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Mr. Corbett Lawler - President
Ms. Minerva Trujillo - Vice-President
Ms. Susan Jones - Secretary
Ms. Shelley Wells - Member
Mr. Corbett Lawler – Member
Ms. JoAnn Purser - Member
Mr. Brett Williams – Member
Mr. Marvin Rainwater – Member
Fort Hood Advisor - Non-Voting Member

ADMINISTRATION
Dr. John Craft - Superintendent of Schools
Dr. Eric Penrod - Deputy Superintendent
Mr. David Manley - Assistant Superintendent Instructional Leadership
Ms. Diana Miller - Assistant Superintendent Curriculum and Instruction
Mr. Frank Crayton - Director for Auxiliary Human Resources

TRANSPORTATION SERVICES DEPARTMENT
(254) 336-0138
Edward Thomas - Director for Transportation Services
DJ Jennings – Transportation Coordinator
Einstein Blaize – Senior Operations Specialist
TBD - Transportation Specialist (Remote)
Tad Hendrickson - Routing Specialist
Isaac Johnson - Transportation Support Supervisor
Shelly McCullough - Training & Safety Supervisor
Prentis Shaw – Transportation Support Specialist

EMERGENCY NUMBERS
After Hours

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>W: (254) 336-0124</th>
<th>C: (254) 258-5877</th>
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<tr>
<td>Director</td>
<td>Edward Thomas</td>
<td></td>
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</tr>
<tr>
<td>Senior Operations Specialist</td>
<td>Einstein Blaize</td>
<td>W: (254) 336-0127</td>
<td>C: (254) 290-8339</td>
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<tr>
<td>Senior Operations Foreman</td>
<td>Pam Quaid</td>
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<td>C: (254) 247-7981</td>
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<tr>
<td>Transportation Specialist (Remote)</td>
<td>TBD</td>
<td>W: (254) 336-7304</td>
<td>C:</td>
</tr>
<tr>
<td>Operations Foreman (Remote)</td>
<td>TBD</td>
<td>W: (254) 336-7305</td>
<td>C:</td>
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<tr>
<td>Transportation Support Supervisor</td>
<td>Isaac Johnson</td>
<td>W: (254) 336-0135</td>
<td>C: (254) 415-9379</td>
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<td>Transportation Support Specialist</td>
<td>Prentis Shaw</td>
<td>W: (254) 336-0128</td>
<td>C: (254) 449-2914</td>
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<td>Transportation Support Technician</td>
<td>Bill Evans</td>
<td>W: (254) 336-0168</td>
<td>C: (254) 535-6545</td>
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<td>Risk Management / Claims</td>
<td>Christina Ford</td>
<td>W: (254) 336-0068</td>
<td>C: (254) 760-8757</td>
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<tr>
<td>Scheduling (Trip) Foreman</td>
<td>Kenton Davis</td>
<td>W: (254) 336-0133</td>
<td>C: (254) 338-1673</td>
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“Education begins with transportation.”
- Unknown

Service
Service is the lifeblood of any organization; everything flows from it and is nourished by it. Customer service is not a department . . . it is an attitude. Think of customer service as human service.

Excellence
Excellence is never an accident; it is always the result of high intention, sincere effort, intelligent direction, skillful execution, and the vision to see obstacles as opportunities.

All successful organizations share the following characteristics: stated goals and objectives; policies and procedures; an evaluation process; qualified personnel, and properly maintained equipment. Each employee in this department is extremely vital to the total education process in this school district. Our responsibilities require certain skills that directly and indirectly affect how well the students of this district achieve their educational goals. We are all in the business of SERVING: the students, other district personnel through support functions, and the community.

Teamwork and Communications are necessary in any organization. Often, we hear, "the right hand doesn't know what the left hand is doing," or "that's not the way we used to do it." As the world in which we live is continually changing, we too must change to keep in pace with society. Change is inevitable. How we work as a team and communicate with others to implement these changes will largely determine our success or failure when facing the challenges of the future. Success stops when you do!

This handbook is designed to help provide you with only the basic tools that you need to know in order to perform your job satisfactorily at KISD. Other job skills will be learned as you grow with our department. All employees are different, and those differences complement each other in different ways. Our knowledge, skill levels, and personalities are all crucial to the team, and we must all continue to grow, personally and professionally.

This Department of Transportation Services Employee Handbook supplements federal, state, and district requirements. Nothing in it overrides applicable legal requirements or KISD policies and procedures. If any part of this handbook conflicts with those laws, policies, or procedures, the law, policy, or procedures shall take precedence. In reading this Handbook, remember that circumstances and laws change. Similarly, the needs of the school district will continue to change; therefore, this Handbook will be continually reviewed and revised to meet these changes.

Thanks for your dedication and commitment to the students, the district, and to the department. Transporting students to school each day and on the many co-curricular and extra-curricular school activities is a tremendous endeavor. Together, we can and will accomplish our goals of SAFETY, ORDER, and RIGHTS OF OTHERS.
Introduction
To Transportation

Transportation Services Department

Departmental Sections
Types of Transportation Provided by the Department

The KISD Bus Driver

Route Drivers and Substitute Drivers
Trip Drivers
Distribution Drivers
Monitors

General Information

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Salaries and Benefits
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Employee Agreements

Driver Agreement
Permanent Substitute Driver Agreement
Trip Driver Agreement
Monitor Agreement
Staff Employee Agreement
Teacher/Coach Driver Agreement
**SECTION 1**

Introduction to Transportation Services Department

1.1 KISD Transportation Services Department supports a district with approximately 45,000 students and is responsible for transporting approximately 20,900 of those students daily. Included in this total are approximately 1,200 special needs students. In addition to this number, approximately 20,500 students are transported for extra-curricular activity trips monthly. To provide this transportation support for the district, the Transportation Services Department operates 260 routes, has approximately 340 buses, and employs over 400 individuals. The district consists of over 400 square miles and encompasses four different populated areas (Killeen, Harker Heights, Nolanville, and Fort Hood) and portions of two counties. There are 53 individual campuses: four (4) High Schools, eleven (11) Middle Schools, thirty-two (32) Elementary Schools, and six (6) Specialized Campuses.

The Transportation Services Department is organized as shown below:

---

### 1.1.1 DEPARTMENTAL SECTIONS

**Administration.** – Responsible for establishing procedures and carrying out policy, the hiring, training, and orientation of staff, upkeep of personnel and safety records, filing local and state reports, payroll and budget preparation, and investigating concerns of parents, drivers, and district staff.

**Operations.** – Responsible for the assignment and supervision of drivers, route organization, assignment of students to buses, extra- and co-curricular travel, determining pick up and departure points for students, monitoring the department’s radio system, student discipline reporting, and parent and school communications at both Regular and Special Education bus routes.

**Training & Safety.** – Directs and coordinates the employee training activities of the department to ensure that all employees are optimally trained to operate district school buses and provide safe transportation of all students. Establishes and maintains the departmental safety program.
Transportation Maintenance and Support. – Responsible for the care and upkeep of all district vehicles. A complete preventative maintenance (PM) program for KISD buses and other district vehicles is provided. These PMs are scheduled daily, and each driver will be notified when they will need to take a substitute vehicle. The maintenance staff is also responsible for regular repairs, breakdown response/recovery, collision and emergency calls, and servicing of all KISD vehicles.

Administers the district bus-video program. Provides installation and maintenance of video equipment and oversees daily operations of all video equipment. Maintains the inventory of buses with video systems, equipment inventory of video recording and playback equipment, and video library. Provides technical expertise for all transportation-unique automated systems and serves as the primary troubleshooter for these systems. Oversees fleet service fuelers in the performance of daily fueling and systems inspection operations. Maintains all district-owned fuel servicing facilities, including pump islands and automated fuel delivery and environmental monitoring system. Administers transportation services fuel contract, requesting fuel as required to ensure continuing fuel availability. Responsible for security operations within the department.

Team Leaders. – Annually elected driver representatives who facilitate communications between the Transportation Director and team members via monthly team meetings.

1.1.2 TYPES OF TRANSPORTATION PROVIDED BY THE DEPARTMENT

Regular 1– Transportation services provided for elementary students who reside one (1) or more miles from the home school and for high school and middle school students who reside two (2) or more miles from the home school. Transportation for students living less than these distances from home schools, but in defined and approved hazardous areas, is also provided on a limited basis.

Special program. – Transportation of students who are enrolled in Special Education and who qualify for transportation through the Admission, Review, and Dismissal (ARD) Committee.

Alternative. – Transportation of students who are enrolled in district behavioral management or alternative programs. Also included are students who are enrolled in the county juvenile detention program.

Bilingual. ²– Transportation of Bilingual students who are enrolled in Bilingual classes and who qualify for transportation.

Career and technology. – Transportation of students from home campuses to the district career and technology programs.

Field trips – Transportation of students between schools and extra- and co-curricular and other approved field trip activities.

Mail, Distribution, Product Delivery, and Recycling. – Intra-district transportation of food, equipment, supplies, other materials, and mail.

1.2 The KISD bus driver is an essential contributor to a quality educational program for the students in the Killeen and Fort Hood area. The job involves public relations, professionalism, and above all, excellent driving skills. As a representative of KISD, the driver is the first school system employee the student sees in the morning, and the last one the student interacts with at the end of the day. A driver often sets the mood of the day for the student; a good bus ride starts the day off right. Contact with parents, school administrators, and teachers also make the driver a public relations representative. Extensive training and in-service participation contribute to the professionalism and driving skills of the driver. Personal characteristics enter consideration when a driver applies for employment and are also noted during the period of employment. Drivers must be dependable and punctual in reporting to work and in driving the routes (a reliable timekeeping device is a must). Drivers must be honest with supervisors, students, coworkers, and themselves.

1 School buses will be used to transport students to and from school at the regularly scheduled times. School bus transportation outside these times is a parental responsibility. Students who are known to be ill enough to require transportation to a medical facility will not be transported in a school bus; a 911 call for emergency medical services will be made.

