

**SOUTH HENRY SCHOOL CORPORATION**  
**SCHOOL BUS DRIVER'S HANDBOOK**



## ***FORWARD***

This handbook was developed to assist you as a bus driver, in fulfilling your duties in this school corporation. The bus driver is a valuable part of the successful operation of a school system. A good bus driver must assume the responsibility of both a parent and a teacher in the course of performing his duties. Many times, a bus driver is the first and last representative of a school corporation that a pupil encounters during a school day. The school bus driver's attitude and actions help to influence the attitude of the school pupil.

This handbook has been developed through the cooperation of the Board of School Trustees and the administration.

This handbook will be revised periodically. Any suggestions you may have to improve this book will be most appreciated.

## **THE SCHOOL BUS DRIVER**

### **DRIVER QUALIFICATIONS – THE LAW**

According to Indiana Law (20-27-8-1) a person may not drive a school bus unless he/she meets the following qualifications:

- is of good moral character;
- does not use intoxicating liquor or controlled substances six (6) hours prior to driving a school bus or during school hours;
- does not use intoxicating liquor in excess at any time;
- is not addicted to any narcotic drug
- is at least twenty-one (21) years of age;
- holds a valid public passenger chauffeur's license or valid commercial driver's license issued by the State of Indiana or any other state;
- has sufficient physical ability to drive a school bus
- has full use of both hands, arms, feet, legs, eyes, and ears;
- has visual acuity with or without corrective aids of 20/40 in each eye, field vision of 150 degrees minimum, and 80% depth perception;
- is free from any communicable disease that may be transmitted airborne means (droplet means) or requires isolation of the infected person under 410-IAC-1-2.3
- is free from any mental, nervous, organic, or functional disease which might impair the driver's ability to operate a school bus.

**SCHOOL BUS STOPS/DRIVER RESPONSIBILITY**  
**INDIANA CODE CITATIONS**  
**INDIANA CODE – TITLE 9**

**9-21-5-14**

**Maximum speed of school buses and special purpose buses**

Sec. 14. (a) A person may not operate a school bus or a special purpose bus at a speed greater than:

- (1) sixty (60) miles per hour on a federal or state highway; or
- (2) forty (40) miles per hour on a county or township highway.

(b) If the posted speed limit is lower than the absolute limits set in this section or if the absolute limits do not apply, the maximum lawful speed of a bus is the posted speed limit.  
*As added by P.L.1-2005, SEC.24. Amended by P.L.107-2006, SEC.2; P.L.114-2007, SEC.2.*

**9-21-8-41.5      VEHICLE ENTERING SCHOOL CROSSING ZONE; OBEYANCE OF INSTRUCTIONS**

Sec. 41.5. (a) A person who drives a vehicle shall obey the instructions of a school crossing guard to stop the vehicle before entering a school crossing zone.

(b) Whenever a person who drives a vehicle approaches a school crossing zone, the person shall exercise extraordinary caution to secure the safety of children in the school crossing zone.

**9-21-8-52      RECKLESS DRIVING; OFFENSES**

Sec. 52 (a) A person who operates a vehicle and who recklessly:

- (1) drives at such unreasonably high rate of speed or at such an unreasonably low rate of speed under the circumstances as to:
  - (A) endanger the safety or the property of others; or
  - (B) block the proper flow of traffic;
- (2) passes another vehicle from the rear while on a slope or a curve where vision is obstructed for a distance of less than five hundred (500) feet ahead;
- (3) drives in and out of a line of traffic, except as otherwise permitted; or
- (4) speeds up or refuses to give one-half (1/2) of the roadway to a driver overtaking and desiring to pass; commits a Class B misdemeanor.

(b) A person who operates a vehicle and who recklessly passes a school bus stopped on a roadway when the arm signal as specified in IC 9-21-12-13 is in the devices extended position commits a Class A misdemeanor if it causes bodily injury to a person.

(c) If an offense under subsection (a) or (b) results in damage to the property of another person or bodily injury to another person, the court shall recommend the suspension of the current driving license of the person for a fixed period of

- (1) not less than thirty (30) days; and
- (2) not more than one (1) year.

#### **9-21-12-1 ARM SIGNAL DEVICES; DUTY TO OBEY; PRESUMPTION**

Sec. 1 (a) A person who drives a vehicle that:

- (1) meets or overtakes from any direction a school bus stopped on a roadway and is not stopped before reaching the school bus when the arm signal device specified in IC 9-21-12-13 is in the device's extended position; or
- (2) proceeds before the arm signal device is no longer extended;

(b) This section is applicable only if the school bus is in substantial compliance with the markings required by the state school bus committee.

- (c) There is a rebuttable presumption that the owner of the vehicle involved in the violation of this section committed the violation. This presumption does not apply to the owner of a vehicle involved in the violation of this section if the owner routinely engages in the business of renting the vehicle for periods of thirty (30) days or less.

#### **9-21-12-4 DESIGN AND OPERATION OF SCHOOL BUSES; RULES AND REGULATIONS; ADOPTION**

Sec. 4 (a) The state school bus committee established by IC 20-27-3-1 shall adopt and enforce rules that are consistent with this chapter to govern the design and operation of all school buses used for transportation of all school children that are:

- (1) owned and operated by a school corporation; or
  - (2) privately owned and operated under contract with a school corporation;
- in Indiana. Rules adopted under this section shall by reference be made part of a contract between a private school bus company and a corporation.

(b) Each school corporation, the school corporation's officers and employees, and every person employed under contract by a school district is subject to the rules adopted under this section.

#### **9-21-12-9 VIOLATIONS OF SECTIONS 1 OR 2 OF THIS CHAPTER**

Sec. 9. A person who violates section 1 of this chapter commits a Class A infraction. A person who violates section 2 of this chapter commits a Class C misdemeanor.

#### **9-21-12-12 SCHOOL BUSES OPERATED ON HIGHWAY; LOADING AND UNLOADING STUDENTS**

Sec. 12. When a school bus is operated on a highway, the driver shall load and unload a student as close as practical to the right-hand curb or edge of the roadway.

