

SOUTH BEND COMMUNITY SCHOOL CORPORATION

VEHICLE MAINTENANCE FACILITY



Transportation Work Rules and Standard Operating Procedures

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SOUTH BEND SCHOOL CORPORATION
STANDARD OPERATING PROCEDURES

CHAPTER TITLE - A

Development, Organization & Application

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INTRODUCTION

This Handbook contains written standardized procedures, practices and policies, and will be utilized by South Bend Community School Corporation (“SBCSC” or “Employer”) as the official reference for Transportation Department employees, including but not limited to drivers, paraprofessionals, mechanics and VMF employees (collectively “Employees”).

PURPOSE:

To provide a singular standard written source of Standard Operating Procedures, practices and policies for the SBCSC to promote an effective and efficient school bus transportation system. The guidance in this Handbook, which fully supports the mission of SBCSC, is subordinate to Federal, State and local laws and ordinances, policies of the SBCSC’s Board of Trustees, and Union contracts. Thus, should there be any conflict between this Handbook and any governing law, SBCSC policy, or Union contract, the latter shall govern.

GENERAL:

The operating procedures in this Handbook are intended to be a guideline demonstrating how to do a particular task or tasks. This Handbook cannot be expected to provide a solution to every question or problem which may arise in an organization established to provide a service delivery system. It is expected, however, that it will be sufficiently comprehensive to cover, either in a specific or general way, the majority of activities which involve the Employees.

The transportation leadership team may find it necessary to modify any particular procedure (or portion thereof) in an individual situation to meet a special/unusual circumstance. It is the responsibility of all Employees to thoroughly familiarize themselves with, and conform to, the policies, rules and direction provided in this Handbook. Violation of any section of the Handbook may result in discipline, up to and including termination of employment.

MANAGEMENT RIGHTS:

The Employees acknowledge that the Employer has certain exclusive statutory rights and responsibilities which they may not surrender and, except as expressly provided otherwise by this Handbook or by law, the Employer shall retain its rights to make, amend, or execute decisions and policies that are necessary to operate and maintain the program of the school district and to otherwise carry out its lawful rights and responsibilities.

Such rights of the Employer include, but are not limited to: direct the work of the Employees; hire, promote, demote, transfer, assign, or retain Employees in positions within the public agency; suspend or discharge Employees for proper cause; maintain the efficiency of governmental operations; relieve Employees from duties because of a lack of work or for other legitimate reasons; take actions as may be necessary to carry out the mission of the Employer in emergencies; and to determine the methods, means, and personnel by which operations are to be carried on, including subcontracting if such is deemed desirable.

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY:

The provisions of this Handbook shall apply to all Employees. Neither Management nor the Employees shall discriminate with respect to the application of the provisions of these guidelines on the basis of membership or non-membership in any organization, marital status, race, color, national origin, sex, creed, age, religion, disability, military status, ancestry, genetic information, sexual orientation, gender identity, political affiliation, residence, all as provided for by applicable federal law, state law, or local ordinance and SBCSC Policy 4122.

ANTI-HARASSMENT:

It is the policy of the Employer to maintain a work environment that is free from all forms of unlawful harassment, including sexual harassment, in accordance with SBCSC Policy 4362, Employer will take appropriate and immediate action in response to complaints or knowledge of violations of this policy.

PERSONNEL FILES:

Employee files shall be maintained in the Employer's Administration Building, in the Office of Human Resources, under the following provisions:

All materials placed in the Employee's permanent central office personnel file and originating within the Employer shall be available to the Employee upon request for inspection.

Material in an Employee's file made available to Employees as a result of this Handbook may be reviewed by the Employee in the Human Resources Office. The Employer shall maintain only one (1) personnel file per Employee for all formal disciplinary matters and such file shall be maintained in the Human Resources Office.

Inspection of an Employee's file shall be made at a time that does not interfere with the Employer's work schedule. The inspection will be done in the presence of a school administrator or the administrator's designee. The Employee shall have the right to duplicate any material in his/her personnel file there may be a fee for making copies. To the extent an Employee's personnel file includes records that contain confidential information that is not subject to mandatory disclosure under Indiana's Access to Public Records Act, such records shall be redacted prior to disclosure and copying.

REPRESENTATION:

When the Employer summons an Employee to a conference the purpose of which is to conduct an investigation which could reasonably be expected to result in disciplinary action, the Employee shall be given prior verbal notice of the reasons for the meeting and shall be entitled to have one (1) representative of his/her choice present to advise him/her and represent him/her at the conference.

When the Employer summons an Employee to a conference the purpose of which is not to conduct an investigation, but to administer disciplinary action, the Employee shall be entitled to have one (1) representative present to observe and advise the Employee.

CORRECTIVE DISCIPLINE:

Management recognizes that the concept and use of corrective discipline has a sound basis to alter Employee behavior and enhance Employee self-control. Such a system of corrective discipline includes, for a minor offense, that a documented verbal warning first be given; that a written warning be given for a second violation; and that any subsequent offenses subject the Employee to further discipline, including but not limited to suspension with or without pay, and/or discharge. It is recognized that corrective discipline is not required in more serious cases and in such cases Employer shall have the right to progress through the corrective discipline sequence.

Corrective discipline normally begins with a documented Verbal Warning, and then progresses to a Written Warning, Final Notice, and then Termination. Depending on the nature of the offense and other relevant facts, steps may be combined or skipped. Suspension can also be a part of the corrective discipline process. Labor and Management recognize that, depending on the nature of the offense and/or the interval of time between offenses, that it may be appropriate to impose the same penalty as was previously imposed or even a lesser penalty than was previously imposed. It is also recognized that there may be situations in which it is appropriate to impose a greater penalty than that suggested by the pattern of corrective discipline outlined above. The parties recognize that in the system of corrective discipline the determination of penalties will be the prerogative of Management, subject to the grievance procedure (See also Article 8). Management shall administer its system of Employee discipline in good faith, using the following rules:

1. If an Employee is to be disciplined by the Employer, either the Employee or the supervisor shall be entitled to request that one (1) representative of the Employee be present.
2. Any discipline of an Employee for any infraction of rules or deficiency in performance shall be issued in a professional manner. No Employee shall be disciplined by a supervisor in a manner which attracts the attention of other people.
3. Any complaint must be called to the attention of the Employee if it is to be used as the basis for any disciplinary action or discharge.
4. Within the language of this Section, it is the goal of the parties to promote fundamental fairness. While the grievances, beyond the Step 2 level, for verbal and written warnings shall not be considered; in the event of a suspension without pay or discharge, previous disciplinary action taken by the Employer and the Employee's written response may be introduced into evidence by either party at any step of the grievance procedure.

ADMINISTRATIVE LEAVE:

If the Director of Human Resources, Employee Relations or designee determines that an Employee, with a pending criminal charge would be subject to administrative separation if convicted of that charge termination may occur. (Assignment to this type of leave will occur as expeditiously as possible upon confirmation of the pending charge). The written approval from the Director of Human Resources, Employee Relations or designee must be in the form of either: a) an email approving the administrative leave without pay; or b) a letter recommending termination of employment due to disciplinary action.

PROBATIONARY EMPLOYEES:

Employees shall be considered to be probationary Employees for the first forty (40) calendar days that they actually work.

The Employer retains the right to discharge probationary Employees during or at the end of the probationary period for any reason. A probationary Employee who is disciplined or terminated may not utilize the Conflict Resolution Procedures in Article 8.

During the probationary period, probationary Employees shall be laid off before any regular Employees and may be laid off by the Employer without regard to the hiring date of said probationary Employee.

DRIVER ASSIGNMENT:

A. Bidding (Drivers Only)

Any work that results in overtime will not be granted. Bidding will be conducted by management. Union representatives are welcome to be involved in this process. The process used to award bids will be posted and made available to all drivers at time of bidding. Management reserves the right to conduct either live or paper bids based on the volume of work to be awarded. Bidding will take place in seniority order. If there are 15 or more paper bids a union representative will be provided the opportunity to be present for the opening of the bids. Awarding of work may be based on the work record of the driver, including but not limited to: discipline and verified complaints.

For the purpose of determining seniority with respect to bidding and driver assignment, drivers will be credited for years of service in the AFSCME transportation bargaining unit position.

Route vacancies shall be advertised on the 2nd and 4th Wednesday of every month. It will be generally advertised for a period of five (5) work days.

Management reserves the right to stop the bidding process at any time based on legitimate operational needs. If the bidding process is stopped, bids will be posted for one (1) additional day.

Once the job posting is closed, drivers will be notified of award of bid and will begin working at an agreed upon time by the driver, management and/or his/her designee.

The job posting shall include the current schedule and hours, which are subject to change.

Regular and/or special education route

A scheduled itinerary with a time table which outlines stops where students are picked up in proximity to their residence or at their homes and transported to their respective schools to engage in the instructional day; or,

The return from school to the home or stops.

Drivers may be assigned multiple routes.

Trip Assignment

Trips are bid by the drivers. Work where students are transported from school and then back to school for some type of athletic, academic, and/or extracurricular event. After bidding on trips has been completed, the Director of Transportation and/or his/her designee shall post the results of the bid, giving the assignment and the name of the successful bidder. Drivers are eligible for trips in rotating seniority order. In all cases, drivers must be able to meet the time schedule of the trip assignment. Drivers who fail to follow trip directions may be disciplined. Drivers who must forfeit a trip due to route changes may bid on any available trips or vacant activity.

As of August 2, 2023, assigned routes would remain with the assigned driver unless the assigned driver exercises their annual bidding right. Employers retain the right to assign work as needed under certain circumstances.

Trips, including available activities, shall be posted and will generally be awarded in seniority order on a rotating basis starting with the person below the last person awarded a trip. (Any person who passed up his/her work opportunity is not eligible for another bid until the rotation is completed and their name comes up again). An in-town athletic or extracurricular trip is an event that is held within the school corporation boundaries. Drivers must stay with their trips, drivers leaving their trips will only be paid for the time spent at their trips, and may face progressive discipline for leaving their trips unattended. Unauthorized destinations and stops will be unpaid.

Drivers must take a 66 passenger bus on all trips. Special needs buses are prohibited on all trips, unless approved by Management or designee.

In all cases, the driver must be able to meet the time schedule. When drivers are late or miss trips they have bid on and have been awarded, the following progressive discipline will be followed:

- a. First Offense: Documented Verbal Warning
- b. Second Offense: Forfeit Three (3) rotations and written warning
- c. Third Offense: Forfeit thirty (30) working days rotations and final warning

Trips may not be delayed while a driver completes an assignment. Management reserves the right to assign a driver who can be on time.

Add-On Procedure

Add-on work is defined as work that is more than 30 minutes and is added onto the beginning or end of a route or program. Work that is less than 30 minutes will be assigned by Management.

Add-ons which have been awarded and have opened back up again shall be re-posted.

Drivers who have been awarded an add-on may bid on a different add-on piece of work to increase or decrease their hours as long as the new add-on piece of work does not put the driver over forty (40) hours per week. Drivers will be limited to adding or dropping a route or add-on piece of work annually.

When a driver is needed for an add-on and there is insufficient time (less than five (5) days) to post the add-on, the corporation may assign the add-on to any driver on the seniority list for up to ten (10) days.

No limitation may be placed on any driver on the number of add-ons which the driver is awarded, providing that the driver has the available time and the add-ons do not cause the driver to be paid for more than forty (40) hours of regular driving time.

Out of Town Trips

Contract drivers will be provided first opportunity for out of town trips.

Drivers interested in out of town trips should sign the interest list. Trips will be assigned using a rotating seniority list. Each trip will be assigned based on the driver's availability to meet that trip's scheduled times. Preference shall be given to drivers without a conflicting assignment. If no such driver is available, the next driver on the rotating seniority list will be offered the trip. Drivers shall be compensated at the trip rate. Drivers shall not be compensated for hours between 5:00 p.m. and 8:00 a.m. on overnight trips, unless driving.

Daily Vacancy Assignment Procedure

A sign-up sheet to fill vacancies will be available daily and must be signed prior to 7:00 a.m. each day.

Assignments will be made in seniority order on a rotation basis.

Assignments shall be made for up to a (10) day period. If the regular driver is off longer than ten (10) days, assignments will be made in seniority order on a rotation basis.

Summer Programs

Any program starting after or extending beyond the recognized school calendar shall be considered summer programs and are bid positions. Summer program work is not a regularly scheduled route and is not subject to the minimums applicable to regular AM and PM routes during the school year.

The initial posting and sign-up period shall be prior to the end of the school year.

Drivers wishing to substitute shall sign up on a separate list and will be called as needed in seniority order.

Summer programs shall be posted and will be awarded in seniority order on a rotating basis starting with the person below the last person awarded a summer program. (Any person who passed up his/her work opportunity is not eligible for another bid until the rotation is completed and their name comes up again).

If additional work becomes available over the summer (after the first allotment of work is bid) work will be awarded in seniority order on a rotating basis starting at the top of the seniority list.

All known unassigned trips will be posted from 8:00 a.m. until 12:00 noon on each Friday.

Trips will be awarded and posted by 9:00 a.m. Monday for trips starting on Tuesday. Drivers awarded trips will be called on Monday.

The trips will be awarded in seniority order using a rotating list.

The award will be based on the driver's ability to make the trip's scheduled time and the driver's ability to operate the specific equipment required. The process for availability will be the same as used during the school year.

EXPRESSING INTEREST (Paraprofessionals only)

Paraprofessionals may express interest for all work via paper form one (1) time per year. The interest form will be taken into consideration when assigning work for Paraprofessionals. Assignments are made at the discretion of Management taking into account the best interest of the school corporation, Paraprofessional preferences, and all other relevant factors.

A full reposting of all mid-day work will be conducted at the start of every school year. During the school year vacant mid-days will be posted prior to assignment, and then again after assignment has been completed.

POSITION ELIMINATION AND LAYOFF PROCEDURE:

The Employer will make every effort to make layoffs or position eliminations during the summer break period, typically from June 15 to August 20 of each year.

In the event a job elimination or layoff is necessary, the Employees will be informed in writing of the reasons for the reduction or realignment of staff prior to the implementation of the procedure dealing with the elimination and layoff.

EMPLOYEE TRANSFER ORIGINATED BY THE CORPORATION:

Management may change an Employee's assignment at any time for any lawful reason . When a transfer of assignment is initiated by Management, the Employee will be placed in an open position at the discretion of the Employer and the Employee shall generally remain in said position for a period of one (1) year, unless agreed to by the Employer.

DIRECTIVES

PURPOSE:

To provide ongoing, concise SBCSC policies that support the overall managerial requirements of SBCSC.

GENERAL:

Employees have an obligation to conduct their duties in a manner that serves the public's interest, upholds the public's trust, and protects SBCSC's resources.

CODE OF CONDUCT:

The Transportation Department pursues excellence in all its endeavors and insists on high standards of conduct and performance. The rules expressed in the following sections are designed to promote and maintain a positive environment for all. Firm, fair, and consistent application of these rules is the primary objective.

Listed below are some of the rules and regulations of the Transportation Department. This list should not be viewed as being all-inclusive. Types of behavior and conduct that this Department considers inappropriate and which could lead to disciplinary action up to and including an unpaid suspension or termination of employment without prior warning, at the sole discretion of the Department, include but are not limited to the following:

1. All Employees have the responsibility to perform their duties to the very best of their abilities and in a manner that is efficient, cost-effective, and meets the needs of the students and families.
2. All Employees will demonstrate integrity, honesty, and ethical behavior in the conduct of all district business.
3. All Employees will ensure that personal interests do not come in conflict with official duties and avoid both actual conflicts of interest and the appearance of conflicts of interest when dealing with students, families, district employees and other individuals doing business or seeking to do business with the district.
4. All Employees ensure that all district resources, including funds; equipment, vehicles, and other property are used in strict compliance with district policies and solely for the benefit of the district.
5. All Employees shall conduct all dealings with students, families, district employees and other organizations in a manner that presents a courteous, professional and service oriented image of the district.
6. All Employees must treat the students and other Employees fairly and equitably, without regard to age, color, disability, national origin, political affiliation, race,

religion, sex, gender identity, sexual orientation, marital status, military status, ancestry, genetic information or any other legally protected category.

