



TRANSPORTATION PROCEDURES MANUAL

June 23, 2016

Revision 5 – 20 November 2019

Dave Hunter, Manager

Kassandra Lundblad, Administrative Assistant

(307) 721-4470

*****Transportation employees are responsible to inform and check for understanding with all passengers ensuring they know and understand the rules and regulations for riding a bus. Video surveillance is utilized on all school buses and can be utilized to investigate incidents by the Transportation Director and/or his designee, Principal and/or the Superintendent and/or his designee*****

The following list of booklets outlines the regulations under which the pupil transportation program is governed in Albany County School District One.

1. FEDERAL
 - a. "Highway Safety Program Manual, Volume 17, Pupil Transportation Safety" or "Pupils Standard 17."
2. STATE
 - a. "Wyoming Minimum Standards Governing School Transportation Vehicles."
 - b. "Wyoming Rules and Regulations Governing Operation of School Transportation Vehicles."
3. LOCAL
 - a. "By-Laws and Policies of the Board of Education."
 - b. "Administrative Handbook."
 - c. "Classified Employee Handbook"
 - d. "Safety and Security Handbook"

REVISION 5 CHANGES

- *Cover Page – Changed to Kassandra Lundblad, Administrative Assistant from Jacquie Aegerter, Administrative Assistant*

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Monthly Planning Schedule ACSD #1 Transportation Department

July:

- Summer School
- New Buses Delivered
- Review of Routes
- New Driver Training Class

August:

- Montana Driving School
- WPTA Special needs workshop
- Driver and Aide Refresher Training
- State bus inspection (required) Law Enforcement
- First aide/CPR training

September

- Review Drivers and Staff MVRs
- Fall Directors' Meeting (State)

October

November

December

- Review buses for replacements

January

- Order new buses and MPVs

February

- Budget Review
- WDE student snapshot

March

- State Transportation Directors' meeting and trade show

April

- Employee Evaluations due
- Submit summer school contracts

May

- Submit School year contracts

June

- Summer School
- WPTA Driver/Aide workshop (Casper)

ATTENDANCE

- Time Clock
 - You are expected to clock in and out with your badge every time
 - Failure to clock in
 - Times input for the day will be the actual times if they can be verified.
 - If times cannot be verified the contracted route times will be used.
 - Administrative action can be taken for failure to have ID and inability to clock in.
 - If you do not have your badge you need to let supervision know and they will either send you home to get your badge, send you home for the work period, or approve a missed punch.
 - Lunch – You are expected to clock out

- TIMESHEET USAGE:
 - Drivers who do not use the time clock to record the time they work, must record their time on the District long timesheet forms.
 - This long timesheet way of recording work time will only be authorized by Transportation Director on a case by case base.
 - All the driving done during a given month must be recorded on the timesheet and submitted to the Transportation Director immediately after the last workday of the month.
 - Use of the time clock system is the District’s preferred way to record your time.

- ABSENCES
 - In the event that a driver cannot drive, he/she will be expected to notify the Transportation Director as soon as he/she knows so that a substitute may be found in time to not cause the bus to be late for its route or activity or field trip.
 - These are the most common approved leaves
 - Personal
 - Sick
 - Other – See ACSD #1 Employee Handbook
 - Leave must be exhausted before DOC Time can be used as a leave status– This must be approved and is normally used in emergency situation where no other leave is available

- School year
 - You are employed for the school year as defined on the ACSD #1 web page
 - Unless on approved leave you are expected to work up until the breaks and immediately after.

DRESS CODE

- DRESS CODE/APPEARANCE/HYGIENE
 - Shorts or skirts cannot be more than 2” above the knee when standing. Halter tops, low cut blouses, and sleeveless tops are not permitted. All employees should dress professionally and appropriately using a common sense approach. Remember, we set the example for students on the bus. No open-toed shoes or open-back shoes. Heels exceeding 2” are not permitted. Clothing should be

- clean and neat in appearance, free of any holes or tears. Buttons should be properly fastened to present a neat/professional appearance.
- Clothing with logos that encourage drinking, use of alcohol products, drugs or sex are not permitted. Sporting apparel advertising a number of logos or corporate sponsors may be permitted. If in doubt, check with a supervisor. Offensive or inappropriate tattoos are not permitted to be visible; they should be covered with long sleeves or pants or collars, etc.
 - In an effort to minimize injuries, Drivers/TA's are encouraged not to wear dangling type jewelry that a student could grab and pull off. Strong aftershave lotions or perfumes may cause adverse reaction to students and others, please use sparingly. Good physical and oral hygiene should be practiced so as not to offend others.

AM/FM RADIO PROCEDURES

Drivers may use any AM/FM stations while students are in the bus that are not politically or spiritually centered. External devices such as XM Radio, Sirius Radio or Cell phones will not be connected unless all explicit stations are blocked and authorized by the Transportation Director.

CELL PHONES

Drivers shall not use a cell phone under any circumstances, including texting, while driving a school bus/suburban. This includes the use of Bluetooth or any hands free cellular device. Drivers may, if asked to do so by Dispatch, pull the bus over to a safe location, when it is safe to do so, and use a cell phone to call Dispatch or to call 911 if necessary. Any other use of a cell phone in any manner is prohibited. Drivers should either not bring a cell phone on the bus, or keep the phone off while driving. **Note: Using a cell phone in any manner, including texting or Bluetooth, while driving a bus, will result in disciplinary action.**

PUPIL DISCIPLINE ON SCHOOL BUSES

The school bus driver is responsible for the supervision of pupils being transported. The school bus driver's, transportation department and school principal's duties in handling of pupil discipline problems are:

1. If a student misses the bus and the bus is not in the immediate vicinity the student will not be picked up until the route is complete or the next earliest time that Transportation can have a vehicle available. This is not acceptable in extreme adverse weather conditions and bus will return for the student.
2. If a driver has a discipline problem on the bus, the driver will do their best to resolve the issue. If the driver deems the situation worthy of a conduct report, (includes: student safety, driver and/or aide safety, damaging school property and insubordination) s/he will fill out a "Bus Conduct Report" and return it to the Transportation Director. The TD will call the school and notify the principal and send a copy of the report to the principal.