**9-21-12-13 SCHOOL BUSES; LOADING AND UNLOADING STUDENTS;  
USE OF ARM SIGNAL DEVICE; SPECIAL SCHOOL BUS  
LOADING AREA; EXCEPTION FROM USE OF ARM SIGNAL  
DEVICE**

Sec. 13 (a) Except:

- (1) as provided in subsection (b); or
  - (2) when a school bus is stopped at an intersection or another place where traffic is controlled by a traffic control device or a police officer; whenever a school bus is stopped on a roadway to load or unload a student, the driver shall use an arm signal device, which must be extended while the bus is stopped.
- (b) The governing body of a public school may authorize a school bus driver to load or unload a student at a location off the roadway that the governing body designates as a special school bus loading area. The driver is **not** required to extend the arm signal device when loading or unloading a student in the designated area.

**9-21-12-14 SCHOOL BUSES; USE OF DIRECTIONAL SIGNAL TO  
INDICATE CHANGE OF DIRECTION**

Sec. 14. Before a driver changes the direction of a school bus, the driver shall use a directional signal to indicate the change at least one hundred (100) feet before the driver turns.

**9-21-12-15 SCHOOL BUSES; USE OF FLASHING LIGHTS TO GIVE  
WARNING BUS IS STOPPED OR ABOUT TO STOP**

Sec. 15. The driver of a school bus shall use flashing lights as prescribed by the state school bus committee to give adequate warning that the school bus is stopped or about to stop on the roadway to load or unload a student.

**9-21-12-16 SCHOOL BUSES; AREA PROHIBITED FOR STUDENTS WHEN  
BUS IS IN MOTION; MARKING OF PROHIBITED AREA;  
POSTING OF SIGN**

Sec. 16. When a school bus is motion, students are prohibited from occupying any space forward of a vertical plane drawn through the rear of the driver's seat and perpendicular to the longitudinal axis of the bus. Every school bus must:

- (1) be marked with a line or otherwise equipped in order to indicate the prohibited area to students; and
- (2) have clearly posted, at or near the front of the bus, a sign stating that it is a violation of Indiana law for a school bus to be operated with any students occupying the prohibited area.

**9-21-12-17 SCHOOL BUSES; STOP BEFORE CROSSING RAILROAD TRACK; REQUIRED OBSERVATIONS; SHIFTING OF GEARS; EXCEPTION; SUSPENSION OF LICENSE**

Sec. 17. (a) Except as provided in subsection (b), before crossing any railroad track at grade, the driver of a school bus or special purpose bus shall stop the bus within fifty (50) feet but not less than fifteen (15) feet from the nearest rail. While the bus is stopped the driver shall:

- (1) listen through an open door;
- (2) look in both directions along the track for an approaching train or other on track equipment

The driver may not proceed until it is safe to proceed. When it is safe to proceed, the driver shall select a gear that will allow the driver to cross the tracks without changing gears while crossing the tracks.

(b) The driver is not required to stop when a police officer is directing the flow of traffic across railroad tracks.

(c) Upon conviction of a violation of this section, a driver shall have the driver's operator's license suspended for a period of not less than sixty (60) days in addition to the penalties provided by section 11 of this chapter.

**9-21-12-18 SCHOOL, SPECIAL PURPOSE BUSES; EXITS FREE FROM OBSTRUCTION; VIOLATION**

Sec. 18, (a) Whenever a school bus or special purpose bus is at a place of departure for transporting passengers, the school bus or special purpose bus emergency escape exits, doors, emergency exit windows, roof exits, and service doors must be free of any obstruction that:

- (1) inhibits or obstructs an exit; or
- (2) Renders the means of exit hazardous.

(b) A driver who knowingly operates a school bus or special purpose bus in violation of subsection (a) is subject to section 11(c) of this chapter.

(c) A person who knowingly directs a driver to operate a school bus or special purpose bus in violation of subsection (a) is subject to section 11(c) of this chapter.

(d) A school corporation or an entity that employs:

- (1) a driver who knowingly operates a school bus or special purpose bus in violation of subsection (a); or
- (2) a person who knowingly directs a driver to operate a school bus or special purpose bus in violation of subsection (a);

is subject to section 11(c) of this chapter.

**9-21-12-19 SCHOOL, SPECIAL PURPOSE BUSES; DUTY TO VISUALLY INSPECT SEATS; WHEN PERFORMED; PASSENGERS LEFT ON BUS; REPORTING**

Sec. 19. (a) A person who operates a school bus or a special purpose bus shall visually inspect each seat within the interior of the school bus or special purpose bus at the end of each trip during which students or passengers are transported to determine that no student or passenger has remained on the school bus or the special purpose bus.

(b) The visual inspection required under subsection (a) must be conducted:

- (1) at the conclusion of each trip during which students or passengers are transported; and
- (2) before the operator exits the school bus or special purpose bus.

- (c) A student or passenger is considered to have been left on a school bus or special purpose bus if:
  - (1) the operator has reached the end of a trip during which students or passengers are transported and exited the school bus or special purpose bus; and
  - (2) the student or passenger remains inside the school bus or special purpose bus.
- (d) A school bus or special purpose bus owner shall report all instances of a student or passenger being left on the school bus or special purpose bus to the superintendent or the superintendent's designee immediately after the incident occurred.
- (e) The superintendent or the superintendent's designee shall report all instances of a student or passenger being left on the school bus or special purpose bus to the department of education not later than five (5) working days after the incident occurred.

**20-27-10-2            DISCIPLINE ON BUS**

Sec. 2 When students are being transported on a school bus; the students are under the supervision, direction, and control of the school bus driver and are subject to disciplinary measures by the school bus driver and the governing body of the school corporation.



