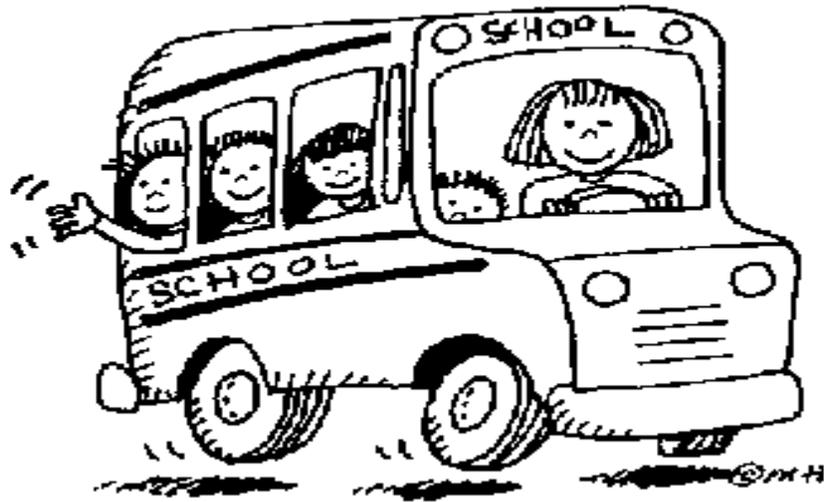


Wentzville School District Transportation Department



Employee Handbook 2014-2015

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2014 – 2015
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ATTACHMENTS:

Listing is attached, attachments under separate cover

Line of Authority

Assistant Transportation Director, Safety Coordinator, Fleet Maintenance Supervisor, Router/Dispatchers, Transportation Secretaries, Mechanics, Bus Drivers and Aides are under the direct supervision of the Transportation Director, who reports to the Assistant Superintendent of Administrative Services. All complaints and grievances are to follow this line of authority.

Dr. Curtis Cain	Superintendent
Dr. Melody Marcantonio	Assistant Superintendent of Admin. Services
David Wilson	Transportation Director
Patsy Brockmeier	Assistant Transportation Director
Dan Duncan	Fleet Maintenance Supervisor
Charles McKissick	Safety Coordinator

WENTZVILLE SCHOOL DISTRICT

NOTICE OF NON-DISCRIMINATION

The Wentzville R-IV School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation or perceived sexual orientation, disability, sexual orientation or perceived sexual orientation, or age, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Section 504/Title II Coordinator for Students
Laura Smith
1 Campus Dr.
Wentzville, MO 63385
(636) 327-3800

Title IX and Section 504/Title II Coordinator for Employment
Nathan Hoven
1 Campus Dr.
Wentzville, MO 63385
(636) 327-3800

Individuals who wish to file a complaint with OCR may contact OCR:
U.S. Department of Education, Office for Civil Rights
One Petticoat Lane, 1010 Walnut Street, Suite 320
Kansas City, Missouri 64106
Telephone: (816) 268-0550; Fax: (816)268-0599; TTY(877) 521-2172; Email:
OCR.KansasCity@ed.gov.

For further information on notice of non-discrimination, visit
<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Dr. Curtis Cain
Superintendent of Schools

Form 1310.1

Revised 5/5/2015

Emergency School Closings

Employees of the Wentzville R-IV School District will be notified of emergency school closings in a manner determined by their immediate supervisor.

School Cancellation Policy

Adopted: March 12, 2008

If school is cancelled due to inclement weather or any other unforeseen circumstance after drivers/aides have already signed in, they will receive a 2.5 hour guarantee. If they have not clocked in, they will not be paid.

Inclement Weather

The following radio and television stations will be used to announce school closings due to inclement weather.

Radio:

KMOX	1120 AM
KWRE	730 AM
KFAV	99.9 FM

Television:

2
4
5

District Web Site: www.wentzville.k12.mo.us

Telephones

Telephone extensions are provided for business only. Personal calls may be received or made only during emergencies. **Cell phones are prohibited while on the bus.** Cell phones should only be used during break times between routes. This is not a reason to delay the route, only an opportunity to make any necessary calls.

Drivers Responsibility

The bus driver is a key figure in making the transportation program operate safely and smoothly. The driver is responsible for all actions while on the bus or operating the bus. The driver is expected to carry out the following procedures for the safe operation of their vehicle.

1. Each driver is responsible for scheduling and passing an annual physical at the District contracted physician's office. Each driver must begin and end this process with our district physicians.
2. **Each driver must successfully complete annual Dexterity Testing.**
3. Be responsible to the Assistant Director and the Transportation Director for the performance of their duties.
4. Conduct all inspections of vehicle to assure its safe operation, including the completion of the Pre-trip sheet as assigned by the Transportation Director. **(Attachment # 1)**
5. Be personally responsible for obeying state laws governing the operation of your vehicle, including bus driver's license, traffic regulations, and the Board of Education policies and regulations. **(See District Policy/Regulations via website)**
6. If a bus is determined to be out of service during the annual state inspection and it is an item that should have been discovered during the driver pre-trip, the assigned route driver may receive disciplinary action.
7. Be responsible for the passengers and operation of the bus.
8. Be on the bus while students are loading and unloading.
9. Parking in areas other than school property is not allowed unless the Transportation Director has granted prior permission. Failure to follow this request could result in disciplinary action.
10. Operate the vehicle making the designated stops and routes as assigned. Do not add, drop, or change routes or stops without prior approval of the Assistant Director or the Transportation Director. Any deviation in bus stops could result in disciplinary action. Transportation Management will examine bus stops each year for safety. Drivers are encouraged to report any new elements or hazards that may develop. **Bus stops are not to be changed without approval.**
11. Recommend any alteration in routes or stops, which would result in a safer or more efficient operation. All requests should be made in writing to the Safety Coordinator or the Router/Dispatcher. **(Attachment # 2)**
12. Deliver students to their designated stops and to school in a safe manner. Children shall not be discharged before their stop for disciplinary or any other reasons.
13. Keep Transportation Management and Principals informed of all discipline problems, reporting cases of misconduct immediately. All serious infractions need to be written on a bus referral form and signed by the driver. These should be turned in to the office before leaving the Transportation lot. **(Attachment #3)**
14. Do not allow anyone other than school personnel and pupils regularly assigned to the bus to ride without a special permit issued by the proper school authorities.**(Attachment #4).**
15. Transportation of persons other than students, sponsors, or field trip parents on school buses is prohibited.
16. Do not leave students on a bus unless absolutely necessary. In the event of an accident or emergency, try to notify the Transportation Office by the radio. If no response, send two or three responsible children to the nearest telephone with emergency numbers and information regarding the accident.
17. Report all needed repairs to the Mechanics via the electronic vehicle condition reports in Service Finder. **(Attachment #5)**

