assigned to the school bus by the District shall be transported. The number of students or other authorized passengers transported in or assigned to a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. Drivers are to enforce the provisions of the school bus and bus stop rules as appropriate. Students may be released from the bus at only two points, the designated bus stop or at school, except in the case of an emergency or as otherwise authorized.
4. The parent/guardian may designate by a signed, written request a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent/guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet other eligibility requirements.
5. Students who misbehave severely may be returned to the school immediately and reported to the District staff or other designated individual.

6. Safety evacuation drills for student passengers shall be conducted at least twice a year.
7. There shall be no students in the bus while the fuel tank is being filled. On leaving the vehicle when the students are in the bus, the driver shall stop the bus, remove the ignition key, set the brakes and otherwise render the bus immobile.
8. Buses shall not be run backwards on the District grounds or any other point if it can be avoided. If it is necessary to run a bus backwards on District grounds, the driver shall have another responsible person act as a guard flagman in back of the bus to keep other persons out of the path and to issue warnings to the driver of approaching traffic.
9. When arriving or leaving the District grounds, the driver must not follow closer than 50 feet from the vehicle directly in front of the bus or closer than 500 feet when traveling on the highway.
10. No school bus shall pull any trailer when students are being transported on regular routes to or from school.
11. In case of an accident or breakdown of the bus, the driver shall contact the dispatcher using the two-way radio. If no radio contact is available, the driver shall not leave the bus but shall send two responsible students to the nearest house to summon help.

B. Use of Signals, Loading or Unloading

1. The driver shall activate the flashing eight-light system of the bus at least 300 feet before stopping to load or unload students when outside an incorporated municipality, and 100 feet when operating within an incorporated municipality, and shall not extinguish such lights until loading or unloading is completed and persons who must cross the roadway or highway are safely across.
2. Bring the vehicle to a complete stop in the right hand lane of the roadway parallel to the center line.
3. Prior to discharging students, open the door, activate red flashing lights and extend the stop arm. Discharge students only after all traffic (front and rear) has come to a complete stop.
4. Keep the door open and an eight-light system operating until all students have been loaded or unloaded safely.
5. The driver should avoid loading or unloading students where the view is obstructed to other motorists for 200 feet in either direction.
6. The driver will not permit students to stand or get on or off the bus while it is in motion.
7. The driver will bring the bus to a full stop and disengage gears by shifting the gear shift lever into neutral position or selector into neutral or park position before loading or unloading students.
8. Buses shall load and unload students only at designated locations.

C. Crossing Highways and Streets

1. The driver shall be responsible for safely delivering the students who must cross the highway or street by one of the following methods:
 - a. Students shall pass approximately 10 feet in front of the school bus so as to be seen by the driver and cross the road only upon receiving a hand signal from the driver, or
 - b. The student shall pass approximately 10 feet in front of the bus so as to be seen by the driver and be conducted across the roadway by the school bus patrol, or
 - c. The driver shall personally conduct the students across the road after following required procedures for disabling the bus, or
 - d. The driver shall visually ascertain that students getting off the bus who do not need to cross the road are a safe distance from the bus before moving the vehicle.

D. Type III Vehicles

1. Any vehicle designed to carry a maximum capacity of 10 passengers must meet all legal requirements for a school bus. Any Type III vehicle used to transport students must carry all emergency equipment listed in Section IV. B. W. If District-owned, the District name will be clearly marked on the side of the vehicle.
2. Students will not be regularly transported in private vehicles. However, private vehicles may be used for convenience or in an emergency if district vehicles are not available. Whenever a private vehicle needs to be used every effort possible will be made to use a vehicle that has passed the DPS safety guidelines and inspection or could if subjected to those guidelines and inspections.
3. Drivers of Type III vehicles must comply with the following:
 - a. Hold a valid MN driver's license.
 - b. Have on file their drivers license number at the District office prior to vehicle use.
 - c. Reasons for transportation of students in Type III vehicles:
 - i. There are fewer than 10 students to be transported.
 - ii. Students live in an area not accessible by a regular bus route.
4. Operation of Type III vehicles. The District will operate Type III vehicles as defined by the Minnesota Department of Public Safety (DPS) 11 and the Minnesota Department of Education (MDE). The District may require other guidelines that may be greater than DPS and MDE. Guidelines and Qualifications:
 - a. All drivers must have a valid Minnesota driver's license and be in good physical health.
 - b. Vehicle is to be used for District related transportation only.
 - c. Requests for vehicles must be made and approved prior to usage.
 - d. The District Transportation Supervisor will monitor all vehicle usage.
 - e. Passenger capacity is not to exceed 10, including the driver or the manufacturer rating, if less than 10.