7. All Employees must avoid any behavior that could fall under the definition of misconduct as defined in this Handbook.
8. All Employees must report for work at the scheduled time and place fully equipped, fit and able to perform the job tasks.
9. The Transportation Department Leadership Team shall set an example for other Employees and have a responsibility to ensure that their activities and decisions pertaining to students, families, and members of the community, personal actions and the management of district funds are consistent with the SBCSC's policies and procedures.

AREAS OF COMPLIANCE:

1. Employees shall read and become familiar with the district's rules, regulations, policies and procedures. No plea of ignorance of the rules and regulations will be accepted as an excuse for any violations.
2. Employees shall promptly and willingly respond to the lawful orders from the Transportation Department Leadership Team. Refusal to obey an order shall constitute insubordination. Obvious disrespect for or disruption of the Transportation Department Leadership Team's order shall likewise be deemed insubordination.
3. Employees shall report unresolved issues between themselves and the Transportation Department Leadership Team to the next highest level of management or Human Resources.
4. The Transportation Department Leadership Team shall refrain from exceeding their authority in giving orders. The wrongful or injurious exercise of authority is prohibited.
5. Each member of the Transportation Department Leadership Team will be held responsible for enforcing the district's rules and regulations. If a violation comes to the attention of the Transportation Department Leadership Team member, that Transportation Department Leadership Team member will immediately notify the Employee of the violation and take corrective action. Should the Transportation Department Leadership Team member fail to report a violation of an order and/or district rule or regulation that Transportation Department Leadership Team member shall also be subject to discipline up to and including termination.
6. Should an Employee receive an order that conflicts with a previous order the Employee will immediately notify the Transportation Department Leadership Team of the conflicting order and shall be governed by the Transportation Department Leadership Team's subsequent instructions.

7. Any Employee who is given an order he/she believes to be contrary to any policy or procedure of the district or law should respectfully request clarification from the Transportation Department Leadership Team citing the reason they believe it to be contrary. If the matter remains unresolved, it may be elevated by either party to the next level of supervision, accompanied by a written statement of the issue(s) involved.
8. Employees shall exhibit courtesy and respect to all Transportation Department Leadership Team members.
9. Transportation Department Leadership Team members shall exhibit courtesy and respect to their subordinates and shall treat all Employees in a fair and impartial manner.
10. Employees shall treat one another with due courtesy and shall not engage in horseplay or disrespectful conduct while at work. Employees shall speak the truth at all times. Employees shall treat all students and the public with due courtesy and respect at all times.

Should an Employee have a complaint against a non-district employee, he/she shall forward the complaint in writing to the Transportation Department Leadership Team.

ATTENDANCE, ABSENCES, AND PUNCTUALITY PROCEDURES

PURPOSE:

To publish the attendance and punctuality procedures to which Employees will adhere.

ATTENDANCE POLICY:

Employees are required to notify the transportation director or assistant transportation director immediately and no less than two (2) hours prior to the start of any of their shifts of any problems related to their inability to report to work on time. Employees should call 574-393-7030 to make such reports. Voicemail should include ALL of the following information:

- Name
- Bus Number
- Report Time
- Reason for Absence

Employees must call in themselves. DO NOT have someone call in for you unless in an EXTREME EMERGENCY. There may be questions the office may need to ask you concerning your run, equipment, etc. You may be the only person that could answer them correctly.

Discipline will start after paid time has been exhausted. It is the Employee's responsibility to monitor the amount of benefit time available to them. If an absence is taken after paid time has been exhausted the corrective discipline progression will apply:

- **Verbal Warning**
- **Written Warning**
- **Final**
- **Discharge**

Exceptions will be made for absences due to jury duty, absences approved by the Director, and approved FMLA absences.

DEFINITIONS:

Excused Absence Time off where Management has, by written authorization, allowed an Employee time off (e.g., use of personal business days, time off for Union activity, etc.) or time off where an Employee either has Employer-provided hours accumulated to use for time off or contractual rights to time off that do not require Management approval (e.g. sick hours or bereavement leave).

Unexcused Absence Those times when an Employee:

- a. Fails to call in an absence (no call, no show)
- b. Does not have sufficient sick, personal business, or vacation hours to cover an absence. (Exceptions are approved leaves of absences)

- c. Exceed the time off of an approved absence, e. g. does not return to work at the end of an Employer approved leave of absence.
- d. Uses accumulated time for other than its intended purpose, i.e. calling in sick in order to pay bills on a payday.

Excessive Absenteeism All days of absence beyond allowable time earned.

Pattern Absences: Those absences over a period of time that show an inappropriate pattern, i.e., days off before and/or after a weekend or a scheduled time off period, paydays, calling off on bad weather day, absences which are seasonal in nature, and etc.

Job Abandonment Two (2) consecutive work days of “no call, no show” constitute job abandonment and shall be grounds for immediate termination.

Leaves of Absence Employees may refer to the current policies of South Bend Community School Corporation regarding leaves of absence. It is incumbent upon the Employee to ensure that leaves of absence are submitted appropriately and that the Employee communicates any changes to an approved status, or need for an extension both to this Department and the approving authority in Human Resources. Upon return from any FMLA leave, Employer will restore the Employee to his/her former position with equivalent employment benefits, pay, and conditions of employment in accordance with SBCSC Policy 4430.01.

RULES:

Emergencies It is understood that there may be an emergency situation that precludes an Employee from complying with these procedures. In these situations it is the Employee’s responsibility to provide documentation. Once received management will determine whether to make an exception to these procedures.

Doctor’s Notes Doctor’s notes explain but do not necessarily excuse any absence. The Employer may require the verification of the Employee’s illness by a licensed physician.

Punctuality Punctuality is a requirement. Employees are expected to report to work on time. Late reports may result in an Employee being sent home without pay for that shift. This decision will be made at Management’s discretion.

VIOLATION OF POLICY & PROCEDURE

Types of behavior and conduct that the Transportation Department considers inappropriate and which could lead to disciplinary action up to and including an unpaid suspension or termination of employment without prior warning, at the sole discretion of the Transportation Department Leadership Team, include but are not limited to, the following:

1. Failure to follow established standards for requesting or reporting absences, including unexcused absences described in Article 5.
2. Failure to follow established standards for reporting to duty on time.
3. Placing a student in undue jeopardy, or practicing unsafe behavior.
4. Inappropriate handling or disclosure of confidential information or records.
5. Inappropriate, disruptive, discourteous or irregular behavior adversely affecting students or co-workers.
6. Acts of physical misbehavior or acts of violence, including provoking or participating in fighting or making threats.
7. Performance of duties in an irresponsible, careless, reckless, or unsafe manner or behavior not conducive to a safe and healthful work environment.
8. Commission of acts in violation of the School Corporation's Nondiscrimination and Equal Employment Opportunity and Anti-Harassment Policies.
9. Commission of an illegal act, committed on or off the job, which adversely impacts job performance, attendance or the reputation of the School Corporation.
10. Unauthorized access, inappropriate use, or abuse of the School Corporation's equipment or property, such as, but not limited to, copiers, computers, computer software, internet access, emails, fax machines, telephones, buses and bus equipment, and shop equipment.
11. Neglect of duty or failure or refusal to perform job-related duties and assignments.
12. Failure to follow Departmental, School Corporation, State and Federal policies, procedures, rules or regulations, including insubordination which is defined as the willful refusal to obey the State school laws or reasonable rules adopted for the governance of the school building or the School Corporation.
13. Violation of safety or security regulations.
14. Refusal to cooperate with an investigation.

15. Failure to obtain or maintain, within a designated time, certification credentials necessary for continuation in the job.
16. Unlawful manufacture, distribution, sale, possession or use of any controlled substance or illegal drugs regardless of where or when the conduct occurs.
17. Misuse, defacement or destruction of Department, student, or co-worker property.
18. Falsification of forms, time and attendance records, or other official records or documents, including employment, promotion or transfer documents.
19. Theft or unauthorized possession, removal, destruction, or use of property belonging to the School Corporation, a student or co-worker.
20. Possession of firearms, weapons, explosives, or dangerous materials on School Corporation property unless authorized by law.
21. Misappropriation of School Corporation funds or equipment.
22. Behavior harmful to the reputation and mission of the School Corporation.
23. Failure to report all criminal charges or traffic charges, not including parking tickets.

OUTSIDE EMPLOYMENT:

Outside employment that might in any manner jeopardize the effective operation of any Employee, or in any way make it difficult to perform his/her duties or carry out the responsibilities assigned, will not be permitted. Any outside employment should be consistent with the moral and ethical aspects of the educational program.

The Superintendent or his/her designee shall decide on all cases brought to his/her attention where outside employment impairs the effectiveness of the Employee.

CONFLICT RESOLUTION PROCEDURE:

The following process is designed to provide Employees with a procedure through which any misunderstandings or misapplication of the policies and administrative work rules of the South Bend Community School Corporation can be addressed. It is understood that there can be honest differences of opinion about working conditions, disciplinary actions, rules, methods of work performance and other personnel issues. An open channel of communication is essential to a good work atmosphere and the Corporation's ability to function efficiently and effectively. The intent of this process is to resolve an issue at the lowest possible administrative level in the most efficient time frame possible.

Employees may utilize these procedures to challenge a disciplinary action. However, an Employee is not permitted to utilize the Conflict Resolution Procedures beyond Step 2 to contest a Verbal Warning, Written Warning, or Final Notice.

Assistant Director – Step 1:

An aggrieved employee shall first raise the issue with the Assistant Director (or designee), who in most cases will be able to resolve the situation. The aggrieved employee shall notify the Assistant Director (or designee) of the concern in writing within five (5) working days of the discovery of the issue. The Assistant Director (or designee) and the aggrieved employee shall meet to discuss the issue within five (5) working days of the date the Assistant Director (or designee) received the employee's written concern. The Assistant Director (or designee) shall respond within ten (10) working days of the discussion meeting. If the Union desires to appeal the determination to the next step, it is the Union representative's obligation to initiate the appeal.

Director of Transportation – Step 2:

If the first step does not result in a satisfactory resolution, the employee may bring the concern to the attention of the Director of Transportation . This concern must be in writing and submitted within five (5) working days from the date of the Step 1 decision. The Director of Transportation will review the matter and meet with the involved parties to address the concern within five (5) working days of the date the Director of Transportation receives the written concern. The Director of Transportation will respond within ten (10) working days of the meeting. If the Union desires to appeal the determination to the next step, it is the Union representative's obligation to initiate the appeal.

Director of Employee Relations – Step 3:

If the second step does not result in a satisfactory resolution, the employee may bring the concern to the attention of the Director of Employee Relations. This concern must be in writing and submitted within five (5) working days from the date of the Step 2 decision. The Director of Employee Relations will review the matter and meet with the involved parties to address the concern within five (5) working days of the date the Director of Employee Relations receives the written concern. The Director of Employee Relations will respond in writing within ten (10) working days of the meeting. If the Union desires to appeal the determination to the next step, it is the Union representative's obligation to initiate the appeal.

QUARTERLY LABOR MANAGEMENT MEETINGS:

Representatives of the Employer will meet with representatives of Union on a mutually determined date and time each January, April, September, and November during the regular school year for the purpose of reviewing the administration of the contract and to resolve problems that have arisen. The meetings shall take place on an agreed upon date by the Union and employer of the specified month.

These meetings are not intended to bypass the Conflict Resolution Procedures. These meetings shall also serve as discussion sessions. Other such discussion sessions can be established upon request by either party.

Two days prior to the meeting, each party will submit to the other an agenda covering what they wish to discuss. Items to be resolved and discussed shall not be placed on the agenda by either party until an attempt has been made to resolve the problem through the appropriate administrative official. The parties agree to cooperate in furnishing necessary information for the agenda, and otherwise constructively considering and resolving such matters.

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CHAPTER TITLE - B

Operations

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EMPLOYMENT PRACTICES

ADDRESSES AND PHONE NUMBERS:

All Employees must have on file with the Employer their current address and a telephone number by which they can be reached. The Employer may rely on said addresses and telephone numbers in notifying Employees, as called for pursuant to these Guidelines, and the Employer will not be liable for any damages or pay in the event the Employer cannot locate said Employees at the address or telephone number on file with the Employer.

DIRECT DEPOSIT:

The Employer will provide direct deposit services through the “automatic clearing house” (ACH) system. All Employees are expected to participate in the direct deposit program. It will be incumbent upon each Employee to select a financial institution that is capable of receiving direct deposits to comply with this requirement.

DRUG/ALCOHOL TESTING:

Drug Free Working Environment Management and Labor agree that the language contained within this Article and section as related to drug testing is intended to protect individual rights, safeguard fellow Employees, protect property and equipment, and ensure the safety of the children served by the Employer by providing a work environment that is free of drugs and alcohol.

The Employer will assume all costs associated with drug and alcohol testing. Employees tested shall be compensated for their time spent away from their normal work assignment at their appropriate rate of pay.

Tests required to satisfy requirements of the Federal Government’s Department of Transportation will be conducted when requested by the Director of Transportation.

Random Drug and Alcohol Testing: All drivers will be subject to random unannounced testing. The selection of drivers for random testing of drugs and alcohol will be made using a scientifically valid method that ensures each driver will have an equal chance of being selected each time selections are made. Thus, a driver might be selected more than once during a year. Each driver selected for random testing shall be tested during the selection period. If the results of the urine drug test are dilute-negative, the result will be considered negative.

Pre-employment Testing: Any individual that seeks employment with or transfers into a DOT safety-sensitive position with SBCSC will be required to take and pass a urine drug test. The receipt of a negative urine drug test is required. If the results of the urine drug test are dilute-negative, the result will be considered negative. If the test was canceled, Employer requires the applicant to take and pass a second urine drug test.

Anytime a driver is off work and removed from the pool for thirty (30) consecutive days or more, the driver will be required to take and pass another pre-employment urine drug test.

Reasonable Suspicion Testing: Employees can be tested for “reasonable suspicion,” when there is reason to believe an Employee’s actions, appearance, or conduct on duty is indicative of drug/alcohol use.

Post-accident Testing: As soon as practicable following an accident involving an SBCSC vehicle, SBCSC will test each surviving driver: (1) who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life, or (2) who receives a citation under State or local law for a moving traffic violation arising from the accident if the accident involved either: (a) injury of any person requiring medical treatment away from the accident scene; or (b) a vehicle had to be towed from the accident scene. A driver subject to post-accident testing must produce an appropriate specimen for drug testing as soon as possible, but not later than thirty-two (32) hours after any reportable accident. Additionally, the driver must submit to an appropriate alcohol test within two (2) hours of a reportable accident.

Test Results and Retesting: The Employer may afford an employee subject to drug and alcohol testing a confirmation test opportunity to explain or challenge “positive” test results. The opportunity for retests will be determined by the Employer after consultation with the laboratory. Should the submission to a confirmation test be scientifically supportable, by the standards established, the request will be immediately acted upon. The Employer will bear the costs of a confirmation test.

Employment subsequent to a confirmed, positive alcohol/drug test shall be at the discretion of the Employer.

OVERTIME:

Overtime work shall be assigned in accordance with the requirements of the Employer. Overtime will be equitably distributed amongst available drivers.

If additional Employees are needed and/or if no qualified or able Employees are available within the area in which the overtime work is to be performed, then the Employer shall have the right to assign overtime work to Employees of the Employer.

EMERGENCY CLOSING OF SCHOOL:

During school closing because of inclement weather, all Employees are required to be on the job. In the event personnel in a given building are unable to get to work the department director or supervisor shall be notified. Employees unable to get to work due to inclement weather may claim pay for that day by using a personal business day. In the case of unusual circumstances, the Employee may appeal to the Director, Human Resources for an exception. Employees may be required to report to work based on their job classification.

EQUIPMENT DAMAGE:

The Employer shall maintain a record of all accidents, preventable and non-preventable, involving Employer-owned motor vehicles. If an accident occurs during a non-scheduled backing of the motor vehicle, the consequence for the accident shall be elevated one step on

the progression listed below. The Employer shall reserve the right to advance through the progression listed below depending on the seriousness of the accident.