3. When a conduct report is given to a principal, the principal will meet with student. When suspension is warranted, the principal will meet with the parent, complete the suspension form, explain suspension start and stop date, then send copies to the Transportation Director and notify him whether the student is to be taken home on bus or if the parents are responsible for student transportation.
4. At no time can a driver deny any student transportation unless it has been approved by the principal and the Transportation Director.
5. Drivers are to discharge only at their regular discharge point or at the pupil's school of attendance. No pupils are to be discharged at any other place for disciplinary reasons.
6. At no time are drivers to put their hands on any pupil for any reason except to prevent pupil injury, administer first aid, or to assist the student in an emergency.
7. Should any student receive one or more "Bus Conduct Reports" for violation of any of the rules, the typical sequence of consequences will be as follows:
 - a. First Conduct Report: A verbal warning from bus driver or aide on the bus. Report completed. Mandatory parent/student meeting at the school with principal.
 - b. Second Conduct Report: Mandatory Two – Five day loss of bus-riding privilege, conference with student and parent, suspension documents completed, copy to parent, principal and Transportation Director.
 - c. Third Conduct Report: Two-week loss of bus-riding privilege, conference with student and parent, suspension documents completed, copy to parent, principal and Transportation Director.
 - d. Fourth Conduct Report: Conference with student and parent, suspension documents completed, copy to parent, principal and Transportation Director. Student bus privileges revoked for the remainder of the school year. Official letter sent by Superintendent to parents notifying them of suspension.

Note: In the event that student discipline is serious, it may be necessary to deviate from the above-mentioned sequence; e.g., if a student commits an extremely serious offense as the first offense, s/he may be suspended from riding the bus for two weeks or even removed from the bus for the rest of the year.

School Bus Student Behavior Expectations – see Appendix

REFERRAL OF PUPIL TRANSPORTATION COMPLAINTS AND PROBLEMS

The following are the procedures that should be followed when complaints are received concerning pupil transportation service, a driver's schedule, bullying, etc., or when pupil transportation problems arise:

1. The complaint should be addressed to the driver;
2. If the complaint is not resolved with the driver, it should be referred to the Transportation Director who will notify and inform the building principal for investigation.
3. If the complaint cannot be resolved by the bus driver and the Transportation Director or the principal, it should be referred to the Superintendent of Schools or his/her designee.

If the complaint is about the driver's committing a serious violation, such as breaking a law or improper treatment of a student, then the first level of resolution should be to submit the concern to the Transportation Director.

DRIVERS TIPS ON DISCIPLINE

Never make a statement you do not mean to enforce. Give a child time to react. Be honest in what you say and do. Be fair; it isn't punishment, but injustice, that makes a child rebel against you. Be friendly; show an interest in what a child is doing. Remember that a sense of humor is extremely valuable. Never strike a child. Do not judge misconduct on how it annoys you. Do not take your personal feelings and prejudices out on the children. Maintain your poise at all times. Do not lose your temper. Look for good qualities – all children have them. Be receptive to suggestions and complaints from the children. Never hold a child up to public ridicule. Commend good behavior.

FIELD AND ACTIVITY TRIPS

DEFINITIONS:

1. Field Trip – A student activity outside the classroom that is an extension of classroom instruction and considered to be part of the regular school session. Travel must be in a school bus. No trip may exceed 150 miles from the Wyoming border into another state unless permission is provided by the superintendent (or designee) or the Board of Education.
2. Activity Trip – Travel inside the state of Wyoming for the athletic and other activities sanctioned by the Wyoming High School Activities Association and school-sponsored athletic and other activities in grades preceding high school, which directly correspond to those high school activities sanctioned by the WHSAA. No trip may exceed 150 miles from the Wyoming border into another state unless permission is provided by the superintendent (or designee) or the Board of Education.

ATHLETIC AND ACTIVITY TRIPS

1. Practice buses are not reimbursable unless required for the sport – i.e. Alpine and Nordic Ski
 - i. Practice buses because you want to practice at a specific location are not covered
2. Athletics and activity buses for practices are not approved for reimbursement
 - i. Transportation after school to swim practice for Laramie Middle School is reimbursable
 - ii. Before school practices do not qualify for reimbursement
3. Activities approved by the WHSAA are covered on Fridays for 4 Day school week, but not for practices
4. Busing to or from a “home” sporting event, activity or school sponsored function is not reimbursed

FIELD TRIPS

- ~~1. 4 – Day School week’s Field Trips are not reimbursable on Fridays~~
2. Field Trips are not reimbursable on non-school days as field trips are an extension of the classroom

3. Summer School Field Trips are not reimbursable
4. Reward Trips are not reimbursable
5. ~~Teton Science Camp is not reimbursable (Considered a Camp)~~

AVAILABILITY OF BUSES:

1. Transportation of pupils to and from school shall be given first priority. Field trips that impact the ability of the Transportation Department to transport students on their normal routes to and from school will not be approved.

ACTIVITY/FIELD TRIP DRIVERS:

1. Clock in 1 hour prior to trip departure
 - a. Pre-trip ½ hour
 - b. Drive to destination (15 minute average)
 - c. Arrive at location 15 minutes prior to departure
2. Activity drivers are contracted for 40 hours a week. Activity and field trips will typically be assigned to activity drivers first. If trips are canceled for the activity drivers and they are under a 40 hour week, trips may be reassigned from route drivers to activity drivers to complete a 40 hour week. Due diligence should be taken to ensure that drivers do not go over the federal DOT hours of operation.
3. When a driver is on an activity or field trip out of District and their services are not required all day, they will be paid for (8) hours for that day.
4. Activity Drivers, when not driving an activity or field trip may be required to be a sub bus driver

**TEACHER'S & SPONSOR'S RESPONSIBILITY
FOR PUPILS ON ACTIVITY AND FIELD TRIPS**

The faculty member sponsoring and chaperoning the trip is responsible for:

1. Preparing a listing, with a copy to the principal, of the names of pupils participating in the trip. Two copies of this list, along with emergency contact information for the students must be submitted to the bus driver prior to the bus leaving the school.
2. Assuring that pupils obey all rules applicable to pupils on regular runs.
3. Children of pre-school age are not to accompany parents when the parents serve as chaperones.
4. Preventing pupils from eating and drinking while the bus is in motion. When it is necessary to take lunch on a trip, arrangements are made to leave the bus to eat unless time and weather conditions require pupils to eat on the bus. The teacher in charge of the trip will make this decision.
5. The teacher/sponsor in charge is responsible for seeing that the bus is cleaned daily or at the end of each trip.
6. Advising pupils that, for safety reasons, glass or cans are not to be taken on the bus. The only exception to this is when the drink is part of a lunch. Then the teacher/sponsor will dispense and collect glass or can containers and deposit them in a safe place ASAP.
7. Keeping the aisle on the bus and access to the emergency exits clear at all times.

8. Immediately notifying the Principal and/or Transportation Director by phone in the event of an accident.
9. If a situation arises that will cause a change in plans prior to departure, fill out a change request form and sent it to the Transportation office immediately.
10. Maintaining discipline of the pupils and the cleanliness of them for the duration of the trip.
11. Check the student list to determine if everyone is present for departure and again when returning. Notify the school principal before returning if a pupil is missing.
12. Complying with the time schedule as stated on the trip request.
13. Ensuring that pupils going on an assigned bus return on the same bus, unless that student's parent makes other arrangements.

CANCELLATION OR POSTPONEMENT OF TRIP:

1. When schools are closed because of inclement weather, hazardous roads, etc., activity and field trips scheduled during that day are automatically either canceled or postponed. **This includes practices and any other events requiring students to travel to the school site.**
2. If a trip is to be cancelled by the school, notify the Transportation office immediately to cancel trip request.
3. When a trip is to be postponed or date/time changed, numbers of students/teachers/chaperones or locations change, etc., fill out a change request and return it to the Transportation office immediately.

EXTENDED TRIPS:

1. Plans for all proposed extended trips (150 miles or more outside the state) must be cleared by the building principal and approved by the Superintendent and the Board of Education.

EMERGENCY SCHOOL BUS EVACUATION

Federal and State laws require School Districts to practice school bus evacuation drills twice a year. The procedure for drills will be as follows:

1. The drills will be conducted sometime during the months of October and March. One drill should be with morning route and one with the afternoon route. Include front door and rear door evacuation.
2. Ensure that there is no danger to the pupils from other vehicles and you're not on private property.
3. Appoint at least one pupil to assist; two is ideal, especially in aiding pupils exiting the bus by the rear door to prevent injury.
4. An Evacuation Form is to be completed for each evacuation drill conducted by each bus. Completed forms are to be turned in to the Transportation Director.

STUDENT CHECK/MISSING STUDENT/NO ONE TO MEET

Drivers must perform a student check at the conclusion of each trip/run to ensure that the bus is clean, no valuables are left on the bus, and **most importantly, ensure that all students are**

off the bus. NOTE: Leaving a child on the bus at the end of a trip/run will result in disciplinary action.

1. Lost/Missing student – Protocol
 - a. Contact parents/guardian work
 - b. Use other numbers for parent/guardian
 - c. Contact student’s alternate contact
 - d. How long have they been gone?
 - e. Did they get on the bus?
 - f. Call the driver
 - i. Where did they get off?
 - g. Call the school
 - i. Were they in school?
 - ii. Did they go home early?
 - iii. Who are their friends?
 1. Do they know where they are?
 - iv. Do they have a number for the student?
 - h. Call the principal (Cell if not at school)
 - i. Does the School Resource Officer need called
 - j. Call Mike Hamel
 - k. Does the video need reviewed?
2. Students with no parents’ home – Protocol
 - a. Do you have a phone number?
 - b. Do you know where your mom or dad works?
 - c. Can you show me how to get to your mom or dad's place of work?
 - d. Do you have brothers or sisters?
 - i. Are they in school?
 - ii. Do you know their number
 - e. Do you have any relatives in Laramie?
 - f. Do you know their number

MUSICAL INSTRUMENTS ON SCHOOL BUS

The following regulations will apply regarding the transportation of musical instruments on regular routes and on activity trips:

1. All instruments will be placed under the seat, held in the pupil’s lap, or held between the pupil’s legs.
2. No instrument may be placed in the aisle, in the stairwell, in front of any emergency exit, or in the driver’s area. No instrument is to jut out into the aisle.
3. No instrument is to be placed on a seat if it means that a pupil cannot be seated. On buses loaded to capacity or near-capacity, large instruments such as tubas may not be able to be transported. If space permits, pupils may place instruments on bus seats.

FUEL SAVING MEASURES

School bus operators should make a major effort to the fuel conservation effort by doing the following:

1. Limit warm-up time for buses.
2. Accelerate slowly.
3. Maintain a constant speed as much as possible.
4. Avoid sudden stops.
5. Decelerate gradually; anticipate stops.
6. Keep foot off accelerator when the bus is stopped and off the brakes when in motion.
7. Avoid unnecessary idling of engine.
8. Turn off unneeded accessories.

SCHOOL BUS SPEED LIMITS

1. Obey the speed limits or reduce speed below the speed limit to ensure safe driving as existing conditions dictate.
2. Do not be intimidated by a coach or sponsor to exceed any of these limits.
3. Failure to comply with speed limits will result in disciplinary action, which may include termination of employment.

BACKING OF SCHOOL BUSES

Since a considerable number of school bus accidents occur while a driver is backing the bus (including accidents causing pupil injury or death), it is essential that these guidelines be followed:

1. Making a turnaround:
 - a. Give a brake signal well in advance of the turnaround.
 - b. Stop bus in proper position in roadway:
 - i. One bus length ahead of the road onto which you will back.
 - ii. Check traffic front and rear.
 - iii. Visibility shall be 500 feet in either direction.
 - iv. Have traffic move around bus, if possible.
 - v. Back into roadway or driveway using outside mirrors to view areas to be driven.
 - vi. Re-enter roadway.
 - vii. Check traffic-with caution.
2. Backing on school property:
 - a. Never do so unless absolutely necessary and only if an adult is behind the bus providing guidance. Talk with ground guide and agree on what hand signals will be used.
 - b. Never use a student in this capacity.