**HOW TO BECOME A BUS DRIVER AT  
SOUTH HENRY SCHOOL CORPORATION**

1. Meet all state and federal licensing requirements
  - a. C.D.L.
  - b. State Bus Driver's School (Yellow Card)
  - c. Current physical on file
2. Complete an application at Central Office
3. Pre- Employment drug testing
4. Pass criminal history background check

## **GENERAL POLICIES AND REGULATIONS FOR DRIVERS OF PRIVATELY-OWNED EQUIPMENT OF THE SOUTH HENRY SCHOOL CORPORAITON**

**2023-2024   2024-2025   2025-2026   2026-2027**

The School Board has adopted the following driver regulations, rules and policies to be followed by all bus drivers of privately-owned equipment:

1. Abide by all the rules and laws of the State of Indiana (IC 20-27-9) pertaining to school buses and bus drivers. Also, the driver will abide by all reasonable requests and rulings of the Corporation. Failure to abide may cancel the contract: and if so, the Corporation would reserve the right to withhold all remaining payments on the contract.
2. Complete equipment including chassis and body and all supplies, materials and necessary repairs are to be furnished by the bidder. Equipment must meet all state requirements. The equipment must be 2003 or newer.
3. The term of the contract let under these specifications shall be for a term of four (4) years for used or new equipment. All equipment proposed under the proposal must meet the rules and regulations set forth by Federal Law and the Indiana School Bus Committee as listed in Title 575 IAC Minimum Specifications for School Buses of the 2014-2015 Indiana School Laws and Rules Handbook and any revision subsequent

thereto. Where new equipment is supplied, it must also comply with these rules and regulations. A copy of Title 575 IAC, along with clarifications and interpretation of rules and regulations is on file in the office of the Administrator of Transportation.

4. Compensation shall be on a base amount basis for the number of days:
  - a. On which the calendar of the school provided that students are to be in attendance at school.
  - b. 1 day for in-service training either requested by statute or authorized by the school corporation, including, but not limited to, safety meeting workshops. Drivers may choose to receive their mandatory safety training on-line. Verification of safety training will be turned in to the Director of Transportation no later than November 30 of the current school year.
  - c. 1 day for the first day of the school calendar, "Faculty Work and Professional Development Day or First Teacher Day", will be required for all drivers to attend to allow for meal, awards, and review of driver student lists.
  - d. at any time the State of Indiana increases or reduces the number of student days, the corporation will have the authority to increase or decrease driving days.
5. Carry public liability, and property damage insurance. Minimum amounts as follows: \$1,000,000 liability, \$100,000 property damage, and \$5,000 medical payments. Premium to be paid for by the driver.
6. Furnish a surety bond to insure performance of the contract in the amount of \$5,000. This bond is to be a 4 year bond. Premium must be paid by the driver.
7. Bonds and proof of insurance are to be in the custody of the Corporation at all times.
8. The Corporation reserves the right to change, alter, and extend the given route during the term of the contract as they deem necessary or advisable. In the event a given route is changed, altered and/or extended and it is longer than the route covered in these specifications the bus driver of said route shall be paid an additional compensation only

when the route exceeds 3 miles or more than the original route. If a route change results in a deduction of three miles or more of the original route, the driver will be deducted. The additional compensation or deduction shall be based on the average rate per mile of the original contract.

9. Requests to alter routes must be directed to the transportation director and/or the Superintendent. Changes in routes by contracted drivers shall not act to extend the route of either contract driver.

10. The driver can neither sell or assign his route to any other person without a written approval of the Corporation. He will substitute a relief driver only on the approval of the Corporation and only in the case of sickness or death in the family or because of his attention to private business matters or jury service for not over ten days in any school year without approval of the governing body.

11. Should an individual desire to provide two (2) or more busses under a “fleet contract”, the bidder shall comply with the specifications herein as they are appropriate and, in addition, will comply with all Indiana Statutes relating to “fleet contracts”. The pertinent Indiana Statutes being incorporated herein by reference.

12. Drivers will submit to any physical examination required by the school corporation; the cost of such examination shall not be borne by the Driver.

13. The driver will wear neat and clean clothes on the bus. Driver will not smoke or chew tobacco on the bus at any time. No contractor shall be considered who uses intoxicating liquor to excess, is addicted to any narcotic drug, and who does not possess a good moral character. No school bus driver shall consume any alcoholic beverage

during school hours or while operating a bus, and upon reliable evidence of such consumption it shall be the duty of the Administrator of Transportation to terminate the employment relationship immediately. All local school bus drivers will be subject to the policy established by the Board of School Trustees dealing with drug testing. This includes the new Federal Laws regarding substance abuse testing to begin in January, 1996.

14. The driver shall be responsible for discipline on the bus. Problems needing disciplinary measures shall be discussed early with the proper school authority and action planned before they become serious. Refusal to transport children or other punishment may be inflicted only in co-operation with the school authorities. Upon approval of the driver's written recommendation, school authorities may deny the privilege of riding the school bus to any pupil who refuses to conduct himself or herself in a proper manner on the bus. In no case shall a driver put a pupil passenger off the bus except at his regular stop or at the school. Nor shall a driver allow a pupil passenger off the bus at any stops other than the regular stop without authorization from the proper school authority.

15. No unauthorized persons shall be permitted to ride any school bus at any time except as provided by the law. This includes the driver's own children/grandchildren.

16. Driver shall attend safety meetings. Being absent at safety meetings the driver shall lose the daily rate of his route for each day missed.

17. Only in the event of an extreme emergency, will a driver use a cell phone while driving the bus.

18. Keep bus clean and well-painted inside and outside at all times. Wash the body with disinfectant at least twice each year.

19. All buses will be lettered as follows:

***SOUTH HENRY SCHOOL CORPORATION***

and numbered as directed by the School Corporation.

20. Should any driver fail to drive his route, either through his unit being inoperative for any reason under the control of the driver or owner, or the driver or owner fail to run his route for any other reason, the corporation may withhold from payment due or the corporation may seek a forfeiture of the performance bond, or both.

21. Any school bus driver may be dismissed for incompetence, negligence, physical disability, failure to faithfully perform his duties, or for any other just cause.

22. The driver or substitute shall hold all appropriate State or Federal licenses and State Department Certificate. The Administrator of Transportation, prior to the start of each school year, will obtain from the State Department of Motor Vehicles a copy of the driving record for the previous seven years for every driver.