2 English Language Learner (ELL) is provided at all campuses. No additional transportation needed.
There are many critical decisions that a driver makes each day. Based on other drivers’ past experiences, a driver can draw on expertise that will help to make the day much easier and safer. New drivers should not hesitate to seek advice from the seasoned employees and those seasoned employees should make every effort to assist the new drivers as they hone their skills. **All departmental policies, procedures, and practices should be followed carefully; most problems arise when these rules are not strictly followed.** Drivers may not change a route or stops without prior approval from a Routing Foreman. **NO EXCEPTIONS!**

### 1.2.1 ROUTE DRIVERS and SUBSTITUTE DRIVERS

Route drivers drive an assigned route each day; it may be a regular route or a special needs route. Ordinarily, a driver can expect to drive the same route throughout the school year unless it is in the best interest of the district for another route to be assigned. The driver may be assigned to another route or the current route could be consolidated and reduced if in the best interest of the district. The Transportation Services Department has substitute drivers who also drive routes daily. This is a difficult position since there is frequently little time to study the route before departure. This makes it extremely important that assigned route drivers maintain current route sheets, assigned stop lists, seating charts, left/right turn descriptions, maps, etc. These substitute drivers also report maintenance problems with equipment and assist with clerical work. Substitute drivers have the same responsibilities as route drivers in maintaining logs, reports, bus cleanliness, and discipline. Additionally, they may be called upon to perform other duties as assigned. **Due to the unpredictable nature of the Substitute Driver’s role in daily operations, consistent attendance is crucial. Substitute drivers who accumulate an excessive number of absences during the school year will receive written counseling by their supervisor and a recommendation for removal from that position will be made to the Transportation Director.**

### 1.2.2 TRIP DRIVERS

Individuals who are assigned to approved trip driver positions. Normally these individuals will be assigned the bulk of the out-of-town trips but may drive cross-town trips as required. Additionally, they serve as substitute drivers or monitors on district bus routes as needed. Trip Drivers are responsible for the operational readiness of assigned activity buses which includes but is not limited to: pre-trip safety inspections; under-hood inspections and checks; fueling; and cleanliness of the bus, inside and out. **Due to specialized support that Trip Drivers provide, consistent attendance is critical. Trip drivers who accumulate an excessive number of absences during the school year will be counseled by their supervisor and a recommendation to be removed from that position will be made to the Transportation Director.**

### 1.2.3 DISTRIBUTION DRIVERS

The distribution drivers work for KISD on a year-round basis. Each driver is required to become familiar with all school locations as well as how to travel between the schools. These drivers provide the pick-up and delivery services for property and mail within the district as well as other jobs that may be assigned. Part of their additional responsibility is that of a substitute driver or monitor when necessary.

### 1.2.4 MONITORS

Rides the bus and assists the driver with safe and orderly transportation of students with disabilities. Maintains effective control over groups of students with disabilities and reports discipline problems to the driver and appropriate administrator. Communicates with teachers and parents daily about student behavior while on the bus. Assists the driver with loading and unloading of students and with seatbelt and wheelchair securement and other individual needs of the students while riding the bus. Operates two-way radio equipment and communicates with transportation operations staff as required for successful completion of the route.
1.3.1 MONTHLY TRANSPORTATION SAFETY AWARD

Each month, drivers and monitors who exemplify KISD standards in safe school bus operations are recognized as winners of the Transportation Safety Award. Eligibility for the monthly Transportation Safety Award recognition is determined using the following criteria:

- Drivers / Monitors / SR Mechanics / Mechanics eligible
- Assigned during the entire month
- No more than ½ day absence during the month (except jury duty and military leave)
- Did not have a No-Call/No-Show absence for the month
- No at-fault accidents during the month
- No tickets in a district vehicle during the month
- No Code of Conduct Counseling during the month

Employees who meet these criteria are eligible for $75 incentive pay (or whatever the District has currently approved) in the following month’s pay.

Transportation Safety Award recognition is conducted for the following monthly periods: August-September, October, November-December, January, February, March, April, and May (or May-June if appropriate).

1.3.2 QUARTERLY SCHOOL BUS DRIVER STIPEND

The bus safe driver stipend will be paid to each school bus driver who meets the all safe driver criteria during a reporting period as stated in the KISD Stipend Eligibility Criteria District, Administrative Policy VI-EE.

Failure to meet any individual criterion during the reporting period will disqualify the driver for the stipend for that reporting period. There are four reporting periods during each school year. The first reporting period begins the first duty day of the school year, as indicated in Administrative Procedure VI-Qa, and lasts through the final day of the first academic reporting period as set by the District instructional calendar. The second and third reporting periods coincide with the second and third academic reporting periods as set by the District instructional calendar, and the final reporting period begins with the start of the final academic reporting period and ends with the last bus driver work day (185-day duty calendar) as indicated in Administrative Policy VI-Qa.

1.3.3 SALARIES and BENEFITS

All drivers and monitors are classified as either full-time (6 or 8-hour employees) or, under limited circumstances, part-time (4-hour employees). All employees are eligible to receive benefits. Specifics regarding the district benefits program are available from the Benefits Office. Drivers and Monitors are paid according to the auxiliary salary schedule set by the administration and approved by the KISD Board of Trustees.

All district employees are members of the Teacher Retirement System of Texas and a percentage of wages is collected and paid into the system each pay period. Upon retirement, the employee will receive payments much like Social Security. This money is refundable from the Teacher Retirement System if the employee resigns before retirement. Any questions concerning TRS should be directed to the Auxiliary Human Resources Office.

1.3.4 DISTRICT RETURN TO WORK PROGRAM

The District will make every reasonable effort to provide suitable return-to-work opportunities for each employee who is unable to perform regular duties following a work-related injury. This may include modifying the employee’s regular job or, if available and appropriate, providing temporary alternative work depending on the employee’s physical abilities. Only work that is considered productive and meaningful to the organization will be considered. The purpose of this program is to allow employees who have sustained a work-related injury to return to work, in a limited capacity, while retaining full compensation. Under the Transportation dress code, Transportation employees who are performing duties on or around a district vehicle must wear only closed-toe and heel type shoes. Employees (excluding staff) who are returning to duty following a medical procedure or work-related injury must be able to wear proper footwear. Orthopedic footwear may not be worn while performing the duties assigned to and School Bus Driver or Monitor.
1.3.5 ATTENDANCE and ABSENTEEISM / TARDINESS

Consistent employee attendance is critical to the accomplishment of the Transportation Services mission and safe operation of school buses. Each Transportation Services employee plays an important role in ensuring that Killeen ISD students receive the support necessary to be successful. Thus, each employee is expected to be on time each scheduled workday.

It is the responsibility of all employees to meet the department’s standards of attendance. If an employee will be absent or late, it is the employee must call Operations (254-336-0138)\(^4\) and provide the reason for the tardy or absence to an Operations Foreman or Operations Specialist.

Killeen ISD employees have several different types of leave available based on state requirements and local policy. At the beginning of the school year, each employee is advanced a total of ten (10) days of paid leave of which five (5) are personal leave days and five (5) are sick leave days. If an employee resigns before completing a full year, the actual leave earned is adjusted based on the actual days worked. Specifics on the district’s leave and absence policy are available in the KISD Employee Handbook. Guidelines in that Handbook apply in the determination of acceptable use of personal and sick leave days. Leave time applies to the regular school year only (August-June); any days missed while driving summer school routes will result in a non-paid day.

Discretionary leave will be approved on a first-come, first-served basis for all transportation employees. As a matter of policy, supervisors will not approve discretionary leave for bus drivers if doing so will cause more than ten (10) logged bus driver absences on that single workday. Discretionary leave for bus monitors will not be approved if doing so will cause more than five (5) logged bus monitor absences on that single workday. Likewise, discretionary leave for mechanics and office staff will not be approved if doing so will cause a more than (5) logged absences for the two groups combined on that single workday.

Employee discretionary leave approval during scheduled In-Service Training days, as well as the business-day preceding, and the business-day following an extended weekend or holiday as indicated in Administrative Procedure VI-Qa will be limited to five (5) bus drivers, three (3) monitors, three (3) maintenance and staff approvals per day. Administrative Procedure VI-Qa and the District Calendar are updated annually and are posted on the District website.

Leave without pay is not a leave request option. Taking and absence from work on a day when discretionary leave was denied will result in an administrative action and may result in recommendation for termination. If the employee calls in sick the day of for that day, a doctor’s statement is required, or the day will be recorded as unpaid.

Employees may request exception to these attendance policies through their leave a proving supervisor to the Transportation Director. Conversely, there may be operational requirements that dictate a short-term modification to this policy.

Employees who are absent anytime during the pay month are responsible for reporting all absences in the KISD Employee Service Center. The following steps will guide you through the process:

1. Sign-in on the Employee Service Center
2. Go to My Absence Reporting
3. Choose the date (s)
4. Select Workday
5. Enter Start Date, End Date, Reason, and the number of Requested Hours
6. Select submit

\(^4\) Voicemail and text message notifications are not acceptable means of communicating absence or tardiness. Dispatch hours of operation are 5:00 a.m. to 6:00 p.m. Emergency numbers are provided in the front of this handbook.
Employees are also required to submit a paper copy of his/her leave request to their supervisor.

Any employee who is absent three (3) or more consecutive workdays because of a personal or family illness must submit medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work.

An employee who is absent five (5) or more consecutive workdays due to personal or family illness will be referred to KISD Human Resources, Employee Relations in accordance with District FMLA guidelines.

Procedures for Reporting Absences. If a driver/monitor is unable to work on a given day due to an emergency, he/she should notify Transportation Operations staff accordingly:

- Same day emergencies – Non-compliance or absence will be counted as an unpaid no-call, no-show.
- Drivers – 30 minutes before reporting time as shown on your route sheet.
- Monitors – 30 minutes before reporting time as shown on your route sheet.
- Discretionary Absence (Personal Leave) must be entered into the Employee Service Center Absence Reporting system no less than 96 hours prior to the requested leave. The written request must be submitted to and immediate supervisor no later than 72 hours prior to the requested personal leave absence.
- Non-Discretionary Absence (Sick Leave) days will require a doctor’s statement, or the day will be unpaid.

No-Call / No Show Absences. No-Call/No Show absences from work will result in no pay for the hours missed. Late starts in the AM or PM, car trouble, flat tires, etc. do not constitute a valid reason for a no-call/no-show absence. Employees who miss work segments (no-call/no-show absences) during a school year are subject to counseling and Code of Conduct points will be assessed. A No-Call/No-Show is defined as missing work without proper notification (above) OR arriving after your bus is scheduled to depart. Additional absences may result in a recommendation for termination of employment by the Transportation Director. Employees who miss three consecutive times (no-call no-show absences) will be terminated for job abandonment. At the discretion of the Senior Operations Specialist or Senior Operations Foreman, an employee who arrives late, but still within route time, may be sent home, or retained to substitute on another route if needed. Reporting late is defined as arriving after your scheduled reporting time but before your bus is scheduled to depart.

Excessive Absences. Excessive absences will not be tolerated; employees with five or more excessive absences are subject to route reassignment and/or disciplinary actions up to and including termination. Employees who have excessive absences (see definition below) will not be allowed to perform trips on weekends, including Friday nights, without Transportation Director approval. Excessive absences are defined as:

- Three or more consecutive runs missed due to no-call/no-show absences (job abandonment).
- More than four no-call / no-show absences during the school year.
- An absence that is not otherwise excused and is not covered by any available leave.

Total absences will be reviewed by the appropriate supervisor each month. When any employee accumulates 5 or more absences not covered by available leave the Transportation Director will be notified. The Director will review these absences on a case-by-case basis before implementing disciplinary action (absences resulting from approved family medical leave (FMLA), bereavement, workers comp, military duty, and jury duty will not count as excessive absences). Code of Conduct counseling will be administered for employees when they have exhausted all available leave and warned that subsequent days off will be unpaid and that 5 or more additional absences jeopardize their position with the district.