18. If you have a particular problem that needs attention, take it to the appropriate transportation office staff member immediately.
19. Bus drivers are required to keep route sheets updated continuously throughout the year. The time of departure, stop times and correct directions should be kept on your bus and in the office. Only the most up-to-date route sheets remain in the driver's portable binder. Remember, we should always be running on schedule. Your times should not vary by more than two or three minutes.
20. Sub Drivers should not make modifications on a driver's route sheets and they are responsible for returning route sheets to the binder in original state.
21. It is the Sub Drivers responsibility to report inaccurate route sheets.
22. If you are at a designated stop earlier than normal, you should wait for your normal pick up times. Students cannot be expected to be on time if you are coming early or late.
23. Bus routing and seating plans shall be coordinated so that there are no students standing. The seating space provided for each passenger must be sufficient to ensure that the back of each passenger comes in full contact with the seat's back. This does not mean that you cannot seat your students (3) to a seat. This means that you need to look at your students and assign seats accordingly.
24. Drivers are required to have an updated seating chart on the bus and in the office. If you need help creating a seating chart, ask the office staff for assistance. **(Attachment #6)**
25. Drivers should have ample time to complete all paperwork required during down times. (i.e.: Between routes, while on field trips, etc)
26. All drivers are required to complete head count and mileage sheets on the first of each month. The forms are due in the office by 5:00 p.m. on Friday of that week. These must be completed for each route assigned to the full time driver. This documentation is required by all full time drivers. **(Attachment #7)**
27. It is the driver's responsibility to follow the proper cleaning procedures on their bus if a child discharges bodily fluids.
28. When using a spare bus, change the number on the side of the bus to match your route number. When finished with the spare bus, return the number on the side to its original number.
29. All drivers are required to keep the bus they are driving clean and free from trash (this includes substitute drivers and buses). Safety equipment should be stored in the appropriate designated area. Keep windshields clean and seat belts in working order. Sweep the bus and empty the trash regularly. Failure to do so could result in disciplinary actions. Complete the Sub Bus Form when you are finished with the bus **(Attachment #8)**
30. Drivers may not drive a school bus for more than eight (8) consecutive hours. Hours will be consecutive unless the individual ceases to operate the vehicle for at least sixty (60) minutes: for more than an aggregate of twelve (12) hours in a twenty-four (24) hour period.
31. A progressive discipline system will be utilized as outlined below:
 1. Verbal Warning
 2. Written Warning, with copy to building and personnel file.
 3. One (1) day unpaid leave, with copy to building and personnel file.
 4. Up to five (5) days unpaid leave, with copy to building and personnel file.
 5. Recommendation for termination, with copy to building and personnel file.
32. All disciplinary actions **are** cumulative. The reason for the discipline can/will vary. Five (5) cumulative disciplinary actions in an employee file may be grounds for termination.

*****The Superintendent is vested with the authority to invoke Step 5 and suspend any Support Staff employee for serious or willfully repeated violations of the policies and regulations of the District or for violation of state or federal law. The Superintendent shall take action when in his/her judgment, the best interest of the District will be served by immediate suspension. In such cases, suspension shall be in force until the next regularly scheduled meeting of the Board of Education or until a special meeting is called to consider the matter.***

Tardiness

Drivers are assigned a time at which they are to clock in. If a driver or aide is tardy more than three times, disciplinary actions will be enforced. A staff member is tardy if they arrive after their scheduled clock in time.

Safety Meeting Tape Review

All drivers and aides are required to view the video tape of any Safety Meeting they are unable to attend. This must occur prior to the Safety Meeting for the following month. If a driver or aide does not view the missed meeting prior to the following meeting, they will receive a disciplinary letter in their file. The disciplinary procedures will apply as stated in the handbook. If a driver/aide has the time during their five hours to view the tape, they will not be paid additionally. However, if their route does not allow them to view the tape during their guaranteed five hours, they will be paid an additional hour to view the tape. (IE: If a driver/aide has a four hour route, but is paid for five hours each day, they will be expected to watch the video while on the clock without additional pay. If their route requires them to drive for 4 hours and forty-five minutes each day, they will be paid an additional hour to watch the video)

Wheelchair Directions

If a student begins to utilize a new wheelchair, it is the driver's responsibility to ask the parents for information about the new chair. The information must include the manufacturer and the model/serial number of the chair. The driver is to present this information to the SPED Router/Dispatcher immediately. The Router/Dispatcher will then verify through the manufacturer that the chair is safe to transport and will define the proper manner by which the specific chair is to be secured. The Router/Dispatcher will provide this documentation to the driver which is to be kept on the bus at all times.

Kindergarten Student Drop Off

An authorized adult must be present daily to receive **ALL** Kindergarten students. If an adult is not present, notify base via the radio and return the child to their assigned school at the completion of your route. Failure to properly drop off kindergarten students **may** result in termination.

Assigned Seats on School Buses

All elementary and middle school students shall have an assigned seat on their school bus. It will be the responsibility of the driver to create and maintain an effective seating chart. Each driver will have three weeks from the first day of school to submit their chart to the **Safety Coordinator**. Upon receiving the seating charts, the **Safety Coordinator** will maintain a copy for the Transportation Department records and send an additional copy to the appropriate building Principal. The Principal at each building will receive their seating charts no later than four weeks from the first day of school each year.

Once a Driver receives their route, they will be notified of any student who requires preferential seating, or other accommodations. The Driver will be required to verify knowledge of the information by signing the IEP which will be kept in each student's file. This will occur prior to the first day of school each year. Any IEP changes will be communicated from the Transportation SPED Router to the driver for review and signature as they occur throughout the year. If for any reason, a student who requires preferential seating changes seats, the driver is to submit a revised seating chart to the **Safety Coordinator** and building Principal within 12 hours of the change. The revised chart is to include the date of the revisions. Principals and Process Coordinators will be responsible for periodic observations of the bus seating arrangements to confirm the implementation of the seating chart.