23. The driver shall cooperate with the Superintendent and Principal in operating the route on a satisfactory schedule. The Pupils must be delivered to school not more than 15 minutes, not less than 5 minutes before school opens in the morning unless the Administration directs otherwise. The driver must be at school to take the children home when school is out in the afternoon. If school is closed early for any reason, the driver, at the direction of the administration of the school, shall be at school to take the pupils home at such time as is designated.

24. Each contract driver shall be available, at the discretion of the administration, for a minimum of ten (10) extra-curricular trips. These trips are to be paid for at the board

established rate per mile and per hour. Failure to comply with a reasonable request may result in a forfeiture of contract or reimbursement to the corporation for the cost of the trip in question. Said amount may be withheld from the bi-weekly payroll.

25. Drivers may have option of bidding an Escalator/De-escalator fuel bid.

(Attachment A) or a firm bid.

26. If a contract driver needs to use a corporation bus at any time during this contract, a flat rate of \$1.00 per mile (based on the length of the route) will be charged to the driver. The fuel charge is included in the flat rate.

27. The compensation will be paid to drivers on a bi-monthly basis.

28. Bids shall be for a base amount per day.

Proposals must be submitted in a sealed envelope marked plainly on the outside of the envelope.

**“TRANSPORTATION PROPOSAL – DO NOT OPEN”**





## Attachment A

### Escalation and De-Escalation of Contracted Amounts

The bidder shall have the right to increase the contract per diem rate in an amount equal to the computer increase in the retail cost of the regular unleaded gasoline, or diesel fuel (whichever is available and the least expensive – hereafter referred to as gasoline) occurring subsequent to the beginning date of the contract and according to the formula and schedule shown as a part of the specifications.

The Board of School Trustees of the South Henry School Corporation shall have the right to decrease the contract per diem rate in an amount equal to the computed decrease in the retail cost of gasoline occurring subsequent to the beginning date of the contract and according to the formula and schedule showed as a part of these specifications.

### Establishing the Base

The Director of Transportation shall contact representatives of three major oil companies operating within the school district in order to obtain an average retail cost per gallon of gasoline for the month in which the original bid is submitted. The average monthly cost of the three companies shall in turn be averaged and that amount shall become the base per gallon cost. In the event that the base month per gallon averages are uniquely low, as evaluated by the Board of School Trustees of the South Henry School Corporation, then the base per gallon shall be computed from documented averaged from the three preceding months. The base month is usually the December preceding the first school year (July 1 to June 30) of the contract.

### Computing the Escalation or De-escalation

The Director of Transportation shall contract representatives of three major oil companies to obtain an average cost per gallon for gasoline for the periods of June 1 to June 15 (effective July 1-September 30), September 1 to September 15 (effective October 1-December 31), December 1 to December 15 (effective January 1-March 31), and March 1 to March 15 (effective April 1-June 30) each year of the contract. This results in a quarterly adjustment.

#### Step I

The difference between the quarter fifteen day average cost per gallon and the base cost per gallon equals the cost per gallon increase or decrease.

#### Step II

The daily mileage of the route divided by 5 miles per gallon for gasoline buses and 8 miles per gallon for diesel buses (set) equals number of gallons per route (round trip).

#### Step III

The number of gallons per route times the cost per gallon increase equals the amount of escalation per diem.

The number of gallon per route times the cost per gallon decrease equals the number of the de-escalation per diem.

Step IV

Escalation per diem plus daily rate (bid price plus applicable mileage addendum) equals the new daily rate.

De-escalation per diem subtracted from daily rate (bid price plus applicable mileage addendum) equals the new daily rate.



## **South Henry School Bus Drivers,**

You have a very important job transporting our students from home to school and back safely each day. Your smile may be the first and last some students see each day, so you can see the impact you have each day.

All drivers must have complete State and Federal Certification Guidelines.

1. Safety is always first.
2. Be on time for your stops. Students and parents depend on you.
3. Call in on your radio immediately if you have any problems.
4. If you have mechanical problems contact Joe Hoffman, Director of Transportation.
5. You always need to use common sense when making any changes in your route. Major changes need to be approved by the transportation director.
6. Drivers are responsible for student discipline on the bus. A driver can remove a student for one (1) day after contact with parents. Drivers should work with the principals on discipline problems. We do not hit or touch students at any time.
7. Students will be dropped off at their homes unless approved by parents in advance.
8. A driver will be neat, clean and dressed appropriately at all times.
9. Busses will be swept regularly (at least once a week) and washed as needed.
10. Drivers are subject to random drug/alcohol testing as required by Federal Law. A driver will be dismissed if under the influence of drugs, alcohol or leaving a student on the bus. Be sure to check your bus after each trip.
11. Drivers will be compensated for 182 days. Drivers are required to complete the Annual Safety Meeting on-line training. We also have at least one drivers' meeting early in the year. Pay is bi-weekly.
12. Drivers are eligible for extracurricular trips based on a 1<sup>st</sup> come/1<sup>st</sup> served basis. This is done with the Transportation Director.
13. Substitute drivers will be paid through Central Office Payroll Department. Driver will be responsible for finding their own substitute. (Up to ten (10) days a year).
14. All drivers need to do a pre-trip inspection each day. You get your fuel at the pump at Tri High.
15. Don't be afraid to communicate with parents, teachers, and other drivers to solve problems. We are all here to help each other.
16. Drivers always need to use good judgment, especially in emergencies. If a road is snowy and drifted you aren't expected to go down that road. Just call in on your radio and parents will be contacted.