The following Progression is applicable to preventable accidents only:

1st accident Written reprimand

2nd accident Written reprimand and three (3) day suspension

3rd accident Subject to further suspension / termination

SUBSTITUTES:

Substitutes may be provided, when available and deemed necessary by the Transportation Department.

Benefits accrued to full time Employees under the terms of this contract are not extended to substitute Employees.

DRESS CODE & HYGIENE POLICY

Employees of this Department shall project a professional image to the community and to students and co-workers. Therefore, the Transportation Department adopts this Dress Code & Hygiene Policy for all its Employees. The goal of the Transportation Department Dress Code & Hygiene Policy is to ensure that the Employee will always maintain a professional appearance, including proper personal hygiene, while on duty.

APPEARANCE:

1. It is the responsibility of all Employees to thoroughly familiarize themselves with, and conform to, the Dress Code & Hygiene Policy.
2. All Employees shall maintain proper personal hygiene while on duty at all times.
3. Hair shall be kept clean and well-groomed, shall not constitute a safety hazard and at no time shall interfere with the operation of a district motor vehicle or district equipment. Hair bonnets are NOT allowed.
4. No jewelry shall interfere with the use or operation of any district equipment or performance of required job functions and/or duties. In addition, items shall not interfere with the interaction with passengers. Items must be in compliance with all OSHA/IOSHA Rules & Regulations. Note: Rings, earrings, necklaces, etc. can cause significant injury to passengers and the Employee.
5. Employees shall not wear any type of headgear that exhibits any wording, letters, patches, emblems, insignias or buttons that might be offensive, suggestive or state any cause that is objectionable to another Employee. Employees headgear may not interfere with the use or operation of any district equipment or performance of required job functions and/or duties. In addition, items shall not interfere with the interaction with passengers. Items must be in compliance with all OSHA/IOSHA Rules & Regulations.
6. Employees may wear a district issued jacket/outerwear while on duty. The jacket/outerwear must be kept clean and is not to be worn in places whose atmosphere would not be compatible with the images of a SBCSC employee.
7. Employees may wear a personal jacket/outerwear or polo shirt provided while on duty. The jacket/outerwear or polo must be kept clean and may not exhibit wording, letters, patches, emblems, insignias or buttons that might be offensive, suggestive or state any cause that is objectionable to another Employee. Employees may not wear any type of jacket/outerwear that may interfere with the use or operation of any district equipment or performance of required job functions and/or duties. In addition, these items shall not interfere with the interaction with passengers. Jackets/outerwear must be in compliance with all OSHA/IOSHA Rules & Regulations.

8. Employees may only wear shirts that cover the shoulder and undergarments. The shirt must also cover the entire torso from shoulder to below the waistline. At no time may an employee wear any shirt that exposes a midriff, open chest, is suggestive in nature or see through. Appropriate undergarments are required. Collared shirts and tops are to be considered proper attire if they conform to attire that would be worn in the everyday business society. The shirt must be kept clean and may not exhibit wording, letters, patches, emblems, insignias or buttons that might be offensive, suggestive or state any cause that is objectionable to another Employee. Employees may not wear any type of shirt that interferes with the use or operation of any district equipment or performance of required job functions and/or duties. In addition, shirts shall not interfere with the interaction with passengers. Shirts must be in compliance with all OSHA/IOSHA Rules & Regulations.
9. Employees may only wear pants, capris, or culottes that are not suggestive in nature. Tight fitting leggings and/or exercise clothing is NOT acceptable. Shorts may only be worn when the outside temperature is above 72 degrees Fahrenheit and shall be no shorter than two inches above the knee. Appropriate undergarments are required. Pants, shorts, etc. are to be considered proper attire if they conform to attire that would be worn in the everyday business society. Unreasonable slits in clothing, holes in pants, see-through or short style shorts are not allowed and must cover all undergarments at all times.
10. The pants, shorts, skirts etc. must be kept clean and may not exhibit wording, letters, patches, emblems, insignias or buttons that might be offensive, suggestive or state any cause that is objectionable to another Employee. Employees may not wear any type of pants, skirts, shorts, etc. that interferes with the use or operation of any district equipment or performance of required job functions and/or duties. Items must be in compliance with all OSHA/IOSHA Rules & Regulations. (Cotton type garments are suggested to be worn for safety reasons.)
11. Employees must wear closed-toe shoes with hard soles. All other footwear, including crocs, sandals, and heels are not acceptable due to safety reasons. Sole construction must be a non-slip material. Footwear may not interfere with the use or operation of any district equipment or performance of required job functions and/or duties. In addition, footwear shall not interfere with the interaction with passengers. Footwear must be in compliance with all OSHA/IOSHA Rules and Regulations.
12. Employees will only wear eyeglasses or sunglasses that do not interfere with the use or operation of any district equipment or performance of required job functions and/or duties. In addition, eyewear shall not interfere with the interaction with passengers. Eyewear must be in compliance with all OSHA/IOSHA Rules & Regulations. Employees must wear ANSI-Z87 approved safety goggles or glasses when in the restricted areas of any garage/repair facilities.

13. All Employees are responsible to be clean and neat in appearance and free of offensive odors. Employees must also be aware that some personal hygiene products may contain ingredients that trigger reactions in fellow Employees and passengers. If the Employee is notified of a problem, use of these products must be discontinued.

Exceptions: Exceptions to this policy may be made by the Director of Transportation to address a specific Employee's medical, religious, or other similar need.

DRIVER CERTIFICATION

SBCSC follows all Federal, State and local laws and public acts in regard to the operation and transportation of school students. SBCSC also adheres to all Federal, State and local laws and public acts in regard to the American Disabilities Act (ADA).

1. All employees while operating a district vehicle must have in their immediate possession the appropriate valid license(s) and certificate(s) as required by Federal, State and Local Jurisdictions.
2. All employees must operate district vehicles in compliance with all applicable governmental and district rules, regulations and standards.
3. District Requirements to Drive School Bus
4. Must hold a valid Commercial Driver's License from the State of Indiana, with a "B" or higher classification, School Bus Driver Endorsement, Passenger Endorsement and no Air Brake Restriction.
5. Pursuant to Indiana State Statute, the Bureau of Motor Vehicles will note all convictions, civil infractions, moving violations, accidents and criminal vehicle violations.
6. Each employee will also pass a DOT physical and drug screen(s), and any other required health standards prior to and during employment at SBCSC. Time frame for testing or re-testing etc. will be determined by the employer and/or Federal & State Standards.

EDUCATION & CERTIFICATION:

1. All new bus driver trainees must successfully complete the twenty (20) hour course conducted through the Indiana Department of Education. Once completed, the trainee will be issued a "Blue Card" which will be valid for one (1) year from the date of issuance.
2. A bus driver trainee must also pass:
 - a. Physical agility test (575 IAC 1-8)
 - b. State DOT/CDL physical examination including pre-employment drug and alcohol testing. Physical and drug testing will be conducted at a designated site by SBCSC.
 - c. The written portion of the DOT/CDL license at the BMV. The trainee will be issued a temporary DOT/CDL license. The trainee cannot proceed with "Behind the Wheel Training" unless they have been issued this temporary license.

- d. Once completing the “Behind the Wheel Training” the drivers’ trainer will be scheduled with a state approved Training Center to take the inspection, skills and driving test. The trainee must pass this portion of the requirements.
 - e. The trainee must return to the BMV WITH the following:
 - i. Completed long form certification stating he has passed the physical exam and drug and alcohol test.
 - ii. Temporary permit DOT/CDL driver’s license
 - iii. Current Driver’s License
 - iv. Trainees will obtain DOT/CDL license.
3. Mechanics must have “B” and “P” endorsements.
 4. It is the responsibility of the employee to ensure all of their credentials are kept current, and to provide current copies to the employer.

SBCSC TESTING:

Management may require on-road skills tests on regular intervals or following accidents, incidents, citations, moving violations, reports of improper driving. This is not an all-inclusive list of why a skills test may be required of the employee. The employer will determine when a skills test is to be given.

LICENSES AND CERTIFICATES:

As a condition of employment as a school bus driver, you must maintain and carry in your possession, when driving, all appropriate licenses and certificates prescribed by law and/or the District, including a:

- Valid Commercial Driver’s License (CDL): A valid license of the appropriate class.
- Medical Certificate (until physical on file with BMV)
- Yellow Card

Each DOT/CDL license holder bears the responsibility of:

- Renewal of CDL driver’s license PRIOR TO expiration date.
- Successfully passing the DOT/CDL physical examination PRIOR TO its expiration date.

SBCSC requires and pays for a pre-employment physical examination. After employment, SBCSC will pay for the DOT/CDL physical examination (at SBCSC designated site) not to exceed one per year.

When a driver receives a new medical certificate or DOT/CDL driver's license, he/she must bring them into the Transportation Center so copies may be made for his/her personnel file. A copy of the full medical certificate will be faxed to the Indianapolis BMV. You may check the status of your medical certificate by calling 1-317-615-7433. Press 1; enter Date of Birth, Social Security number. If you wish to speak to an attendant, call 1-317-615-7335 and press 2.

If a driver receives restricted or limited approval of his physical exam, he/she must:

- Meet with the Transportation Director to discuss if the driver will be permitted to drive during the period of time the license is restricted/limited as determined by DOT/CDL regulations.
- The driver will be responsible for any expense incurred as a result of the medical problem which mandated his/her restriction/limited physical certificate.
- He/she must return to the medical facility which issued the restricted/limited certificate for all ensuing physical exams AND WILL BE RESPONSIBLE for the cost of any additional physical exams.

The driver is responsible to keep their certifications current. If you allow your medical certificate, driver's license and yellow card to expire, your School Bus Certificate becomes invalid and you will not be permitted to drive. Permitting required certification to expire is considered a failure to meet the requirements or your job classification and at the minimum will result in unapproved leave without pay.

FAILURE TO COMPLETE ANNUAL ONLINE SAFETY MEETING:

Notwithstanding the penalty provided in I.C. 20-27-8-14, annual safety meeting; nonattendance; penalty, a person may reinstate the standard certificate by completing the annual safety meeting program, providing the certificate has not expired for more than three consecutive years. **The annual safety meeting must be completed by November 30th of each year.**

A driver is not allowed to attend the pre service class to reinstate the standard certificate.

A person who has failed to attend the annual safety meeting for three consecutive years is required to complete all training requirements for certification. Refer to: Training Requirements and Certificate of Enrollment.

There is no waiver available from the State School Bus Committee or the Office of School Transportation and Emergency Planning.

RENEWING INDIANA CDL LICENSE:

There are currently two (2) options when renewing your Indiana CDL License. Listed below are the options and requirements for each license. In each case the license will be mailed to you within 10 days.

- Non-Secured - Documents required are:
Updated Physical Form

Old CDL License

- Secured ID – Documents required are:

Identity Document; Birth Certificate or U.S. Passport or Passport Card

Social Security Number Documents; Social Security Card or W-2 Form or 1099 Form or Preprinted pay stub showing your name, your employers name and your social security number.

Indiana Residency; Computer-generated bill from a utility district, credit card district, doctor or hospital, bank statement, or pre-printed pay stub that indicates your name and address of residence, W-2 form, property or excise tax bill or Social Security Administration or other pension or retirement summary statement showing name and address of residence.

BMV CHECKS:

SBCSC shall conduct periodic BMV checks of its drivers.

REPORTING LICENSE VIOLATIONS:

Drivers must report in writing all personal traffic violations (except parking), whether in your personal vehicle or an SBCSC school bus within 24 hours or the next business day to the Director of Transportation.

The notification must include:

- Your full name;
- Driver's license number;
- Date of conviction;
- Specific criminal or other offense(s), serious traffic violations(s) and other violations of State or local law relating to motor vehicle control for which you were convicted and any suspensions, revocation or cancellation of certain driving privileges which resulted from such conviction(s);
- Indicate whether the violation was in a commercial vehicle;
- Sign the notification

If the bus driver receives notifications of suspension, revocations, cancellation, lost privilege or disqualification by any State or jurisdiction, he/she must notify SBCSC immediately before his/her next driving assignment. It is in the driver's best interest to do this notification in writing.

If it is an out-of-state conviction, you must also notify the Indiana Licensing Agency at:

Indiana Bureau of Motor Vehicles, CDL
IGCN, Room N405
Indianapolis, Indiana 46204

A bus driver may not consume any alcohol beverage within an eight (8) hour period prior to operating a school bus.

- Upon receipt of reliable evidence, a driver will be immediately terminated.
- If a driver is arrested on a DUI charge, employment with SBCSC will be terminated.
- If under any circumstance a driver is found in possession of, or test positively to use of illegal drugs, employment with SBCSC will be terminated.

EATING/DRINKING/SMOKING

SBCSC follows all federal, state, and local laws in regard to this topic. SBCSC also addresses other issues concerning the health and safety of its passengers and employees.

- 1.** No employee is allowed to eat or drink anything in a SBCSC vehicle while it is in motion.
- 2.** No employee is allowed to eat anything in a SBCSC vehicle while there are passengers onboard unless pre-approved by a supervisor.
- 3.** No employee or passenger is allowed to use any form of tobacco products at any time while on or around a SBCSC vehicle.
- 4.** SBCSC prohibits the use of all tobacco products on school property. Each school has unique boundaries. It is the employee's responsibility to know and observe these boundaries.

TRIPS

- 1.** Pre-Trips shall be performed by drivers on all vehicles assigned to extra-curricular trips if the vehicle has been down for more than one hour.
- 2.** Drivers should not transport a school-sponsored activity without a coach, teacher, or chaperone. Notify the Director of Transportation if such a person is not available.
- 3.** When at extra-curricular trips, athletic events, etc., drivers shall return to the vehicle in time to perform safety checks, and be ready to depart when the group returns. Drivers shall complete the trip ticket form issued to them for the trip and turn in the following work day.
- 4.** Drivers shall check with coach, teacher, chaperone or transportation dispatch prior to departing about meals if needed.
- 5.** Drivers shall remain at the trip destination unless other arrangements have been made with transportation management.
- 6.** Drivers may not use buses for personal use except for meals, during a trip if needed. This must be approved by the transportation management or designee.
- 8.** If you have a breakdown during the field trip, follow procedures as outlined under Mechanical Breakdowns. NOTE: It is the responsibility of the coaches or teachers to notify the athletic director and building principals. You are required to notify the transportation office or transportation director if it is after normal business hours.
- 9.** There will be no "trading" of any trips or routes with other drivers.
- 10.** Drivers are to follow the directions to the event issued by the transportation office and/or coaches/teachers.
- 11.** Before leaving on a trip and returning from a trip, drivers shall assure the bus is clean and fueled.
- 12.** If the chaperone, teacher, or coach is uncooperative when on an extra-curricular trip, do not argue, do what is asked and report it to the transportation director as soon as possible. NOTE: if a safety related problem or breaking the law is asked of you, CONTACT MANAGEMENT IMMEDIATELY.

WORK SCHEDULE

Employees are expected to be regularly present and on time. Absenteeism and tardiness places an undue burden and hardship on SBCSC's ability to manage and direct programs and activities, which affect students, parents, and the community we serve.

Continuous absenteeism and tardiness will lead to disciplinary action. SBCSC has a right to expect its employees to be on time.

1. Work schedules and assignments are established by the district to meet requirements as set by contract, district/program directive, and/or passenger needs.
2. All employees shall report for work in a time frame that permits consistent conformance to their work schedule and assignment.
3. Work schedules will have specific district directed start and end times. The following shall be observed:
4. If your work schedule and shift assignment is pre-determined by the district (i.e. 8 AM to Noon) you shall be at work at 8 AM and continue working until Noon. At work does not mean just being physically at the work location, it means performing the tasks for which you are paid to perform.
5. Employees may not charge more time than they actually work nor take more time to complete an assignment than is reasonably necessary.
6. Drivers may not use routes longer than the shortest required to safely complete their assigned run. In determining the shortest, safe route a reasonable blend of time and mileage must be considered. For example, a one (1) mile long route that takes an hour to travel would be avoided if a two (2) mile long route to the same destination requires ten minutes to travel.
7. While reasonable individuals make honest mistakes, deliberately claiming time that you know you did not work is fraud and will result in severe disciplinary consequences up to and including termination of employment. Timesheet fraud may also result in criminal prosecution and may result in fines and imprisonment. Your time sheets should reflect your actual start and end time for each work assignment.
8. Including non-work related activities in your work schedule is specifically prohibited. These activities include, but are not limited to, arriving at your first pickup earlier than required, driving slower than is necessary to safely operate your run, stopping for snacks while en-route, shopping while on the clock, smoke breaks while on the clock, banking on the clock, socializing on the clock, etc. The disciplinary consequences of minor violations of this policy may also become more severe with repeated violations and may lead to termination of employment.