MISCELLANEOUS TRANSPORTATION ITEMS

LOADING AND UNLOADING:

As much as possible, all students will be loaded and unloaded on the right side of the roadway, especially kindergarten and elementary students. If the driver is to flag traffic, take keys out of the bus, and make sure the door remains open to keep the stop lights activated.

CLEANING BUS AFTER TRIPS AND ROUTES:

Drivers are required to keep their buses clean at all times. After returning from a trip or route, the driver is to remove all trash, sweep the bus, and remove any student items left on the bus. Failure to keep the bus clean and neat will result in disciplinary action.

SERVICE DOOR:

Entrance or service doors are to be closed at all times while the bus is in motion.

SCHOOL UNLOADING PROCEDURE:

After unloading at schools, drivers should leave immediately in order to avoid and not create traffic congestion.

SEAT BELTS:

Each school bus is equipped with a seat belt for the school bus driver. Each operator is required to use the belt while the bus is in motion. Passengers in type (A) buses equipped with factory installed lap and or shoulder belts shall wear the equipped seat belt at all times the vehicle is in motion.

DRIVER ABUSES OF TIME ACCOUNTING:

Although drivers are required to check in and out, accurate time accounting still depends upon driver honesty and integrity. Falsifying or "padding" time worked will not be tolerated, and offenders may be dismissed.

PASSENGERS STANDING WHILE THE BUS IS IN MOTION:

Albany County School District One has the policy of no standing on school buses while they are in motion. If a particular route becomes overcrowded, the driver should contact the Transportation Director to inform him/her of the situation. Also, no pupils are to be permitted to sit in the aisle or in the step-well.

OPERATION OF TWO-WAY RADIO ON SCHOOL BUSES

The following guidelines are to be utilized in the operation of two-way radios:

1. Two-way radios are provided on buses for drivers' use in communicating with the base station or another bus. Transmissions will be limited to business. Make all calls as short as possible and to the point.
2. When making a radio call on Channel #1, use the following procedure: "This is Bus #(x) calling base." Wait for answer from base station and then proceed with your message. After message has been received at base and the conversation is completed, you must clear your unit by stating: "This is Bus #(x) clear." In turn, base station will clear the base station. The normal range on Channel #1 is 70 to 100 miles.
3. Weather conditions, mountain ranges, and other factors can increase or decrease the range operations on Channel #1.

4. Guidelines and procedures shall be reviewed with coaches and activity sponsors so that they will be fully informed regarding the use of two-way radios on buses and in other vehicles, emergency bus procedures, etc., as necessary to handle any given situation.

SUPPORT VEHICLE PROCEDURES

Assigned Vehicles

School owned vehicles may be assigned to a staff member on a “full time” basis for one or more of the following conditions:

1. The staff member is required to be “on call” 24 hours.
2. The frequency of such travel on call is greater than would justify requiring the person to use his/her own personal vehicle.
3. The nature of the assignment requires the use of a specially equipped or special purpose vehicle.

Travel between the staff member's work place and his/her residence is approved when it is advantageous to the district for such reasons as:

1. The staff member can conduct his/her duties more effectively; or
2. The vehicle is more safe and secure at the staff member's residence.

The staff member shall be responsible for maintaining the assigned vehicle in sound mechanical order and good appearance. All operational costs shall be borne by the district.

The vehicle cannot be used for personal use when off duty or carry any passengers that are not employed by Albany County School District.

Refueling Procedures

1. Fuel at Dooley Oil 720 Skyline Rd, Laramie WY.
2. Enter PIN number for your fuel key.
3. Enter vehicle number; 33 for support vehicles, followed by the vehicle number that is being fueled.
4. Enter the pump number.
5. Record the date, gallons and mileage of vehicle.

The procedures as stated for motor pool vehicles shall also apply to assigned vehicles.

District Motor Pool

The following procedures shall be in effect for the operation of school owned vehicles:

1. A support vehicle is the ACSD #1 preferred travel on authorized trips for district employees.
 - a. If a support vehicle is not available from Transportation mileage *may* be reimbursed to the user.
 - b. Support vehicles will not normally be assigned for trips that are greater than 3 days.

- c. Coaches/Sponsors will not have support vehicles for events. They will be able to take support vehicles for meetings. If vehicle is desired by the coach/sponsor, the school can make a decision to pay for mileage in their personal vehicle.
2. Reserving a Support Vehicle
 - a. Vehicle must be reserved 2 school weeks (10 working days) in advance.
 - b. If you are leaving during the weekend, please reserve the vehicle for the Friday before your departure.
3. Support vehicle fuel
 - a. Support vehicle fuel is the responsibility of the user's School or Department. Professional Development that is reimbursed will be sent to the Grants Coordinator. Central Administration and transportation will remain in the transportation budget.
4. Vehicles will be returned with full tank of gas using the credit card supplied by transportation. School District support vehicle credit card **MUST** be used for fuel purchase.

NOTE: If support Vehicles are returned to Transportation without being full of gas the entity will be charged a minimum of \$25 out of the schools account or up to the cost of the actual fuel required.

- a. The credit card reimbursement form will be filled out by the user turned into transportation and sent to the appropriate entity for budgeting.
 - b. In order to be reimbursed for fuel, please fill out and submit a Summary of Travel Expenditures form.
 - c. If there is a support vehicle available and it is your choice not to use it, you will NOT be reimbursed for mileage. If a support vehicle was not available due to the request not being put in 10 days prior to departure, you may not be reimbursed for mileage.
5. Vehicles shall be used for official school district business only. Personal use of district vehicles constitutes grounds for disciplinary action which may include; suspension without pay, termination of employment in the case of repeated violations, or suspension or termination of the right to operate district owned vehicles. All drivers and passengers shall be employees, students or officers of the district.
6. All operators shall have a valid Wyoming State driver's license.
7. Picking up a Support Vehicle
 - a. When picking a vehicle up please come to the front office for keys.
 - b. If you arrive in your personal vehicle, please pull the support vehicle out of its designated space and park your personal vehicle in the designated space.
 - i. Example: If you are taking support vehicle #102, pull #102 out of its space and park your vehicle in the space designated for vehicle #102.