Secondary Students Loading Buses at Correct School

If a high school student wishes to board the school bus at the middle school, the driver is to instruct the student to locate an Administrator. The Administrator should then escort the student to the bus, granting the student permission to ride home. Any high school student loading the bus at the middle school shall be allowed one (1) warning and then written up for each additional occurrence.

Driver Referral Bonus Criteria

Existing full/part time drivers will be awarded a \$300.00 bonus for recruiting new drivers to the Wentzville School District. A driver will receive \$100.00 after the applicant is approved by the School Board, another \$100.00 after completing six (6) months of employment and the final \$100.00 after the new driver has successfully been employed for one (1) year. A new driver must list the existing driver as a reference on their application to be eligible for this bonus.

Training

Driver training will begin after the potential employee obtains both the Class B CDL Permit with the endorsements and successfully completes dexterity testing. The next step is to start training with a Certified Trainer on a school bus. The potential employee will learn the pre-trip as well as how to operate the school bus. When the trainer feels the potential employee can operate the bus safely, skillfully and with confidence, they will be taken to perform the driving test for the Missouri CDL license with the PS Endorsements. Newly licensed drivers will then receive approximately an additional week of training from the licensed instructor prior to being released from the training department. Potential drivers will be allowed no more than two (2) opportunities to pass the Class B CDL licensing test. The potential employee who was unable to successfully complete the licensing process will be unemployable as a school bus driver.

The initial training is now complete. However, the training of a school bus driver is never finished. It continues throughout their employment, by attending monthly safety meetings and all required training classes. Training hours, physicals and licensing fees are paid by the District. The District does not pay for license renewal due to change of address or change of name.

A probationary period, **up to 40 days, with a minimum of 20 days**, is required after successfully completing the initial training. At the completion of the probationary period, new drivers will be recommended for either a substitute or full time driver position. All full time employee recommendations must be approved by the Board of Education. **(Attachment #10)**

Training Pay:	Minimum Wage
Probationary Pay:	\$.50 less than Step 1
Substitute Pay:	Based on step pay schedule
Full time Pay:	Based on step pay schedule

All physicals and licensing fees will be reimbursed. However, drivers must continue employment with the Wentzville R-IV School District for a minimum of six months or these costs will be deducted from their final pay.

1. CDL Permit Fee	reimbursed
2. Classroom/Training	minimum wage
4. CDL License Fee	reimbursed
5. Physical	paid
6. Drug testing	paid
7. Fingerprints	unpaid
8. Probationary period	\$.50 less than Step 1

Refresher Course for Drivers

If a driver has been absent for more than 60 days (excluding summer break), they will be required to complete a refresher course with a Certified Trainer prior to driving a school bus. This will apply to drivers who are absent due to FMLA, workers compensation, or any other reason. Completing the refresher course will ensure the driver's skills have not diminished or compromised during their absence. This is subject to review on a case by case basis.

New Employee Step Level

Any new or returning employee who has verifiable school bus driving experience will start at the pay step equivalent to their years of experience **up to five (5) years**. If you have driven a school bus for one year, you will start at Step 1. The highest step a driver can begin is Step 5. School bus driving experience worked within the last five years will apply to step pay. Any driving experience prior to five years is not applicable to the step schedule.

Seniority Date

Full time drivers will be placed on the Seniority List based on their Board of Education approval date. If multiple drivers are approved on the same date, their seniority date will be based on time and date of passing the driving test. If a list of drivers are approved on the same day, but one came to the district with a valid CDL license, the licensed driver will be placed above the newly licensed driver for the purpose of route and trip bidding.

Beginning in 2013-2014 school year, each employee's years of service will be calculated ending on September 1 of each year. Therefore, if an employee begins in August, they will receive their one year service pin in May of the same school year. Employees who begin after Sept 1 will receive this award the following May.

Sub drivers will be placed on the Hire Date list based on the date of their "CDL test date". **Sub** drivers shall not be placed on the seniority list until they become a full time driver and are Board approved.

When a full time driver retires and chooses to become a substitute driver, they will maintain their original seniority date on the Sub List.

If a driver resigns, the Board of Education accepts their resignation, and they decide to return to the district, their new Seniority Date will be the date the Board approves them for the second time. They cannot maintain their original seniority date once their resignation has been accepted by the Board.

When a driver becomes an aide, their seniority date becomes their date of Board approval for the new position. If an aide becomes a driver, their new seniority date will also coincide with the date of Board approval.

Seniority (Extra Duty)

Seniority will be considered for the selection of employees who will be awarded scheduled jobs that involve driving a school bus (i.e. field trips, routes, driving for inspections, etc.) All other duties will be assigned at Management's discretion. A sign up list will be posted in a timely manner to allow those interested to submit their names.

Payroll

- A. You are required to clock in and out on SIS Time daily prior to leaving for your AM and PM routes. Drivers will be paid for ten (10) minutes, which is required for your pre-trip. **In addition, you must clock out on SIS Time after completion of your AM and PM routes.**
- B. Most routes have some type of layover before you are scheduled to go out on your next route. This is the time that you are paid to clean your bus, make seating charts, update route information, make calls to parents or main schools, etc.
- C. All Full time drivers are paid a minimum 25-hour work week. Any extra pay will be paid based on a 25-hour work week and paid according to the corresponding payroll date.
- D. Field trips are paid by the hour. Employees should plan accordingly to allow time to pre-trip bus, travel to trip departure location, load students and deliver safety message. Buses are to be cleaned at the completion of a field trip. Drivers are to clock in and out on **SIS Time** and turn in the completed field trip form to the office. This information is then used to charge buildings for the cost of the field trip. Please remember that when you do not follow these directions, it is a cost to everyone involved.
- E. Should you arrive at a location and then find that the trip has been cancelled, you will be paid two (2) hours for show up pay.
- F. All other extra **driving duties**, other than your normal daily route, will be paid based upon your hourly rate. This includes Summer School, Safety Meetings and Orientation, **etc.**
- H. All full time employees are eligible for an Attendance Bonus. The Attendance Bonus is paid quarterly. (September, December, March and June – the last check of the month)

Calling in Sick

If a transportation staff member is not able to work due to illness or other unforeseen emergencies, the staff member must speak with the Assistant Director or Director after 5:00 a.m. and thirty (30) minutes prior to their route leave time. **DO NOT LEAVE A VOICE MAIL.** This will be considered a no call, no show, unless an actual conversation with management has occurred.

