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**Full Time Driver-** A full time driver is a driver that has been hired by the district to drive a daily route, assist in the upkeep of a bus, and to provide transportation to various extracurricular activities. These Drivers receive full time contracts that include a benefit package as defined by the State of Kentucky and the Russell Independent School District.

**Full Time Substitute Driver-** A full time substitute driver is a driver that has been hired by the district to drive routes and extracurricular trips when those functions are not performed by a full time driver. This includes driving when a route is empty, becoming familiar with every route, monitoring certain routes when necessary, filling out route sheets, and other duties as assigned by the Director of Transportation in conjunction with the Vehicle Supervisor. These Drivers receive full time contracts that include a benefit package as defined by the State of Kentucky and the Russell Independent School District.

**Substitute Driver-** A substitute driver is a driver that has been hired by the district to drive routes and extracurricular trips when those functions are not performed by a full time driver or a full time substitute driver. These drivers receive substitute driver contracts.

**Monday Meeting-** All drivers are required to attend weekly informational meetings on Monday mornings at the Bus Garage. These brief meetings are opportunities to for drivers to stay current with policy and procedure updates or changes.

## **Assignment of Routes**

The Vehicle Supervisor, in conjunction with the Director of Transportation, designs daily bus routes delivering students to and from school. The assignment of all bus routes to Full Time Drivers and to Substitute Drivers is the responsibility of the Vehicle Supervisor in conjunction with the Director of Transportation.

### **Extra Trips**

#### Definition:

An Extra Trip is defined as the transportation of students to and from an extracurricular activity. It includes picking up students at the original designated school site, the transportation responsibilities related to the activity, and the final drop off at the designated school return site.

#### Assignment of:

**Extra Trips** are made available to Full Time drivers and to Substitute Drivers weekly according to seniority. The Director of Transportation will consistently update the arrangement of seniority and make it available for review by drivers. In unusual cases when a trip is not selected through the arrangement of seniority, the Director of Transportation will assign the trip to a driver. *Except in cases when there are more trip requests than full time drivers, all approved student trips will be transported.*

Extra trips that incur **Unique Circumstances** including, but not limited to, unplanned or un-posted trips, failure of a driver to appear, changes in time or destination, changes in schedule, medical emergencies, etc. will require the Vehicle Supervisor or Director of Transportation to assign trips to the first available driver. These adjustments will not relate to the arrangement of seniority or to the notation of the "last driver out".

#### Driver Responsibilities:

1. Pre-trip inspection
2. Full tank of fuel in bus before departure
3. Appear at departure point no less than ten (10) minutes before departure time
4. Clear directions to destination
5. Driver should be available to the sponsor of activities in person, or by phone (Cellular or other) at all times during the activity
6. Sweep and remove trash after trip
7. Bus should contain no less than one half (1/2) tank of fuel before it leaves on a regular bus route.
8. All safety issues including equipment storage, loading, unloading, etc.

#### Sponsor Responsibilities:

1. Provide Driver with specific directions to destination
2. Provide driver with schedule of stops including all pick-up and drop off directions
3. Provide driver with list of students including student count
4. Monitor all students and secondary sponsors
5. Manage all waste related to current activity

### Multiple Busses:

When more than one bus is required to transport students to and from an activity, all *busses* on the trip should travel within sight of one another and maintain radio contact.

### Overnight Trips:

Overnight trips require a bus driver to stay with the team or group that is being transported. The group that the driver is transporting will provide lodging for the driver. Meals and fuel should be purchased with school district funds. School district credit cards will be made available when necessary.