Driving a school bus is a major responsibility as I mentioned above. It can be a very rewarding job working with students and the community. We wish you the best of success. If you have any questions call:

Sarah Lynch, Superintendent – 987-7882

Joe Hoffman, Director of Transportation – 987-7988

Kim Laird, Superintendent's Office – 987-7882

## **RULES FOR SAFETY RULES FOR DRIVERS**

1. School bus drivers shall comply with all laws, rules and regulations governing the operation of motor vehicles on the highways of the State of Indiana, as stated in pages 4-8 of this handbook.
2. No school bus shall start moving until all children are seated and the doors are closed. No pupil shall occupy a space forward of the rear of the driver's seat, and every bus shall have clearly posted at or near the front a sign stating that it is a violation of the laws of the State of Indiana for a bus to be operated with school children occupying the prohibited area.
3. No school bus driver shall leave the bus with the engine running.
4. No assistance shall be given by any school bus or special purpose bus to any other vehicle on the road.
5. No unauthorized persons shall be permitted to ride any school bus or special purpose bus at any time, except as provided by law.
6. No school bus driver shall permit any other person to drive his bus, occupy his seat, tamper with the engine, or any controls, excepting such persons as are approved by the trustee or properly authorized school authorities.
7. Special purpose buses are to be driven by South Henry School employees only.
8. All school bus drivers must stop at all preferential highway intersections.
9. School buses and special purpose buses are to stop at all railroad crossings.
10. No bus shall be backed on any school ground or playground or loading area unless such backing is properly supervised by an adult.
11. No school bus driver shall use tobacco while in the bus or on school grounds.
12. In case of an accident when any school bus is stopped on the road, the driver shall protect the bus from further accidents by such methods as setting flares, flags, and other warning devices, controlling traffic, and must always keep in mind that his first responsibility is to his passengers.
13. Buses shall be stopped off the pavement wherever possible and practical unless the pupil must cross the road, before boarding or after leaving the bus. Buses stopping to unload on one-way streets shall pull to the right-hand curb or side.
14. The "STOP" sign shall be displayed only when the bus is completely stopped on the traveled portion of the highway to load or unload passengers. While off the traveled

portion of the highway, the stop arm shall not be used and flashing lights shall not be operated.

15. The red or yellow flashing warning lights shall be turned on at least 100 feet before stopping on the traveled portion of the highway in order to warn approaching traffic of intentions of the driver.

16. The directional lights shall be turned on at least 100 feet before turning from the highway to warn approaching traffic of intentions of the bus driver to turn left or right.

17. Traffic never shall be held an unreasonable length of time.

18. The school bus driver must keep his school bus reasonably clean and must keep himself neat and clean in clothing and speech while operating the school bus.

19. Every school bus driver shall be at the school building and in line in advance of dismissal and adequate time for safe dismissal.

20. The school bus driver shall be responsible for discipline on the school bus, just as the teacher is in the classroom. Problems of discipline should be discussed early with the principal and action planned before they should come critical. Refusal to transport children or other punishment should be inflicted in cooperation with the school authorities and enforced by the school bus driver. In no case shall a school bus driver put a pupil passenger off the bus except at his regular station or at the school.

21. The governing body of a school corporation may allow, by written authorization, the use of a school bus for transportation of eligible students and necessary adult chaperones or of adults to and from an activity that is sponsored, controlled, supervised, or participated in by the governing body. The number and qualifications of adult chaperones under this section may be determined by the governing body. The governing body may allow, by written authorization, the use of a school bus for transportation of students and necessary adult chaperones to and from an educational or recreational activity approved or sponsored by a political subdivision if the transportation originates from a place within the geographical limits of the school corporation served by the affected bus; the persons transported are Indiana residents; and the trip does not involve more than two hundred (200) miles of travel out of state. I.C. 20-27-9-3

22. Any complaint or notice in writing received by the Superintendent or the principals or school authorities of an infraction of the above rules by a driver shall be deemed sufficient grounds for an investigation and suspension or cancellation of contract.

23. No school bus driver shall be required by the governing body to transport school children for which no seat is available in the bus.

24. Except in emergencies, do not place fuel in bus while there are students present.

25. Upon completion of morning and afternoon route, check all seats for students, items left on bus, vandalism, or damage.

## **BUS RULES FOR STUDENTS**

**Riding the school bus is a privilege extended to students that can be taken away for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus driver and must obey his or her requests. The bus driver will need a form filled out with pertinent information regarding each student on his/her bus. The form will be given to students during the first few days of the new school year.**

- 1. Each student shall be located immediately, upon entering the bus, in the place assigned by the driver.**
- 2. No student shall stand or move from place to place during the trip.**
- 3. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.**
- 4. No windows or doors will be opened or closed except by permission of the driver.**
- 5. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands or feet or body in any other objectionable manner.**
- 6. No students shall enter or leave the bus until it has come to a full stop and the driver has opened the door.**
- 7. The child should be waiting at his boarding station when the school bus arrives. In case of an emergency causing late arrival by the pupil at his station, the bus driver will be required to stop and make a reasonable attempt by looking for the student approaching the bus without causing the route to be delayed.**
- 8. Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any pupil who refuses to conduct himself or herself in a gentlemanly or ladylike manner.**
- 9. A student who boards a bus in the morning will ride the full route to school. This holds true en route from the school to his/her home.**
- 10. A driver may dismiss a student to another scheduled stop ONLY with the written request of the child's parent or guardian. A bus driver has the same authority with students on his bus as a teacher has with students in the classroom.**
- 11. Students experiencing problems should report them to the bus driver.**
- 12. All school rules apply to bus pick-up and drop-off points.**

## **MINOR BUS INFRACTIONS**

**Minor bus infractions can include but are not be limited to the following:**

- chewing gum (Driver Discretion)**
- food and beverages (Driver Discretion)**
- loud, boisterous, distracting voices and behavior**
- opening windows or doors**
- not staying seated**
- annoying and teasing of other riders**
- inappropriate behavior**
- electronics – no cell phones**



### Discipline Procedures:

- Step #1** The bus driver shall verbally warn the student that his/her conduct violates the rules.
- Step #2** If the driver determines that the verbal warning has not produced improvement; the driver shall hold a conference with the offending students. The bus discipline referral form will be completed and sent to the school office for documentation.
- Step #3** If Step #2 does not produce improvements, a conference will be held between the offending student, the driver and the Principal and or Assistant Principal. The bus discipline referral form will be completed. The Principal/Assistant Principal shall determine appropriate disciplinary measures and shall notify the student's parent(s)/guardian of the incident and disciplinary action.
- Step #4** If Step #3 does not produce improvement; the Principal/Assistant Principal may suspend the student from bus riding privileges for a period of up to five (5) school days.
- Step #5** If Step #4 does not solve the problem, the Principal/Assistant Principal will schedule an informal hearing with the student, the parents, the driver, the Principal and or Assistant Principal, and if appropriate, the Superintendent, to consider expulsion from the bus.