IDLING PROCEDURE

Morning Pre-trip & Inspection – Bus Warm Up

1. When weather conditions are above 40°F, idle time is a maximum of five (5) minutes.
2. When weather conditions are from 20-40°F, idle time is a maximum of ten (10) minutes.
3. When weather conditions are 20°F and colder, idle time is thirty (30) minutes.

All buses must run on time in any weather condition.

Loading and Unloading Students at Schools

All buses arriving to a school to load or unload students that will be sitting more than three (3) minutes are required to turn off their engines until departure time. This includes the following: Field Trips, Activities, Games or other bodies of work. When weather conditions are thirty two (32) °F or colder, idling is allowed to defrost windows, for operational safety and a reasonable level of comfort inside the bus. This idle time is set at no more than ten (10) minutes.

Auxiliary Equipment/ Extreme Hot or Cold Temperatures

Special Education buses fall into the Auxiliary category with their specialized equipment. This idle time is set at no more than thirty (30) minutes for the needs of the students.

Extreme Hot Conditions and Temperatures are above 82°F. The bus may idle to keep circulation of air conditioning. This idle time is set at no more than thirty (30) minutes.

Extreme Cold Conditions and Temperatures are below 20°F. This idle time is set at no more than thirty (30) minutes.

On any given work day, the bus may not exceed one (1) hour of combined idle time daily. If weather is so extreme – either hot or cold – management may authorize an extended idle time.

SOUTH BEND COMMUNITY SCHOOL CORPORATION
STANDARD OPERATING PROCEDURES

CHAPTER TITLE - C

Communications

PAGE NUMBER	TITLE
Page 38	Vehicle Entertainment System (AM/FM/CD)
Page 39	Cell Phone
Page 40-41	Two-Way Radio
Page 42	Portable Entertainment Device

VEHICLE ENTERTAINMENT SYSTEM

The goal of the SBCSC Vehicle Entertainment Procedure is to ensure that the Employee will maintain a level of concentration to ensure a safe operation of the motor vehicle.

- 1.** Employees shall limit the use of Vehicle Entertainment System so that it does not interfere with their concentration while driving nor cause passenger discomfort.
- 2.** Employees shall not use the Vehicle Entertainment System if it interferes in any way with the two-way emergency radio.
- 3.** Employees shall not use the Vehicle Entertainment System or tune to a station with adult content or that a passenger objects to or a station that offends any passenger/parent/guardian.

CELL PHONE

Employees shall never use a cell phone or any hands-free device on any SBCSC vehicle unless authorized by their supervisor or in an emergency when the two-way communication system is not available or not working. In this type of emergency situation, Employees shall make sure the vehicle is safe and secure prior to making the call and that he/she is not in the driver's seat when making the emergency call.

TWO-WAY RADIO

The SBCSC Two-Way Radio ensures that the employee will have the means to safely communicate with the dispatcher.

1. It is the responsibility of all employees to ensure all FCC rules are followed for the use of a licensed radio. The Department Radio is licensed for urgent messages relating to the transportation of students on school buses.
2. The intended use of the two-way radio system is defined as; "When an employee has to contact dispatch for time sensitive information that cannot be obtained effectively at a later time by calling from their home or stopping into the office."
3. While talking on the radio, place the microphone 4" to 5" away from your mouth at an angle. Talking directly into the microphone speaker causes damage to the speaker through moisture coming from the mouth. Two-way communication between "base" (office) and bus to bus shall be for school related business only. Use the bus number to "base" when calling for assistance and use "Clear" when ending the transmission.
4. When talking on the radio, use a normal tone of voice. Do not leave the microphone on its hook and try to talk on the radio as the microphone is made for use 4" to 5" away from the mouth since background noise will limit good clear communications.
5. Acknowledgement of a message shall be clear and professional. CB lingo and slang is unacceptable and illegal with emergency type communications. Unnecessary chatter, arguments, or offensive language are not acceptable. Employees who violate this provision are subject to discipline, up to and including termination of employment.
6. Always use your assigned vehicle number when contacting dispatch. In the event of a breakdown while operating a spare vehicle, inform the dispatcher of the spare vehicle number being used.
7. All radio traffic should be directed to the dispatcher. In the event you hear another driver with information that concerns your run or one of your passengers, you may acknowledge the transmission and the dispatcher will also acknowledge the transmission.
8. When asking for information or giving information to the dispatcher, ensure the information is slow and clear, especially when giving phone numbers or addresses.
9. When giving or requesting information concerning a passenger on your school bus, ensure that you use the passenger's first name and if necessary the passenger's last initial and school attending.

10. Under an emergency situation, remain calm and contact dispatch to relay necessary information. Ask for medical help if necessary. "Code Red": Whenever the driver hears the term "code red" all communications will cease and the channel will be kept open for emergencies. Only when "code red" is cleared should radio traffic resume.
11. Non-employees may never use the radio system.
12. If you experience difficulties with your two-way radio, first attempt to contact dispatch requesting a radio check. If you cannot contact dispatch, attempt a radio check with another school bus. If your radio is not working properly, immediately report it to a mechanic and to dispatch as soon as reasonably possible, but not later than the end of your run. Do not drive a bus without a working radio.
13. When the bus is parked with the engine off and you are still on duty, the vehicle's ignition switch should be placed in the "on" position allowing the radio to be used.
14. Drivers shall keep their two-way radios on while transporting students. Any driver failing to operate a bus with a two-way radio on and operational is subject to discipline, up to and including termination of employment.

PORTABLE ENTERTAINMENT DEVICE

The SBCSC Portable Entertainment Device procedure ensures that the employee will maintain a level of concentration to ensure a safe operation of the motor vehicle. Employees shall never use any portable entertainment devices (i.e., iPods, mp3 players, etc.) while on any SBCSC vehicle unless authorized by their supervisor. Only Tyler Tablets and other equipment provided by SBCSC are authorized for use.

SOUTH BEND COMMUNITY SCHOOL CORPORATION
STANDARD OPERATING PROCEDURES

CHAPTER TITLE - D

Department Passenger Management

PAGE NUMBER	TITLE
Page 44	Passenger Relationship Policy
Page 45	Driver Responsibilities
Page 46	Guidelines for Student Discipline
Page 47	7 Steps to Good Student Management
Page 48	Corporal Punishment

PASSENGER RELATIONSHIP POLICY

- 1.** Employees are only allowed to give out or discuss any information concerning passengers (including driver's own personal notes) to the passenger's respective parent/guardian and/or licensed teacher/caregiver or other pre-approved personnel. If you are unsure, contact your supervisor for instructions after your run. If an immediate response is required, politely request that the individual contact your supervisor.
- 2.** Any request from other individuals must have prior district approval.
- 3.** No person will be allowed to take a picture of a passenger without prior district approval. (Requires parent/legal guardian approval.)
- 4.** Employees should only use the passenger's first name for discussion purposes unless full identification is needed by an AUTHORIZED party.
- 5.** No employee is allowed to assault, swear, threaten, or be disrespectful to any passenger at any time, or to engage in any discussions or activities which are offensive, suggestive or might be considered inappropriate.

DRIVER RESPONSIBILITIES

The bus driver shall be responsible for discipline on the school bus and shall have the discipline authority of a teacher under the current school behavior policy approved by the Board of School Trustees. Problems of discipline shall be discussed early with the student, the student's parents, and the principal and action planned before the problem becomes serious. Refusal to transport children or other punishment may be inflicted only by and in cooperation with the school authorities. Upon a bus driver's recommendation and approval by school authorities, students may be denied the privilege of riding the school bus when they refuse to conduct themselves in a proper manner on the bus. In no case shall the bus driver put a pupil passenger off the bus for disciplinary reasons without adult supervision except at his/her regular stop or at the school.

GUIDELINES FOR STUDENT DISCIPLINE

Student management is the most difficult part of the job description of the school bus driver. The school bus driver must be able to drive the bus safely, while at the same time maintain discipline and control of 65 or more active students. Good relationships between the driver and students are the first step in obtaining desirable behavior and cooperation from students. Here are some tips to help you.

Tip #1: Understand that each child is an individual and therefore different. Make an attempt to know the names of each child riding your bus, (not just the bad ones). Greeting each child when they board your bus and saying goodbye when they depart is a positive way to improve driver-student relationships. A child's cooperation is won with respect. Children will do anything for someone who cares.

Tip #2: Students need to be aware of what is expected of them regarding their conduct on the bus. Be specific, consistent, not putting on an act, just be yourself and simple in your rules. Do not bring your personal problems onto the bus with you. Keep a positive attitude and be professional in your approach.

Tip #3: Bus drivers are educators also, when interacting with students, lead by example. Never be afraid to listen to what the student has to say. Too often conflicts arise due to simple misunderstandings. Whenever possible, try to see the conflict from the student's perspective.

Tip #4: Drivers should not become overly familiar with students, confide in students about personal problems, or talk critically with students about other students, parents, teachers, other school employees, or confidential information.

Tip #5: Never allow anger or frustration to become obstacles to fulfilling job responsibilities.

The first step in discipline is to establish with students a set of expectations and the consequences if the expectations are not met.

7 STEPS TO GOOD STUDENT MANAGEMENT

1. Monitor behaviors regularly, and know your students. Ask yourself if this is a constant problem or an isolated incident. An isolated incident may indicate a problem with the student (home problems, school problems), and should be approached more delicately.
2. Intervene early. When a student's behavior does not meet the expectation, give them an opportunity to get back on track by reminding them of the expectation.
3. Document, Document, Document. You should keep a journal that will help you remember accurately conversations you have with students, parents, and school personnel.
4. Call home. You may not get an answer, or the number may be bad, but you need to document that you made an attempt to notify the parent before a write up happens. When speaking to parents, stick to discussing the behaviors. DO NOT engage in verbal disputes with parents. If the parent is unreceptive to your conversation, try calling with a supervisor present.
5. Make sure the reader understands. When you write students up, make sure you are giving enough information to make the person reading it understand why the behavior is a problem for you. Avoid subjective language (e.g. he was being bad, her behavior was horrible). Use objective language that describes the problem (e.g. his behavior was unsafe, she hit another student). Document your attempts to redirect the behavior with the student, and attempts to contact parents.
6. Protect yourself. Make your copy of the write up BEFORE turning in to the school. This way, if it is lost, or you don't hear back about the discipline you have something to follow up with. If it comes to the point of having to ask someone from management to intervene, the first thing you will be asked to produce is documentation of previous write ups and conversations. When these things can be provided you can make a strong case for immediate action.
7. Be patient. A student will not likely be removed from the bus on the first write up. This is what makes consistency so important. Write ups are ineffective when you flood the school with them after long periods of inaction on your part. It's also an unfair use of authority.

Fact: When these steps are executed consistently and fairly you can have good relationships with your students and parents.

CORPORAL PUNISHMENT

As used here, “corporal punishment means the intentional infliction of mild temporary physical discomfort on a student for the purpose of addressing misconduct.” Corporal punishment shall not be used by the Board’s employees.

Employees, within the scope of their employment, may use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property.

See Board Policy 5630.

SOUTH BEND COMMUNITY SCHOOL CORPORATION
STANDARD OPERATING PROCEDURES

CHAPTER TITLE - E

Transportation Directives

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AUTHORIZED PASSENGER

Employees shall not transport any individual not authorized by school officials (teachers, chaperones, parents, etc.). This policy is for the protection of each passenger, their property, health, and safety. Any individual other than those scheduled on each run must receive authorization from the SBCSC.

PARKING

Employees shall park their personal vehicles in the designated employee parking area.

Drivers are to park their district vehicles in the space assigned to that vehicle, when applicable. **If you drive a spare, park it in the correctly assigned area.**

Do not park in front of garage doors, or beside the building without permission from a mechanic.

While on trips, drivers are responsible to park district vehicles in legal, designated parking areas.

USE OF DISTRICT VEHICLE

District vehicles are to be used for district business and the transportation of district students, employees, and chaperones only.

PRE- AND POST-TRIP INSPECTIONS

1 - STROBE LIGHT → FASTENED AND SECURED, NOT CRACKED, BROKEN AND NO MISSING PARTS, ALL OF PROPER COLOR AND OPERATIONAL

2 – ANTENNAS

5 - CLEARANCE LIGHTS

2 - WARNING LIGHTS

2 - STOP LIGHTS

2 - HAZARD LIGHTS

2 - TURN SIGNALS

2 - HEADLIGHTS - HI AND LOW BEAM WITH TURN SIGNAL

1 - CROSS ARM

ALL MIRRORS, BRACKETS AND SCREWS

CHECK UNDER THE BUS, NO LEAKS OR PUDDLES ON THE GROUND

I. CHECKING UNDERNEATH THE HOOD - LEFT SIDE

- A. HOSES & CLAMPS → FASTENED AND SECURED, NO CUTS, SLITS OR BULGES AND NO LEAKS.
- B. ALTERNATOR - WHICH IS BELT DRIVEN → FASTENED AND SECURED, NOT CRACKED, BROKEN, NO MISSING PARTS, WIRES NOT CUT OR FRAYED, NO CORROSION OR DAMAGE.
- C. MANIFOLD → MOUNTED AND SECURED, NO HOLES OR LEAKS.
- D. WATER PUMP → FASTENED AND SECURED, NOT CRACKED, BROKEN, NO MISSING PARTS AND NO LEAKS. BELT DRIVEN.
- E. SERPENTINE BELT → RUNS BOTH MY WATER PUMP AND ALTERNATOR. FASTENED AND SECURED NOT CUT, TORN, FRAYED & NO MORE THAN 3/4" PLAY.

II. RIGHT SIDE

NOW GO TO THE RIGHT SIDE AND I WILL BE CHECKING THE REST OF MY FLUIDS.

- F. COOLANT HOSES AND CLAMPS → FASTENED AND SECURED, NO CUTS, SLITS OR BULGES. NO LEAKS.
- G. RADIATOR, POWER STEERING FLUID, OIL → FULL OR ABOVE THE ADD MARK.
- H. AIR COMPRESSOR → GEAR DRIVEN ARE FASTENED AND SECURED, NOT CRACKED, BROKEN, NO MISSING PARTS. NO LEAKS IN AIR COMPRESSOR OR HOSES AND OPERATIONAL.

- I. POWER STEERING PUMP → GEAR DRIVEN ARE FASTENED AND SECURED, NOT CRACKED, BROKEN, NO MISSING PARTS. NO LEAKS IN POWER STEERING PUMP OR HOSES AND OPERATIONAL

III. STEERING

- A. GEAR BOX & GEAR BOX HOSES → FASTENED AND SECURED, NOT CRACKED, BROKEN, NO MISSING PARTS. NO SLITS, CUTS OR BULGES AND NO LEAKS IN HOSES OR GEAR BOX.
- B. PITMAN ARM, DRAG LINK, UPPER & LOWER STEERING ARM. → FASTENED AND SECURED, NOT CRACKED, BROKEN, NO MISSING PARTS. CASTLE NUTS & COTTER PINS IN PLACE.

IV. SUSPENSION

- A. FRONT & REAR SPRING HANGERS, LEAF SPRING, SPRING U-BOLTS. → FASTENED AND SECURED, NOT CRACKED, BROKEN, NO MISSING PARTS.
- B. SHOCK ABSORBER → FASTENED AND SECURED NOT CRACKED, BROKEN, NO LEAKS.

V. AIR BRAKES

- A. AIR BRAKE HOSES & LINES → NO SLITS, CUTS OR BULGES. NO LEAKS.
- B. AIR BRAKE CHAMBER → FASTENED AND SECURED, NOT CRACKED, NO LEAKS.
- C. SLACK ADJUSTER & PUSH ROD → FASTENED AND SECURED, NOT CRACKED, BROKEN, NO MISSING PARTS. NO MORE THAN 1" PLAY, IN PUSH ROD WHEN BRAKES RELEASED.