- c. If there will be more than one person on the trip, please plan on having only one parking space at Transportation per support vehicle requested.
 - d. If your vehicle is parked in any space other than the designated space, it is subject to be towed, as we need all of our parking spaces for busses and support vehicles.
 - e. Please check vehicle gauges for gas level and to ensure that no warning lights are on. If your vehicle is not full or warning lights are present, please inform the Transportation Office.
8. Returning a Support Vehicle
- a. Support vehicle key sets will include a gate key. This key will open the gate on the North side of the building. Please ensure that the gate is closed and locked when you depart the bus yard.
 - b. If you are returning a support vehicle after office hours please use the gate key to park the vehicle back in its designated space and leave the keys in the drop box.
 - c. If you are returning during office hours, please park the support vehicle in its designated space and bring the keys into the office.
 - d. Please help us to ensure that all employees using support vehicles have the best experience possible by removing all personal items and trash from the vehicle when it's returned.
9. Any citation for violation of motor vehicle laws shall be the sole responsibility of the operator.
10. If involved in any accident the operator shall notify transportation, immediate supervisor and report the accident to law enforcement. This will be followed up with a written report to transportation upon return within 48 hours.
11. Where the employee/driver is presumed not at fault, the district shall file a claim for damages with the insurance company of the other operator.
12. Vehicle Inspection/Repair
- a. Daily Inspections must be accomplished and documented on the sheets provided in the vehicle
 - i. If there is an issue with the vehicle that does not create a safety hazard, write it up and let Transportation know, so the issue can be resolved.
 - b. In the event of vehicle operation failure, the staff member should contact the Transportation Department for repair procedures.
13. Vehicle accident reports, trip logs, malfunctions report forms, and insurance information shall be kept in the glove compartment of the vehicle. Please check to glove box before departure to ensure that these documents are present. If these documents are not in the glove box, please inform a transportation employee.
14. The driver and passengers shall wear seat belts at all times.
15. All employees assigned to operate district vehicles shall authorize the district to obtain an abstract of their driving record annually.

ACCIDENT REPORTING PROCEDURES

1. Do not move the bus until law enforcement personnel direct you to do so.
2. Call the Transportation Department on your two-way radio or cell phone to report the accident stating:
 - a. Your name and bus number
 - b. Location and whether traffic is blocked
 - c. Was anyone injured—driver, passengers, persons in other vehicle, pedestrians.
3. If unable to make radio or cell contact, give a passing motorist the above information in writing, to call law enforcement and the Transportation Department (give them the phone number).
4. If an emergency situation exists, evacuate the students to a safe place away from traffic.
5. Take your compiled list of students on the bus and take roll call.
6. Set your triangular reflectors out.
7. Upon receiving the accident information, the Transportation Director will call the appropriate law enforcement agency to report the accident and give the pertinent information.
8. Another bus will be dispatched to pick up the students and continue the route.
9. After the law enforcement officer arrives at the scene, fill out the required forms that s/he will provide.
10. Provide factual information in response to the questions of the police officer; however, do not make any statements of speculation or opinion, especially as to whom was at fault.
11. Upon returning to the bus garage, complete a School Bus Accident Form. If the estimated damages exceed \$500.00, a Wyoming Highway Department Accident Form must be completed and submitted to the Transportation Director in order to be mailed to the appropriate address within five days.
12. If the accident involves vehicles or property damage and the owner is not present, leave the school District name and address and the Transportation Department phone number in writing.
13. A reliable student should be briefed in the operation of the two-way radio in the event that the driver is incapacitated.

ACCIDENTS OCCURRING ON AN ACTIVITY

When an accident occurs, there are normally at least two adults from the District present: a bus driver, and an activity sponsor.

1. If there is no radio communication or cell reception, one of the adults will flag down a passing motorist and ask the driver to call law enforcement and the Transportation Department (give them the phone number) for help. Please give the motorist the following information:
 - a. Your name and bus number
 - b. Location and whether traffic is blocked
 - c. Was anyone injured—driver, passengers, persons in other vehicle, pedestrians.

Or the sponsor should seek a ride with the motorist to the nearest available phone and make the necessary contacts for help. No student should be sent to seek help or be placed in jeopardy in any way. The students' safety is the responsibility of the school District. Safety must come above all else.

2. When an accident with possible injuries occurs, the driver or sponsor will call the nearest emergency service unit or have the bus garage personnel call the emergency unit. When the emergency unit responds, the emergency unit personnel will make the decision as to which students/adults need medical attention and if they need to be transported to a medical facility.
3. A list of names and numbers of Transportation Department personnel to contact in case of an emergency, is located in each bus binder.
4. The primary responsibility of a bus driver is to stay with the bus. The primary responsibility of a sponsor is to stay with the students. There will be times when the facts of any given situation will vary, necessitating a judgment decision on the part of the driver and sponsor as to whom should stay with the bus and who should leave to seek help.
5. After an accident, the Transportation Director will make an appointment for a drug and alcohol test to be conducted immediately after the driver returns.
6. The ACSD #1 "Safety and Security Handbook" needs to be consulted after any accident.

BUS MAINTENANCE CONSIDERATIONS WHEN DRIVING

UNDESIRABLE DRIVING PRACTICES THAT CAN CAUSE MECHANICAL FAILURE:

1. Using heaters and other electrical equipment when not necessary.
2. Not sufficiently warming up the engine prior to driving the bus.
3. When warming up the engine, allowing the throttle to be wide open, thus causing the engine to run at an excessively high RPM.
4. Not using the gears to help stop or control the bus on steep inclines.
5. Not starting in the appropriate gear.
6. "Riding the brake."
7. Not thoroughly performing or even skipping the pre-trip and post-trip inspections.
8. Failing to report mechanical problems with the bus to the maintenance personnel.
9. Failing to keep the gas tank full. In other words, failing to operate off the top of the top half of the tank. This prevents condensation (water in the gas).
10. Failing to monitor all gauges.
11. Failing to let park brake completely release before accelerating.