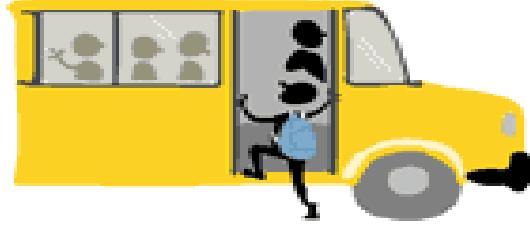
### **MAJOR BUS INFRACTIONS**

**Major bus infractions can include but are not be limited to the following:**

- profanity and obscene gestures
- bullying
- throwing objects
- disrespecting bus driver
- fighting
- vandalism
- inappropriate display of affection
- weapons
- smoking and use of drugs
- sexual harassment

**When a "Major Infraction" occurs on the bus, the student or students involved in the incident will move directly to Step #4 stated above. If a student has**

**a second “Major Infraction”, Step #5 stated above will be enforced by the administration.**



### **TRANSPORTATION BUS RENTAL POLICY**

A situation may develop that would require a South Henry School Corporation private bus contractor to request the use of a corporation owned bus.

It will be the policy of the South Henry School Corporation to allow its private contractors to use a corporation bus at a charge of \$1.00 per mile based on the length of the route.

If a special circumstance should develop and the corporation would request a private contractor to use a corporation bus (example – transporting a wheel chair bound student in the handicapped bus) all charges except fuel would be waived. All other individual requests to vary from this policy will be heard by the South Henry Board of Education

Policy Adopted – September 2, 1981

Policy Revised – November 7, 1990

Policy Revised – December, 1998



## **South Henry School Corporation Controlled Substance and Alcohol Policy**

It is the purpose of this policy to encourage an enlightened viewpoint toward alcoholism and other drug dependencies as behavioral/medical problems which can be treated. At the same time the Board of Trustees of the South Henry School Corporation is concerned about the adverse effects of alcohol or other drug use on employee performance, health and safety. Bus drivers are expected and required to be in suitable mental and physical condition while at work, performing their jobs satisfactorily and behaving appropriately. When the use of alcohol and other drugs interferes with such expectations, a driver's failure to meet these basic expectations will result in disciplinary actions.

This policy applies to all South Henry School Corporation drivers who are required to hold a Commercial Drivers License (CDL) to perform their job function. The use, possession, sale, purchase or transfer or unauthorized or illegal drugs or substances, or the abuse or misuse of legal drugs on school property, while on school business, or while operating school vehicles and equipment, is prohibited. Drinking alcoholic beverages during working hours, 4 hours before reporting to work or having any measurable amount of alcohol in his/her system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent it affects a driver's attendance or performance and his/her ability to pass required DOT alcohol and controlled substance tests. Any violation of this policy is grounds for termination as a driver for the School Corporation and possible legal prosecution.

Since physician-directed use of drugs can affect behavior and performance, drivers are encouraged to advise their supervisor whenever they are taking drugs for medical reasons. When such use of drugs adversely affects job performance or safety, it is in the best interest of the driver, co-workers, and the School Corporation that the driver takes sick or vacation days, or, if necessary, unpaid leave, in with the School Corporation's leave policies.

South Henry School Corporation reserves the right to terminate any driver who violates the School Corporation's Drug and Alcohol Abuse Policy for CDL drivers. Employees who are convicted for alcohol or drug-related charges may be subject to School Corporation disciplinary action, up to and including termination. The School Corporation may offer the driver (at the driver's expense) the opportunity to receive appropriate treatment. When the School Corporation makes such an effort, and the driver rejects assistance, or demonstrates a lack of serious commitment to overcoming the problem and achieving a satisfactory level of performance, attendance or behavior, then termination will result.

### **Confidentiality**

Any information concerning a driver's drug or alcohol abuse will be available only to members of the administration whom the School Corporation believes should be aware of this information. Unless otherwise required by law, this information will not be disclosed by the School Corporation to any other employer, organization or individual without the driver's written consent.

Policy adopted: September 7, 1994

## **South Henry Transportation Board Policy**

### **I. General policies and regulations for drivers of privately-owned equipment of the South Henry School Corporation.**

#### **A. The School Board has adopted the following driver regulations, rules and policies to be followed by all bus drivers of privately-owned equipment:**

1. Abide by all rules and laws of the State of Indiana pertaining to school buses and bus drivers. Also, the driver will abide by all reasonable requests and rulings of the Corporation. Failure to abide may cancel the contract: and if so, the Corporation would reserve the right to withhold all remaining payments on the contract.
2. Complete equipment including chassis and body and all supplies, materials and necessary repairs are to be furnished by the bidder. Equipment must meet all state requirements.
3. The term of the contract let under these specifications shall be for a term of either two (2) or four (4) years. Compensations shall be on a base amount basis for the number of days:
  - a. of the school calendar that students are to be in attendance at school
  - b. for in-service training either required by statute or authorized by the school corporation, including but not limited to, safety meeting workshops.
4. Carry public liability, and property damage insurance. Minimum amounts as follows: \$1,000,000.00 liability, \$100,000 property damage, and \$2,000 medical payments. All to be paid for by the driver.

### **II. General policies and regulations for drivers of corporation owned equipment of the South Henry School Corporation.**

#### **A. The School Board has adopted the following driver regulations, rules and policies to be followed by all bus drivers of corporation owned equipment:**

1. Abide by all the rules and laws of the State of Indiana pertaining to school buses and bus drivers. Also, the driver will abide by all reasonable requests and rulings of the Corporation. Failure to abide may cancel the contract: and if so, the Corporation would reserve the right to withhold all remaining payments on the contract.
2. Drivers of corporation owned buses are responsible for the cleanliness, both inside and outside, of their vehicles. Mechanical and/or equipment problems should be reported immediately to the director of transportation. The corporation shall be responsible for the mechanical maintenance of the corporation owned vehicles.
3. The term of the contract let under these specifications shall be for a term of one (1) year. Compensations shall be on a base amount for the number of days:

- a. of the school calendar that students are to be in attendance in school.