Jury Duty. Employees who are called to jury duty should report such duty as soon as possible to Transportation Operations. When reporting back to work, the employee should bring the card provided each day by the courts to show proof of service. Jury Duty is excused and does not count against an employee’s leave balance or absence total, but the employee must report it in advance.

Vacation Policies. Vacation dates will be planned by October 1st of each year, but vacation may be taken prior to that date. Consideration should be given to scheduling vacations early during the work year. Employees who do not meet this suspension will lose their place on the seniority list and their submissions will then be handled on a first-come, first-served basis. All individuals who receive two weeks of vacation per year will follow the below procedures:

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3 Example: Requests for Personal Leave on Tuesday for leave on Monday, equals 72 hours prior.
• Begin planning vacation dates early in the work year.
• Vacations will not be scheduled during the August in-service week, during the first and last week of school, or during no-leave days.
• All employees are limited to one week of vacation during the month of June. Personal leave may not be added during June to increase time off during the month.
• Sections will not be decimated by allowing a majority of the employees to be on vacation at the same time. The following restrictions for sections apply; seniority with KISD Transportation Services (based on the date of latest employment) will be used to resolve conflicts in scheduling.
• Shop - During the time school is in session (regular or summer) no more than four individuals may be on vacation at any one time and during the non-school portions of the summer, no more than five individuals may be on vacation at any one time. No more than two skilled mechanics may be on vacation at the same time.
• Distribution / Mail - No more than two individuals may be on vacation at any one time but both mail drivers may not be on vacation at the same time.
• Balance of 260-day Staff - No more than one individual per section may be on vacation at any one time.
• There is no limit to the number of employees who may take vacation leave during staff and student holidays; however, extraordinary requirements may take priority over unlimited vacations during these holidays.
• The cut-off date to use vacation time is June 30th of each work year.

Employees who receive non-duty days each year will work closely with their supervisor and follow these policies to request time off and avoid conflicts.

1.3.6 DRESS CODE

The Transportation Director determines the acceptable standards of dress, neatness, and cleanliness for the department, consistent with School Board policies. Uniforms are not furnished to transportation employees. Employees shall act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene. Good taste in grooming is an employee’s responsibility. Employees will dress and groom themselves in a professional, neat, and clean manner that is appropriate for their assignments, keeping in mind that appearance directly affects respectability, credibility, acceptance, and authority. Due to varying work schedules, employees must be in the appropriate attire upon arrival to Transportation Services buildings or Bus Parks. Employees who violate these standards will be given a chance to comply. Those who are consistently and habitually in violation are subject to disciplinary action. The list below may be modified at any time by changes in the School Board policy. It is an employee’s responsibility to dress in accordance with the standards below:

• Visibly display the district identification badge at all times; it will be worn at waist level or above. Tampering with the district identification badge is strictly prohibited.
• Clothing must be clean and in good taste. Maintain a high standard of appropriateness, neatness, and cleanliness (no holes or patches on clothing). Clothing will not be frayed, worn out, or tattered. All outer garments will have a loose-fitting appearance and will not be body tight.
• Daily bathing and use of deodorant are expected of all. Appropriate undergarments will be worn; female employees will wear bras.
• Hair must be neat, clean, well-groomed, and kept out of the eyes. Hair curlers are not permitted.
• Shoes or sandals (with closed toe and heel) with strap(s) for attachment to heel and ankle will be worn. Shoes will be worn as designed to be worn. High, spiked heels will not be worn while driving the bus, but chunky style heels 1” or less in height are authorized. Changing into “work/duty footwear” on the bus is unacceptable; employees will wear appropriate footwear from the time they clock in until they clock out. Injuries received because of improper footwear may not be covered by Workers’ Compensation (claim could be denied). Footwear that is worn out or dirty is unacceptable. Females who are drivers or who are subject to perform duties as bus monitors are not required to wear hosiery.
• Dresses and skirts (including the slits), culottes, and scooter skirts will be no more than 2 inches above the top of the kneecap (while standing).
• Dress shirts or other shirts that are tailed must be worn tucked inside pants or skirts.
• Caps or hats may be worn if clean and if they do not advertise alcohol, tobacco, sexual innuendo, controlled substances, or inappropriate products. Caps and hats will be worn properly at all times.

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• Shorts are permitted if approved by the Transportation Director on a year-to-year basis. If allowed, shorts:
  • Will be no shorter than 2 inches above the top of the kneecap while standing.
  • Must be hemmed; cut-offs are not permitted.
  • Must be made of a material that will not allow undergarments to be visible through them.
  • Must have a loose-fitting appearance and will not be body tight.
  • May be belted or non-belted.
  • Are not authorized for wear by staff employees.
• Earrings worn in the ear lobes are the only form of body piercing that is allowed. Jewelry or other accouterments will not be worn in facial area piercings. Included in the facial areas are the nose, mouth, tongue, or eyebrows. Clear spacers may be worn in the tongue provided they are not readily visible.

Prohibited Items.
• Items which may interfere with the safe operation of the bus
  • Flip-flops, shower shoes, beach footwear, house slippers, or shoes without attachment to heel and ankle
  • Transparent clothing or fishnet materials that reveal the body under them
  • Tight and revealing clothing that may draw undue attention; this includes leggings worn as outer garments
  • Clothing designed and sold as underclothing will not be worn as an outer garment
  • Warm-ups, sweat suits, or any form or combination of a sweat suit; walking suits are acceptable.
  • Backless dresses or any blouse, dress, or shirt allowing midriff exposure while standing or reaching
  • Halter-tops or low-cut tops
  • Tank tops or shirts with large, low-cut armholes
  • Miniskirts
  • Clothing with religious symbols or writing or clothing with symbols or writing that is derogatory, discriminatory, or in bad taste
  • Shorts made of spandex or compression-type material.
  • Shorts depicting pictures, cartoons or cartoon like characters, or flowered “Hawaiian” type print.
  • Clothing with symbols, phrases, or slogans advertising tobacco, alcohol products, sexual innuendo, or any controlled substances
  • Clothing appearing to be part of the United States flag
  • Wave caps and doo-rags
  • Visible, inappropriate tattoos (advertising alcohol, tobacco, sexual innuendo, or any controlled substances)
  • Non-prescription sunglasses will not be worn on the bus by drivers or monitors during the hours of darkness
  • Drivers and Monitors are NOT permitted to carry any sort of weapon on the school bus. This includes, but is not limited to Tasers, stun guns, and pocketknives beyond 3 inches

Additional dress restrictions and provisions may be applicable to Transportation Services Department staff personnel and employees who serve as staff assistants.

1.3.7 TOBACCO USE POLICY

Employees are prohibited from smoking or using tobacco in any form on all Killeen Independent School District property and within district-owned vehicles. Employees shall not smoke or use other forms of tobacco products in the presence of students at school-related events. Additional guidelines are published in the KISD Employee Handbook.

1.3.8 DRIVERS’ LOUNGE

The Drivers’ Lounge area is provided for the employees to use as a relaxation and work area. Drivers who are on standby will remain in the lounge unless the Dispatcher is notified of whereabouts. It is also available for employees, their escorted guests, and their escorted children. The lounge is not a waiting area for unsupervised children. Children must be escorted by Transportation Services employees. The following guidelines apply in the lounge area:
  • Respect the fellow employee’s privacy, while working or engaged in telephone conversations.

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6 Staff employees are not permitted to wear shorts at any time while at work.
7 The KISD Employee Badge and Texas Drivers’ License are two (2) inches wide and may be used to determine acceptable.
The phone has a three-minute time limit.
Profanity is not allowed.
Clean up after yourself and put trash in proper receptacles. Keep the restrooms in the area clean.
Do not place hand towels in the toilets; they will not flush with this heavy paper.
Keep the outside doors closed; the building is environmentally controlled.

1.3.9 DECORATIONS ON SCHOOL BUSES

The following items may be posted or displayed on school buses:

- District bus rules
- Driver’s name
- Seat identification – Seat number, animal, color, and student information for seating (names and school)
- Required vehicle decals and bus identification symbols
- Other as approved by Transportation Operations

The following items may NOT be posted or displayed on school buses:

- School-specific signs (KHS, EHS, SHS, HHHS)
- Magnetic advertising signs (other than driver name)
- Extraneous rules (Do Not Touch, Hands Off, etc.)
- Seasonal Decorations
- Posters and Pictures
- Student handiwork
- Ribbons and banners
- No signs, streamers, balloons, shoe polish, etc. will be affixed to the bus in any form at any time without the prior approval of the Transportation Director.
- Papers or any kind of sun-blocking material on or in the windows.
- Duct or “100 mile-an-hour” tape is NOT an approved method of adhering display items on school buses.

1.4.1 ADMINISTRATIVE PROCEDURES FOR EMPLOYEES

Physical Examinations. According to state law, a bus driver must have a pre-employment and an annual physical examination. Physicians are selected by the district and only those approved individuals and facilities may be used. A physical examination by the physician and certification that the applicant is physically able to perform the duties of the position and is free of communicable disease is required as a condition of employment, except as may be limited by law. The test results will be returned to the district for evaluation and retention. Killeen ISD will make payment for these routine pre-employment and annual physicals. New employees will be scheduled for initial physicals by the Auxiliary Human Resources Department. Transportation Services will schedule block times for the recurring annual physical with the appropriate clinic. Employees will then contact the clinic to schedule a specific time for their physical. Employees who do not complete the annual physical within the prescribed time will not be paid for the days at the beginning of the school year while the district is awaiting their physical results. Charges for any other medical treatment incurred at the time of the routine physical will be the responsibility of the driver.

Drivers will carry a reduced and laminated copy of the Certificate of Examination (or the original (white) copy if the laminated copy is not available) with them when driving a school bus. The original copy of the certificate will be maintained by the Training & Safety Office. Additionally, Activity (Trip) Drivers may be required to undergo a night vision test as directed. Scheduling and payment will be accomplished by the district.

1.4.2 DRUG and ALCOHOL TESTING

If an employee’s annual physical is valid for a period less than 12 months due to health issues and the doctor suggests further evaluation, KISD may allow additional time for further evaluation to resolve the health issues. However, this additional time does not supersede the requirement for a current physical while driving a school bus. If the results of the physical are valid for less than 12 months, the employee will be required to pay for any subsequent physicals for the school year in order to continue your employment as a school bus driver. This physical must also be conducted by the district agency and will be paid for in advance, through the district Treasury Office.
Federal regulations dictate that random drug and alcohol testing be conducted for any driver who has a Commercial Driver’s License (CDL). The testing is under the U.S. Department of Transportation (DOT) Regulations. There are Four (4) classes of testing used by KISD Transportation Services: reasonable suspicion, random, post-accident, and pre-employment (for drug testing only). The regulations do not require alcohol testing for pre-employment; however, all other classes of testing are both drug and alcohol. Anyone who refuses to submit to the random test will be considered positive for drugs or alcohol and will be subject to disciplinary action.