VI. TIRE

- A. TREAD DEPTH → MINIMUM 4/32".
- B. INNER & OUTER TIRE WALL → NO SLITS, CUTS OR BULGES. PROPERLY INFLATED (check with tire gauge)
- C. INNER & OUTER RIM → NOT CRACKED, BENT, NO REPAIR WELDS.
- D. DRUMS & BRAKE LININGS → FASTENED AND SECURED, NOT CRACKED, NO HOLES, LININGS NOT WORN DANGEROUSLY THIN.
- E. LUGNUTS → NONE MISSING. NO RUST TRAILS TO INDICATE, LOOSENESS.
- F. INNER & OUTER HUB OIL SEAL → FASTENED AND SECURED, NOT CRACKED, BROKEN, OR MISSING PARTS NO OIL LEAKS. OIL FULL (CHECK SIGHT GLASS)

VII. WALK AROUND

- A. 3 SIDE CLEARANCE LIGHTS → FASTENED AND SECURED NOT CRACKED, BROKEN, NO MISSING PARTS. ALL OPERATIONAL. ALL OF PROPER COLOR.

(2- AMBER & 1 RED)
3 REFLECTORS (2- AMBER & 1 RED)
REFLECTOR TAPE
TURN SIGNAL 4 WAY FLASHER
- B. STOP ARM → FASTENED AND SECURED NOT CRACKED, BROKEN.

VIII. UNDER BUS FRONT

- A. MUFFLER, TAIL PIPE, CLAMPS AND HANGERS. → FASTENED AND SECURED NOT CRACKED, BROKEN, NO MISSING PARTS. NO HOLES, OR LEAKS.
- B. DRIVE SHAFT, U-JOINTS → FASTENED AND SECURED NOT CRACKED, BROKEN, NO MISSING PARTS. NO DEBRIS IN U-JOINTS
- C. FRAME (FRONT TO REAR SIDE TO SIDE) → FASTENED AND SECURED NOT CRACKED, BENT OR BROKEN. NO MISSING CROSS MEMBERS.

IX. DUAL AIR BRAKES

- A. AIR BRAKE CHAMBER → FASTENED AND SECURED NOT CRACKED, BROKEN, NO LEAKS.
- B. AIR BRAKE LINES & HOSES → NO CUTS, SLITS OR BULGES AND NO LEAKS.
- C. SLACK ADJUSTER & PUSH ROD → FASTENED AND SECURED NOT CRACKED, NO MISSING PARTS, WITH NO MORE THAN 1" PLAY IN PUSH ROD WHEN BRAKES ARE RELEASED

X. SUSPENSION

- A. FRONT & REAR SPRING HANGERS, LEAF SPRING, SPRING U-BOLT TORQUE ARM → FASTENED AND SECURED NOT CRACKED, NO HOLES, LINING NOT WORN DANGEROUSLY THIN. BACK TIRE AREA
- B. BRAKE DRUM & LINING → FASTENED AND SECURED NOT CRACKED, NO HOLES, LINING NOT WORN DANGEROUSLY THIN.

XI. TIRES

- A. SPACE BETWEEN TIRES → TIRES ARE EVENLY SPACED. NO FOREIGN OBJECTS.
- B. TIRE TREAD DEPTH → MINIMUM 2/32
- C. INNER & OUTER TIRE WALL → NO CUTS, SLITS OR BULGES. PROPERLY INFLATED (CHECK WITH GAUGE)

- D. INNER & OUTER RIM → FASTENED AND SECURED NOT CRACKED, BROKEN. NO WELDS.
- E. LUG NUTS → NONE MISSING. NO RUST TRAILS TO INDICATE LOOSENESS.
- F. INNER & OUTER AXLE SEAL → FASTENED AND SECURED NOT CRACKED, BROKEN. NO OIL LEAKS.
- G. AIR BAG → FASTENED AND SECURED NO CUTS, SLITS OR BULGES. NO LEAKS.
- H. SHOCK ABSORBERS → FASTENED AND SECURED NOT CRACKED, BROKEN, NO MISSING PARTS. NO LEAKS
- I. MUD FLAPS → FASTENED AND SECURED, NOT CUT OR TORN.

XII. REAR BUS

- A. 5-CLEARANCE LIGHTS → FASTENED AND SECURED NOT CRACKED,
2-WARNING LIGHTS BROKEN, NO MISSING PARTS. ALL OF
2-STOP LIGHTS PROPER COLOR, AND OPERATIONAL.
2-HAZARD LIGHTS
2-BRAKE LIGHTS
2-BACK UP LIGHTS
2-LICENSE PLATE LIGHTS
2-TAIL LIGHTS
2-RED REFLECTORS
REFLECTOR TAPE
LEFT AND RIGHT TURN SIGNAL
- B. EMERGENCY DOOR, DOOR → FASTENED AND SECURED NOT CRACKED,
HINGES AND BOLTS. BROKEN, NO MISSING PARTS.
- C. TAIL PIPE → SHOULD NOT EXTEND MORE THAN 1”
PAST THE BUMPER.

XIII. RIGHT SIDE OF BUS

- A. FUEL CAP, FUEL TANK (WHEN → FASTENED AND SECURED NOT CRACKED,
ENTERING BUS USE HANDRAILS. BROKEN, CAP IS TIGHT, NO LEAKS.
WHEN DEPARTING BUS USE
HANDRAILS)

XIV. INSIDE WALKTHROUGH

- A. DOOR HINGES & BOLTS → FASTENED AND SECURED NOT CRACKED,
BROKEN, NO MISSING PARTS.
- B. STEP LIGHT & STEP MATS → FASTENED AND SECURED NOT CRACKED,
BROKEN, NO MISSING PARTS. STEP MATS
NOT LOOSE.
- C. HANDRAIL, BRACKETS & → FASTENED AND SECURED NOT CRACKED,
SCREWS BROKEN, NO MISSING PARTS.
- D. FIRE EXTINGUISHER → FASTENED AND SECURED. FULLY
CHARGED IN THE GREEN AND PROPERLY
RATED.

- E. TRIANGLE BOX, 3 TRIANGLES, 6 EXTRA FUSES. → FASTENED AND SECURED NOT CRACKED, BROKEN, NO MISSING PARTS.
- H. FIRST AID BOX & BODY FLUID CLEAN-UP KIT. → FASTENED AND SECURED AND FULL OF ITEMS

XV. START ENGINE

- A. SAFE START → (VERBALIZE) MAKE SURE IT IS IN NEUTRAL AND PARKING BRAKE BEFORE STARTING.
- B. ABS LIGHT → INDICATES I HAVE ANTI-LOCK BRAKE SYSTEM.
- C. SEAT BELT (PUT ON) → FASTENED AND SECURED NOT TORN.
- D. TURN ON HEAD-LIGHTS →
- E. CROSSOVER MIRRORS → MAKE SURE THEY ARE PROPERLY ADJUSTED, CLEAN.
- F. 2-SIDE MIRROR → PROPERLY ADJUSTED.
- G. REAR VIEW MIRROR → FASTENED AND SECURED NOT CRACKED, BROKEN. AND CLEAN. I SHOULD BE ABLE TO SEE THROUGH THE BUS AND OUT THE REAR DOOR.
- H WINDSHIELD → NOT CRACKED, BROKEN AND FREE FROM OBSTRUCTIONS
- I. WINDSHIELD WIPER, ARMS & BLADES → FASTENED AND SECURED NOT CRACKED, OR DAMAGED, WIPERS AND WASHERS WORK.
- J. DEFROST, DRIVER HEATER → OPERATING PROPERLY. CHECK DEFROST, AND HEAT WITH HAND.
- K. STROBE LIGHT → RED INDICATOR LIGHT TELLS ME IT IS WORKING PROPERLY.

XVI. GAUGES

NOW I AM GOING TO CHECK ALL MY GAUGES AND INDICATORS.

- A. OIL → MAKE SURE IT RISES TO NORMAL (AROUND 30).
- B. WATER TEMPERATURE → MAKE SURE IT RISES TO NORMAL (AROUND 180).
- C. VOLT METER → OPERATES PROPERLY BETWEEN 12 AND 14.
- D. AIR PRESSURE GAUGES → AIR PRESSURE RISES TO NORMAL FROM 120 TO 140 PSI.
- E. LEFT & RIGHT TURN INDICATOR, HAZARD INDICATOR, HIGH BEAM INDICATOR. → OPERATING PROPERLY.
- G. HORN (BLOW HORN) → OPERATING PROPERLY.

XVII. PANEL & 8 WAY LIGHT SYSTEM

NOW I AM GOING TO CHECK MY PANEL TO MAKE SURE EVERYTHING IS OPERATING PROPERLY.

- A. WARNING LIGHTS → ACTIVATES AMBER WARNING LIGHTS.
- B. OPEN DOOR → CANCELS AMBER WARNING LIGHTS AND ACTIVATES FLASHING RED STOP LIGHTS, STOP ARM AND SAFETY CROSSING ARM.
- C. CLOSE DOOR → CANCELS 8 WAY LIGHT SYSTEM.
- D. PARKING BRAKE → HOLD FOOT ON BRAKE, PUT GEAR SHIFT IN DRIVE, REMOVE FOOT FROM BRAKE, VEHICLE SHOULD NOT MOVE.

XVIII. SERVICE BRAKE CHECK

AT 5 MP PRESS SERVICE BRAKE. BUS DOES NOT PULL FROM LEFT TO RIGHT AND STOPS CORRECTLY.

XIX. CHECK MATE SYSTEM

YOU WILL NEED TO TURN KEY TO THE LEFT TO DISARM CHECKMATE SYSTEM. I WILL WALK TO THE REAR OF THE BUS AND OPEN DOOR OR PUSH STOP BUTTON. AS I WALK TO THE REAR OF THE BUS, I WILL BE LOOKING FOR CHILDREN AND LEFT BEHIND ITEMS.

XX. START 1ST WALK THROUGH

- A. OPEN EMERGENCY DOOR → OPERATING PROPERLY WHEN BUZZER SOUNDS.
- B. CHECK BACK OF SEATS → FASTENED AND SECURED, BACKS AND BOTTOMS ARE NOT LOOSE. NO CUTS OR SLITS ON THE BACK OF THE SEATS.
- C. CHECK EMERGENCY WINDOW → OPERATING PROPERLY WHEN BUZZER SOUNDS

XXI. 3-POINT AIR BRAKE TEST (WANTS TO HEAR STEPS)

- A. START THE BUS ENGINE.
- B. FAN AIR BRAKES DOWN TO 90 PSI.
- C. BUILD AIR PRESSURE BETWEEN 120 AND 140 PSI AND WAIT FOR THE AIR COMPRESSOR GOVERNOR TO CUT OUT. (WORKING PROPERLY)
- D. 1). TURN OFF THE ENGINE. 2). TURN KEY TO ON POSITION 3. PUSH IN PARKING BRAKE.
- E. PUT MY FOOT ON THE BRAKE, FULLY APPLY, AND HOLD IT FOR 1 FULL MINUTE TO MAKE SURE THE AIR PRESSURE DOESN'T DROP MORE THAN 3 PSI IN 1 FULL MINUTE. (WORKING PROPERLY) (MAKE SURE YOU FULLY APPLY BRAKE FOR 1 MINUTE UNLESS TOLD OTHERWISE)
- F. FAN BRAKES DOWN TO 60 PSI AND THE AIR PRESSURE WARNING BUZZER SHOULD SOUND. (WORKING PROPERLY)
- G. CONTINUE TO FAN BRAKES DOWN TO 40 PSI AND THE PARKING BRAKE WILL POP OUT. (WORKING PROPERLY) CONCLUDES THE AIR BRAKE TEST.

XXII. APPROACHING BUS STOP (LOADING STUDENTS)

- A. WHEN APPROACHING THE BUS STOP, SLOW DOWN CHECKING MY MIRRORS FOR TRAFFIC AND PEDESTRIANS.

- B. ACTIVATE AMBER WARNING LIGHTS 200 FEET OR 5 TO 10 SECONDS BEFORE THE BUS STOP. TURN ON RIGHT TURN SIGNAL, PULL OVER TO THE CURB WHILE CONTINUING TO CHECK MIRRORS FOR TRAFFIC, STUDENTS OR PEDESTRIANS IN THE DANGER ZONE. BRING BUS TO A COMPLETE STOP 10 FEET FROM THE STUDENTS.
- C. PUT THE GEAR SHIFT IN NEUTRAL AND SET THE PARKING BRAKE.
- D. OPEN THE DOOR TO ACTIVATE RED FLASHING STOP LIGHTS. MAKE SURE ALL TRAFFIC HAS STOPPED BEFORE LOADING STUDENTS.
- E. ALL TRAFFIC HAS STOPPED, MOTION CHILDREN TO BOARD THE BUS. WHEN ALL CHILDREN HAVE BEEN SAFELY SEATED. CHECK ALL MIRRORS FOR STUDENTS OR PEDESTRIANS IN THE DANGER ZONES BEFORE CLOSING THE DOOR. CLOSE DOOR.
- F. CHECK ALL MIRRORS FOR ANY STUDENTS OR PEDESTRIANS IN THE DANGER ZONE. TURN ON LEFT TURN SIGNAL, PUT IN GEAR, RELEASE BRAKE AND PROCEED INTO TRAFFIC SAFELY.

XXIII. DISCHARGING STUDENTS (UNLOADING STUDENTS)

- A. WHEN APPROACHING THE BUS STOP, SLOW DOWN, CHECKING ALL MIRRORS FOR PEDESTRIANS AND TRAFFIC.
- B. ACTIVATE AMBER WARNING LIGHTS APPROXIMATELY 200 FEET OR 5 TO 10 SECONDS BEFORE THE BUS STOP. TURN ON THE RIGHT TURN SIGNAL AND PULL OVER TO THE CURB WHILE CONTINUING TO CHECK MIRRORS FOR TRAFFIC, STUDENTS AND PEDESTRIANS IN THE DANGER ZONE. BRING THE BUS TO A COMPLETE STOP AT THE BUS STOP.
- C. PUT THE BUS IN NEUTRAL AND SET PARKING BRAKE. OPEN THE DOOR TO ACTIVATE YOUR STOP LIGHTS, CHECK MIRRORS, MAKE SURE ALL TRAFFIC HAS STOPPED BEFORE UNLOADING STUDENTS.
- D. ACCOUNT FOR ALL STUDENTS DEPARTING THE BUS AND ASK WHICH STUDENTS WILL BE CROSSING THE STREET.
- E. STUDENTS WHO ARE CROSSING MUST STOP AT THE CURB AND WAIT FOR YOUR HAND SIGNAL TO CROSS. CHECK IN YOUR MIRRORS MAKING IT IS SAFE FOR CHILDREN TO CROSS. THEN GIVE THEM THE SIGNAL TO CROSS. WHEN CROSSING THEY SHOULD STOP AT THE DRIVERS SIDE OF THE BUS AND LOOK BOTH WAYS BEFORE CROSSING THE LANE.
- F. WHEN STUDENTS ARE ALL ACCOUNTED FOR AND SAFELY 10 FEET OFF THE ROADWAY. CHECK ALL MIRRORS THAT NO STUDENTS OR PEDESTRIANS ARE IN THE DANGER ZONE, CLOSE THE DOOR CHECK MIRRORS, TURN ON YOUR LEFT TURN SIGNAL AND PROCEED BACK INTO TRAFFIC SAFELY.