Absentee Policy:

The Transportation Attendance Policy is changing to comply with Support Staff Policies in other departments in our District. Absences from duty without proper excuse or verification, along with excessive absenteeism, will be addressed through the Five Step Department Discipline Policy. All employee discipline is cumulative. The steps are as follows:

1. Verbal Warning
2. Written Warning, with copy to the building and personnel file
3. One (1) day Unpaid Leave, with copy to the building and personnel file
4. Five (5) days Unpaid Leave, with copy to the building and personnel file
5. Recommendation for Termination , with copy to the building and personnel file

If a Transportation Staff member exceeds their district issued leave and the absence does not qualify for FMLA, the staff member's pay will be docked and they will be disciplined according to the Step process.

The District Policy defines Sick versus Personal Leave. A driver cannot exceed their awarded Personal Leave for reasons that do not qualify for Sick Leave. A driver could be disciplined for using Personal Leave even if they have Sick Leave remaining.

The Transportation Director may request an employee to provide a doctor's statement regarding the reason(s) for the employee's absences whenever the period of such absences exceeds the following:

1. Four (4) consecutive days; or
2. Eight (8) days during one month;
3. Ten (10) days during one (1) fiscal year
4. Patterns of multiple absences which inhibit the effective operations of the school district; i.e. patterns of absences which occur on particular days of the week, e.g., consecutive Mondays and/or Fridays.
5. When a pattern of excessive absence is identified as defined above, the immediate supervisor will notify the staff member in writing of the concern prior to the yearly evaluation. Notation of excessive absenteeism may be included on the evaluation under the performance area: Dependability
6. Upon request by the Transportation Director, an employee shall submit a statement from his/her personal doctor stating that the employee suffered from illness that prevented the employee from performing his/her duties and is well enough to return to the workplace. Such statement must be submitted within ten (10) days of the request by the Transportation Director.

Any employee who does not submit such a statement within the time specified, shall have deducted from his/her pay an amount equal to the number of days absent times the employee's regular daily pay.

7. Absence from duty without proper excuse or verification may be considered grounds for disciplinary action.
8. Illness or disability due to a serious health condition as defined in the Family and Medical Leave Act will be excluded for the excessive absence provision. Employees should contact Lisa Andreas in Benefits to certify an illness under FMLA guidelines.
9. Nothing in this policy shall prevent the Transportation Director from requesting verification or certification from an employee regarding the reason for the employee's absence whenever the Transportation Director has reason to believe that an employee may be absent in violation of the law or Board Policy, or may otherwise be abusing the employee's leave benefits.
10. Disciplinary actions will apply when a staff member exceeds their awarded temporary leave, or when you receive a dock.

Summer Route Bidding, Revised: February 6, 2013

By May 20 of each year, two sign up sheets will be posted for drivers who are interested in driving over the summer. One sign up sheet will be for summer school routes and the other will be for Extended School Year (ESY) routes. As soon as the summer school routes are finalized, the drivers will bid in seniority order. Bidding will continue until all of the summer school routes have been awarded. This process will occur prior to the last day of the school year.

Once a driver has accepted a Summer School route, they are not eligible to bid on ESY routes for that summer. If a Summer School route is added after bid day, the original Summer School sign up list will be utilized.

One week prior to the first day of ESY, all drivers who signed the ESY list will report to the Transportation Facility. The routes will be bid in seniority order until all of the routes are awarded. If additional routes are added after the ESY bid day, the original ESY sign up sheet will be utilized; the first driver on the list who did not receive a route on ESY bid day will have the opportunity to accept this route. This process will continue until the route has been filled. If a driver chooses to not accept a new route, they will not have the opportunity to bid on future ESY routes that summer.

By May 20 of each year, a third sign up sheet will be posted for aides who are interested in working ESY and Summer School. One week prior to the beginning of the program, the aides (and any drivers who signed this sheet) will report to the Transportation Facility to bid on the available routes in seniority order. This process will continue until all of the routes have been awarded. Aides will have priority to bid all summer aide positions. Drivers will be allowed to bid to aide for ESY routes after the aide sign up list has been exhausted. Any driver who bids on an aide position will be paid at the Step 3 on the aide pay scale.

A fourth list will be posted by May 20 for any drivers/aides who are interested in substituting through the summer. These staff will be contacted as needed throughout the summer programs.

Early Childhood Route Bidding

1. All drivers and aides will have the opportunity to bid on available Early Childhood routes at Bid Day in July/August.
2. One Early Childhood Driver-floater position will be included in this bid process.
3. Once a driver or aide is awarded a route through the bidding process, they cannot leave that route for another. This includes the Driver Floater route.
4. As routes are created after bid day, they will be awarded in seniority order according to the original sign up list for both aides and drivers.
5. If a driver/aide declines a route, they surrender their opportunity to bid on any future EC routes until the original sign up list has been completed.
6. Once this list has been exhausted, new EC routes will be posted and bid accordingly.
7. This process will be consistent for both Early Childhood drivers and aides.
8. Temporary routes will be assigned at the discretion of management.

Route Bidding Procedures

A need that exists in our district is to provide additional training to drivers who are driving our Special Education (SPED) routes. These are routes that will be identified by the Director and Assistant Director as requiring drivers who possess exemplary skills and the ability to complete additional training. For example, the driver and aide on certain SPED routes may be required to complete MANDT training to effectively transport the students on their bus. These are costly trainings that would allow a driver the opportunity to work closely with the building staff members to provide a continuum of services for students with special needs. Drivers and Aides must complete the Wentzville Transportation Department Special Education training prior to transporting students with special needs.

All drivers will submit a Route Preference Form annually declaring their first and second choices of either a SPED route or a Regular Education route. The two categories, along with the qualifications, are defined below. Once the Route Preference Forms are received, the Director and Assistant Director will determine if the driver meets the qualification for their choice of routes. Once this process is complete, driver will bid on the routes to which they are qualified, in seniority order. Each driver will be assigned a bid time. During the bidding process, training dates will be posted so that drivers who bid on SPED routes can sign up for the required training classes. Routes that require additional training will be signified with an asterisk on bid day.

If a SPED route becomes available after bid day, it will be filled with a driver from the originally approved list of SPED drivers from bid day, who are currently driving a regular education route. Once this list has been exhausted, new Early Childhood and SPED routes will be posted and awarded in seniority order.

