

# **LIBERTY-PERRY SCHOOL CORPORATION TRANSPORTATION HANDBOOK**

Updated February 14, 2017

**“The primary objective of all transportation personnel is the safety of the students.”**

## **ANNUAL BUS DRIVER MEETINGS**

**Each year prior to school beginning, a meeting will be held for all drivers for the purpose of preparing for the school year. This meeting will include reviewing procedures, assignments of students, and other topics of importance. Attendance at this meeting is required and is considered one of the contracted days.**

## **ASSIGNMENT TO REGULAR ROUTES**

**Factors to be considered when hiring drivers and assigning routes:**

- a. Driving record.**
- b. Cooperation with school officials and community.**
- c. Absenteeism.**
- d. Bus maintenance.**
- e. Skill.**
- f. Maintaining student discipline.**
- g. State licensure.**
- h. Route efficiency and location of the driver.**

**The Liberty-Perry School Board shall hire all Corporation drivers. Recommendation to the Liberty-Perry School Board for employment as a Corporation driver lies with the Corporation Transportation Director. Routes, drivers, or busses may be changed at any time in order to obtain maximum efficiency of driver and equipment.**

## **BUS ACCIDENT PROCEDURE**

**When a driver is operating a school bus and is involved in an accident, the bus driver must follow the listed steps:**

- a. Stop the bus and turn off the ignition.**

- b. Keep the students on the bus if that is the safest place. If the bus has caught fire or has been badly damaged, evacuate the students and direct them to a safe assembly point. Make certain that all students are accounted for and under supervision at all times.**
- c. Contact the bus transportation office immediately.**
- d. Give location and extent of the accident.**
- e. Advise the office if there are students on board and if there are any visible injuries.**
- f. Determine if anyone has been injured by questioning each pupil and all other persons involved. Make a list of persons on the bus with notations on any injury, person or property.**
- g. Render any emergency aid.**
- h. If another vehicle is involved in the accident, check on the condition of the driver and occupants.**
- i. Place warning devices on the roadway.**
- j. Stay on the bus with students until police or transportation personnel arrive.**
- k. Do not talk to anyone except the police or Corporation personnel concerning the accident.**
- l. When reporting:**
  - 1. Be courteous and calm.**
  - 2. Be accurate and factual in statements to police.**
- m. Collect all information needed for your report, including the following:**
  - 1. License numbers, make and model of all vehicles involved in the Accident: names and addresses of all persons involved, witnesses and the driver's license number of the driver or drivers.**
  - 2. Take note of weather conditions, road conditions, visibility and the time of day.**
- n. DO NOT leave the scene, or move your bus, until the police release you.**
- o. If operational, bring the bus back to the transportation office for damage evaluation.**
- p. File a complete report with the transportation director as soon as possible.**

- q. The driver will be required to take a post-accident drug test if there is a fatality at the scene or if the driver receives a citation.

### **BUS DRIVER SAFETY RULES**

1. School buses shall be operated within the posted speed limit. School buses shall not exceed the speed of forty miles per hour on any county or township highway and shall not exceed sixty miles per hour on any state or federal highway. School buses may run sixty miles per hour if the posted speed limit is sixty or greater.
2. Bus drivers are not to leave the bus while students are on board. If an emergency dictates a driver leave the bus while students are on board, the engine is to be turned off and the ignition key removed
3. Bus drivers shall comply with all laws, rules and regulations governing the operation of school buses on the highways of the State of Indiana.
4. Unauthorized persons are not permitted to ride the school bus at any time.
5. Bus drivers are not to permit any other person to drive their bus, work on the motor, or any other functions on the bus unless approved by the transportation director.
6. The school bus shall not begin moving until all occupants are seated and the door closed.
7. Buses are to be kept clean and orderly.
8. All drivers shall wear seat belts when the bus is in operation.
9. Drivers are not to eat food or drink liquids while children are on their bus. Also, our school buses are smoke-free at ALL times.
10. Drivers are to release students at their designated stop. The only exception is when the driver has written parental permission.
11. School buses are not to be used for any private purpose.
12. Drivers must not allow the engine to be running while loading or unloading students on school grounds. The driver should remain in the driver's seat when possible.

## **BUS EVACUATION DRILL**

At least one evacuation exercise will be held each semester. Points to cover:

1. Identify a place for assembling your students after exiting the bus.
2. Identify which seats exit by the front door and those that use the rear door.
3. Alert the first two students leaving the back door that they are to assist the students that are exiting after them.
4. students are to be quiet and orderly. Emphasize the need for cooperation.
5. After the drill, reload your students. Answer any questions concerning the drill. Continue on with your usual operation.
6. Fill out the drill form available in the transportation office, which will be kept on file.

## **BUS EVACUATION OUTLINE**

**(When a driver is incapacitated)**

1. Assign 4-5 students to do the evacuation.
2. 2-3 students should be assigned to the back door.
3. Emphasize the main objective is to get the students off of the bus safely.
4. Emphasize that the older students are to help the younger students leave the bus and go to a safe place.
5. Emphasize those material things are to remain on the bus.
6. Designate a “radio” person and show them how the radio works.

7. Explain to the “radio” person how to call the transportation office and what to say identifying the location of the bus and describing the situation.
8. Explain to students how to:
  - a. Turn on the 4-way flasher, strobe light, and red lights.
  - b. Set the parking brake.
  - c. Shut off the engine and turn the key to the accessory position.
  - d. Procedure to kick out the windshield.
  - e. Reminder to take the 1<sup>st</sup> aid kit when they leave the bus.

## **BUS INSPECTION**

### **ANNUAL**

Prior to the beginning of school each school year the Indiana State Police will inspect each bus at one location. This inspection will be performed when scheduled by the state.