VEHICLE MAINTENANCE

In addition to all of the vehicle operation and maintenance policies, procedures, federal and state laws, drivers are also responsible for the following:

- Only certified employees shall operate a district vehicle and any special equipment that may be part of it.
- No employee operating a district vehicle shall operate it with low engine fluids.
- Each employee is responsible for keeping their assigned or substitute vehicle fueled, cleaned, and orderly. Substitute vehicles are to be refueled upon return to SBCSC property.
- All vehicle operators are to immediately report any safety related vehicle malfunctions, complete a repair request form, and explain problems to maintenance personnel. In the event the malfunction or repair is a safety violation or concern, the driver will immediately secure the vehicle, secure the passengers, and contact dispatch.
- All drivers shall remove their keys when they leave the interior area of the vehicle.
- Every vehicle operator will set the emergency brake and place the vehicle's transmission into neutral or park when:
 - The vehicle is parked.
 - During loading/unloading of ALL passengers.
- Only authorized employees are allowed to operate a district vehicle and/or any components of the vehicle. Students are not allowed to operate any part, switch, or component of the vehicle unless in an extreme emergency.
- Drivers are to immediately stop in a safe area when vehicle warning lights or buzzers are activated. Drivers will not continue to operate a vehicle until the cause is remedied. If correction cannot be made by the driver, transportation must be immediately notified for further instructions.
- Anyone operating a district vehicle will wear a seat belt.
- All vehicle doors are to remain closed any time the vehicle is in motion.
- Every employee shall operate a district vehicle in a safe and reasonable manner so as not to cause harm or discomfort to their passengers or to cause damage to the vehicle.
- No employee will have in their possession, attach, or place any item in a district vehicle unless it has been authorized by a supervisor. No employee will possess,

attach, or place any item within a district vehicle that does not conform to any of the OSHA, IOSHA, DOT, DOE, and district rules and regulations.

1. Oil Changes

The employee needs to keep track of his/her mileage when an oil change is due. When the oil change is within 500 miles the employee shall write it up so the mechanics may schedule it in. Oil changes should be completed every 12,000 miles for a Diesel bus.

The employee will write up any problems and/or oil changes on the Vehicle Maintenance and Repair Form. The first copy is given to the mechanics, the second copy is given to the supervisors and the third copy is kept by the driver.

The employee is to check the engine oil at each pre-trip inspection. The employee may ask the mechanic to add oil when needed. The best time to check the oil is when the engine is cold. Only add oil when it is needed.

2. Brakes

Brake loss of pedal: Immediately slow down, stop and drive no further. Assist your stopping by:

- Looking for an escape route.
- Down shift to lower gear, it will not harm the transmission.
- Make use of emergency or parking brakes to assist stopping.

Loss of power brakes: You will have some brake pressure when your power goes out, but one application is about all, so you must keep pushing on the brake, and do not let up or you will lose what you have already applied.

Braking on Ice:

- Shift to neutral, this will allow you to brake on all 4 wheels, otherwise, the drive train will turn the rear wheels, front wheels will slide, and you will lose your directional stability.
- After shifting to neutral, pump your brakes to maintain directional stability unless your vehicle is equipped with anti-lock brakes.

3. Diesel

Turn on the ignition, wait for the glow plug light to go out (if so equipped), and then start the engine. It does no good to pump the pedal on a diesel engine.

4. Stopping a Diesel Engine

Allow the diesel to idle a couple of minutes to cool down before shutting it off. Turn off all electrical switches.

5. Check Gauges

Immediately after starting the engine check all of your gauges. Also check your gauges frequently while driving down the road.

6. Starting Your Vehicle

A safety switch allows starting the engine only in park and neutral. If it will not start in park, move the shift lever from low to park a couple of times, and try again in park. If the engine still does not start, try it in neutral. If it starts in neutral, come into the garage after the completion of your run to have the switch adjusted or repaired. Double check to make sure your master battery switch is on.

On extremely cold days, or if the vehicle has been sitting idle for several days:

- Turn the headlights on for no longer than one minute, shut them off and then try starting the vehicle.
- Depress the accelerator two or three times as in step one before starting.
- DO NOT operate the starter for longer than one minute at a time, then wait two minutes for the starter to cool down before trying again.

When starting a warm engine, it is best accomplished by either leaving your foot off the accelerator pedal, or by holding the pedal 1/3 of the way down. DO NOT depress the accelerator pedal all the way to the floor.

7. Electric Plug-In

Diesel engines that do not have electric (Webasto) heaters need to be plugged in when weather temperature goes below 32 degrees.

8. Parking Brake

The parking brake needs to be applied whenever your vehicle is stopped for unloading or loading passengers, and any other time the vehicle is stopped. Constant and consistent use will keep the system in good working order. If the vehicle will move in drive while the parking brake is set, get it repaired immediately.

9. Windshield Wipers

Turn off the windshield wipers before you shut off the engine in order to properly park the wiper blades.

10. Parking the Bus

Please turn off all electrical switches (radio, lights, etc.) before turning off the battery cut-off switch.

11. Battery Cut-Off Switch

The bus has a battery cut-off switch located near the driver's seat either on the dash or floor next to the seat.

You need to turn this switch off after everything else is turned off including the engine.

In case of a fire you need to turn off the switch immediately and then turn on the emergency 2-way radio switch (if equipped) so you may still use the radio.

12. Heater/Coolant/Oil Problems

The driver shall check the coolant levels before the engine is started.

The best time to check the oil is when the engine is cold.

Always check underneath the bus for leaks from fluids, take notice of the color and report to a mechanic.

VEHICLE CLEANING

Every driver is responsible for the cleanliness of the interior of their assigned vehicle and are paid as a part of their pre-trip to perform this responsibility. No paper or material is to be kept on the dash.

Every driver who is given a spare vehicle is responsible for cleaning the interior of the vehicle prior to returning it and picking up their permanent vehicle.

Drivers who fail to maintain the interior cleanliness of their assigned vehicle as well as any spare vehicles assigned to them will be subject to disciplinary action up to and including termination for ongoing refusal to comply.

Cleaning the interior of the vehicle includes removing all papers and other trash, sweeping the floors free of dust and debris and dash is to remain clear at all times.

Every driver who is assigned an extra-curricular trip is responsible for cleaning the interior of the vehicle at the end of each trip.

Every driver is responsible for returning their assigned bus on the designated day at the end of the school year. A bus shall be returned in a clean, fueled manner which includes the following, but not limited to:

- exterior of bus (including under compartments) washed
- all interior windows cleaned
- interior floor damp mopped
- passenger seats lifted, cleaned, and latched
- driver area must be cleaned and polished (i.e. Armor All)

USE OF MIRROR PROCEDURES

A driver in a normal seated position, either by direct vision or by use of an indirect vision mirror system, shall be able to observe objects on the roadway in front of and beside the vehicle located inside a continuously visible rectangular area having a length defined as:

- 18 feet in front of the vehicle.
- 6 feet to the left of the vehicle.
- 12 feet to the right of the vehicle.

The cross-over view mirror system must show all of the way across the front bumper of the school bus plus not less than 2 feet on either side of the school bus from the ground to the point where direct observation is possible and not less than 18 feet in front of the school bus.

The right cross-over mirror should allow you to see the right front tire making contact with the ground and the entrance door area and along the side of the rear of the school bus.

The left cross-over mirror should allow you to see the left front tire making contact with the ground and along the side to the rear of the school bus to reduce the left side blind spot.

The flat side mirrors should allow you to see:

- The side of the bus is at the edge of the mirror but not enough to enable you to count the windows.
- Parallel to the sides of the bus at least one traffic lane.
- The ground within approximately 6 inches of the rear wheel.
- Approximately 4 bus lengths behind the bus.

The inside rear view mirror should be adjusted to see the passengers inside of the bus.

BACKING

Do not place your vehicle in a position where it has to be backed unless there is no other reasonable alternative. Backing is where you have the least visibility and has the highest potential for contact with obstructions, people, traffic, etc.

The driver is always responsible for ensuring that the area they are backing into is clear of people, objects, obstructions, and other traffic.

When backing is a standard part of your run, it must be pre-approved by a supervisor.

When backing is unexpected and unavoidable, the driver must safely follow the "Procedures for Backing" below.

The employee will ensure that all of his/her mirrors are adjusted correctly before backing a district vehicle.

When a driver has a concern about the ability to safely maneuver their vehicle, including backing, they are to pursue alternative procedures.

PROCEDURE FOR BACKING:

Employees shall follow steps 1-7:

1. Ensure all areas in front, to the sides and to the rear of the vehicle are clear of people, objects, obstructions, and other traffic.
2. Turn on the hazard lights (Four ways).
3. Sound the vehicle horn three times.
4. Again make sure there are no people, objects, obstructions, and other traffic to the front, sides and rear of the vehicle. If you have an attendant on your run, they may assist in the backing process but the driver is ultimately responsible for safe backing.
5. Back slowly and cautiously, using mirrors and head checks on a continuous basis. Never focus on a single mirror or object.
6. Back your vehicle only as far as required to proceed safely forward.
7. When backing is completed, turn off hazards, double check mirrors, check surrounding area, and proceed forward when clear.

TURN AROUND

A turn-around is a pre-approved maneuver in which a change of direction requires the driver to back the vehicle to complete the change of direction. (Examples; dead end streets, long private driveways, congested parking areas, etc.)

Never place your vehicle in a position where you need to turn around unless there is no other alternative. When you turn around, you have limited visibility and a high potential for contact with obstructions, people, traffic, etc.

The driver is always responsible for ensuring that the area they are using for a turn-around is clear of people, objects, obstructions, and other traffic.

When a driver has a concern about the ability to safely maneuver their vehicle, including turning around, they are to pursue alternative procedures.

If at all possible, the employee should find another alternative route to prevent turning around. When a driver has a concern about the ability to safely maneuver their vehicle, including backing, they are to pursue alternative procedures.

If an employee must turn his/her vehicle around they shall use whenever possible the “alley dock/3 point” method as trained to perform during their COL certification. The employee shall, if possible, back from the street into the drive/safe area, not from the drive/safe area into the street.

The employee will ensure that all mirrors are adjusted correctly before backing a district vehicle.

PROCEDURE FOR TURNING AROUND:

Employees shall follow steps 1-7:

1. Ensure all areas in front, to the sides, and to the rear of the vehicle are clear of people, objects, obstructions, and other traffic.
2. Turn on the hazard lights.
3. Sound the vehicle horn three times.
4. Again make sure there are no people, objects, obstructions, and other traffic to the front, sides and rear of the vehicle.
5. Back slowly and cautiously, using mirrors and head checks on a continuous basis. Never focus on a single mirror or object.
6. Back your vehicle only as far as required to proceed safely forward.
7. When backing is completed, turn off hazards, check mirrors, check surrounding area, and proceed forward when clear.

BREAK DOWN PROCEDURES

If you have a breakdown on district property, notify a mechanic/supervisor and provide the following information:

- a. Vehicle number you are driving.
- b. Exact location on the lot (i.e. third row north side of lot).
- c. Nature of breakdown.
- d. Type of replacement vehicle and equipment needed to complete the run.

If you have a breakdown on the road, find a safe area and contact mechanic/supervisor using assigned bus number and providing the following information:

- a. Activate 4-way hazard lights.
- b. Vehicle number you are driving.
- c. Exact location.
- d. Nature of breakdown.
- e. Stake out Vehicle as follows:
 - i. Triangle 100 ft. in front of bus (40 giant steps)
 - ii. Triangle 100 ft. in rear of bus (40 giant steps)
 - iii. Triangle 10 ft. to traffic side of bus (10 giant steps)
- f. Ensure safety of the passengers during the transfer to the replacement vehicle.
- g. Once the transfer of passengers is complete, notify dispatch as to length of delay in completing the route.
- h. If the breakdown occurs at a dangerous location, take the necessary precautions including setting up safety triangles. If required to protect your passengers, evacuate the bus.
- i. When you return the spare vehicle to its parking area, return the keys to the appropriate staff.

WRECKER SERVICE:

You will be advised by Transportation if a wrecker is needed. If your vehicle becomes stuck, do not attempt to “rock” the vehicle out of the situation. This may cause damage to the drive train. Simply contact Transportation. While waiting for a wrecker, continue to contact dispatch every 15 minutes to advise of your status.

FEULING PROCEDURES

Always place the fuel cap in a conspicuous location when fueling and replacing prior to moving your vehicle.

Do not overfill your tank particularly during hot weather.

Refuel when the fuel level is less than required to complete your next run with a reasonable safety margin, or refuel at not less than 1/2 tank.

No district vehicle is to be fueled with passengers onboard.

The employee must know which type of fuel needs to be placed into the vehicle's fuel tank BEFORE starting the fueling process. If you are not sure which pump to use, it is the driver's responsibility to determine the correct pump.

No vehicle is to be left unattended during the fueling process at any time for any reason.

The employee must keep his/her hand on the fueling nozzle at all times. At NO time will an employee place an object inside of the handle guard to allow the nozzle to pump automatically.

No vehicle is to be left with the engine running while fueling. Weather is NOT an excuse to leave the engine running. There are NO EXCUSES!

The employee shall fuel sometime during the work day when there are no passengers onboard. All substitute drivers must fuel at the end of each run. Spare vehicles must also be fueled after use, prior to return.

Use of a cell phone is prohibited at all times within 50 feet of the nearest fuel pump.

FUEL SPILL

If an employee spills any amount of fuel, they must report it immediately to a mechanic and write an incident report.

Any employee who does not report a spill is subject to discipline, up to and including discharge from the district.

No vehicle is to be left with the engine running while at or near a fuel spill. All battery switches should also be turned to the off position immediately including the radio system.

All cell phones are prohibited at or near a fuel spill unless authorized.

Contaminated products gathered as the result of a spill must be disposed of in accordance with DEQ/OSHA/IOSHA Rules and Regulations.

Negligence by an employee may result in the employee paying for all costs and fines of a fuel spill. (Fines could range up to \$25,000 per day as specified by DEQ)

SOUTH BEND COMMUNITY SCHOOL CORPORATION
STANDARD OPERATING PROCEDURES

CHAPTER TITLE - F

Safety

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CRASH

CRASHES INVOLVING YOUR VEHICLE:

Any employee of SBCSC who is involved in a crash while operating a district owned, leased, rented, or borrowed vehicle shall, by the quickest means practical, notify transportation dispatch.

If an employee is involved in a crash, the employee shall not discuss the incident with anyone other than the law enforcement agency investigating the incident and/or their supervisor or designated accident investigator.

Any requested information from the police and/or your supervisor or SBCSC safety personnel will be made available to them. Any request for information from other sources such as, but not limited to, the news media, parents, and school personnel shall be directed to an SBCSC administrator.

The employee is required to exchange the following information:

1. Name, phone number, and address of SBCSC.
2. Name and address of driver.
3. Registration and insurance information on vehicles.

The driver is responsible for the following:

1. Activate 4-way hazard lights.
2. Determine if there are any injuries and inform dispatch of injuries.
3. Remain calm and contact dispatch for assistance.
4. Give exact location of the crash, nature of injuries if any, and status of district vehicle. (Do not discuss the crash details over the radio.)
5. Maintain the safety of your passengers and notify dispatch if evacuation is necessary.
6. Quickly set up safety triangles.
7. Cooperate with investigating police officers.
8. Get the police officer's business card and crash report number.
9. Fill out the district crash report(s) immediately after the initial investigation is completed. Do not make any assumptions on this report. Record only what you actually observed and heard.

10. As a driver, your responsibilities are to give out information only to the police, district investigators, or district authorized personnel or attorneys.

It is up to the local police investigators and department safety personnel to determine the facts of the crash. The driver should never make any assumptions regarding the circumstances of the crash. Report only what you observed or heard. (Any statements made could be used against you in a criminal or civil case.)

Even if there are no apparent injuries and the run continues, the supervisor will notify the school/program and/or responsible adult or guardian at the drop off location of the following information (if a home location has no phone it may be necessary for the driver, at the supervisor's direction, to notify the parent/guardian):

1. Nature of the accident.
2. Who made the determination there were no injuries.

If there are apparent injuries, the injured passengers will be turned over to emergency personnel. The responsible adult/guardian and school officials will be advised by the office. Passengers without injuries will be transported per item 7 above.

CRASHES NOT INVOLVING YOUR VEHICLE:

If you pass the scene of a traffic crash with passengers on board, it is always good practice to inform teachers, parents or guardians that the passengers may have observed this. It may be necessary for you to explain that you were not involved in this crash. All too often the story may be confused by the passenger causing a teacher or responsible adult to believe that your vehicle was involved in the crash or incident!

If a driver determines it is necessary to provide emergency assistance at the scene, dispatch must be notified for instructions. Drivers are not authorized to request wrecker service on behalf of the involved motorists. Drivers may not leave passengers unattended on the bus while giving aid at a crash scene.