- f. Emergency equipment will be in each Type III vehicle at all times, railroad placards will be displayed according to DPS and MDE regulations.
 - 5. Driver Duties:
 - a. Check with the District Transportation Staff regarding pickup and return sites for the vehicle.
 - b. Pre-trip and post-trip duties:
 - i. Oil to be checked when filled with fuel.
 - ii. Report any mechanical problems to District Transportation Staff.
 - iii. Fuel vehicle $\frac{1}{4}$ tank or less prior to return of vehicle (Check with District Transportation Staff where to purchase fuel).
 - iv. Clean vehicle interior after each use
 - c. Complete mileage log after each trip.
 - d. No student is allowed to drive a District vehicle (except Driver Education vehicle while supervised only)
- E. Operate vehicles according to regulations set forth by the DPS, MDE and the District.
- F. In the event of an accident: the driver should check for injuries, get required emergency help, obtain names of others involved, talk only to law enforcement officers and contact District officials.
- G. Defensive driving training is encouraged but not required for all type III vehicle drivers.
 - 1. Maintenance:
 - a. Type III vehicles owned or leased to the District will be maintained according to manufacturer specifications and or specifications as set forth by DPS, MDE and the District Transportation Department.
 - b. Maintenance will be performed by the District approved mechanic or dealership or independent garage as identified by the District Transportation Supervisor.
 - c. Out of District emergency repairs should be made before the return trip. If repairs can not be made, or the driver needs information where to repair the vehicle, the driver should contact the District Transportation Supervisor or the District office, either by school radio or telephone. Contact of a District official should be made as soon as reasonably possible.

VII. SCHOOL BUS DRIVER TRAINING

A. Training

All new bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competencies specified by the Department of Public Safety. All school bus drivers shall receive a minimum of eight hours of in-service training annually. The following driver training

standards represents the minimum areas of training which each driver must receive prior to entering service to the District:

1. Pre-Trip Inspection.

Both new and experienced drivers must be familiar with the elements of the mandatory pre-trip inspection required under Minnesota law including:

- a. The engine compartment includes belts, valves, fluid leaks.
- b. Engines start including warning lights, gauges, horn, fuel level.
- c. Brakes including pedal reserve, and air/vacuum gauges.
- d. Interior including seats, floor, lights.
- e. Electrical charging system.
- f. Emergency Door including smooth latch operation, alarm buzzer.
- g. Entrance door operation.
- h. Lift door operation and alarm.
- i. Lift equipment for wheelchairs.
- j. Wheels service brakes, emergency break.
- k. Exterior lights including headlights, brake lights, market lights, turn signals.
- l. Exhaust system.
- m. Windows, windshield, and inspection sticker
- n. Eight-Light system and stop arm
- o. Emergency equipment -- first aid kit, bodily fluids clean-up kit, flashlight reflectors, two-way radio.

2. Fundamentals and Techniques of School Bus Driving.

The driver training program must include:

- a. Relevant laws.
- b. Rules of the road.
- c. District safety policies.
- d. Defensive driving.
- e. Driving in inclement weather conditions such as reduced visibility due to rain, snow, fog, wet roads or icy roads.
- f. Dealing with pedestrians and students in traffic.
- g. Operation of the manual or automatic transmission.
- h. The use of the drivetrain for stopping the school bus.
- i. Situations where the hand break will and will not stop a moving bus.
- j. Steering and turning techniques.
- k. Right and left turn maneuvers.
- l. Gauging the speed of the other vehicles on cross streets.
- m. Use of mirrors.
- n. Merging into traffic.
- o. Visual perceptions.
- p. Safe following distances.
- q. Safe passing procedures.
- r. Safe backing procedures.