#### Transportation (continued)

- b. for in-service training either required by statute or authorized by the school corporation, including but not limited to, safety meeting workshops.

#### III. Extra-Curricular and/or Field Trips

- A. All activities requiring the use of buses must be planned through the building principal **AND** the director of transportation. Proper forms must be completed and returned to the transportation director before a South Henry School Corporation bus may be used. These forms are available in the office of the director of transportation.
- B. All organizations or groups using buses belonging to or contracted to the South Henry School Corporation will be responsible for the expenses of the field trip or activity trip taken. Charges of three dollars (\$3.00) per gallon and fifteen dollars and fifty cents (\$15.50) per hour per driver will be assessed. The minimum driver charge shall be forty-six dollars and fifty cents. (\$46.50)
- C. Extended and/or out of state field trip requests must be submitted to the Board of Education for consideration. All trips of this type must be for educational purposes. Requests must be submitted through the building principal and the director of transportation. The board must receive the requests at least one (1) month prior to the date of the requested trip.
- D. It is the responsibility of the sponsor, coach or assigned staff member to maintain proper behavior on any extra-curricular trip. The school bus shall be kept clean of debris and any damage done by the group using the bus will be charged to the organization or group scheduling the bus.

1<sup>st</sup> Reading April 2008

Updated November 3, 2010 (driver pay)

Updated September 28, 2016

## **PROCEDURES FOR SCHOOL BUS DRIVERS FOR SEVERE THUNDERSTORM AND TORNADOES**

### **PROCEDURES PRIOR TO EMERGENCY**

1. If severe weather disturbances are threatening near school dismissal time, consideration might be given, in cooperation with school administrators, to retaining students in safe areas at school or other nearby buildings until threat has diminished.

A. **A Tornado Watch.....**is issued by the Weather Service when conditions which may produce tornadoes are expected to develop. Continue normal activities during the **watch**, but be aware that there is a possibility of tornadoes. Keep listening to your radio and television and watch and listen for tornadoes. Take shelter if you see or hear a tornado or threatening conditions approaching. If a **watch** is in effect in your area during school dismissal time, careful discretion should be used when deciding to release or retain students.

B. **A Tornado Warning.....**will be broadcasted when a broadcast when a tornado has been detected. The **warning** will tell you the last known location of the tornado, and if possible, its speed and direction of movement. Persons close to the tornado should take cover immediately. Those farther away should take cover if a tornado or threatening conditions approach. If a **warning** has been issued in your area during school dismissal time, it is strongly advised that students be retained in school in the designated safe areas of the buildings.

2. Investigate and become thoroughly familiar with all roads adjoining regular routes in the event they would be needed to seek shelter.

3. Determine any buildings, homes with basements, ditches, hills, culverts, or other places along routes where children might be evacuated and provided safety.

4. Discuss with students, the procedures you expected to be followed under tornado emergencies.

A. This should be developed in cooperation with school officials realizing that the ultimate decision will, by necessity, be based on driver's sound judgment.

### **PROCEDURES DURING EMERGENCY –SCHOOL BUS DRIVER'S JUDGEMENT**

1. Never try to outrun a tornado. No one can predict the path, and tornadoes can skip from one area to another.

2. If a school bus is caught in the open when a tornado is approaching, the children should be evacuated from the bus and escorted to a nearby ditch, ravine, building, home basement, or place

which might provide more protection than the bus. If they go to a ditch or ravine, they should be made to lie face down, with both hands over head. They should be far enough away so the bus cannot topple on them.

3. Remember – Tornadoes are only one of a thunderstorm’s killer elements. Lightening is a major killer; heavy rains cause flash floods. Very strong winds can cause heavy damage. Large hail can be very damaging.

### **PROCEDURES AFTER EMERGENCY**

1. Listen to radio for “all clear” signal before leaving shelter. There may be several tornadoes in your area.
2. Check for injuries and seek medical aid if necessary.
3. After the emergency, be extremely cautious and alert for weakened structures, trees, power lines, and other storm damage, which may impact travel or constitute a hazard for students.

### **SNOW AND ICE – FOG**

1. Bus drivers are the 1<sup>st</sup> to be contacted if school will be delayed or cancelled. If you cannot go down a particular road on your route, contact the school and or parents immediately, so a student will not be waiting for your bus in bad weather. Good judgment always needs to be observed when road conditions are poor.



## **SAFETY RULES EMERGENCY EVACUATION PROGRAM**

Drills will give all people an opportunity to act in a rational and expedient manner. It is a known fact that panic and injury can be avoided if students are trained in all phases of an emergency situation.

You will be given a time and place to hold an evacuation drill. These drills will be mandatory for all drivers and will be a part of their total evaluation.

Below is a suggested list of guidelines to use when implementing your practice drills:

- I. Assign Student Helpers
  - a. You should have one student helper per ten students. (60 students you should have six helpers)
  - b. Pick older students as your helpers.
  - c. Two helpers at the front Exit.
  - d. Three helpers at the rear. Two of the rear helpers should leave the bus first and be on the ground outside the bus to assist the others.
- II. Safety helpers should be students who are:
  - a. Mature
  - b. Physically able to handle the job.
  - c. Leaders among their peers.
  - d. Among the first students to board the bus and last to leave.
- III. Train your student helpers:
  - a. Never have a helper administer discipline during the regular route or day.
  - b. Have a written program for evacuation for student helpers to have.
  - c. Have helpers that could carry on without you.
  - d. Helpers should know where all emergency equipment is kept and how to use it such as: Fire Extinguisher, Flares, Flags, and Reflectors
  - e. After bus is evacuated the student helpers should know whom to call in the event of or after an accident where the driver is rendered helpless.
  - f. Helpers should be instructed that the evacuation of the bus and protection of students from injury is the first priority. Only when fire presents a serious threat to safety should helpers concern themselves with attempting to extinguish a fire.
  - g. All warning devices should be positioned 100 feet to rear, 100 feet to front, and in roadway beside the school bus.
  - h. First aid training would be very helpful to you as a driver.
  - i. In the event the driver is incapable to provide instructions, safety helpers should be instructed on procedures for:
    - 1. Moving driver from the driver's seat
    - 2. Steering (not driving) bus to a stop
    - 3. Turning off ignition switch
    - 4. Applying emergency brake
    - 5. Activating flashing warning lights and stop arm