USE OF VEHICLE LIGHTS

1. Headlights: Headlights will be on anytime the vehicle is operated.
2. Strobe Lights: Strobe lights are to be activated any time passengers are on board.
3. Hazard Light Use: Hazard lights shall be used during the following circumstance:
 - a. Other Stops
 - i. Passenger/Student Stops-only when approved by SBCSC
 - ii. Anytime you are backing a company vehicle.
 - iii. Anytime at a railroad crossing.
 - iv. Emergency Stops per DOT/DOE Rules & Regulations.
4. Hazard Light Use: Hazard lights will not be used under the following circumstances:
 - a. While loading or unloading passengers at a school/program.
 - b. While on private property unless backing.
 - c. At any other time not described in item 1 above.
5. Stop Procedure – Use of Alternating Flashing Amber/Red Lights and Hazard Lights (Indiana Commercial Driver's License Manual)
 - a. Approaching the Stop: when approaching the stop, you should:
 - i. Approach cautiously at a slow rate of speed.
 - ii. Look for pedestrians, traffic, or other objects before, during, and after coming to a stop.
 - iii. Continuously check all mirrors.
 - iv. If the school bus is so equipped, activate alternating flashing amber warning lights at least 200 feet or approximately 5-10 seconds before the school bus stop or in accordance with state law.
 - v. Turn on the right turn signal indicator about 100-300 feet or approximately 3-5 seconds before pulling over.
 - vi. Continuously check mirrors to monitor the danger zones for students, traffic, and other objects.

- iii. Continuously check all mirrors.
 - iv. If the school bus is so equipped, activate alternating flashing amber warning lights at least 200 feet or approximately 5-10 seconds before the school bus stop or in accordance with state law.
 - v. Turn on the right turn signal indicator about 100-300 feet or approximately 3-5 seconds before pulling over.
 - vi. Continuously check mirrors to monitor the danger zones for students, traffic, and other objects.
 - vii. Move as far as possible to the right on the traveled portion of the roadway.
- b. When stopping you should:
- i. Bring the school bus to a full stop with the front bumper at least 50 feet away from students at the designated stop. This forces the students to walk to the bus so you have a better view of their movements.
 - ii. Place transmission in Park, or if there is no Park shift point, in Neutral and set the parking brake at each stop.
 - iii. Activate alternating red lights when traffic is a safe distance from the school bus and ensure the stop arm is extended.
 - iv. Make a final check to see that all traffic has stopped before completely opening the door and signaling students to approach.

6. Loading Procedures

- a. Perform a safe stop as described above.
- b. Students should wait in a designated location for the school bus, facing the bus as it approaches.
- c. Students should board the bus only when signaled by the driver.
- d. Monitor all mirrors continuously.
- e. Count the number of students at the bus stop and be sure to board the bus. If possible, know names of students at each stop. If there is a student missing, ask the other students where the student is.
- f. Have the students board the school bus slowly, in single file, and use the handrail. The dome light should be on while loading in the dark. Use dome light when transporting students during non-daylight hours.

- g. Wait until students are seated and facing forward before moving the bus.
- h. Check all mirrors. Make certain no one is running to catch the bus. If you cannot account for a student outside, secure the bus, take the key, and check around and underneath the bus.
- i. When all students are accounted for, prepare to leave by:

Closing the door.

Engaging the transmission.

Releasing the parking brake.

Turning off alternating flashing red lights.

Turning on the left turn signal.

Checking all mirrors again.

Allowing congested traffic to disperse.

- j. When it is safe, move the bus to enter traffic flow and continue the route.

The loading procedure is essentially the same wherever you load students, but there are slight differences. When students are loading at the school campus, you should turn off the ignition switch and remove the key if leaving the driver's compartment. Position yourself to supervise loading as required or recommended by your state or local regulations.

7. Unloading Procedures on the Route

- a. Perform a safe stop as described above.
- b. Have the students remain seated until told to exit.
- c. Check all mirrors.
- d. Count the number of students while unloading to confirm the location of all students before pulling away from the stop.
- e. Tell students to exit the bus and walk at least 10 feet away from the side of the bus to a position where the driver can plainly see all students.
- f. Check all mirrors again. Make sure no students are around or returning to the bus.
- g. If you cannot account for a student outside the bus, secure the bus, and check around and underneath the bus.
- h. When all students are accounted for, prepare to leave by:
 - Closing the door.
 - Engaging transmission.
 - Releasing parking brakes.
 - Turning off alternating flashing red lights.
 - Turning on the left turn signal.
 - Checking all mirrors again.

Allowing congested traffic to disperse.

- i. When it is safe, move the bus, enter the traffic flow and continue the route.

Note: If you have missed a student's unloading stop, do not back up. Be sure to follow local procedures.

8. Interior Lights

Interior lights will be used under the following circumstances:

- When the interior of the vehicle needs to be illuminated to assist in the loading and the unloading of passengers safely.
- During an emergency stop.

RAILROAD CROSSING

All drivers operating an SBCSC district vehicle designated for passenger transportation shall stop at all required railroad crossings and follow proper procedures whether carrying or not carrying passengers.

RAILROAD CROSSING STOP PROCEDURE:

1. Decelerate, brake smoothly and shift gears if necessary.
2. As the vehicle approaches the railroad crossing, activate the 4-way hazard lights at 200 feet prior to the crossing.
3. Scan your surroundings and check for traffic behind you. Make sure your intentions are known.
4. Choose an escape route in the event of a brake failure or problems behind you.
5. Stop the vehicle within 50 feet but not less than 15 feet from the nearest rail. All stops shall be made in the far right lane of traffic. Shift the bus to neutral and apply the parking brake.
6. While stopped at the crossing, listen and look in both directions along the track for an approaching train and for signals indicating the approach of a train.
7. Driver will also, while stopped, turn off all interior switches (fans, radios, heaters etc.). This includes silencing passengers that hinder the driver from listening properly for a train.
8. Driver will, while stopped, open the driver side window and open the passenger entry door. The driver will look and listen BOTH WAYS to see if it is safe to proceed.
9. Before proceeding, ensure the door is closed completely. When it is safe to proceed (and your vehicle can completely clear the tracks) while keeping both hands on the steering wheel, the driver will proceed through the crossing. The driver will not stop or shift gears while moving through the crossing and until all parts of the vehicle are completely clear of the crossing.
10. After the vehicle is safely through the crossing the driver shall deactivate the 4-way flashers and may reactivate the noise makers.

SPECIAL SITUATIONS:

Guard Arms Down: If a driver approaches a crossing where a railroad guard arm or barrier has dropped across the road, DO NOT TRAVEL AROUND IT. Re-route is mandatory. If it is impossible to re- route, call the dispatcher who will attempt to get a police officer to raise the barrier.

No Guard Arms but Red Lights Activated:

1. If no train is visible you must be able to answer no to all of the following questions:
 - Is this a multiple track crossing?
 - Can you see a parked or moving train?
 - Can you hear a train?
 - Is there a police officer directing traffic at the crossing?
 - If no to all of the above, and you can proceed through the crossing and clear the tracks completely with your vehicle, contact dispatch to note your observations. Before proceeding, continue to look and listen for an additional 30 seconds to ensure that there is no train approaching from either direction.
2. If a train IS visible at a single track crossing, wait 30 seconds to determine if the train is stationary or moving away from you. If it is stationary or moving away you may proceed across the track if you feel it is safe. If a train is moving toward you at any speed, you may not cross the track unless directed by a police officer.
3. If you are at a multiple track crossing and see or hear a train on any of the tracks (parked or moving), you may not cross the tracks at any time unless directed by a police officer.

VEHICLE STALLED ON THE TRACK:

If your vehicle stalls on the tracks, use the following procedure:

1. Immediately notify dispatch and provide the exact location of your breakdown, the number of passengers on board, and number of non-ambulatory passengers.
2. Evacuate the passengers from the vehicle as quickly as possible to a location at least 100' from the track(s). If you know the direction of the approaching train, evacuate at a 45 degree angle away from the tracks and toward the approaching train. If you do not know the direction of the approaching train, evacuate at a 90 degree angle away from the tracks.
3. This is an emergency situation, to prevent evacuated passengers from wandering away from the safe location while you evacuate additional passengers, enlist the aid of other people in the area. Volunteers should not be allowed to remove the passengers from the area you designate.

CROSSING TRACKS WITHOUT STOPPING:

You may cross the tracks without stopping at a railroad crossing only if a police officer or traffic control signal directs traffic to proceed.

ACTIVATED RED LIGHTS OR GUARD ARM VIOLATION:

If a driver fails to stop at an activated red light crossing or drives around a guard arm or barrier, the violation may result in immediate termination of employment.

EMPLOYEE WORK RELATED INJURY REPORT

An employee must immediately notify their supervisor when a work-related injury occurs regardless of the severity of the injury.

An employee must complete an employee injury report and submit that report to the Transportation Director as soon as practicable after the injury has occurred.

After the injury report has been submitted, the Transportation Director shall review the employee injury report with the injured employee.

An injured employee may be required to submit to a medical review by the district's physician.

All documents provided to an injured employee by the attending medical staff must be submitted to their supervisor immediately or, if after business hours, not later than the morning of the next business day.

PASSENGER INJURY REPORT

If a driver observes a passenger injury requiring immediate 911 medical attention, the following steps shall be taken:

- If the district vehicle is in motion, find a safe place to stop and secure the vehicle and passenger.
- Ensure that the passenger is protected from further injury, then immediately notify dispatch to provide the location of the vehicle, the name of the injured passenger, and a description of the injury. Provide the appropriate medical attention as trained until advanced units arrive on the scene.

If a passenger's injury does not require immediate medical attention, ensure that the passenger is protected from further injury and provide basic first aid as required.

After attending to the passenger's injury, a driver shall notify the passenger's parent/guardian and or school of the injury upon discharging passenger from the district vehicle. On completion of the route, a driver shall complete a passenger injury report and submit it to the supervisor or, if after business hours, not later than the morning of the next business day.

Passenger injuries which appear to have been suffered prior to the arrival of a district vehicle should be treated as outlined above. The driver shall then complete a passenger injury report and submit it to the supervisor upon completion of the route or, if after business hours, not later than the morning of the next business day.

FIRE

FIRE FACTS:

IT IS IMPORTANT TO REALIZE: Once you have made your way out of a burning building or vehicle, you may already be suffering the effects from lack of oxygen.

One of the major effects of lack of oxygen is the impairment of judgment. You may not realize it, but the possible exposure of lack of oxygen on the way out may impair your ability to think clearly and rationally. Even if you are not affected, others who escaped with you may display this impairment of judgment. IT IS IMPORTANT TO PREVENT OTHERS FROM RE-ENTERING!

MOTOR VEHICLE FIRE FACTS:

Fires in motor vehicles can produce toxic gasses. Automobiles, trucks, and other motor vehicles are made of many synthetic materials that emit harmful, if not deadly gasses when they burn. A main by-product of fires is a lethal concentration of carbon monoxide, which is an odorless, colorless and tasteless gas.

Fire can cause fatal or debilitating burn injuries. A vehicle fire can generate heat upwards of 1500°F. Keep in mind that water boils at 212°F, and that most foods are cooked at temperatures of less than 500°F. Flames from burning vehicles can often shoot out distances of 10 feet or more.

Parts of the vehicle can burst because of heat, shooting debris great distances. Bumper and hatchback doors struts, two-piece tire rims, magnesium wheels, drive shafts, grease seals, axle, and engine parts, all can become lethal shrapnel. Vehicle fires may also cause airbags to deploy.

Although relatively rare, gas tanks of motor vehicles can rupture and spray flammable fuel, posing a clear potential for serious injury. In even more extraordinary instances, gas tanks have been known to explode. Hazardous materials, such as battery acid, can cause injury even without burning.

Vehicle fires are so dangerous that firefighters wear full protective fire resistant clothing and self-contained breathing apparatus to keep themselves safe. They also have the ability to quickly put out vehicle fires with large amounts of water or other extinguishing agents. You don't have these safety advantages so use extra caution. Motor vehicle fires can be dangerous.

- Nearly 1 out of 4 fires involve motor vehicles.
- 1 out of 8 fire deaths results from motor vehicle fires.
- Approximately 550 are killed and 2,100 civilians and 1,200 firefighters are injured a year from motor vehicle fires.

PROCEDURE FOR VEHICLE FIRES:

1. Get yourself and all others out of and away from the vehicle. If the vehicle is in a garage or other structure, exit immediately.
2. Contact dispatcher. If the dispatcher cannot be contacted proceed as follows:
 - a. After you are a safe distance from the vehicle, call the fire department, 911 or the local emergency telephone number. Tell them the location of the fire.
 - b. Remain away from the vehicle. Do not attempt to get back into a burning vehicle or to retrieve personal property.
 - c. Never put yourself in danger using a fire extinguisher. If you do use a fire extinguisher, only do so from a safe distance and always have a means to get away.
 - d. It is recommended to use a fire extinguisher approved for use on class "B" and class "C" fires.
3. Do not open the hood or trunk if you suspect a fire under it. Air could rush in, enlarging the fire, leading to injury.

DRIVER RESTRAINT SYSTEM

All drivers shall utilize the driver restraint system incorporated in the vehicle at all times while operating the vehicle.

The Corporation will not install any driver restraint system other than Original Equipment Manufacturer supplied.

The Corporation and/or Driver will not modify any driver restraint system or change/modify the factory original seat anchors or their position.

WEATHER

WATCH/WARNINGS:

Flood Watch: High flow or overflow of water from a river is possible in the given time period. It can also apply to heavy runoff or drainage of water into low-lying areas. These watches are generally issued for flooding that is expected to occur at least 6 hours after heavy rains have ended.

Flood Warning: Flooding conditions are actually occurring or are imminent in the warning area.

Flash Flood Watch: Flash flooding is possible in or close to the watch area. Flash Flood Watches are generally issued for flooding that is expected to occur within 6 hours after heavy rains have ended.

Flash Flood Warning: Flash flooding is actually occurring or imminent in the warning area. It can be issued as a result of torrential rains, a darn failure, or ice jam.

Tornado Watch: Conditions are conducive to the development of tornadoes in and close to the watch area.

Tornado Warning: A tornado has actually been sighted by spotters or indicated on radar and is occurring or imminent in the warning area.

Severe Thunderstorm Watch: Conditions are conducive to the development of severe thunderstorms in and close to the watch area.

Severe Thunderstorm Warning: A severe thunderstorm has actually been observed by spotters or indicated on radar, and is occurring or imminent in the warning area.

Tropical Storm Watch: Tropical storm conditions with sustained winds from 39 to 73 mph are possible in the watch area within the next 36 hours.

Tropical Storm Warning: Tropical storm conditions are expected in the warning area within the next 24 hours.

Winter Storm Outlook is issued when forecasters believe there is a good chance of a major winter storm. Outlooks are issued three to five days in advance in order to give the public considerable lead time to prepare for the effects of a possible winter storm.

Winter Storm Watch alerts the public to the possibility of a blizzard, heavy snow, heavy freezing rain or heavy sleet. Winter Storm Watches are typically issued 12 to 48 hours before the beginning of a winter storm and alerts the public to start preparing for the storm.

Winter Storm Warning is when a hazardous winter weather event is imminent or occurring, and is considered a threat to life and property. Warnings are usually issued for heavy accumulations of snow, freezing rain and sleet.

Winter Weather Advisory is issued for accumulations of snow, freezing rain, freezing drizzle and sleet which will cause significant inconveniences and, if caution is not exercised, could lead to life-threatening situations.

The most dangerous of all winter storms is the blizzard, which occurs when snow and strong winds (35 mph or greater) combine to produce a blinding snow, deep drifts, and life-threatening wind chill. If these conditions are forecast to persist in an area for more than three hours and reduce visibility on roads below a quarter mile, a Blizzard Warning is issued for the area.

TORNADO WARNING:

In the event that a tornado warning is sounded while children are being transported to school, our drivers should utilize the following procedure:

- SBCSC buses should discontinue picking up children and PROCEED to the nearest school. The driver is to report their presence to the principal of the building. Children and drivers should remain in that school until the WARNING IS LIFTED.