1.4.3 MOTOR VEHICLE REPORT (Driving Record)

A pre-employment driver’s license check is required for all school bus drivers. The applicant’s driving records must be acceptable according to standards developed jointly by the Texas Department of Public Safety (DPS), the Texas Education Agency, Killeen ISD, and the KISD designated insurance carrier. Therefore, an applicant’s Motor Vehicle Report (MVR) is obtained by the Transportation Services Department for evaluation. Individuals who have ten (10) or more points assessed during the last three (3) years using DPS bus driver criteria are not eligible for employment as a driver. Any person who has a DWI listed during the past ten (10)-year period shall not be considered for employment.

Each driver’s record will be evaluated annually and after preventable accidents for a minimum three-year period immediately preceding the date shown in the space marked Date This Report on the printout or the date of the accident, respectively. Local MVR points may be assessed by the Safety Review Board for preventable accidents; DPS bus driver points criteria will be used to assess these points. Any person who has accumulated 10 or more points (including locally assessed points) in the review period shall not be considered for continued employment as a school bus driver. Any person who has a DWI listed during the past ten-year period shall not be considered for continued employment.

KISD MVR Standards.

Acceptable Applicant. Clear driving record for the past three (3) years preceding date of MVR or no more than one (1) occurrence of either of the following within three (3) years preceding date of MVR:
- Motor vehicle with motor vehicle (preventable or non-preventable)
- Hazardous traffic violation

Marginal Applicant. No more than two (2) occurrences of either of the following within three years preceding date of MVR of the following:
- Motor vehicle with motor vehicle (preventable or non-preventable)
- Hazardous traffic violation

Unacceptable Applicant. Driving record with ten (10) or more points assessed within three (3) years preceding date of MVR or a driving record or criminal history for the past ten years preceding date of MVR which indicates:
- DWI
- Driving under the influence of alcohol or drugs
- Illegal possession of alcohol or drugs
- Driver’s license currently suspended
- Driver license restriction to occupational driving only
- Conviction of hit and run or leaving the scene of an accident
- Any assessment of a ten-point violation according to DPS Guidelines

1.4.4 REQUIRED FORMS

Completed / Provided by Employee.
- Employee Information Form
- Copy of current driver’s license
- Copy of Social Security Card
- Staff, Driver, or Monitor Agreement with receipt of Department Handbook acknowledgment
- Drug and Alcohol Testing Employee Information Handbook acknowledgment of receipt.
- Off-Duty Employment Form; updated as off-duty employment changes or annually if no change.
- Copy of Motor Vehicle Record (MVR) (obtained by Transportation Services Department)
1.4.5 REQUIREMENTS FOR SCHOOL BUS DRIVER CERTIFICATION

The Texas Department of Public Safety and KISD requires that applicants must satisfy each of the following prerequisites before the employer may request approval for issuance of an enrollment certification from the designated training agency.

- At least 18 years of age.
- Valid commercial driver’s license (with passenger and air-brake endorsements) for the gross vehicle weight rating and manufacturer.
- An acceptable driving history record (secured from the Texas Department of Public Safety) determined in accordance with the provisions of the most current Texas Department of Public Safety publication entitled School Bus Driver’s Driving Record Evaluation.
- An acceptable Criminal history record (secured from any state law enforcement agency) reviewed in accordance with the current provisions of the Texas Education Code.
- An acceptable physical examination conducted by a licensed physician and evaluated in accordance with all qualifications and standards specified on the most current Texas Department of Public Safety form titled Medical Examination Report for School Bus drivers, and pre-employment/pre-duty drug testing (evaluated in accordance with current federal law).
- An acceptable level of knowledge and skill regarding the safe and effective operation of school buses See the contents of Units IV, V, VI, VIII, and X in the most current edition of the publication entitled Course Guide for School Bus Driver Training in Texas adopted by Texas Department of Public Safety (available from the Training Office).

Except as approved by the designated training agency, the following eligibility requirements shall apply to the issuance of all enrollment certificates:

- All recipients shall be registered for the first available basic (20-hour training) certification course as determined by the training agency: this includes anyone who is issued an enrollment certificate during the twelve-month interval (grace period for renewal) immediately following certificate expiration. Failure to satisfactorily complete the course as scheduled shall result in the immediate revocation of the certificate, and it cannot be reissued.
- All certificates should be dated to expire within a reasonable period following the conclusion of the first available course, but no later than the end of the school year for which they are issued. A minimum of five years must elapse before a consecutive enrollment certificate may be issued.

School bus driver certification training. As required by Texas State Law and Killeen ISD policy, school bus drivers must receive formal training as designed by the Texas Department of Public Safety and administered through Education Service Centers (ESCs) throughout the state. This initial training is designed as a 20-hour course that all new drivers must attend and successfully complete within the first six months of employment as a driver. The certification is valid for three years. Within six months of a certification expiration date, the driver will be scheduled for a refresher certification course. This refresher training is designed as an eight-hour course and is also valid for three years. Once a driver is enrolled in either an initial or refresher course, the entire course must be completed. Upon course completion, a certification card will be issued and must always be carried while driving a school bus.

- School Bus Certification must be maintained without expiration. In order to keep all certifications current, the Safety / Training Specialist will maintain a list of all driver certification expiration dates. This does not eliminate a driver’s responsibility to maintain a current certification.
- Drivers are ultimately responsible to ensure they are not operating a school bus with an expired certification.
• The importance of Driver Certification classes and Driver Refresher classes must not be misunderstood. These classes are mandatory (by state law) in order to maintain a driving job within the District.
• Drivers with expired certification will not drive and may be terminated since driver job description qualifications are not met.
• Drivers will be scheduled for refresher training within six months of certification expiration and will be notified at least two weeks in advance of the class. The district will pay for the class.
• Attendance is mandatory. Emergency absences will be evaluated by the Transportation Director for validity (Leave and Absence criteria in the district employee handbook apply). Drivers with excused absences will be rescheduled (at district expense) for the next available class and notified of class date two weeks in advance, when possible.
• Individuals with unexcused absences have the option of: (1) being rescheduled for the next available class (at their own expense) or (2) allowing their bus driver certification to expire. When the certification expires, the driver will no longer be allowed to drive and a recommendation for termination will be forwarded to Auxiliary Human Resources Department.

Additional requirements of the Killeen ISD Transportation Services Department:
• Ability to read and write legibly.
• Mandatory attendance at all required meetings.
• Refresher training as needed for certification.
• Post-accident training.

1.4.6 AUXILIARY HUMAN RESOURCES DEPARTMENT

New employees complete all District-required employment forms at the Auxiliary Human Resources Office. The KISD identification badge is also issued at this time.

1.4.7 GENERAL INFORMATION FOR NEW DRIVERS

When chosen as a potential employee, the training staff of the Transportation Services Department will provide all necessary training to become a qualified bus driver. Guidelines are as follows:

Permit. Permit applicant must obtain a Commercial Learner Permit (CLP) for Class B) before operating a school bus. This consists of taking four written examinations at the Department of Public Safety. Driver is responsible to pay all associated fees prior to road testing. Road tests will be scheduled no earlier than 14 days after CLP has been issued. This permit must be obtained prior to application for a driver position with the district.

Commercial Driver’s License Written Examination. This test is given by the Department of Public Safety to obtain a Commercial License Permit (CLP) and consists of: Section 1 & 2 – General Knowledge, Section 4 – Passengers, Section 5 – Air Brakes, Section 10 – School Bus & Section #14 – Special Requirements for CMVs. These examinations must be passed before a new employee can report for work to begin Behind-the-Wheel training. A CLP fee is required before a person can take the DPS written exams. All the CDL written tests must be completed before a new employee can start behind the wheel training. If any of the CDL written testing is not completed, new employee(s) will be allowed to complete in-processing with pay, and then be released without pay in lieu of completion of CDL written exam requirements.

Commercial Driver’s License Driving Test. Upon completion of all school bus instruction from the training staff and passing written examination, an applicant will be required to pass a driving test in a large school bus (GVWR exceeding 26,001 pounds) provided by the district at the Department of Public Safety. When taking the test, remember all instructions taught by the training staff concerning pre-trip inspection, air brakes inspection, and driving procedures. Once the road test has been passed, a fee of $60.00 or less (dependent upon current license expiration date) must be paid before receiving the Class B CDL License. The cost is the responsibility of the trainee but may be reimbursed by the district if annually approved by the School Board. Reimbursement will be made after the first anniversary of employment.
**Additional Training.** After receiving the CDL, and before driving solo, trainees receive Transportation Services Department orientation and complete KISD mandated student loading/unloading, and school bus evacuation training. A new driver may be paid for training in preparation for a route assignment.

**1.4.8 EMPLOYEE AGREEMENTS**

Drivers, monitors, staff personnel, and Teacher / Coach drivers will sign and return the respective agreement to the Transportation Services Department Admin Office within ten work days of initial employment (new employees) or of the first scheduled in-service day of each school year. Wording for these agreements is provided in this Handbook; copies of actual agreements will be made available to employees separately.
DRIVER AGREEMENT

If I have any questions about my responsibility or this agreement, I will contact my Supervisor immediately. As a Killeen ISD Bus Driver, I understand that I am subject to all regulations and directives of the Killeen Independent School District (KISD), the Texas Department of Public Safety, the Texas Education Agency, and the KISD Transportation Services Department. I agree to the following conditions:

- To drive the assigned route each day according to the schedule arranged by the Transportation Services Department and to transport all eligible school age children who appear at the designated bus stops along the route. Ineligible children will not be transported.
- To check with Transportation Services Department supervisors on the eligibility of any child in question.
- To drive the route at the time designated (AM, noon, or PM) on the daily route sheet unless notified otherwise by the Dispatcher or as required for early release days.
- To keep the school bus clean and in such condition as to pass a departmental safety inspection at any time. Daily vehicle inspections (Pre-Trip) will be conducted and discrepancies will be reported to the Shop on the day discovered.
- To abstain from the use of intoxicating liquors and drugs prior to and on days assigned to drive a school bus and to abstain from the use of illicit drugs at all times.
- To abstain from the use of vulgar or profane language.
- To keep my route sheet current and report any required route sheet changes to the Routing Section.
- To always have a KISD Identification Badge and a current CDL, Certification Card, and Medical Certificate in my possession while driving a bus.
- To advise my supervisor of any change in license status, citations, or medical or health condition that could affect driving ability (including medication). I understand that the District can conduct driver’s record checks at any time.
- To attend school bus driver certification classes as scheduled; I understand that a lapse in certification may result in termination.

It is agreed that failure to abide by any or all applicable provisions or policies referred to in this agreement may subject me to disciplinary action, up to and including a recommendation for termination by the Transportation Director.

I understand that I am responsible for payment of any traffic ticket or ordinance violation fines determined to be attributable to me while driving a district vehicle. Effective with the signing of this document, the Killeen ISD, a political subdivision of the state of Texas, and the undersigned employee, an employee of Killeen ISD, agree that sums to pay the amount of fines attributable to the employee while driving a district vehicle will be deducted from pay in accordance with the terms of this agreement.