### **DRIVER RESPONSIBILITIES**

1. On drivers command rear safety helpers should open rear door and stand outside to help other students.
2. Front safety helpers should do the same as the rear.
3. When students disembark, they should proceed with a student helper at least 100 feet from the roadway.
4. Driver should designate two helpers to go for assistance if necessary. (Do not leave your students)

### **BOTH AND REAR DOORS INOPERABLE**

1. Driver or student helper should knock out necessary windows and or windshield and remove any glass slivers.
2. Driver should designate three helpers (or more if necessary) to evacuate through the window opening to assist students to the ground. One helper should lead those students away from the vehicle, at least 100 feet off the roadway.
3. Remaining helpers inside the bus should assist the driver in supervising the orderly evacuation of pupils through the window opening and ensuring that all students have left the vehicle.
4. Driver should supervise student's evacuation and ensure that all students have left the vehicle, prior to self-evacuation.
5. Driver should designate two helpers to go for assistance if necessary.

### **ACCIDENT PROCEDURES**

In spite of all precautions, the possibility of an accident cannot be entirely eliminated. If an accident should occur, the following procedures are suggested:

1. Stop and turn off ignition; turn on hazard lights.
2. After assessing injuries, damage, and need for emergency assistance, notifies the Transportation Department office **immediately**.
3. Remain calm; do not argue or try to assign blame for the accident. **Do not make any statements as to fault.**
4. Unless it is absolutely necessary for safety and comfort, do not allow pupils to Exit the bus.
5. Obtain the license number and other pertinent information about all vehicles involved.
6. Obtain names and addresses of all persons involved and all witnesses, including pupils on the bus. Also, obtain police report number.
7. In the event of an accident, the driver must notify the Transportation office and make a full report within 24 hours. He/she must also complete an accident report and other necessary forms.
8. Discuss accident details only with police officers and your immediate supervisor.
9. If absolutely necessary, the driver may dispatch an older rider for assistance.
10. During any accident, EMT will be dispatched for precautionary measures.
11. If bodily injury or fatality occurs, driver will be sent for drug testing immediately.

## **EMERGENCY TELEPHONE NUMBERS -911**

Transportation office – 765-987-7882

Superintendent office – 765-987-7882

High School office – 765-987-7988

## **SOUTH HENRY SCHOOL CORPORATION POLICIES AND PROCEDURES FOR BUS DRIVER PERFORMANCE STANDARDS AND MEASUREMENTS**

### **PERFORMANCE STANDARDS**

Rule 575 IAC 1-8 prescribes the performance standards and measurements for determining the physical ability necessary for a person to be a school bus driver and reads as follows:

575 IAC 1-8-1 Driver shall demonstrate the ability to exit the bus from a seat belted position in the driver's seat and exiting front the rearmost door.

575 IAC 1-8-2 Driver shall demonstrate quick reaction time between accelerator and service brake. In a seat belted position driver shall with the right foot, alternately depress the accelerator and service brake ten (10) times in ten (10) seconds or less.

575 IAC 1-8-3 Driver shall demonstrate the ability to climb and descend the bus service door steps in a forward facing position two (2) times without stopping.

575 IAC 1-8-4 Driver shall demonstrate the ability to open and close the bus service door two (2) times without stopping from a seat belted position.

575 IAC 1-8-5 Driver shall demonstrate the ability to operate one (1) hand control on each side of the steering wheel while the bus is in a safe forward motion.

### **ADDITIONAL INFORMATION**

The effective date of the rule is January 1, 2002

The rule applies to any school bus driver who is issued an initial Standard Certificate (yellow Card) after the effective date.

A school bus driver holding a valid Standard Certificate issued prior to January 1, 2002 is exempt from meeting the requirements of 575 IAC 1-8 as long as the driver attends the annual safety meeting or on-line class and keeps the Standard Certificate continuously renewed. If a Standard Certificate is allowed to expire, the holder becomes subject to 575 IAC 1-8 in addition to all other reinstatement requirements.

The measurement is pass/fail for all standards except Section 2, which is timed.

**INFORMATION FOR POLICE OFFICERS AND PROSECUTORS**  
**PASSING A SCHOOL BUS WHILE LOADING OR UNLOADING**  
**CLASS "A" INFRACTION**  
**9-21-12-1**

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Name of Driver (if known)\_\_\_\_\_

Description of Driver (sex,race,age,hair, etc.)\_\_\_\_\_

Description of Vehicle (make, model, year, color)\_\_\_\_\_

License Number of Vehicle\_\_\_\_\_State\_\_\_\_\_

Date\_\_\_\_\_Time\_\_\_\_\_

County Offense Occurred in\_\_\_\_\_

Location of Offense (road name,number direction of travel for bus and violator. Need as much information as possible)\_\_\_\_\_

Bus Number\_\_\_\_\_Name of School Corporation\_\_\_\_\_

Bus Loading\_\_\_\_\_Bus Unloading\_\_\_\_\_

Witness Information\_\_\_\_\_

Bus Driver Name and Phone Number\_\_\_\_\_

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\_\_\_\_\_Signature\_\_\_\_\_

(I affirm under the penalty of perjury as specified by IC 35-44-2-1, that the foregoing Representations are True.) Date Sign:\_\_\_\_\_

Mail or fax to Police Department

Date Received:\_\_\_\_\_Action Taken by Police:\_\_\_\_\_

\_\_\_\_\_