- s. Use of the eight-light system.
 - t. Loading and unloading procedures.
 - u. Knowledge of the danger zone concept.
 - v. Policies and Procedures for grade level railroad crossings.
 - w. Emergency use of the public address system.
 - x. Response to an approaching emergency vehicle while unloading
 - y. Leaving the bus unattended at school sites.
3. Special Education Transportation
- Special education transportation requires skills and abilities that exceed those required to provide normal school bus service. Drivers will be familiar with:
- a. What to do in a medical emergency.
 - b. Handling of wheelchairs.
 - c. Operation of lift equipment.
 - d. Proper use of wheelchair securement devices.
 - e. District policies on the use of seat belts on designated students.
 - f. Handicapped conditions.
 - g. Responsibilities of the bus driver and the bus aide.
 - h. District policy in situations where a responsible person is not available to receive a student.
4. Emergency Procedures
- Drivers must be prepared to deal with emergency situations while operating on routes and field trips. Included in these emergency situations are mechanical breakdown, fire, accident, or passenger injury. Drivers are to receive training in:
- a. Identifying the degree of an emergency before beginning an evacuation.
 - b. Identifying a safe evacuation unloading area.
 - c. Preplanning emergency evacuations for both conventional and lift buses.
 - d. Front, rear, and both door evacuations.
 - e. Evacuation of special education students, evacuation of physically disabled students and students using wheelchairs.
 - f. Placement of students in a safe location.
 - g. Cooperation in emergency evacuation drills.
 - h. Mechanical breakdowns.
 - i. Stop the bus in a safe location.
 - ii. Keep passengers on the bus if safe to do so.
 - iii. Take steps to warn motorists.
 - iv. Radio or call for assistance.
 - v. How to secure the school bus and place emergency triangles.
 - vi. Use of the two-way communication system in an emergency.
 - vii. When it is appropriate to evacuate the school bus.
 - i. How to supervise an emergency evacuation.
 - i. Emergency evacuation of the disabled.
 - ii. Special considerations when evacuating a lift bus.
 - iii. Lifting techniques for handling disabled students in an emergency

situation.

- j. Priorities when dealing with injured passengers.
 - i. How to use the school bus first aid kit.
 - ii. Use and operation of the fire extinguisher.
 - k. Dealing with other motorists and the police.
 - l. Use of emergency reflectors and hazard lights.
 - m. Control of exposure to blood borne pathogens.
 - n. Use of body fluid clean-up kits.
 - o. District policy on medical emergencies.
 - p. Recognition and handling of epileptic seizure.
 - q. How to respond if a passenger has a weapon on the bus
5. First Aid/CPR.
All drivers must demonstrate proficiency in first aid and CPR as required by the Department of Public Safety. This may be shown by current certification in CPR and first aid by the American Red Cross or American Heart Association or equivalent.
6. Private or Confidential Student Information
Types of student data that are considered private or confidential under Minnesota Statutes.
7. Student Discipline
- a. Creating a positive attitude on the school bus.
 - b. Oral and visual communications skills between the driver and passengers.
 - c. Dealing confidently with a disruptive student .
 - d. District discipline policy.
 - e. Developing and enforcing workable rules.
 - f. Incident report forms.
 - g. District policy on possession of weapons by students.
 - h. District policy on sexual, racial, and religious harassment/ violence.
 - i. District policy on smoking.
8. Human Relations Appropriate
- a. Driver behavior.
 - b. Sensitivity to a diverse student population.
 - c. Sensitivity to handicapping conditions.
 - d. Relations with parents and school staff.
 - e. Working with a special education bus aide.
9. Chemical Abuse
- a. How alcohol and/or drugs can affect driving skills.
 - b. Drug-testing programs.
 - c. State and federal requirements.

B. Evaluation

All drivers will be evaluated for the following competencies at least once annually and

pursuant to the District Support Staff Evaluation Program.

1. Safely operate the type of school bus the driver will be driving.
2. Understand student behavior, including issues relating to students with disabilities.
3. Ensure orderly conduct of students on the bus and handle incidents of misconduct appropriately.
4. Know and understand relevant laws, rules of the road and local school bus safety policies.
5. Handle emergency situations.
6. Safely load and unload students.
7. Demonstrate proficiency in first aid and CPR procedures.
8. Other competencies as identified in the District Support Staff Evaluation Program.

C. Required Random Drug and Alcohol Testing

49 CFR 382 requires Drug and Alcohol Testing for all school bus drivers. Effective January 1, 1996 and thereafter, this District will implement a plan to include a random testing program, whereby 50% of the drivers are tested for drug use and 25% are tested for alcohol misuse, each year. Drug testing shall include the following drugs: Amphetamines, Cocaine, Marijuana, Opiates, and Phencyclidine. The types of tests that will be included in the testing program will be the following:

1. Pre-employment;
2. Post-accident;
3. Random;
4. Reasonable suspicion;
5. Return-to-duty; and
6. Follow-up testing.
7. Refusal to submit to the random drug or alcohol testing program will result in termination of employment with the district at a minimum.

VIII. EMERGENCY PROCEDURES

A. Fire

In the event of a fire, the first priority is to evacuate the bus. Drivers will make certain passengers are safe before attempting to put out the fire.