I have read, and I understand the above information. **I submit to this agreement and commit to abide by formal programs and work direction provided by my Supervisor.** I have received a copy of the Transportation Services Department Handbook and the Transportation Code of Conduct (District Procedure VI-X) and will abide by the procedures specified therein.

_________________________  _________________________
Printed Name  KISD ID

_________________________  _________________________
Signature  Date
PERMANENT SUBSTITUTE DRIVER AGREEMENT

The essential duties and responsibilities of the Substitute Bus Driver can be referenced in the Bus Driver (Permanent Substitute) Job Description on the KISD website and the KISD Transportation Handbook. If I have any questions about my responsibility or this agreement, I will contact my Supervisor immediately. As a Killeen ISD Permanent Substitute Bus Driver, I understand that I am subject to all regulations and directives of the Killeen Independent School District (KISD), the Texas Department of Public Safety, the Texas Education Agency, and the KISD Transportation Services Department. I agree to the following conditions:

- Any required route sheet update requests will be reported to the Routing Section.
- That Substitute drivers are responsible for regular driver’s daily duties and responsibilities to include; pre-trip and post-trip inspections, cleaning and fueling the bus, submitting maintenance write-ups, maintaining the student conduct log, submitting student referrals, and completing any other required paperwork when assigned to drive a route.
- Substitute drivers are responsible for completing the transportation Bus Evaluation form to document any deficiencies identified on the bus.
- Abstain from the use of intoxicating liquors and drugs prior to and on days assigned to drive or monitor on a school bus and to abstain from the use of illicit drugs at all times.
- Abstain from the use of vulgar or profane language.
- Possession of a KISD Identification Badge and a current CDL, Certification Card, Medical Certificate, and Ft Hood pass (if issued) is required while operating a bus.
- It is understood that the District can conduct driver’s record checks at any time. Therefore, Substitute drivers must immediately inform their supervisor of any change in license status, citations, or medical or health condition that could affect driving ability (including medication).
- School bus driver certification classes as scheduled as any lapse in certification may result in termination.
- The permanent Substitute Bus Driver position is an 8-hour position. Any workday less than eight hours must be documented on a Killeen ISD Transportation Absence from Duty Report Form.
- The standard clock-in times for Substitute Drivers are: AM run (05:30 until complete); Noon run (10:00 to 12:00 or 11:00 to 13:00); and PM run (13:30 until complete).
- Route assignments are frequently subject to change from day to day and shift to shift. The Transportation Specialist, Operations Foreman, or Dispatcher are not obligated to assign a Substitute driver to a particular time, trip, or route.
- Each Substitute driver is responsible for reporting to the Senior Transportation Operations Specialist, the Senior Operations Foreman, or the Dispatcher to receive or confirm route assignments prior to each shift of the day (AM, Noon, and PM Routes).
- Substitute drivers who are not assigned an AM, Noon, or PM route will be on placed on standby, and are to remain in the transportation lounge for the duration of the AM, Noon, or PM work schedule. Substitute drivers will be off the clock when not on standby or when not assigned to a route.

It is agreed that failure to abide by any or all applicable provisions or policies referred to in this agreement may subject me to disciplinary action, up to and including removal from Permanent Substitute Driver status or a recommendation for termination by the Transportation Director.

I understand that I am responsible for payment of any traffic ticket or ordinance violation fines determined to be attributable to me while driving a district vehicle. Effective with the signing of this document, the Killeen ISD, a political subdivision of the state of Texas, and the undersigned employee, an employee of Killeen ISD, agree that sums to pay the amount of fines attributable to the employee while driving a district vehicle will be deducted from pay in accordance with the terms of this agreement.

I have read and understand the above information. I submit to this agreement and commit to abide by formal programs and work direction provided by my Supervisor. I have received a copy of the Transportation Services Department Handbook and the Transportation Code of Conduct (District Procedure VI-X) and will abide by the procedures specified therein.

24 August 4, 2020
TRIP DRIVER AGREEMENT

If I have any questions about my responsibility or this agreement, I will contact my Supervisor immediately. As a Killeen ISD Trip Bus Driver, I understand that I am subject to all regulations and directives of the Killeen Independent School District (KISD), the Texas Department of Public Safety, the Texas Education Agency, and the KISD Transportation Services Department. I agree to the following conditions:

- Trips will be driven according to the schedule arranged by the Transportation Services Department and to follow all policies and procedures governing trip operations. Exceptional customer service will be provided to trip sponsors, chaperones, and participants.
- Time schedules will be strictly adhered to shown on the Trip Ticket.
- The Trip Driver is responsible for completing a seating chart prior to departing the campus each before each field trip.
- Upon completion of the trip, the Trip Driver will attach the completed seating chart to the trip ticket and submit them to the Scheduling Foreman.
- School buses will be cleaned and maintained in such condition as to pass a departmental safety inspection at any time.
- Daily vehicle inspections (Pre- and Post-Trip) will be conducted, and discrepancies will be reported to the Shop on the day discovered.
- Comply with Field Trip dress code requirements stated in the Transportation Service Employee Handbook.
- Avoid the use of intoxicating liquor and drugs prior to and on days assigned to drive or monitor on a school bus and to abstain from the use of illicit drugs at all times.
- The use of vulgar or profane language is prohibited.
- Possession of a KISD Identification Badge and a current CDL, Certification Card, Medical Certificate, and Ft Hood pass (if issued) is required while operating a bus.
- It is understood that the District can conduct driver’s record checks at any time. Therefore, Substitute drivers must immediately inform their supervisor of any change in license status, citations, or medical or health condition that could affect driving ability (including medication). To attend school bus driver certification classes as scheduled; I understand that a lapse in certification may result in termination.
- Trip Drivers are to place themselves Out of Service in the event of illness, fatigue, mental state, personal considerations, or any other situation or circumstance that may make me unfit to continue to drive. They must also notify the Trip Foreman immediately.
- Trip Drivers will drive any assigned route as a substitute driver as required, following all policies and procedures governing route operations, and to serve as a Monitor on routes as scheduled.
- A pattern of complaints and/or failure to accept assigned trips may result in the loss of a driver’s Trip Driver position. In this event, the driver will be considered for assignment to a regular daily route.

It is agreed that failure to abide by any or all applicable provisions or policies referred to in this agreement may subject me to disciplinary action, up to and including removal from Trip Driver status or a recommendation for termination by the Transportation Director. I understand that I am responsible for payment of any traffic ticket or ordinance violation fines determined to be attributable to me while driving a district vehicle. Effective with the signing of this document, the Killeen ISD, a political subdivision of the state of Texas, and the undersigned employee, an employee of Killeen ISD, agree that sums to pay the amount of fines attributable to the employee while driving a district vehicle will be deducted from pay in accordance with the terms of this agreement.

I have read and understand the above information. I submit to this agreement and commit to abide by formal programs and work direction provided by my Supervisor. I have received a copy of the Transportation Services Department Handbook and the Transportation Code of Conduct (District Procedure VI-X) and will abide by the procedures specified therein.

______________________________________________________  ______________________
Printed Name KISD ID

______________________________________________________
Cell or Home Phone Number

______________________________________________________  ______________________
Signature Date
MONITOR AGREEMENT

If I have any questions about my responsibility or this agreement, I will contact my Supervisor immediately. As a Killeen ISD Transportation Services Monitor, I understand that I am subject to all regulations and directives of the Killeen Independent School District (KISD), the Texas Department of Public Safety, the Texas Education Agency, and the KISD Transportation Services Department. I agree to the following conditions:

- To serve on the route assigned each day according to the schedule arranged by the Transportation Services Department and to transport all eligible school-age children who appear at the designated bus stops along the route. Ineligible children will not be transported.
- To check with Transportation Services Department supervisors on the eligibility of any child in question.
- To serve on the route at the time designated (AM, noon, or PM) on the daily route sheet unless notified otherwise by the Dispatcher or as required for early release days.
- To arrive at the assigned route bus NLT than the designated Pre-Trip time (per route sheet) and assist in Pre-Trip completion as needed.
- To assist in keeping the school bus clean and in such a condition as to pass a departmental safety inspection at any time.
- To abstain from the use of intoxicating liquors and drugs prior to and on days assigned to drive or monitor on a school bus and to abstain from the use of illicit drugs at all times.
- To abstain from the use of vulgar or profane language.
- To always have a KISD Identification Badge in my possession while on the bus route (an additional form of picture identification may be required for routes transiting Fort Hood).
- To advise my supervisor of any change in medical or health condition (including medication) that could affect my ability to serve as a Monitor.

It is agreed that failure to abide by any or all applicable provisions or policies referred to in this agreement may subject me to disciplinary action, up to and including a recommendation for termination by the Transportation Director.

I have read and understand the above information. **I submit to this agreement and commit to abide by formal programs and work direction provided by my Supervisor.** I have received a copy of the Transportation Services Department Handbook and the Transportation Code of Conduct (District Procedure VI-X) and will abide by the procedures specified therein.

____________________________________________________  ________________________________________
Printed Name                                                                                                               KISD ID

____________________________________________________  ________________________________
Signature                                                                                                                     Date
STAFF EMPLOYEE AGREEMENT

If I have any questions about my responsibility or this agreement, I will contact my Supervisor immediately. As a Killeen ISD Transportation Services Staff member, I understand that I am subject to all regulations and directives of the Killeen Independent School District (KISD), the Texas Department of Public Safety, the Texas Education Agency, and the KISD Transportation Services Department. I agree to the following applicable conditions:

• To drive the assigned route each day according to the schedule arranged by the Transportation Services Department and to transport all eligible school age children who appear at the designated bus stops along the route. Ineligible children will not be transported (CDL holders only).
• To check with Transportation Services Department supervisors on the eligibility of any child in question.
• To drive the route at the time designated (AM, noon, or PM) on the daily route sheet unless notified otherwise by the Dispatcher or as required for early release days (CDL holders only).
• Daily vehicle inspections (Pre-Trip) will be conducted and discrepancies will be reported to the Shop on the day discovered (CDL holders only).
• To abstain from the use of intoxicating liquors and drugs prior to and on days assigned to drive or monitor on a school bus and to abstain from the use of illicit drugs at all times.
• To abstain from the use of vulgar or profane language.
• To always have a KISD Identification Badge and a current CDL, Certification Card, and Medical Certificate in my possession while on the bus route (CDL holders only; Monitors will have KISD ID).
• To advise my supervisor of any change in license status, citations, or medical or health condition that could affect driving ability (including medication). I understand that the District can conduct driver’s record checks at any time (CDL holders only).
• To attend school bus driver certification classes as scheduled; I understand that a lapse in certification may result in termination (CDL holders only).
• Serve as a Monitor on routes as scheduled by the Transportation Services Department.