SPECIAL EDUCATION ROUTES:

Qualifications:

- A minimum of two school years bus driving experience preferred
- Ability to work with students with special needs and/or medical needs
- History of displaying strong student management skills
- Strong organizational skills
- Strong communication skills
- Strong time management skills
- Ability to complete all driver training courses within the first two year of employment
- Training in advanced behavior management programs preferred or obtainable
- Excellent attendance record
- Agility to safely maneuver large wheelchairs, the lift and wheelchair hook ups.
- Completion of Wentzville Transportation Special Education training prior to driving a route

Routes could include:

- Safe School Routes
- Routes that travel to out of district schools
- Routes that service students with an Individual Educational Plan that require specialized transportation on a SPED bus.
- **All routes are subject to change**

REGULAR EDUCATION ROUTES:

Qualifications:

- CDL with passenger endorsement
- Completed the district pre-employment training
- Ability to complete all driver training courses within the first two years of employment.
- Strong communication skills

Routes will include:

- All regular education routes
 - All routes are subject to change
1. Drivers, who are unavailable for bidding due to an emergency or other circumstance, will notify the Transportation Office and provide five route choices that will be awarded depending on availability.
 2. Additional transportation needs such as Horizons students will be added to established routes as needed by management to best utilize the five hour guarantee.
 3. **Please remember that all routes are subject to change throughout the year.**

Extended School Day and Summer School

1. Extended day routes and summer school routes will be posted in the Transportation Department and bid by seniority.
2. Drivers will receive their hourly rate, with a minimum to be determined by Director for the Extended Day Program and a three-hour minimum for Summer School.
3. Each driver is allowed two (2) absences from an Extended Day Route. On the third absence, the route will be awarded to the next driver in line on the Seniority list who signed up to bid Extended Day Routes. (Subject to Management review.)
4. During summer school routes, a driver is allowed four (4) absences from the route. On the fifth (5) absence, the route will be awarded to the driver next in line on the Seniority List who wished to bid on a route. (Subject to management review)
5. Drivers **are not allowed** to find replacements without authorization from management

Anyone who takes an Extra Duty route and surrenders it prior to the end of the program will not be allowed to bid on any other routes for the remainder of that school year.

Bus Discipline

One of the hardest jobs for a bus driver is discipline. Drivers should try to help students understand that while they are on a school bus, they are under the jurisdiction of the school from the time they board the bus, until they are released at home. Students are under the authority and supervision of the bus driver while on the bus and shall adhere to the directions, rules, and regulations while on the bus. Persistent infractions of the rules and regulations, or challenging the authority of the bus driver, could result in the loss of bus riding privileges. Some guidelines to help maintain discipline are listed below:

1. **CONSISTENCY.** Being consistent will help you maintain the respect and confidence in your students.
2. If a request is made of a student, make sure it is a valid request.
3. Do not argue with students. Instead, use the “broken record” effect. Repeat the request instead of arguing.
4. The student is much more likely to see your point of view if there is a sound reason given for your request.
5. Be as fair as possible.
6. Children respond more easily to one who is friendly and not repressive. Showing and interest in what the child is doing in a friendly manner is a constructive approach.
7. A sense of humor is invaluable.
8. Never let yourself get into a situation where you are angry enough to touch a child.
9. Maintain your poise at all times. The loss of your temper will not serve to help or solve your problems.
10. Be sure not to allow your personal feelings to enter your problem-solving ability.
11. Be sincere in your work. Use yourself as the good example of action that you expect from others. (Drinking soda, eating potato chips, candy, etc. are not examples you want to project to your students).

12. Do not ridicule a student. This is a sure way to create a discipline problem. Talk to the student individually (privately).
13. Realize that you can also make a mistake.
14. Be sure you have all the facts before reacting to any discipline situation. (If you are not sure of the facts, investigate. There is always another day).

The Director of Transportation and the building principals will be available to reinforce the efforts of the drivers to maintain appropriate discipline on the bus.

Accidents

All school bus accidents must be reported immediately to the Transportation Office. The transportation office will immediately notify the Assistant Superintendent for Administrative Services, 911 and the appropriate building principals. A written report of the accident must be filed with the Director of Transportation within 24 hours.

In the event of a bus accident, the bus driver should take the following action:

- A. Check for the possibility of fire. Use fire extinguisher, if necessary. Evacuate the bus if danger exists.
- B. Survey the injured.
- C. Call the Transportation Office by radio and give precise information, including location, injuries, etc.
- D. Request emergency equipment if needed.
- E. If it is necessary to evacuate the bus, see that all students are together and remain in a group, no one can be released prior to permission from the proper authorities.
- F. Care for the injured: Use the first aid kit if needed.
- G. Begin taking names of students and placement in seats. All necessary paperwork should be in packet at the front of the bus.
- H. Place safety reflectors on the road as needed.
- I. Secure names and addresses of all witnesses.
- J. Cooperate fully with the investigating officers.
- K. Release information only to the investigating officers, or to the school representatives.
- L. Remain at the scene until excused by the officials
- M. Children may not be released to anyone without permission from the Transportation Office or school official in charge.
- N. Once the on-site process is complete, the driver must be transported to St. Luke's Urgent Care for mandatory drug and alcohol testing.

All accidents need to be reported. This includes hitting a mailbox, basketball goal, mirrors, etc. All forms must be filed in the Transportation Office within 24 hours of the accident. (Attachments #13, #14, #15 and #16)

All moving violations in personal vehicles must be reported to the Safety Trainer within 24 hours.

Daily Bus Inspections

The Daily Bus Safety/Equipment Check form is a two-sided form that is to be completed before leaving the lot each day. (**Attachment # 1**)

1. The form is set up for pre-trip in the A.M. and P.M.
2. The form instructions are at the bottom of the form. Normally a check mark will be sufficient.
3. Spaces for the month and the route number are provided on the reverse side of the form. Please thoroughly complete the form before turning it in.
4. The person performing the pre-trip must sign or initial next to the date.
5. In the absence of the regular driver, the substitute driver should perform the pre-trip and complete the paper work accordingly.
6. Pre-trip sheets are to be turned into the office at the end of each month.

Vehicle Condition Report (VCR)

This form is used to report any problems with your bus. If a problem arises, this form must be completed **electronically via Service Finder**. A verbal explanation of a problem is not enough. The paperwork is required along with an explanation when needed.

1. Vehicle number and the “route number” should be included on the VCR. The vehicle number is normally found under the headlight. Route numbers are found on the side of the bus.
2. In the comment section, please describe the location of the problem on the bus in a manor that anyone can understand. Example: Front or Rear, or Curb side or Street side
3. Once the repair is made, the mechanics will sign off electronically.