## **Customer Management**

### Student Management:

Drivers should be firm and fair with students. While each driver has his or her own demeanor and style, there should be consistency for students related to their behavior. Here are some guidelines to follow:

1. **Be nice.** A smile and warm greeting are good anticipatory sets.
2. **Assigned seats** on all Elementary School routes **by the end of the thirtieth (30<sup>th</sup>) day of school**
3. **No food or drinks** on any routes. If students bring food or drinks onto busses from school, it should remain in its prescribed container until the student has left the bus. If the driver provides foodstuffs to children as a treat, it should remain in its prescribed container until the student has left the bus.
4. Learn the **names** of all students **during the first thirty (30) days** of school
5. **Rules** should be clearly posted on all busses for students to see
6. Students should **remain in seats** at all times when bus is moving. No exceptions.
7. **Noise** should remain at a level that is acceptable to the bus driver
8. When addressing student behavior, all drivers should follow this outline:
  - a. **General address** to the entire population or group where the problem is occurring
  - b. **Specific address** to the individual or individuals responsible for the behavior. This may require the driver to stop the bus, turn around and be direct, however the driver should never leave the Captain's area of the bus unless it is an emergency.
  - c. **Misconduct Referral** -Having addressed the problem twice, the driver should simply monitor the behavior for serious safety issues and then

make a misconduct referral to the Director of Transportation for disciplinary action.

- d. **Request for Immediate Intervention-** If the behavior of a student or group of students reaches a point that the safety of travel is compromised, the driver should stop the bus, radio the Bus Garage, and wait for assistance.
9. **Yelling** at students is neither preferred nor recommended.

### Parent/Guardian Management

Drivers **should not get involved** in disagreements with parents. If a driver feels there is potential for conflict with a parent, he or she should **refer the parent to the Director of Transportation**. Always be polite to parents.

### **Safety**

All safety regulations and recommendations are updated and made available to drivers at the yearly Eight Hour Update Training. Also, the full publications are on file at the Bus Garage and at the Central Office. The guidelines found in this manual are of general concern and should be understood relative to the official documents that are disseminated from the Kentucky Department of Pupil Transportation.

### General

1. **Pre Trip inspections** are of specific importance. Drivers will perform pre trip inspections each day before busses leave for morning routes. Also, a general inspection will be performed in the afternoon before busses leave for afternoon routes.
2. Elementary students should have **assigned seats**.
3. **Large Items** can be transported at the discretion of the driver. If there is extra space in the bus for large items, the driver may allow the items to ride in an extra seat. Otherwise, large items are limited to those that can ride on the students lap. For elementary students, this means the object should not exceed 13.5 inches in width or 22.5 inches in height. For Middle and High School students this means objects should not exceed 17.5 inches in width or 29 inches in height. This includes class projects, poster board projects, instruments, etc.
4. Drivers should wear **shoes** to work. Sandals and other footwear that are not secure to the foot are not safe.
5. Do not use **cellular phones** at any time while operating a school bus.
6. **Remember, we are employed for four hours per day. There is no rush to return to the bus lot after a route. Take your time and keep safety first.**

### Route Safety

1. Drivers should perform **pre trip inspection** 25 minutes prior to driving a route to allow time for minor repairs when needed.
2. Unless otherwise instructed, **elementary students should not cross the road** in front of the bus
3. Observe all **traffic laws**.
4. Maintain **lane assignments**. Bus drivers should never find themselves to be **“left of center”**.
5. Obey the **speed limit**.
6. **Students should be seated** before the bus moves and for the duration of transportation
7. Keep **aisle ways** and Emergency Exits clear.
8. Drivers should be on busses anytime students are **loading or unloading**.
9. Remember to do a **“Sweep” of your bus** after every route to make sure there are no students left.

### Bus Safety

Anything related to **bus maintenance** and safety should be directed to the Vehicle Supervisor via the Bus Inspection form. The Vehicle Supervisor will design the appropriate maintenance strategy

### **Dress (08/07)**

Drivers should dress in a manner that brings pride to the transportation family and to the Russell Independent School District as a whole.

### **Bus Maintenance**

Drivers are responsible for informing the Vehicle Supervisor of maintenance issues relating to busses. The Vehicle Supervisor is responsible for determining the appropriate maintenance strategy.

### Inspection Forms

Turn in inspection forms every Monday morning unless there is a problem with a bus. Notify Vehicle Supervisor immediately when problems are identified.