It is agreed that failure to abide by any or all applicable provisions or policies referred to in this agreement may subject me to disciplinary action, up to and including a recommendation for termination by the Transportation Director.

I understand that I am responsible for payment of any traffic ticket or ordinance violation fines determined to be attributable to me while driving a district vehicle. Effective with the signing of this document, the Killeen ISD, a political subdivision of the state of Texas, and the undersigned employee, an employee of Killeen ISD, agree that sums to pay the amount of fines attributable to the employee while driving a district vehicle will be deducted from pay in accordance with the terms of this agreement.

I have read and understand the above information. **I submit to this agreement and commit to abide by formal programs and work direction provided by my Supervisor.** I have received a copy of the Transportation Services Department Handbook and the Transportation Code of Conduct (District Procedure VI-X) and will abide by the procedures specified therein.

Printed Name ___________________________________________ KISD ID __________________________

Signature __________________________________________ Date __________________________
As a Killeen Independent School District (KISD) staff member who operates a school bus, I understand that I am subject to all KISD policies, as well as directives of: Texas Department of Public Safety, Texas Education Agency, and the KISD Transportation Services Department. I will direct any questions regarding my responsibilities or this agreement to the transportation Trip Foreman immediately. I agree to the following conditions:

- Killeen ISD Transportation vehicles will be used to drive to and from agreed upon origin and destination without deviation unless authorized by Transportation Services personnel.
- Only eligible school age children and staff who are participants in trip activities will be transported in KISD vehicles. Staff and student family members are not authorized to ride activity buses without expressed consent from the Director of Transportation.
- I am responsible for completing a seating chart prior to departing the campus on every event or field trip. Upon completion of the trip, the driver will attach the completed seating chart to the trip ticket and turn them in to the Scheduling Foreman.
- Pre-Trip and Post Trip inspections will be conducted using Samsara each time a bus is driven, and discrepancies will be reported to the Trip Foreman immediately. Cleaning the bus interior is a part of Post Trip activities.
- I will abstain from using intoxicating liquors and drugs prior to operating any KISD vehicle and abstain from the use of illicit drugs at all times.
- I will abstain from using of vulgar or profane language.
- Possession of a KISD Identification Badge and a current CDL, Certification Card, Medical Certificate, and Ft Hood pass (if issued) is required while operating a bus.
- I will immediately advise the KISD Transportation Training and Safety Supervisor of any change in license status, citations, or medical/health condition that could affect driving ability; to include medication changes. I will follow up with written notification.
- I understand that the District may conduct driver’s record checks at any time.
- I understand that school bus driver certification classes are mandatory to maintaining my CDL status and will attend as required.

I understand that I am responsible for payment of any traffic ticket or ordinance violation fines determined to be attributable to me while driving a district vehicle. Effective with the signing of this document, the Killeen ISD, a political subdivision of the state of Texas, and the undersigned employee, an employee of Killeen ISD, agree that sums to pay the amount of fines attributable to the employee while driving a district vehicle will be deducted from pay in accordance with the terms of this agreement.

I have read and understand the above information. I submit to this agreement and commit to abide by formal programs and work direction provided by the Department of Transportation Services. I have received copies of the Transportation Services Department Handbook, District Procedure VI-X (Transportation Code of Conduct), and District Procedure III-T (Operating a District Vehicle) and will abide by the procedures specified therein. It is agreed that failure to abide by any or all applicable provisions or policies referred to in this agreement may subject me to disciplinary action, up to and including a recommendation for termination.

____________________________
Printed Name

____________________________
KISD ID

____________________________
Cell or Home Phone Number

____________________________
Signature

____________________________
Date
Bus Driver Responsibilities

Bus Driver Responsibilities
Pre-K and K Pouch Procedures
Student Protection / Self Defense (Use of Force)
Confiscation Authority
Spare (Substitute) Buses
Parking Personal Vehicles
District Property Speed Limits
Headlights and Strobe Lights
School Bus Idling and Fuel Conservation

School Bus Daily Pre-Trip Inspections Procedures
School Bus Handrail Inspection
Airing Tires
Mirror Adjustment
Student Check Inspection Procedure

School Bus Daily Post-Trip Inspection Procedures
Care and Maintenance

Fueling the KISD Vehicle
Fuel Keys
Diesel and Gasoline Buses - Automated Fueling System
Proper Starting Procedures

Administrative Responsibilities
Route Changes
Unauthorized Riders

Loading and Unloading Procedures for Drivers
Loading Students at Stops
Unloading Students at Stops
Stopping Behind Other Loading / Unloading Buses
Authorized Driver Stops
Release of Students at Non-Standard Locations
New Students and Address Changes

Motorist Running Red Flasher Lights

Problem Objects on Routes

Driver Preparation for Emergency Assistance Support
2.1 BUS DRIVER RESPONSIBILITIES

Safety precautions shall be exercised at all times in the operation of buses. Any driver who operates a school bus in an unsafe manner or who permits any condition to exist that might jeopardize the safety of the passengers shall be subjected to disciplinary action. See Section 4 of this Handbook for specific state and district driving directives.

Drivers must pre-trip buses prior to each field trip or route departure. Drivers must also check their parking stall for oil leaks each time they depart and take necessary action. In the case of an oil spill, drivers will write up the fault, request dry sweep, and place it on any affected areas upon return from the route. Regardless of whether the oil spill was noticed when the driver departed in the AM or in the PM, all dry sweep will be swept up at the end of the workday and placed inside the drip pan.9 The drip plan will then be placed under the leaking area of the bus to prevent further leaking onto the ground until the problem is resolved.

Check the driver’s key box before and after each run. Drivers will check their key boxes a minimum of four times each day, before and after each run. This applies to all drivers. Sub drivers will check the key box of the route driven for any new information needed to drive the route and will also check their own mailbox.

Be consistent about bus park departure times (AM, Noon, and PM). Each driver should have a watch, which is set with the clock in the Operations Office of the Transportation Services Department. It is important that drivers leave the bus park per route sheet departure time to be at your stops or schools on time.

Regular Ed transportation buses will not blow their horn if the student is not waiting at the bus stop. Students are requested to be at their stop at least five minutes prior to scheduled bus arrival time. To assist substitute drivers, consistency with this procedure is a must!

Unauthorized use of buses is prohibited. Killeen ISD buses will not be driven for personal use. Drivers will operate the bus on improved road surfaces only. Report restricted access areas, to include restrictions in bus loops at schools, to Operations for resolution. All buses must be returned to the bus park daily unless permission to do otherwise for field trips is granted by the Transportation Director, or Transportation Coordinator. Violation of this directive is a cause for driver termination.

There are no designated drop-off points around the Bus Park other than the bus parking space. Dropping individuals at the lounge doors, at the Bus Park entrance, or at the POV parking lot is not permissible. This can slow down the flow of traffic and create traffic congestion or cause a rear-end collision by stopping in an unanticipated location.

The department must be able to contact each employee by phone. Keep the Transportation Services Department informed of any changes in home address or phone number.

Submissions of resignation should be submitted no later than two (2) weeks in advance of exiting in the form of a written resignation and signed Exit Form.

Cleanliness: Drivers are responsible for keeping buses clean at all times. Particular attention should be made to the driver’s seat area, where debris tends to collect. Do not take any measures to prevent the free movement of the driver’s seat by any means. Approved trash receptacles are to be kept at the front of the bus only. Drivers will not place trash receptacles in the aisle or at the back door. Make sure students are aware of their location. Windows must be kept clean for good visibility. Periodically, clean dashboard and instrument panel; keep gauges free of dust. All buses must be washed periodically depending upon weather conditions and as otherwise needed.

9 Maintenance teams will supply drip pans upon request.
**Driver’s Logbook Binder.** Drivers are responsible for maintaining bus route and student related administrative documentation in their logbook binder. This binder must be on the bus anytime students are being transported but otherwise be stored in the vehicle’s assigned key box daily. The Driver’s Logbook will consist of the following items:

- Updated Left and Right Turns
- Seating Chart - Blank and Completed (completed for each campus or event)
- Most current Route Sheet
- Roll call Sheet
- Emergency Contact List (Special Ed only)
- Student Rider’s Handbook
- Student Rider’s Handbook (Special Ed only)
- Route Description
- Accident Forms (blank)
- City Map
- Emergency Evacuation Plan (Special Ed only)

It is the responsibility of the bus driver to comply with any authorized request by a supervisor or staff member (e.g., changing driving assignments, route change, pick up time, etc.)

It is mandatory that all employees attend in-service meetings and all required training sessions or meetings as scheduled. When training classes are announced, all individuals scheduled are required to attend. When scheduled to attend a training class, no other duties shall have priority during the period of training; noon-runs and trips will be substituted as necessary by the respective supervisor. Failure to do so may result in disciplinary action. Repeated absences at these sessions may result in a recommendation for termination. The purpose of training is to increase awareness of the principles, knowledge, skills, and abilities which should be used to exhibit effective job performance and behavioral skills required of employees in the workplace. Advance notice of attendees will be posted, but drivers the attendee assignments are subject to change. If a driver has not attended the class, they should be prepared to be added to the attendance list as vacancies become available.

Drivers are not to loiter in any of the offices or garage working area. The break room is provided for all employees.

Drivers may **never** drive with the bus door open at any time to include the bus park. It is against the law and is a KISD Transportation policy that is strictly enforced.

Do not leave the bus with students unattended; except in an emergency (e.g., render aid to an accident victim). If a driver leaves their seat and departs the bus to render assistance, the driver will turn the engine off, remove the key and take it with them.

Drivers are **NOT** permitted to use ANY electronic devices (cellphones, games, etc.) while students are on the bus unless for emergency purposes.

Cellular phones are permissible on Killeen ISD school buses for emergency purposes only. Phones should be turned off during normal bus operation. They are **never** to be used while driving. State law prescribes that a person may not use a wireless communication device while operating a passenger bus with a minor passenger on the bus except in case of emergency or if the passenger bus is not in motion.

Although fuelers are designated to support the fleet, **drivers** are ultimately responsible for ensuring that their buses have enough fuel to complete their route and return to the bus park. Drivers are required to fuel the bus if they cannot return to the bus park during the fuelers’ operating hours. Inexperience is not an excuse; instruction is available upon request.

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10 The driver’s Logbook and all its items are subject to monthly inspection.

11 Hands-free devices will not be worn while driving a bus or by bus drivers and monitors when present in the Transportation Services operations building or bus park. This includes, but is not limited to earphones wired or wireless, earbuds and similar wireless communications products.
It is a driver’s responsibility to renew his/her driver’s license and certification prior to the expiration dates. Failure to do so may result in a written reprimand or possible recommendation for termination. Drivers are required to carry their district ID badge, driver’s license, certification card, and medical exam certificate while driving a bus. The medical exam certificate has priority over restrictions listed or omitted from, the CDL license. Medical exam requirements must be followed regardless of what is stated as a license restriction, i.e., if a medical exam certificate requires corrective lenses while operating a commercial vehicle, the driver must comply regardless of what is stated on his/her license.