PROCEDURES TO BE USED WHEN A MECHANICAL FAILURE IS ENCOUNTERED ON THE ROAD:

1. Move the bus as far off the road as safely possible.
2. Evacuate pupils only when necessary and move everyone away from traffic.
3. Explain the trouble to the pupils and ask for their cooperation in maintaining a reasonable amount of discipline and order.
4. Set the parking brake and remove the keys. Never leave the keys in the bus while children remain on board.
5. Set up triangle reflectors.
6. See if the problem can be corrected.
7. If the driver cannot correct the problem, the Transportation office will be contacted.
8. Use your bus radio or cell phone to contact Transportation Department.
9. If no communication is available, have a passing motorist call the Transportation office. Give the motorist a written message containing:
 - a. Name of driver.
 - b. Number of bus.
 - c. Location of bus.
 - d. Nature of breakdown.
 - e. Assurance of the welfare of the pupils.
 - f. Telephone numbers of Transportation office personnel.

WINTER DRIVING

1. The law states that headlights will be used from sundown to sunrise. ACSD #1 buses will have headlights on during operation at all times (whether day or night).
2. The use of heaters, defrosters, and flashing lights puts an unusually heavy load on the battery. When parked and warming the bus engine, the lights and all accessories that are not needed will be turned off.
3. Field and activity trips will not be sent out when roads are closed, no unnecessary travel warnings issued, or when a winter storm warning is in effect. The weather in Laramie may appear conducive to travel, but when it has been determined conditions are or could occur that would jeopardize the safety of our students, trips may be cancelled.

Transportation will work with schools to determine the best course of action if cancellations occur. Transportation will also work with schools to safely get students back to Laramie if a weather event occurs while returning from a trip. It is normal practice that buses will NOT be sent out until the road has been open for a minimum of 90 minutes.

4. Strobe Light – Strobe light will be ran when the visibility is less than ¼ mile or approximately 3 blocks. This is up to driver discretion on rural routes.

DEFENSIVE DRIVING

Definition – Defensive driving may be defined as being able to drive in such a way as to avoid being involved in traffic accidents, regardless of another driver’s actions or the driving conditions. It is very important that the school bus operator should know not only the purpose of defensive driving, what defensive driving is, and why defensive driving is needed, but also the driver must master all of the driving skills in order to become a good defensive driver. The purpose of defensive driving is to reduce chances of becoming involved in an accident.

WHAT IS DEFENSIVE DRIVING?

1. Being careful not to commit driving errors.
2. Making allowances for the lack of skill on the part of other drivers and self.
3. Making allowances for hazardous weather conditions.
4. Recognizing an accident-producing situation far enough in advance to take preventative action.
5. Yielding the right of way when necessary to prevent an accident.

RULES AND CONSEQUENCES REGARDING DRIVER TRAFFIC VIOLATIONS, ACCIDENTS, MISCONDUCT, AND/OR NEGLIGENCE

Albany County School District One places a high degree of responsibility on school personnel who drive school District vehicles. Drivers must be cognizant at all times of obeying the law and of the responsibility they have to drive in a safe manner. The following rules and consequences have been written so that clear direction is given to all school District drivers as to driving expectations.

CITATIONS:

If a Transportation employee receives a traffic citation while driving a District vehicle or a personal vehicle, the driver may receive a minimum of a written reprimand and appear before the Transportation Director or the Assistant Superintendent of Human Resources. The Director may recommend dismissing the driver from employment. If a mechanical failure is found to be the cause of the citation, the driver will not be held responsible unless the mechanical failure was due to the oversight or neglect on the part of the driver.

For the purposes of hiring, or continuing employment, ACSD1 Transportation employees transporting students in a bus or support vehicle cannot operate District vehicles with the following Major Violations on their 10 year MVR: exceeding the speed limit by greater than 20 mph; operating any vehicle under the influence of alcohol or narcotics (DUI or DWI); driving with an invalid, revoked, or suspended license; reckless driving or negligent driving.

Any school District employee not requiring a CDL receiving two (2) Major moving violations on their 5 year MVR or operating any vehicle under the influence of alcohol or narcotics (DUI or DWI), will be prohibited from driving a school District vehicle. District employees transporting students in a bus or support vehicle cannot transport students or drive district vehicles with the following Major Violations on their 10 year MVR: exceeding the speed limit by greater than 20 mph; operating any vehicle under the influence of alcohol or narcotics (DUI or DWI); driving with an invalid, revoked, or suspended license; reckless driving or negligent driving.

- a. If a bus driver should lose his/her vehicle insurance coverage for any reason, the driver will be terminated from employment as it relates to driving.
 - Non-moving violations such as illegal parking, etc., for all District employees who are responsible for the operation of a school District vehicle will be handled as follows. The first citation will result in a written reprimand with a warning that a second may result in termination from employment as it relates to driving or a loss of use of school District vehicles.
 - The second citation will result in additional disciplinary action and may result in termination as it relates to driving school buses or loss of use of school District vehicles.
 - A third citation will result in termination as it relates to driving school buses and loss of use of school District vehicles.
- b. If the non-moving citations are considered by the Transportation Director to have caused a safety hazard, then the consequences are the same as a moving violation.

DRIVER ACCIDENTS:

Drivers that have three (3) at fault accidents in a 5 year period will be reviewed for disciplinary action up to and including termination.

DRIVER MISCONDUCT:

Driver misconduct in school District vehicles such as improper treatment of students (physically or verbally abusing students, etc.), driving while under the influence, driving in an unsafe manner as reported by a citizen or employee of the District, and other such incidents will not be tolerated and will result in disciplinary action:

- a. Driving while under the influence will result in termination if the employee is found guilty, pleads guilty, or enters a plea of nolo contendere.
- b. Improper treatment of students by an employee including use of profane language will be handled according to the seriousness of the offense.
- c. A complaint originating from either an employee of the District or citizen concerning improper conduct or improper use of school District vehicles will be handled through the "RECORD OF COMPLAINT" section in a previous section of this document.