B. Injuries/Medical Emergencies

Drivers will be familiar with first aid and CPR procedures. Drivers should first contact the dispatcher to call 911 in the case of serious injuries. Drivers should administer proper first aid in accordance with their training and level of ability. In the event an injured passenger is taken to the hospital, record the student's name and the name of the hospital where the student is sent.

C. Tornado

If there is a likelihood that the tornado will hit a vehicle, and there is no escape route available or no time to drive to a safe location, the driver should evacuate the bus, taking the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the bus far enough away from the bus so that the bus will not roll over on them and instruct them to cover their heads with their arms. If the students are wearing coats or jackets, these can be used to provide additional protection for their heads and bodies. Drivers should take only the first aid kit from the bus. In the event of a tornado warning at the end of the school day, the drivers and buses will remain at the school site until the warning is lifted. If drivers are on the road when they hear a tornado warning or spot a funnel, and there is not time to evacuate the students after stopping the bus, drivers should have the students assume the protective position, remaining in their seats, with their heads below window level.

D. Evacuation

Drivers should evacuate buses only when there is a danger of fire, collision, or other potential hazard. Drivers should inform passengers that there is an emergency, and in very calm and precise terms, tell them exactly what they are to do. When safely possible, drivers will keep all evacuees a minimum of 100 feet from the bus. They should be loaded back onto the bus only when the driver has determined it is safe to do so.

E. Accident

In case of an accident, the driver should immediately assess students for injuries and begin any emergency first aid procedures if necessary. The driver must also notify the District and law enforcement of any school bus accident immediately. Upon providing emergency care and notifying the District, the driver shall:

1. In cooperation with police officers and/or ambulance service, assist with the care of the students.
2. See that all injured students receive proper care.
3. Determine facts pertaining to the accident.
4. Call the District staff to give a list of names and circumstances so they can begin calling parents.
5. Discuss the accident only with the police and District officials. Do not admit fault at the accident scene. That will be determined upon concluding the accident investigation.
6. Record all student's names.
7. Not leave the scene of an accident until released by the driver's supervisor.
8. All incident/accident reports will be filled out according to the rules and regulations of the Department of Public Safety and/or MDE. Before leaving for the day, the driver shall fill out an accident report. All bus accidents will be reported to the Department of Public Safety.

F. Cold Weather Stop

If a driver is stuck or stalled in cold weather, the driver should call for assistance and wait for help. The driver should avoid relying on the engine to provide heat for the driver and

passengers as long as possible. If it is necessary to run the engine to provide heat, the driver will make sure the exhaust pipe is clear of snow, open windows for ventilation, and check the passengers frequently for headaches or drowsiness.

G. Dangerous Weapons

If a driver observes or learns that a passenger may have a dangerous weapon on the bus, he or she should remain calm and call for assistance using a predetermined code. The driver should give the location of the bus to the dispatcher, continue the route and wait for assistance. The driver should not inform the passenger suspected of having the weapon that he or she knows of the weapon.

H. Lights

In an emergency stop, the driver should turn on the four-way hazard warning lights, and running or clearance lights.

I. Getting Assistance

Use the two-way radio communications system to get assistance. Drivers should report the location and number of the bus, the nature of the problem and the status of the passengers. If the driver cannot use a radio to contact the dispatcher, ask a passerby or other motorist to do so from the nearest telephone. The driver should write out the number and location of the school bus, the nature of the emergency, and the status of the passengers.

IX. VEHICLE MAINTENANCE STANDARDS

- A. All District vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program established by the District Transportation Supervisor/Safety Director.
- B. All school vehicles shall be inspected in accordance with legal requirements.
- C. Daily pre-trip inspections shall be required and prompt reports submitted of defects to be immediately corrected.

X. EXPENDITURES FOR SCHOOL BUS SAFETY ACTIVITIES

A description of the District funds expended for school bus safety activities from student transportation reserved revenue is kept in the school and is available for review. As required by law, these expenditures will be annually reported to the Department of Public Safety.

XI. SCHOOL TRANSPORTATION SUPERVISOR/SAFETY DIRECTOR

The District has designated individuals to serve as the District Transportation

Supervisor/Safety Director. The name, address, and telephone number are as follows:
Transportation Supervisor/Safety Director 1705 16th St NE Willmar MN 56201,
320-262-5640.

“Don’t lose your riding Privilege!”

FOLLOW THESE BUS RULES

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep heads, hands, and feet inside the bus.
10. Bus driver is authorized to assign seats.