A driver must periodically update their route with his/her Route Foreman. No routes will be changed without prior approval from a Routing Foreman, as such unauthorized changes will not be available to a substitute driver and may endanger a child. Drivers who change routes without permission will be subject to disciplinary measures.

Dismissal schedules may be altered for early-out requirements. Drivers are expected to adjust route times accordingly to meet adjusted times.

If a parent or guardian requests student medication, be transported to school on a bus, the driver or monitor will advise the parent that transport of the medication is not authorized on the bus.

Drivers will check buses after every run for students who may have been left on board; there are no excuses for leaving a student on the bus. This check must be completed and documented using Samsara.

Never tamper with or alter any safety devices on the bus. Do not alter the electrical system to plug in your electronic devices. These actions may result in a fire or other serious incident and will subject the employee to immediate termination. Personal electronic devices (personal radios, MP3, or CD players) are not authorized on the bus except during Field Trips (not during route operations).

Do not lock the bus while it is in the Bus Park. This includes weekends & holidays. At unscheduled times, Maintenance and Fleet Support personnel perform maintenance on the equipment and accessory items.

Route drivers may make stops outside of their regular bus stops for essential restroom/refreshment stops only after calling the Dispatcher for approval. The Dispatcher will not approve personal business stops (home, grocery shopping, car parts shopping, or other personal business) on any route. During field trips, the use of commercial facilities will be at the discretion of the sponsor.

It is the driver’s duty to protect students from danger outside and inside the bus, e.g., accidents, bullies, harassment, and physical harm. This prevention is accomplished by a proactive intervention. The District uses the pouch system described below to safeguard its youngest students; all drivers will strictly comply with these pouch procedures.

Drivers and Bus Monitors are not permitted to give food (candy, gum, soda, etc.) to student bus riders unless required by documented medical circumstances.

Pre-K and K pouch procedures. KISD Transportation Services Department has developed a unique method to identify and account for Pre-Kindergarten and Kindergarten students who ride school buses. Each student is provided a brightly colored pouch containing bus stop information. This pouch allows bus drivers to readily identify these students and deliver them at the correct bus stop and to a properly designated individual. Positive identification consisting of either a state or federal government issued picture ID\(^\text{12}\) is required from any individual picking up a Pre-K or K student at the bus stop. As a safety measure, this positive identification is required daily from any individual, to include parents, picking up a Pre-K or K student at the bus stop.

Why We Follow these Procedures? SAFETY!! These students are too small to know where to disembark. There is great potential for harm to this age group. Substitute drivers have no way to easily identify these students.

\(^{12}\) Passports, driver’s license, temporary paper driver’s license with name and picture, local school district/college/ university, US/foreign government IDs – Regardless of expiration date. Digital images via cellphone etc. are acceptable.
How Does the System Work? Parents complete the Transportation Release Authorization Form, which identifies up to five (5) individuals who are authorized to receive their Pre-K or K student as their designated bus stop submits it to their student(s)’ assigned campus. The recipient can be a parent, guardian; or older sibling, 1st grade or older. The campus administration maintains this information and provides each Pre-K or K student with a brightly colored blue pouch containing authorized recipient and the correct bus symbol on the pouch. Teachers place pouches on students and line up by bus symbol each PM prior to loading bus, and the bus driver uses pouch info to identify and control Pre-K and K students as they load.

At bus stops, students with these pouches will not be allowed to exit the bus unless an individual listed on the pouch insert is present at the bus door and presents the required picture ID. This positive identification is required each time the driver releases the Pre-K or K student. Personal recognition does not relieve the driver of the responsibility to verify ID daily.

As students depart bus in the PM, the driver physically verifies that the name provided on a valid ID matches the names provided by the home campus. The driver then removes the pouch and retains it on the bus until the next morning. The driver will have an opportunity to return the pouches to the bus loop monitor as students are delivered to campus the next morning. Drivers will personally hand the pouches to a campus employee. If the driver is unable to leave the bus because students are still onboard or due to a traffic back-up, a responsible student should be selected. Campus personnel sort pouches and return them to respective Pre-K or K teacher.

In the event that there is no authorized person to receive the student at the bus stop, the driver will inform the Dispatcher of the situation and return the student to their home campus. Campus administrators may suspend student(s) riding privilege after the student has been returned to the campus three times due to parental failure to have an authorized representative present to receive them at the designated afternoon bus stop.

Drivers will contact Dispatch when unsure of the ID status. Drivers will not add names to the insert. This must be done at the campus. Drivers will notify operations if more than five (5) names appear on the pouch insert or if the names on the insert are not legible.

Student protection or self-defense (Use of Force) In accordance with Sections 9.31 and 9.33 of the Texas Penal Code, a driver may defend him/herself or a student on the bus or at the bus stop by using reasonable and necessary but not deadly force against another person when it is reasonably believed that the use of force is immediately necessary to protect oneself or the student against another’s use or attempted use of unlawful force (such as a physical assault). The use of force against another is not justified solely in response to verbal provocation.

Ideally, the use of any force can be avoided by controlling a tense situation through preventative actions. If a driver, while seated on a bus, believes that a person may be attempting to board the bus to harm them or a student, the first thing to attempt to do is close the door and carefully depart. If the driver is unable to close the door, he/she should shut down the bus, remove the key, and stand in the stairwell of the bus. These actions may prevent an unauthorized entry onto the bus as well as student injury or physical removal plus allow the driver to close the door. Contact the Dispatcher as soon as possible in the event authorities must be notified. See the example situations below.

SITUATION 1: If the parent or guardian is trying to remove a student from the bus without showing an ID, and you know they are authorized, this is not “unlawful force.” In this case, let the student go with the person, notify transportation, and make a record of the incident.

SITUATION 2: If a driver believes the person is NOT authorized to remove the student (this person has attempted to pick up the student before and they do not have proper ID), the use of reasonable force is permitted, i.e., closing the door, preventing the student’s exit, standing in the stairwell, and calling for assistance on the radio.

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13 Siblings riding the bus do not require an ID. If the sibling does not ride the bus on any specific day, a Picture ID is required for that day only.
14 Drivers will remove the pouches from their bus if it must be subbed for next AM run and place them in the buses key box.
**SITUATION 3:** If a student is in or around the bus stop area and the parent or other person is observed using unlawful force or cause serious bodily harm to the student, report the incident to the dispatcher as soon as possible in the event authorities must be notified. Additionally, the driver has the responsibility to report the incident to the Department of Protective and Regulatory Services 24-hour Hotline at 1-800-252-5400. Dispatch can also provide the reporting website if online reporting is preferred.

**Confiscation authority.** The Student Code of Conduct authorizes campus administrators to confiscate prohibited items. Transportation employees do not have permission or authority to confiscate items from students; not even prohibited items such as a cell phone or a weapon. Confiscate means to seize, grab, take, snatch, clutch, or take away by force (if necessary). In order to confiscate an item, an individual could end up using unnecessary force or putting their hands on another person.

**SITUATION:** A student refuses to comply with the driver’s instructions to turn over an item (prohibited or not).

**SOLUTION:** If the item is a prohibited item, submit a discipline referral. The item may not be taken by force. A driver’s authority is now limited to persuasion or submitting a discipline referral.

2.1.1 SPARE (SUBSTITUTE) BUSES

In the case of mechanical problems that require a route or trip bus to be momentarily out of service or temporarily deadlined, the driver will be assigned a substitute bus. If this occurs, the supervisor or dispatcher will provide the substitute bus key and direct the driver to the proper parking area for the bus. The driver will return the substitute bus to its numbered parking spot. It is extremely important that drivers treat the substitute as they would their own bus. The Driver’s responsibility to conduct thorough pre- and post-trip inspections and report to Operations any unclean substitute bus that is issued is equally important. After completing a post-trip inspection of the bus, making sure it is swept and cleaned and reporting any mechanical defaults that may have been found, the driver is responsible for ensuring that the substitute bus key is returned to the supervisor or dispatcher. Every effort is made to assign reliable buses as substitutes, and it is important for these buses to be in the best possible condition. It is important for the driver to know that there is a possibility that the substitute bus may not be air conditioned. However, the lack of air conditioning does not preclude a substitute bus from be used for a regular education route.

Substitute buses are equipped with the same radio equipment as the route buses. They should be used in the same manner route buses with the exception that drivers will use their assigned route call sign rather than using the substitute bus number as a call sign.

2.1.2 PARKING PERSONAL VEHICLES

Drivers are not permitted to park personal vehicles (POV) in bus-parking areas, or on any of the streets around the administrative area complex.

**Handicapped Parking.** Handicapped parking at Transportation facilities is limited. Therefore, it is important that these parking spaces are only occupied by vehicles that display proper permits. To reduce misuse, Employees may be required to provide documentation to verify that they are the designee for parking permits. Employees are not authorized to park in Transportation handicapped parking spaces while using handicapped permits that are not designated for them.

**Overnight.** Drivers with trips that are overnight or scheduled to return after 10 p.m. may park their POV in the parking spot of the bus/White Fleet vehicle being driven. Drivers may not park their POVs in the bus park if the scheduled return time is prior to 10 p.m. Under no other circumstances are other POVs are allowed in the Bus Park.

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15 Questions concerning driver responsibilities should be directed to Transportation Operations.

34 August 4, 2020
2.1.3 DISTRICT PROPERTY SPEED LIMITS

In an attempt to increase reaction time and decrease the possibility of accidents, in the bus park, the speed limit for ALL vehicles has been set at 10 MPH. Due to the added caution needed when conducting fueling operations, the speed limit for ALL vehicles while driving in the fuel point area is 5 MPH at all times. Drivers will abide by posted speed limits on all other school property. Failure to obey the posted speed limit may result in written counseling, MVR points may be assigned, and/or further disciplinary action for repeat offenses may occur.

2.1.4 HEADLIGHTS and STROBE LIGHTS

**Headlights.** Headlights will be switched on and fully activated any time the bus is in use to include daylight hours. Daytime Running Lamps (DRLs) will automatically activate when the vehicle is started. However, DRSs alone are not legally defined as headlights therefore, they are not permitted for use as a substitute for headlights. Drivers must activate (turn on) headlights to ensure that headlights, taillights and side markers/clearance lights (as applicable), are activated.

While driving the bus during the hours of darkness within the district area and a headlight malfunctions, pull over (out of service) once ALL students are properly discharged and request vehicle maintenance. If this occurs during non-hours of darkness or when daylight is sufficient, the bus will not be placed out of service. The driver will notify the Dispatcher of the situation and receive a confirmation to proceed on. If, high beams are used, be sure to follow the above law on dimming. Drivers will notify dispatch guidance for all other lights (brake, turn signal, clearance, etc.) that become defective, call Dispatch for guidance.

When traveling out of the district area and the bus develops a defective light, drivers will apply the practice measures to maintain safe traveling conditions. It is important that drivers ensure that defective lights are annotated during post-trip inspections and a Transportation Vehicle Inspection Report (Samsara Post Trip) is completed.