DRIVER NEGLIGENCE:

Neglect-of-duty can lead to very serious consequences to both the students and the vehicle driver.

- a. If a driver neglects to inspect his vehicle both in the morning and afternoon, serious harm may result. Pre-trip inspection forms are required to be completed and the driver is responsible to physically check each of the items on the list every day. Post-trip inspections are to be completed, including the inspection of the interior of the bus (check

- for any student who may have fallen asleep or who may still be on the bus and hidden from view). Not complying with this may result in termination of employment.
- b. Examples of other instances of neglect-of-duty are failing to check the fuel gauge; bus damage; failing to keep the windshield clean; failing to check mirrors, headlights, and taillights; failing to report mechanical problems; not keeping bus clean and trash free; and failing to complete the required paper work on time. Any of the above may result in termination.
 - c. If a driver is involved in any accident as a result of the negligence of the driver, the driver will be terminated from employment as it relates to driving.
 - d. The transportation director will investigate each incident and make a determination of the discipline or correction that is necessary. In most first cases as described in the examples above, the driver will be placed on probation with termination recommended for repeated offenses.

TIMESHEET USAGE:

Drivers who do not use the time clock to record the time they work, must record their time on the District long timesheet forms. This long timesheet way of recording work time will only be authorized by Transportation Director on a case by case base. All the driving done during a given month must be recorded on the timesheet and submitted to the Transportation Director immediately after the last workday of the month. Use of the time clock system is the District's preferred way to record your time.

SCHOOL BUS DRIVER REQUIREMENTS

- a. Operate the vehicle in a safe and efficient manner.
- b. Conduct pre-trip and post-trip checks on the vehicle and its special equipment.
- c. Have a current drivers' license and First Aid/CPR card on them at all times while operating a bus.
- d. Establish and maintain rapport with passengers.
- e. Maintain discipline among passengers.
- f. Have their ACSD identification badge on them at all times when working.
- g. Meet emergency situations in accordance with standard operating procedures.
- h. Communicate effectively with school staff.
- i. Maintain effective contact with the public.
- j. Complete required reports in the prescribed manner.
- k. Comply with all District requirements regarding certifying, training, and in-service training.
- l. Refrain from using profane language on bus.
- m. School buses shall operate with lighted headlamps at all times the vehicle is in motion.
- n. All successful applications for positions with the District requiring a CDL and/or otherwise covered by this policy will be required to undergo drug and alcohol testing prior to their employment, are subject to random tests, and will have post-accident testing.

SCHOOL BUS OPERATOR HIRING AND TRAINING

The Transportation Department of Albany County School District One makes every effort to select qualified applicants for the position of school bus drivers. Each applicant must complete an application form, which includes personal and occupational history. The applicant must pass a CDL test, background check, drug testing, and DOT physical to be licensed as a school bus driver. Successful applicants are

then provided both classroom and behind-the-wheel training to ensure their ability as bus operators and to ensure the safety of pupils riding school buses in the District.

SCHOOL BUS DRIVERS IN-SERVICE TRAINING

The Transportation Director is responsible for the in-service training of school bus operators. The training will consist of not less than six (6) hours per year. Any qualified person may be used to help instruct the drivers. This training will include, but not be limited to, improving skills, attitude, and knowledge; discussing special problems to the District and a particular driver; how to deal with student misbehavior; etc.

PRE-SERVICE INSTRUCTION:

Pre-service instruction may include but not be limited to the following:

CLASSROOM INSTRUCTION:

- a. Applicable laws, rules and local regulations.
- b. Policies governing pupil transportation.
- c. Driver responsibility to the child and to the school.
- d. Procedures relating to motorists and other highway users.
- e. Procedures relating to the other school staff members.
- f. Vehicle operation and maintenance.
- g. How to handle the vehicle under specific types of emergency conditions.
- h. How to drive in inclement weather.
- i. Completion of records and reports.
- j. Post-trip school bus condition reports.
- k. Procedure following involvement in, or approaching, highway accident.
- l. How to deal with student misbehavior.
- m. A review of the information pertaining to bus accidents from the *Safety and Security Handbook*.

BEHIND THE WHEEL:

The new driver will begin his/her training with a veteran driver or the Director. This training will be a minimum of six hours. Initial experience should be conducted in the type of bus the applicant will drive and will include, but not be limited to, the following:

- a. Total familiarization with the bus and its equipment.
- b. Ability to conduct emergency evacuation drills.
- c. Pre- and post-inspection procedures.
- d. How and when to use the special warning and stop lamps and other traffic control devices.
- e. Care and maintenance of the school bus.
- f. How and where to make school bus stops with the bus smoothly; starting, stopping, and turning.
- g. How to cooperate with other roadway users and not impede the traffic flow unnecessarily.
- h. Entering and leaving the loading/unloading at individual schools.
- i. Entering and leaving the bus garage or other storage areas.
- j. How to diagnose and report simple mechanical difficulties.

ONGOING TRAINING:

- a. There will be four driver meetings per year.
- b. Safety bulletins (covering such areas as winter driving, railroad crossings, intersections, braking distances, local safety measures, etc.).
- c. Individual driver evaluation done minimally one time a year, by the Director.

SCHOOL BUS TRAFFIC WARNING DEVICES

All school buses in Wyoming must have the eight-lamp warning and stop system. An eight-lamp system consists of four amber warning lights and four red warning lights. The amber lights must be activated between 100 to 500 feet prior to a stop in both urban and rural areas. The amber lights remain flashing until the service door is opened; then, the red lights begin to flash and traffic must stop.

PHYSICAL EXAMINATIONS, LICENSES, AND DRIVING RECORD CHECKS

PHYSICAL EXAMINATIONS:

Each bus operator is required to have a current DOT physical. Physicals are due and/or updated by the start of the school year. A copy of the physical and certification card will be kept in the operator's file.