Camera Usage

All drivers are **required** to use a camera on a daily basis. Cameras are for the student’s protection as well as yours. Drivers should review their film periodically to ensure the camera is operating correctly. This is the driver’s responsibility. Failure to use the camera and report any malfunctions could result in disciplinary actions. If you have questions regarding your video footage, speak with the Dispatcher or Safety Coordinator.

Child Finder Equipment

Each Driver, and/or Aide, is required to walk to the back of their bus to look for students at the completion of each route. This should be done prior to picking up the first student on your next route or proceeding to the next destination. This is an important step to ensuring the student's safety.

The child finder equipment has been installed on each bus to be utilized during the post trip inspection on the Transportation parking lot. If a driver tampers with, does not report faulty equipment, or does not push the button appropriately at the conclusion of the route, they will be disciplined in accordance to the Transportation Handbook which could include possible termination. Opening the back door from the outside to activate the child finder is not an acceptable practice. The child finder should only be utilized after effectively walking to the back of the bus from the inside to ensure there aren't any students remaining on the bus.

The child find detectors on each bus are installed for student safety. If a driver unplugs, or does not immediately report a faulty child find button, it could result in the following discipline actions:

- 1st offense: 1 week unpaid leave, letter in building and personnel file
- 2nd offense: Termination

District Policies and Regulations

All District Policies and Regulations can be accessed through the Wentzville School District web page @ wentzville.k12.mo.us. Utilize the "About Our District" link, then the "Board of Education" link. Near the bottom of the page, there is a link to the "District Policies and Regulations".

Public Relations:

The bus driver plays the most important role in public relations. Remember, you are the first person from school that this child or parent sees in the morning and the last at the end of the day. A "good morning" or "have a good evening" served with a smile is important. It is important that you know how you can contribute to good public relations. Here are some proven ways of building the good public opinion we need:

1. Render a quality of service, which will make parents and students proud of you as their driver. Courteous conduct by the driver contributes greatly to good public relations.
2. Treat each child as if he/she was your own child or grandchild.
3. Provide for the safety of all pupils at all times.
4. Keep physically fit and mentally alert.
5. Establish a desirable standard of behavior on the bus for students to follow and maintain a spirit of pupil cooperation.
6. Keep clothing neat and clean to make a good appearance.
7. Observe carefully all laws, traffic regulations, and rules of the road.
8. Be proud of the school bus you are driving. A driver's pride in his vehicle is contagious. This will result in the children taking better care of the bus.
9. Operate the bus skillfully and safely.

10. Remember that we operate in a fish bowl. Someone sees everything that we do.
11. Speak to parents and school staff in a respectful and courteous manner. Treat them, as you would like to be treated.
12. Be professional at all times.
13. Do not engage in confrontations with parents, another driver, or school staff. ***Teamwork is the key.***
14. Speak of the District and the Transportation Department in a positive manner. If you have concerns, questions or complaints, speak with the management.
15. Observe the Confidentiality and Privacy Act at all times. You will be held liable for failing to do so.

Adequate and Safe Turn-Around

Turnarounds should be adequate for turning without danger of being stuck or backing blindly into traffic. It may be necessary to turn around on either side of a stop location for safety and convenience sake. In cases where a bus cannot turn safely because of the lack of space, notify the Director of Transportation immediately.

Breakdowns

Should a breakdown or mechanical failure occur which the driver cannot correct, the driver should stay with the bus. Notify the Director of Transportation, at 636-327-3860, or the bus garage (via radio) as soon as possible, giving the Director of Transportation or mechanics as much information as possible to help get the bus back on route or to the bus garage.

The driver should: **(Attachment # 17)**

1. Pull bus as far to the right hand side of the road as possible.
2. Activate flasher lights.
3. Place safety reflectors. If it is necessary to unload students, the driver should direct them to:
 - a. Move safely away from the bus (at least 100').
 - b. Stay in a group

Speed Limits

When driving a school bus, the posted speed limit should be maintained when conditions permit. However, Wentzville school buses may not exceed 45 mph on lettered highways within our district such as Hwy A or Hwy N. Buses should not exceed 55 mph on numbered highways within district boundaries. Outside of the Wentzville District boundaries, all posted speed limits should be maintained as long as conditions permit. **ALL** vehicles must not exceed the 10 mph speed limit on all school parking lots.

Speeding Tickets

All traffic tickets issued to drivers in their personal vehicle must be reported to the Director of Transportation within one (1) working day.

Drivers are required to not exceed posted speed limits. If a driver is issued a speeding ticket in the school bus, the following will occur.

1st offense: Off for 3 days unpaid leave upon guilty verdict.

Further offenses will follow the DMV guidelines included here:

You will lose your CDL for at least one year for a first offense:

-If you drive a CMV under the influence of alcohol or a controlled substance (for example, illegal drugs).

-If you leave the scene of an accident involving a CMV you were driving.

-If you use a CMV to commit a felony.

-If the offense occurs while you are operating a CMV that is placarded for hazardous materials, you will lose your CDL for at least three (3) years. You will lose your CDL for life for a second offense. You will also lose your CDL for life if you use a CMV to commit a felony involving controlled substances.

You will lose your CDL:

- For at least 60 days if you have committed two serious traffic violations within a three-year period involving a CMV.

-For at least 120 days for three serious traffic violations within a three-year period.

“Serious traffic violations” are excessive speeding (15 mph or more above the posted limit), reckless driving, improper or erratic lane changes, following a vehicle too closely, and traffic offenses committed in a CMV in connection with fatal traffic accidents.

It is illegal to operate a CMV if your Blood Alcohol Concentration (BAC) is .04% or more. You will lose your CDL for one year for your first offense. You will lose it for life for your second offense. If your blood alcohol concentration is less than 0.04% but you have any detectable amount, you will be put out-of-service for 24 hours.

If you operate a CMV, you shall be deemed to have given your consent to alcohol testing for the above mentioned violations.

These rules will improve highway safety for you and for all highway users. Your state may have additional rules which you must obey.

Unsafe Roads, Bridges and Other Areas

The bus driver must be the judge of an unsafe situation that could result in damage to equipment or injury to students. The safety and welfare of the students far outweigh keeping a time schedule or saving a few miles of driving. Play it safe. When a pickup cannot be made because of the above reasons, the parents must be contacted by the Transportation Office and informed that the bus will not run its regular schedule.