Should you cite a tornado you should follow these steps:

- If at all possible, seek shelter from a police department, fire station, hospital, school or other public building of refuge.
- If you are in an open area with minimal traffic hazards, your passengers may be removed from the bus and made to lie on a sheltered ground area. (This should be your LAST resort.)
- The decision made must depend on your location in regards to the tornado, your ability to drive across or away from the tornado and the environmental conditions in which the bus is situated.
- Most tornadoes move from the southwest to the northeast. NOT ALL of them move in this direction however.

In the event that a tornado warning is issued during school hours and remains in effect beyond dismissal time the following procedure should be followed:

- All children are to remain in school until after the warning is lifted. In the event any driver takes any action as noted above related to Tornado Warnings, they are to call in and notify the office by "radio" and if unable to do so, are to call in by telephone.

RADIO/TV STATIONS/SOCIAL MEDIA USED FOR NOTIFICATION:

When it is necessary to cancel or curtail school activities due to adverse weather conditions, these changes will be reported to local media.

BUS EVACUATION

It is the responsibility of all employees to have an emergency evacuation plan which considers the individual capabilities and needs of each student and the type of behavior which might be exhibited during an emergency evacuation. Some issues to consider in establishing an evacuation plan are listed below:

- Which students could help, and to what extent.
- How to deal with individual emergencies during the evacuation process, such as very upset students.
- Identify which students might run after evacuation so they could be evacuated last if possible.
- Every bus staff person should be able to verbally articulate their emergency evacuation plan upon request without hesitation. Many emergencies only allow 3 to 5 minutes to complete an evacuation before possible serious injury to students might occur.

ASSESSING THE NEED TO EVACUATE:

Student safety and control is best maintained by keeping students in a bus during an emergency and/or impending crisis situation if doing so does not expose them to unnecessary risk or injury. A decision to evacuate a bus should include consideration of the following conditions:

- Is there a fire or danger of fire?
- Is there a smell of raw or leaking fuel?
- Does the possibility exist that the bus will roll/tip causing further threat to safety?
- Is there a chance the bus could be hit by other vehicles?
- Is the bus in the path of a sighted tornado or rising waters?
- Are there downed power lines?
- Would removing students expose them to speeding traffic, severe weather, or a dangerous environment, such as downed power lines?
- Would moving students complicate injuries such as neck and back injuries and fractures?
- Is there a hazardous spill involved? Sometimes, it may be safer to remain on the bus.

- Considering the medical, physical, and emotional condition of the students, does staying on the bus or evacuating pose the greatest danger to the student's safety?

GENERAL PROCEDURES TO FOLLOW FOR EMERGENCY EVACUATION:

1. Keep the situation as orderly and low key as possible.
2. If time and conditions permit, bus staff should use their communication system to advise their office:
 - a. Their exact location, including the nearest intersecting road or familiar landmark.
 - b. The condition creating their emergency.
 - c. The type of assistance needed (police, fire, etc).
 - d. Notification that the bus is being evacuated.
3. Analyze conditions to determine the safest exit from the bus.
4. During evacuation, monitor conditions and adjust procedures to meet unexpected circumstances.
5. Move evacuated students to the nearest safest location at least 100 feet from the bus.
6. If any of the above or similar situations occur, pull your vehicle into a safe area if possible and practical. Review your situation quickly and make a decision as to whether or not to evacuate. If in your opinion, there is immediate danger to you and your passengers evacuate your passengers from your vehicle.

STANDARD EVACUATION PROCEDURE:

In determining the prior factors, evacuation should be considered as an extreme measure, and done only to insure the safety of students and staff. The following standard procedures should be utilized:

1. Shut off the engine and all electrical power as well as setting the emergency brake.
2. Keep the situation as orderly and low key as possible.
3. If time and conditions permit, the bus driver shall call for help via radio giving location and situation. If the driver is unable to do so, then another person on the bus should call when feasible.

4. When reporting an emergency message involving yourself, give the following information:
 - a. Vehicle number
 - b. Specific location
 - c. Type of emergency or problem, injuries, etc. and whether you need an ambulance or not. Do you need a spare bus or not, and if so, what special equipment is needed in it.
 - d. Be prepared to give information to emergency medical personnel regarding individual student's medical or physical requirements.

EMERGENCY EVACUATIONS FOR SPECIAL EDUCATION STUDENTS:

Drivers need to have a written plan to provide them with assistance and to individualize the evacuation to meet the student's needs and abilities. A copy of the plan needs to remain on the bus and available to be checked at any time. All Paras need to know and understand the evacuation plan and requirements in the event the driver is rendered incapable of giving instructions due to illness or injury.

The student's requirements and abilities need to be addressed. Are there any physical, communication, emotional, behavioral or medical concerns? Is any student vision impaired? Does the student have the ability to comprehend the evacuation requirements? Are they ambulatory? All of these concerns need to be addressed to safely complete an evacuation.

To complete a bus evacuation drill we will only use the rear lift as necessary for wheelchair students and the front door for others. But in the event of an emergency it may be necessary to use all emergency exits and Driver and Para may need to physically evacuate the bus and some of these requirements may be necessary. Provide direction and communication to any hearing impaired student. Students may need to be carried off, Driver or Para may need to carry or use a drag blanket and lead students to a safe location 100 feet or more off the roadway. The Para will remain on the bus to place the students with wheelchairs onto the lift, lock the chairs. When all the students requiring the lift with chairs have been removed and are safe and secure 100 feet away from the bus and off the roadway, the Driver and Para will remove any remaining students who are seated and need assistance off the bus.

Driver and Para must understand the need for communication and provide explanations in a language a student can understand with clear and concise commands.

Know your equipment and know how to use it. Know where your Fire Extinguisher is located, know if it is charged, ready and in working order. Know where your First Aid kit is and make sure it is fully stocked and ready for an emergency. Know where your seat belt cutter is located, find it and have it ready to get to. A seat belt cutter cuts better when you cut at a 45 degree angle. Never cut the vest webbing but cut only the portable seat mount below the buckle. If you are not sure about the charge on the Fire Extinguisher or the stocked First Aid Kit or the seat belt cutter. Prepare now before an emergency.

EQUIPMENT CONSIDERATIONS:

Bus staff should, as part of their pre-trip inspection, familiarize themselves with the location and method of opening all emergency exits. ·

When re-entry to the bus is not probable; communication equipment and first aid kits can frequently be passed through a window, making them accessible outside the bus.

If a large bus is being used, and evacuation is made through the rear exit door, consideration should be given to the method to be used for re-entry into the bus, if necessary, considering the height of the floor from the ground. Some states allow a stirrup-type step on the rear bumper.

If a battering ram is needed, a fire extinguisher can often serve that purpose.

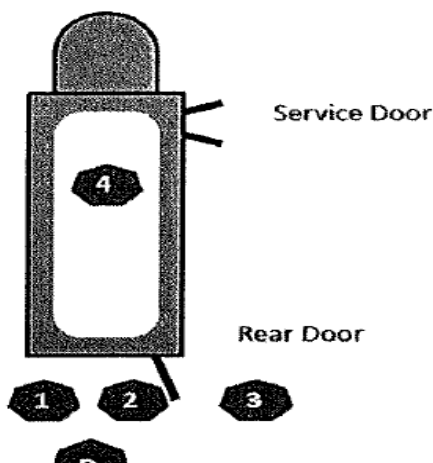
A belt cutter should be stored in the bus, in a location readily accessible to the driver. The cutter should have a protected mouth to restrict the entry of fingers, etc.

TURN IN YOUR PLAN WITH THIS DRILL. A COPY OF YOUR PLAN WILL BE ON FILE AT THE VMF. KEEP A COPY ON YOUR BUS AT ALL TIMES.

- 1.) Assign four (4) student helpers for a front door and lift evacuation
- 2.) Upon Driver's command student helpers # 3 & 4 will be assigned to direct students to a safe location 100 feet or more away from the bus and off the roadway.
- 3.) Student helpers # 1 & 2 will position themselves on the outside of the bus at the lift door location to help assist a student with a wheelchair down the lift. The Driver is at the lift and operating the controls. The Para will remain on the bus to place the students with wheelchairs onto the lift, lock the chairs. When all the students requiring the lift with chairs have been removed and safe and secure 100 feet away from the bus and off the roadway. Then the Driver and Para will remove any remaining students who are seated and need assistance off the bus.
- 4.) When the lift evacuation is completed student helpers # 1 & 2 should move to the door and station themselves on each side of the door and hand assist students off the bus. Helpers # 3 & 4 should lead those students away from the bus and at least 100 feet off the roadway. It is understood that student helpers are not always available to provide help with evacuations. Driver's need to plan evacuations and have a plan in case of an emergency.
- 5.) The Driver should supervise the student evacuation and ensure that all the students have been removed from the bus. Driver, Para and helpers should go to the safe location and complete a student count to ensure everyone is accounted for.
- 6.) Drivers should use the radio to call Dispatch for help, and call for the Police and Fire Department. Driver should remove the First Aid Kit , other medication is possible and take it to the safe location. From the safe location the Driver can call Dispatch and 911 for the Police and Fire Department.

DIAGRAMS:

*****Student helper on the bus to sweep the bus.** During a bus evacuation exercise the following formation is appropriate. During an actual emergency, the Driver would take the place of the student helper on the bus and sweep the bus clean for students.

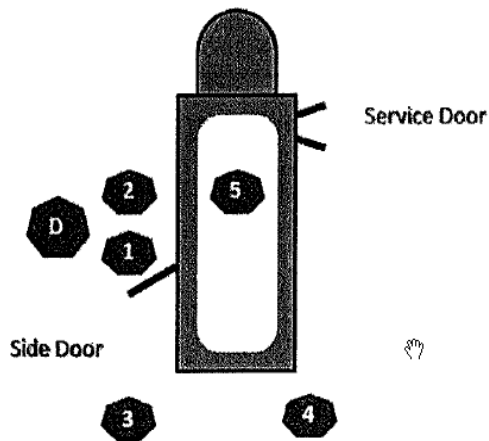


Student Helpers Rear Door

1. Student Helper 1
2. Student Helper 2
3. Student Helper 3
4. Student Helper 4
- D. Driver

Student helpers should bend their knees slightly to help them keep their footing and use their shoulders to help students off the bus

from a seated position. Student Helper 3 is in place to guide students to the “safe location”.



Student Helpers Side Door

1. **Student Helper 1**
2. **Student Helper 2**
3. **Student Helper 3**
4. **Student Helper 4**
5. **Student Helper 5**
- D. **Driver**

The same formation applies, except Student Helpers 3 and 4 are in place to guide students to the “safe location”

CHILD SAFETY RESTRAINT SYSTEMS:

Discussed below are (5) five ways of protection to plan for with a Safety restraint system

- 1.) Prevents ejection from the vehicle
- 2.) Contacts the strongest parts of the body
- 3.) Spreads the crash forces
- 4.) Protects head, neck and spinal cord

WHEN SELECTING THE CORRECT RESTRAINT

- 1.) It must fit the child
- 2.) It must fit the school bus
- 3.) It must meet Federal standards

REAR FACING INFANT SEATS

- 1.) Use only from birth to at least 1/year old
- 2.) Until a child has achieved the weight limit of the seat.
- 3.) Or if the head is within 1” of the top of the shell of the seat
- 4.) Harness straps should be at or below the shoulder

CONVERTIBLE SEAT IN RECLINED POSITION

- 1.) Can be used both forward facing as well as rear facing
- 2.) Follows manufacturer’s instructions for the weight and height limits for every use.

COMBINATION CHILD SEAT / BOOSTER

- 1.) If used on the school bus without lap / shoulder belts it can only be used with the internal harness
- 2.) Forward facing only
- 3.) Use only up to the weight limit certified by the manufacturer for the internal harness

REMEMBER:

- 1.) Match the child’s age, height, weight with the appropriate CSR (Child Safety Restraint)
- 2.) Harness straps are snug, use the pinch test
- 3.) Retainer clip is always at the arm pit level

WHEEL CHAIRS AND TYPES USED

- 1.) Stroller type wheelchair

- 2.) Tilt in space chair
- 3.) Extra heavy wheelchair
- 4.) Three wheeled scooter
- 5.) Collapsible wheelchair

WHEN EVALUATING THE WHEELCHAIR

- 1.) Is it in good working order?
- 2.) Are the occupant restraints bolted to the frame of the chair?
- 3.) Are the brakes in working order?
- 4.) Are the wheels in proper alignment?
- 5.) Is the chair's structural integrity in working order?
- 6.) Is the seating system locked onto the frame?

ALL WHEEL CHAIRS MUST BE WC-19 OR WC-20

- 1.) Only WC-19 and WC-20 wheelchairs can have a student seated in them while secured with straps and cams while the school bus is moving and operational.
- 2.) No WC-18 wheelchairs can be used to transport a student, the chair and be secured and the student can be moved to a seat (only if the IEP is written to move from wheelchair to a seat) WC-18 wheelchair can be transported only without a student in the chair. Otherwise do not transport.
- 3.) No stroller type wheelchairs can transport a student on a school bus seated in the stroller. The student must be removed from the stroller and placed into a bus seat. (only if the IEP is written for the student) Otherwise do not transport. Stroller must be secured and strapped down if the student is transported.

STRAPS SECURING THE WHEELCHAIRS USE STRAIGHT BELT PATHS

- 1.) Use straight securement angles are preferred
- 2.) Straps directly forward and backward
- 3.) Lap belt set at 45 to 70 degree angle and placed on the hip
- 4.) Shoulder belt placed at the chest at a 45 degree angle. Not at the neck & fits properly

SOUTH BEND COMMUNITY SCHOOL CORPORATION
STANDARD OPERATING PROCEDURES

CHAPTER TITLE - G

Run Directives

PAGE NUMBER	TITLE
Page 93	Run Book Development
Page 94	Passenger Pick Up & Drop Off

RUN BOOK

1. It is mandatory for employees to keep issued maps with them while on duty. If a map needs to be replaced, the employee may request a replacement from the office/dispatch area.
2. When a driver receives a request from a parent and/or guardian to change their passenger's transportation, the driver will immediately direct them to contact the office for approval. When this occurs, it is the router's responsibility to notify the affected parents and/or guardians of any changes that occur. **Remember, no driver is to change stop times at the parent's request or locations at the parent's request unless authorized by the office.** Drivers are responsible to advise the routing department of the change **in writing**.

RUN BOOKS:

1. A run book is written information that includes the names of all passengers on the run, directions and stop times to all pick up and drop off locations, and the program or school they attend. In addition, a run book will contain all personal information pertaining to the safety and well-being of each passenger. The organization of the run book is completed by the driver in the exact order of events, starting from their office at the beginning of each day through the completion of the day.
2. Run Books must include the following information:
 - a. Student Emergency Information
 - b. Seating charts for every school/program, both AM & PM, (Each student must have an assigned seat noted on the chart. A seating chart must be completed and provided for every school/program AM & PM and seating charts must be completed and turned into management by October 1.)
 - c. Updated Maps
 - d. Bus Incident Reports
 - e. School Bus Weekly Inspection Cards. (School bus/pre-trip post-trip inspections will be completed on Tyler Tablets.)
 - f. Vehicle Maintenance & Repair Form
 - g. SBCSC Pupil Transportation Rules & Procedures for ALL Students
 - h. If you have ANY questions or need help with your Run Book, please contact the Director of Transportation.
 - i. Student medical information, if applicable.
3. The Director of Transportation is responsible for insuring that each driver has a properly completed run book for their assigned run. The driver is responsible for updating transportation information with the transportation department as changes occur.

PASSENGER PICK UP & DROP OFF

PASSENGER PICK UP AND DROP OFF:

1. Always advise your router, supervisor AND management of any stop that might impair safety.
2. Never try to make up time on a run when running late.
3. When picking up passengers, you shall not wait for a passenger to arrive at the bus.
4. The steps for Loading/Unloading passengers as stated in the Commercial Driver's License Procedure will be followed at every stop.
5. For all regular education passengers utilizing neighborhood stops*, a driver will drop off passengers at their designated location. At these locations, the driver will not be required to place the passengers directly into the custody of an authorized individual.

*A neighborhood stop is defined as a stop location where one or more passengers are dropped off without adult supervision being required.

APPENDIX

South Bend Community School Corporation Applicable Policies
South Bend Community School Corporation Applicable Administrative Guidelines
Applicable Indiana Statutes