### Bus Washes

Weather permitting, busses should be washed a minimum of once per month during the school year. (8/07)

### **Wages**

## Regular Wages

**Driver wages** are determined by the wage scale adopted by the Russell Board of Education and by the number of years experience a driver has accumulated. Drivers will be informed of wage changes during the yearly Eight Hour Update.

## Trip Wages

The **wage scale for extra trips** has been adjusted to reflect a rate of **\$8.00** per hour with a \$20.00 minimum. Currently, board policy does not identify the term, "down time". Any adjustments to the extra trip wage scale will be made available to drivers in a timely fashion. (08/07)

**If a trip is canceled** within twenty-four hours of its posted departure time, the driver will receive **\$20.00** pay for the trip. However, no overtime will be added. (08/07)

**An extra trip may be divided** between drivers. For instance, one driver may drop students off at a destination and another driver may retrieve the students from the same destination. **In these instances, each driver will receive \$8.00 per hour for their time on the trip.** (08/07)

## Other Wages

**Bus Wash:** Drivers will be paid \$25.00 to wash their bus one time per month. Busses may require cleaning more than once per month. It is the responsibility of the driver to keep equipment in a condition that brings pride to the Russell Independent School District community. (8/07)

Summer Bus Wash \$50.00

**Q: What happens when someone runs my stop sign?**

A: This is difficult to stop. We have only two courses of action. (1) We can try to get the plate number of the driver. The police are great about tracking these folks down for us. Remember, if we call the police, we have to be willing to press charges. (2) If we recognize certain areas where running stop signs is a consistent problem, then we can ask the police to monitor that spot. Again, our local authorities are good to help us.

**Q: What do I do if a parent threatens me?**

A: We do not get involved in disagreements with parents. If you feel like a parent has an issue that needs to be addressed, then refer them to the Director of Transportation. Remember to always be polite to parents, even if they are not courteous to you.

**Q: How do I control the noise level on my bus?**

A: This is a tough one!! What we suggest is that you follow the guidelines under Student Management. This means that you will be addressing the whole bus in the voice that you wish to be heard. Then, you will be stopping your bus and addressing the handful of students that you feel cause of the problem. Finally, you will begin to make misconduct referrals for one or two students at a time. After a few of the students who cause the most problem meet the Transportation Director, your bus will be much more pleasant.

**Q: What if my bus has a mechanical problem?**

A: If your bus has a mechanical problem, simply report it to the **Vehicle Supervisor** only. The **Vehicle Supervisor** will assess all problems with the bus and determine the best maintenance solution.

**Q: If I am the last bus at the Primary School, how do I know that all of the students have gotten onto the bus?**

A: Good Question! Often, the Primary School has trouble knowing this too. The best advice is to keep your eye on the staff member who loads the students onto your bus. When this staff member has left your bus with their numbered sign, you have to assume that you have all of the children... This is not a foolproof solution, but it will be the best bet.

**Q: Does the sponsor on an extracurricular activity tell me when I can stop at a Rest Area?**

A: Sponsors are the authority on any extracurricular trip. As drivers, we are to respect them and their schedules. A Rest Stop might not be in the best interest of their team. However, when it comes to your personal needs, you should do the *SAFE* thing. It is better for the team to be late than for you to be so uncomfortable that you are not safe. The sponsor is responsible for managing the students and the schedule. We are responsible for ourselves and for providing safe travel.



**Q: Can I take my spouse or child on a trip?**

A: We do not have a problem with a **spouse** or a **child** riding the bus under the following conditions: (1) The sponsor has been consulted by **you** or the Vehicle Supervisor or Transportation Director (2) The extra passenger is not a distraction to the sponsor or the activity being conducted.

**Q: Okay... are you telling me I have to wash my bus TWICE before I get paid for it?**

A: **No!** This is a change for 2007-2008. You are required to wash your bus one time per month (weather permitting). You will be paid \$25.00 to wash your bus **one time per month only**. However, we are required to keep our equipment in a condition that brings pride to our community. **SO... Please wash your bus when you see that it is in need.** (08/07)