Use of Radio

1. Make your message brief and to the point.
2. The radio is to be used for breakdowns or emergencies that occur on the route or official business from the Transportation Office. Remember, other people can hear our conversations.
3. Always monitor before transmitting so that you do not interfere with another conversation.
4. To begin transmittal, hold the microphone button for three (3) seconds and begin speaking. Continue pressing the button for an additional three (3) seconds after you have finished speaking. This will allow the listener to hear your entire transmission without missing the end of your message.
5. The radio should only be operated by those who have authority to use the equipment, except in the case of an emergency.
6. Priority should be given to any call involving safety. Please do not use it to make personnel requests.
7. Be sure that you do not cause a “dead carrier” by accidentally pressing the transmit button or leaning against it and making the frequency unusable.
8. Drivers are to ensure their radio is on and properly set before leaving for each trip.

Stop Arm Violations

Stop arm violations put our students in great danger. If a vehicle runs a stop arm that has been activated, the driver is to complete the front and back of the Stop Arm Violation Form.

(Attachment # 25) The completed form is to be given to the Safety Coordinator who will then pursue the appropriate legal actions.

Out of District Routes

Out of district Drivers and Aides will be paid according to the Wentzville School District calendar. The Driver and Aide are expected to drive according to the calendar of the schools they serve. They will be paid for all additional days worked. If they cannot drive for a non-Wentzville calendar day, they must submit the request for time off 2 (two) weeks prior to the date. If their school is not in session on a day or days when Wentzville is in session, the Driver and Aide are expected to substitute on inter-district routes. These arrangements should be made with the Dispatcher prior to the actual date.

School Bus Fire

In the event of a fire aboard a school bus, the driver should consider the following actions as circumstances may dictate:

1. Evacuate and move students a safe distance from the bus off the roadway (at least 100’).
2. Attempt to extinguish the fire, if flame is away from the fuel tank.
3. Report the fire to the Transportation Office IMMEDIATELY.
4. Request an ambulance if needed, care for the injured.
5. Move the bus away from other hazards, if practical.
6. Take whatever action may be necessary to insure the SAFETY of students and to protect property.

Miscellaneous

Transportation staff members should not, under any circumstance, request or accept money from students. This could result in immediate dismissal from the District.

Procedures for Hotline

Each and every district employee is a mandated reporter. This means that we are required, by law, to report all possible child abuse cases. Please DO NOT hesitate or procrastinate if you have a concern regarding the safety of any student. Instead follow the steps below:

- Notify Director of Transportation IMMEDIATELY.
- Describe the situation/concern, in writing, with as many factual details as possible.
- The Transportation Director will then contact the respective Principal with the written report.
- The Principal will determine the appropriateness or need for a Hotline call.

It is imperative that all incidents are reported immediately. This procedure is designed to protect the child and the district employee. Failure to follow this detailed procedure could threaten the safety of a child and increase the liability of the adult who witnessed the situation. Contact the Transportation Director immediately if you have questions or concerns.

Field Trip Bidding Procedures

Field Trip Bidding

1. Every Tuesday at 9:30am, field trips will be awarded to drivers for the upcoming week. Drivers who wish to take field trips that week are to attend this meeting.
2. If a driver wants to bid, but cannot attend bid day, they must sign the clipboard in the Dispatch Office acknowledging the driver who will be bidding for them. They must also gain approval from the Assistant Director as to why they will not be present.
3. When drivers arrive to bid day each Tuesday morning, they will put their name in a box. At 9:30 a.m., we will draw one name from the box and that will be the person who starts the bidding process. After they bid, we will follow the seniority list, starting with the next person on the list. This will ensure that different people get to bid first each week and prevent the same person from starting the process each week. If you are not present to bid, and someone else is bidding for you, you **CANNOT** enter your name in to the lottery. An exception will be made for drivers who are completing their assigned route. In that situation, a designee is allowed to submit their name for the lottery, and will then bid for the driver as needed until they have arrived after completing their route. The first person to bid each week **must be in attendance**.
4. Full time route drivers will only be allowed to bid on AM trips leaving after 8:30 a.m. and PM trips leaving after 3:30 p.m. Full time drivers will not be allowed to bid on any trip leaving between 1:45 p.m. to 3:30 p.m. on school days. Drivers cannot bid on trips unless they can arrive at the school before the scheduled leave time.
5. Full time drivers will be allowed to bid first. Once they have completed the bid process, the Substitute drivers will bid on the remaining trips. Substitute bidding will begin at 10:00 a.m. each Tuesday. If multiple buses are taking students to a destination and a limited number of buses are scheduled to remain on site. (example: a take and drop to Six Flags) The first driver to bid on the trip will be the driver/bus that remains on site. Other buses will drop students and return at a later time for pick up.
6. It is the responsibility of each driver to know which trips they have agreed to take for the upcoming week.
7. If a driver chooses not to drive a trip they bid on, the following penalty will be assessed:
 - 1st offense: removal from trip list for 2 weeks
 - 2nd offense: removal from trip list for 1 month
 - 3rd offense: removal from trip list for the remainder of the school year.
8. Once the bidding process occurs, a driver cannot give up their trip, trade or find a replacement without authorization from management.

Field Trips

Drivers wanting on the field trip list must complete the following items:

1. Complete the training program and be certified to drive for the Wentzville R-IV School District.
2. If a new driver would like to drive field trips, they should submit a request to be placed on the field trip list, in writing, to the Assistant Director.
3. Should a driver choose to be removed from the field trip seniority list; they **will not** be allowed to return until the next school year.
4. Drivers are responsible for getting directions and being prepared for the trip prior to leaving the office. It is NOT appropriate to call the office for directions after you have left the Transportation Facility!!
5. Drivers are allowed to give up their route to drive any trip scheduled for (8) **eight hours or more.**
6. A driver must drive their regular route immediately preceding an activity trip to be eligible for a field trip.
7. Substitute drivers will drive field trips during regular route times.
8. Prior to departing for a trip, the driver **must have** a roster and seating chart that includes all riders. **DO NOT** depart the school without this information.
9. Drivers are required to conduct a brief evacuation explanation prior to leaving for a field trip. This information is crucial in the event of an accident. The driver must sign/date/time the evacuation confirmation upon completion. **(Attachment #28)**
10. Drivers are required to maintain the trip sheet, roster, evacuation confirmation and seating chart on their bus until the trip is complete. This documentation should be submitted to the Transportation Office upon returning to base.
11. Drivers are required to clean their bus after a field trip. If it cannot be cleaned immediately after the trip, you must do so by noon on the next scheduled working day. Failure to do so will be grounds for removal from the field trip list for (2) two weeks.
12. The Transportation Director will make the final decision if there is a discrepancy in the trip rotation.
13. A fuel card will be provided for fuel. Any fuel paid for by a driver will be reimbursed with a receipt only; this practice is STRONGLY discouraged.
14. Adult supervision is required on all field trips.
15. Transportation of persons other than students, sponsors, or field trip supervisors on school buses is prohibited.
16. Buses are not to be used to do personal business; you should stay with the group, unless other arrangements have been approved.
17. Drivers are required to do pre-trip and should ensure they have adequate fuel.
18. Lot/Building keys will be assigned as needed. It is each driver's responsibility to return the keys at the time of resignation or termination.
19. Trip drivers are responsible for setting the alarm and locking the building/lot upon returning from a trip.
20. It is recommended that Drivers remain with the group. If the Driver needs to leave the area for any reason, the Driver must exchange phone number with the sponsor. The Driver must be accessible at all times in the case of an emergency or if the event might conclude early.

21. Overnight trips will be paid from the time a Driver is scheduled to leave, minus eight (-8) hours down time for each twenty-four (24) hours the Driver is on the clock. For example, if a Driver leaves at 6:00 PM Friday and returns at 6:00 PM on Sunday, they will be paid in the following manner:
$$\begin{array}{r} 48 \text{ hours} \\ \underline{-16 \text{ hours}} \\ 32 \text{ hours pay.} \end{array}$$
22. Overnight arrangements for the Driver are the responsibility of the Group Sponsors/Coach. Any meals not provided during the overnight trip will be reimbursed in accordance to District Policy with a receipt only.
(Attachment #11 – Field Trip Sheet)

Field Trips Exceeding Twelve Hours

If a Driver is on a trip that exceeds twelve hours, the school must provide a dorm/hotel room where the Driver can rest for a minimum of 8 hours before driving again. This procedure is in compliance with DOT standards.

Probationary Period for New Drivers Regarding Field Trips

All newly licensed drivers must be approved by the Assistant Director and/or Director of Transportation prior to transporting students on Field Trips out of the Wentzville School District. This probationary period may vary from person to person, but will be based on the demonstration of professionalism, driving skills, decision making ability and student management skills.

BUS AIDE EXPECTATIONS

2013-2014

This list is provided to clarify the duties and responsibilities of Drivers and Aides. (Drivers must check Handbook for other driver-specific responsibilities) When *both* the Driver and Aide are held responsible for a job duty/task, this means those both are accountable and may be disciplined if there is a failure to comply with the listed responsibility. This dual responsibility is designed to instill teamwork. If an item specifically lists a duty assigned to an Aide, the Aide is the only one held accountable and similarly for a Driver.

SAFETY RESPONSIBILITIES

1. Each Aide must successfully complete annual Dexterity Testing.
2. The Driver and Aide must participate and know Bus Evacuation procedures in the event of a fire or accident and be prepared to assist students.
3. The Driver and Aide must check the bus for student who may have remained on the bus after route completion (children sleeping or hiding). This task must be completed by the Aide after the last student has exited the bus. The Driver must complete the Child Finder Procedures upon arrival to the final destination or Transportation Facility.
4. Aides must be properly trained and knowledgeable of how to use the radio in the event the Driver is indisposed.
5. The Aide should check the operation and placement of seatbelts and safety vests. Aides should report damages or improper operation to the Driver immediately.
6. Aides must place all students who weigh 40 lbs. or less in safety vests.
7. Never leave students alone on the bus. A Driver or Aide must always be present when students are on the bus.
8. Prior to transporting a child in a wheel chair, the Aide must secure all wheel chair belts, all four floor-to-chair belts/tie downs, ensure the brake is engaged and the student belts are fastened.
9. Aides should refrain from wearing dangling jewelry and is expected to dress safely and appropriately. Closed toe shoes with strap or closed heel are required at all times.
10. Drivers and Aides are not responsible for the distribution of medication to students except during an emergency. Both should be knowledgeable on how to use an Epi-pen for students requiring this assistance.
11. The Driver and Aide should ensure that personal items brought on the bus must be able to fit on the student's lap. Objects/equipments are not to be transported in the aisle.
12. Balloons, sharp items, animals, fish, insects, flammables or explosives are not permitted on the school bus.
13. Weapons are not permitted on the bus and ***MUST be reported immediately!***
14. Drivers and Aides must keep the bus aisles clear at all times.
15. Good attendance is very important on a regular basis as students and parents rely on this type of consistency.

STUDENT BEHAVIOR MANAGEMENT RESPONSIBILITIES

1. Drivers must ensure that parents do not board the bus.
2. The Driver and Aide should greet students each day with a good morning smile.
3. Drivers and Aides should not physically touch students except to help with safety equipment (seat belts or safety vests) or in the case of an emergency or injury.
4. The Driver and Aide must search the bus for items left behind by students (i.e. books, backpacks, umbrellas, etc.)
5. Drivers and Aides must maintain control of student behavior at all times.
6. The Aide must know the bus route as well as the Driver. Bus Drivers must see to it that route information is always updated and available on the bus. The Aide should know where this information is located as well.
7. The Driver and Aide are required and expected to know the specific needs of each student on a SPED. This same knowledge base is required for student with special needs who are riding traditional buses.
8. Drivers and Aides must maintain the confidentiality of each student. A conversation with a parent about another student's behavior or personal information is NOT permitted.
9. The Aide must report harsh or inappropriate behaviors displayed by a Driver to management immediately.
10. Aides should adjust their seating choice based on the student's needs.
11. Both the Driver and Aide should be courteous with the public at all times.
12. Eating or drinking is not allowed on the bus – this includes the Driver and Aide.
13. Drivers and Aides must maintain self-control under adverse situations.
14. The Driver and Aide are responsible for assisting students to comply with the District Bus Expectations. If students do not comply, the Driver is responsible for submitting a Referral accordingly.

BUS AIDES SENIORITY

When a driver transfers to a full-time Aide position, their new Seniority Date is based upon the date of the Board of Education approval. All new Aides Seniority Date is based upon the Board approval date.

**** The provisions in this Handbook are subject to change by the Board of Education at any time.**