### **DAILY**

A daily bus checklist will be supplied to drivers at their annual meeting prior to school starting. Drivers are to complete the form on a daily basis and return the monthly log to the Transportation Director at the end of each month. Daily pre-trip inspection is a required procedure each day. Daily pre-trip forms are to be turned into the Transportation Director or his designee each day. If there is a problem with the bus drivers must notify the transportation director prior to taking action to remedy the problem.

## **BUS MAINTENANCE**

All bus maintenance is to be performed through the Corporation Transportation Office. Contact the Transportation Director for servicing.

## **CONTRACT DAYS**

Bus driver contracted days are as follows:

180	Student days
1	Corporation drivers meeting prior to the beginning of school.
1	Safety meeting
1	Clean Bus

## **EVALUATIONS**

Evaluation of corporation bus drivers will take place each year and will be completed by the Director of Transportation. Written evaluations will be submitted to the Superintendent and the Board of Trustees, as they will be used as reference when considering the renewal of employment.

## **FIELD/EXTRA-CURRICULAR TRIPS**

The assignment of drivers for field/extra-curricular trips or any special program routes is the responsibility of the corporation's transportation director. Drivers interested in driving for field or extra-curricular trips are to contact the transportation director and express your interest. Such trips are to be assigned with the understanding that the driver's regular route responsibilities take precedent.

When special equipment of any kind is needed for a trip, it shall be the responsibility of the sponsoring organization to furnish and secure such equipment in or on the bus.

The sponsoring organization is responsible for the behavior of the students on the bus during the trip. Corporation-employed sponsors are to accompany the students on the bus at all times during the trip.

## **NO-SMOKING POLICY**

All corporation vehicles are designated as smoke-free areas at all times

## **SCHOOL DELAYS**

In the event the schools are closed or the school start time is delayed due to weather or facility issues.

## **STUDENT DISCIPLINE**

The bus driver is expected to exercise the same care and control over the children riding their bus as is expected of a teacher in the classroom. Discipline issues are to be discussed EARLY ON with the transportation director and building principal

and an action plan developed before they become critical. Parents are to be notified of this action plan as soon as possible.

Bus drivers have the authority to suspend riding privileges to any student for one (1) day. Drivers are to contact the parent (PRIOR) to this action and inform them of the offense and timetable of the suspension. The bus driver is to complete the appropriate paperwork and submit it to the transportation director.

Conduct requiring multiple days of suspension or permanent removal from the bus is to be handled by the transportation director and building principal. Bus drivers are to complete the appropriate paperwork and submit it to the transportation director as soon as possible.

## **STUDENT RULES OF CONDUCT**

School bus drivers are to have control of all school children transported between their homes and the school and return. Students are responsible to follow all school rules when they are on school property, which includes when riding the school bus. The following rules are in addition to those guidelines set forth in the student handbook and pertain to students when riding on corporation vehicles. Any violation of these rules can result in the student being removed from the bus.

- a. Students are to be waiting by their loading station when the bus arrives.
- b. Each student shall be seated immediately upon entering the bus. Bus drivers have the option of assigning seats.
- c. Students are not to stand or move from place to place during the trip.
- d. Loud, boisterous, or profane language is not to be used.
- e. Windows or doors are not to be opened unless directed by the bus driver.
- f. Students are not to be in possession of tobacco, alcohol or unlawful drugs.
- g. Students are not to possess, handle or transmit any object that can reasonably be considered a weapon.
- h. Students are not to leave or enter the bus until it has come to a complete stop.
- i. Students are responsible for restitution of any property damage they cause to the bus, the contents of the bus or to any person riding the bus.

## **SUBSTITUTE DRIVERS**

In the event a driver needs a substitute to take over their responsibilities, the transportation director is to be notified immediately. The regular driver is to secure a substitute from the approved list as soon as the need is known.

## **CELLULAR PHONE AND ELECTRONIC DEVICES**

Use of a cell phone for making or receiving a phone call and texting are prohibited while operating the school bus with or without students present on the bus. This would include the loading and unloading of students on school grounds during shuttle bus transfer. The only time cell phone or electronic devices may be use are defined in paragraphs b. and c. or if instructed to by a school official after following procedures in paragraph c.

Cell phones or electronic devices may be used during a layover if no students are present and the bus is not running, the parking brake is applied and parked in a safe location.(Example while waiting at a field trip or sporting event with no students present.)

Cell phones may be used in the event of an emergency or two-way radio. The following procedures should be followed.

1. School bus should be off the roadway if possible in a safe location.
2. The engine should be turned off. The gear selector should be in neutral with the parking brake applied and four-way flashers on before a phone call is made.

These procedures should also be followed if the bus driver is out of radio range and needs assistance.

The use of a GPS device is permitted as long as it is pre-programmed before the operation of the school bus begins.

## **LOADING AND UNLOADING STUDENTS ON SCHOOL GROUNDS**

1. School bus engine shall be shut off at all times with parking brake applied while students are being loaded or unloaded. The driver may request permission to run the bus to keep windows clear due to weather conditions. Permission to run the bus must be given by the transportation director or administrator in charge of the bus loading area.

2. The bus driver should remain seated in the driver's area when possible. When the driver needs to leave the driver's area to deal with student issues the bus must be turned off and key removed from the ignition, parking brake applied, and transmission in park or neutral. This procedure should be followed at all times on or off school grounds when the driver's area has to be left unattended.

3. No school buses shall be started until all students have boarded all buses or exited all of the bus loading areas.



**4. If an elementary student is being picked up at WHS from a bus the student can not be let off until a parent/guardian comes to the bus. Students shall not be allowed to enter the parking lot to the rear of the buses at WHS unattended at any time.**