LICENSES:

A valid Wyoming Commercial Driver's License, with not less than A, B, P & S endorsements and/or other licenses as required by the state, is required of all school bus operators. The applicant or driver will pay all Wyoming DOT fees.

DRIVING RECORD CHECK:

Each school bus operator's driving record will be checked annually with the Department of Revenue and Taxation. A written copy of the driving record will be placed in each driver's file in the Transportation Department.

FIRST AID REQUIREMENTS FOR DRIVERS:

State law requires that each driver "shall have a current standard first aid certificate."

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS:

The policy implementing the Drug and Alcohol Testing required by the Omnibus Transportation Employee Testing Act of 1991 will be enforced.

DEFENSIVE DRIVING COURSE:

All Albany County School District One drivers, regular and temporary, must complete the defensive driving course. A reasonable length of time between initial employment and completion of the course will be allowed.

BUS DRIVERS DAILY REPORT:

A daily report must be completed each day by the school bus operator and returned to the office on the last working day of each week. Failure to do this may result in termination.

BUS AIDE RESPONSIBILITIES

- **AIDE DESCRIPTION AND RESPONSIBILITIES:**
 - Description - As a bus aide you will be expected to show up to work on time daily; if you are sick you MUST call in. You have a responsibility to the driver to assist and ensure a safe student environment. You must dress and act professionally at all times. You cannot get in students faces. The use of cell phones is prohibited unless you're talking to a school or a parent. You will be responsible for numerous students on the school bus: interactions with students and providing a safe environment on the bus is the most important part of this position. Sitting down and chatting with one student or the driver is not acceptable. Dealing with students takes a well-rounded skill set of creativity and patience. You and the driver need to communicate and develop your bus rules. Communicate with the children on your bus so it's clear what you expect of them. If you have a problem on your bus do your best to resolve the problem before it escalates. Remember young children have a short attention span so they may need more reminders to correct behaviors. If you have a serious problem on your bus, you need to report and document the incident so that it can be handled appropriately. Do not wait to report incidents! If you think it might need to be reported but you are unsure you need to talk to a supervisor. Problems between drivers and aides need to be discussed and worked out professionally. If the problem cannot be resolved easily, talk to a supervisor.
 - Your ACSD #1 badge is required to be worn for identification
 - Adjust seating/walking the aisle to best observe/monitor students on the bus
 - Additional Duties
 - Cleaning of buses
 - Pre-trips – May assist but cannot perform

- **SUBSTITUTE AIDES:**
 - Ask driver for expectations
 - Ask driver if there are any students that require special attention

CREDIT CARDS

- **PROCEDURES FOR TRANSPORTATION DEPARTMENT CREDIT CARD USE**
 - Fuel – Credit Cards may be used to fuel an ACSD #1 vehicle; receipts must be obtained for all fuel purchases.
 - Food – Meal times are considered between 6 a.m. and 8 a.m. (Breakfast), 11 a.m. and 1 p.m. (Lunch) and 5 p.m. to 7 p.m. (Dinner). The first meal of the day is not covered unless your scheduled departure is in excess of three (3) hours to the first described meal time and no meals are covered unless the trip is in excess of six (6) hours and over one of the above meal times. In-county trips are not covered for meals per the Wyoming Department of Education.
 - Credit Cards may be used for meals under the following conditions
 - Maximum allowance per meal is \$20
 - Maximum allowance per day is \$40
 - Employees have a food allowance per day of \$40, but may not exceed \$20 for a single meal

- No alcohol may be purchased with school District cards – nor may any alcohol be purchased while on any school trip – nor may any alcohol be taken on any school trip
- No unprepared food, or food purchased at a supermarket may be purchased with District cards
 - If an employee wishes to purchase unprepared food or food that is bought at a supermarket they may purchase the item with their own money and submit for a reimbursement that will be reviewed by the Transportation Director and the ACSD #1 Central Office Business Department.
- No meals may be purchased at restaurants within Laramie, breakfasts prior to departure or dinners after return are not allowed
- No incidental snacks and beverages unless it is in place of a meal
- All other expenditures must be approved by the ACSD Transportation Director (i.e. emergency lodging, student emergencies, and emergency repair)
- Gratuities CANNOT exceed 20%
- Post Trip
 - All credit cards and Itemized receipts must be submitted to the Transportation Director 24 hours after the last scheduled trip is over
 - IT IS REQUIRED THAT THE EMPLOYEE OBTAIN RECEIPTS FOR ALL PURCHASES AND ITEMIZED RECEIPTS FOR MEALS If an itemized receipt for meals is not returned with required materials (i.e. credit card, itemized receipt, and ACSD #1 credit card tracking form) or if a driver exceeds their maximum daily meal allotment, this will result in being issued a fuel only credit card, reimbursement for the meal and possible disciplinary action.
- The Transportation Director may choose to place any driver on a “fuel only” credit card at any time for any reason

APPENDIX

SCHOOL BUS STUDENT BEHAVIOR EXPECTATIONS

DO NOT LOSE YOUR BUS PRIVILEGE

BE SAFE

REMAIN SEATED WHILE BUS IS MOVING

NO HORSEPLAY OR FIGHTING

BULLYING IS STRICTLY PROHIBITED

THROWING OBJECTS IS PROHIBITED

TOBACCO OR ALCOHOL IS PROHIBITED

THE BUS DRIVER IS AUTHORIZED TO ASSIGN SEATS – WITH OR WITHOUT CAUSE

BE RESPONSIBLE

KEEP ALL BODY PARTS INSIDE THE BUS

KEEP BUS CLEAN

DO NOT DAMAGE OR TAMPER WITH BUS EQUIPMENT

POSSESSION OF ILLEGAL DRUGS IS PROHIBITED

POSSESSION OF WEAPONS IS PROHIBITED

BE RESPECTFUL

LISTEN TO THE BUS DRIVER OR AIDE'S DIRECTIONS

NO PROFANITY

TALK QUIETLY

KEEP YOUR HANDS TO YOURSELF

BE COURTEOUS AND HAVE A SAFE TRIP