**Strobe lights.** Strobe lights (on buses so equipped) will be activated only during adverse weather conditions such as rain, fog, snow, etc.

2.1.5 SCHOOL BUS IDLING and FUEL CONSERVATION

Diesel exhaust from idling school buses can accumulate in and around the bus and pose a health risk to children, drivers, and the community at large. Idling vehicles also waste fuel and financial resources. Killeen ISD is committed to providing a safe, healthy, and productive environment for all persons occupying our schools. Considering the significant risk posed by school bus exhaust emissions, especially to children, Killeen ISD has implemented a vehicle idling policy. Its purpose is improving health and safety on Killeen ISD campuses by way reducing risks associated with exposure to diesel exhaust. The guidance outlined below provides specific information on effective implementation; the only exemptions are those identified in the Exceptions paragraph.

**Purpose.** Eliminate all unnecessary idling by school buses and other District-owned vehicles such that idling time and fuel waste is minimized in all aspects of school transportation operations.
**Idling Control Measures.** Upon reaching the destination, bus drivers will turn off all electrical accessories (except the district radio) and, after the 5-minute cool-down period, shut off bus. Buses will not idle while waiting for passengers during the loading process on the school campus, at any trip destination, or while being cleaned. This rule applies to all bus use, including daily route travel and transportation to and from events. Buses will not idle while waiting for students during field trips, extracurricular activities, or other events where students are transported off school grounds; this also includes activity buses. School buses will not be restarted until they are ready to depart and there is a clear path to exit the pick-up area.

- In the bus park, limit the idling time during early morning warm-up (3-5 minutes) in all but the coldest weather, and then only for five additional minutes at the most.
  - If the outside temperature is:
    - Above 32 degrees F: 5 - minute maximum
    - Between 0- and 32-degrees F: 10 - minute maximum
- In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and will occur outside the school zone. The warmed bus will enter the school zone as close to pick-up time as possible to maintain warmth and then shut down.
- Drivers will not leave the bus unattended while it is idling or with students on board. The driver must be in the driver’s seat if the bus is running.

**Bus Parking on School Grounds.** Buses should not be parked nose to tail when possible; this causes the bus behind to fill up with exhaust fumes. Maintain a distance of approximately ten (10) feet between buses where space permits.

- Buses should not park on school grounds near building air-intake systems unless the school district has determined that alternative parking locations interfere with traffic, impair student safety, or are not cost-effective.
- When leaving the campus in the afternoon, maintain several bus lengths between each departing bus. This provides enough space for the exhaust gases to dissipate.
- Drivers will turn off engines (after the 5-minute cool-down time) upon arriving at their destinations to load or unload students. This applies to home-to-school and field trip activities.
- Drivers may operate the flashing lights or other safety equipment on the bus for 5 to 7 minutes on battery power; the bus does not have to be idling during this time.

**Other District Procedures.** Buses will be maintained according to manufacturers’ specifications.

- All distribution and delivery vehicles will turn off the engines while making deliveries to school buildings. Idling is permitted when using the rear loading ramp.
- Transportation Services staff will evaluate and shorten bus routes whenever possible, particularly for older buses with the least effective emissions control. Routes will also be monitored so school bus caravanning can be avoided when possible and the environmentally cleanest buses are assigned to the longest routes.
- School district bus drivers will complete a NO IDLING training session. All bus drivers will receive a copy of this No Idling Policy or equivalent educational materials at the beginning of every school year. New bus or vehicle drivers will receive NO IDLING information upon employment.
- All complaints of non-compliance with the NO IDLING policy will be reviewed and remedial action taken as necessary. **Everyone shares in the responsibility of adhering to and enforcing this policy and any person violating it will be subject to similar disciplinary actions that accompany other policy infractions, up to and including termination.**

**Exceptions.** Exceptions to this policy are granted only when running the engine is necessary to operate required safety equipment or to maintain a safe environment for students with special health needs. The requirement that a driver of a diesel school bus must turn off the bus and must refrain from idling does not apply for the period or periods during which idling is necessary under the below circumstances. **When there are no students on board the special needs bus, the special needs/disability exceptions do not apply.**

- **Turbo-diesel Engine Cool Down**
  - To cool down a turbocharged diesel engine for a period not to exceed 5 minutes before turning off the engine
• Safety of Children and Emergencies
  • Use of lift equipment during loading or unloading of children with one or more disabilities
  • Use of a heater or an air conditioner of a bus during loading, unloading or transport of children with special needs
  • Use of defrosters, heaters, air conditioners, or other equipment for safety or health considerations
  • Use of the bus headlights or four-way flasher warning lights for visibility purposes
  • For other traffic, safety, or emergency situations
  • In any of the above cases, if equipment can be run from the battery, then the drivers should refrain from idling; the lift should always be operated with the bus idled up.

• Service and Maintenance Operations
  • During daily Vehicle Pre-Trip inspection
  • To charge a battery of a school bus
  • For maintenance purposes to verify that the bus is in safe and serviceable operating condition

2.2 SCHOOL BUS DAILY PRE-TRIP INSPECTION PROCEDURES

Pre-trip inspections by drivers are mandatory. As a safety precaution, all drivers and monitors will ensure that the bus is not left unattended with the engine running. All pre-trip inspections will be done using the Samsara device if one is assigned to that bus. Monitors are not permitted to start the engine on any bus. Be sure to check the entire bus, to include its camera systems, for mechanical, structural, and operational soundness. Damages should be annotated and addressed to the appropriate school official or maintenance shop immediately.

Check the front and back of seats daily after each trip on the route for writing, tears, etc., and especially when upon return from a route. Check for loose seats and report this and other necessary repairs immediately.

Conduct a security sweep. Keep in mind terrorists have targeted buses and school children for their powerful symbolic value so take the possibility of a terrorist attack against a school bus seriously. Maintain strong vehicle security awareness and be sure to conduct a thorough pre-trip and post-trip security sweep inspection. Exercise all Bus Watch Training skills; see the Training & Safety Supervisor for additional information.
  • Look for the following to increase security - Unusual things or smells (wires, dripping liquids where there should be none, unusual odors or noises, unusual clean spots, handprints, etc.
  • Check the engine compartment for unusual or out-of-place items (fluid levels do not need to be checked). Do not run the engine while making this check
  • Do not leave unlocked bus unattended when not in the Bus Park
  • Look for unusual signs or individuals in the bus park area

Look under the bus for:
  • Fluids that may indicate a leak.
    • Fuel tank area – check fuel cap (loose or missing).
    • Under engine – oil, antifreeze, transmission fluid, power steering
    • Rear of bus – differential fluid
  • Any loose or broken undercarriage parts (tailpipe, drive shaft)
  • Any foreign objects that could damage tires.

Walk around bus looking at sides for any visible (NEW) damage.
  • All windows for any broken/damaged glass.
  • All lights for any broken, damaged, loose, or discolored.
• Tires; check for:  
  • Worn or damaged tires  
  • Flat or low pressure. (Concaved or flat in appearance-Not balloon outward in appearance)  
  • Any nails or objects in tire  
  • Rust on Rims – indicates loose lug nuts. Also check the axle seals.  
• Exterior mirrors for looseness, damage, or missing.  
• Headlights for broken or missing.  
• Hood latches secured and not missing.  
• Antenna, Automated Stop Sign (if applicable), Reflectors, Decals, and appropriate markings.  

Enter the bus and sit in the driver seat. Battery failure may occur if the engine is not running while inspecting lights. Start the engine when checking lighting systems.  
• Activate following lights, then go and open the rear door to check:  
  • 4-way flashers  
  • Amber loading lights  
  • Taillights  
  • Backup lights and Alarm (if equipped)  
  • Rear clearance lights  
  • Back door alarm (buzzer); Also check window and roof hatch buzzers.  
• Activate following; exit bus and observe:  
  • Headlight operation (low & high beam)  
  • Front right / left turn indicators  
  • Front 4-way indicators  
  • Front red loading lights  
  • Stop Sign (if applicable)  
• Sitting in the driver seat (engine running):  
  • Observe gauges for proper operation  
  • Air brakes PSI – 120 to 125 PSI  \(^{17}\) (0-60 alarm operational)  
  • Fuel – full or as needed  
  • AMP or voltage – in the green (12 + volts)  
  • Oil pressure – may be low at idle  
  • Temperature – low at startup  
  • Tachometer proper operation – if equipped  
• Check electrical panel for equipment operations:  
  • Windshield washer  
  • Windshield wipers  
  • Heater switches (note: ensure all vents are clear of trash)  
  • Defroster switch  
  • Auxiliary fan  
  • Master flasher switch  
  • Momentary flasher switch  
  • Horn  

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\(^{16}\) When conducting a vehicle inspection, special attention must be paid to the tires. If someone other than the usual operator (fueler, mechanic, sub-driver, etc.) detects and reports defective tires, the usual operator may be counseled for filing false pre-trip inspection reports.  
\(^{17}\) Once the proper PSI has been reached, immediately conduct all 3-mandatory air brake test (i.e., Air Leakage, Low Pressure Warning and Spring Brake!)
Check interior lights:
- Stepwell light (and Handrail for loose fittings and snags)
- Left / right indicators
- 4-way emergency indicators
- Amber loading lights
- Red loading lights
- Dome lights
- Headlights – dim and bright panel indicator

Visually check that the first aid and body fluid boxes are in place. Check for a current Insurance card.
Visually check that the fire extinguisher is in place, secured, the pin is in place, and it is tagged and charged.
Visually check to ensure that the orange warning triangle box and three (3) serviceable triangles present.
Visually check for the Body Fluid Kit (required on models as of 1992 and up).
Check to ensure all seat bottoms are secured to their frames.
Check the seat belt for proper operation.
On Special Needs buses, check seat belts, car seats, and harnesses.
Turn radio ON and ensure it is set to DISPATCH.
Check video system (DVR) Event Marker for the appropriate lights (The DVR may take up to three minutes to start recording).

Apply brakes when departing the bus park - observe PSI gauge for excessive pressure drop (may indicate a problem).
Check steering wheel operation when departing leave the bus park.
During operation, observe all dash gauges and lights - Report alarms/warnings signals to the dispatcher. Verify the speedometer is working properly.

If any conditions are found that might affect students’ or the buses drivability, immediately consult the Transportation Support Specialist or Operations Office. All vehicle discrepancies identified above will be reported to the Shop using the Bus Driver’s Inspection Report or the Samsara device on buses so equipped.

Avoid engine failure. To prevent engine failure (shutdown), it is vitally important that all the electrical circuits and components are not running simultaneously while the engine is running at idle speed. Alternators only generate enough amperage to charge the battery. Additionally, drivers should avoid turning the air Conditioning units while checking other electrical components. Engines will be stopped only after turning off all electrical switches except for emergency flashers during collisions and breakdowns.

2.2.1 SCHOOL BUS HANDRAIL INSPECTION

Across the nation, several student injuries and fatalities have occurred when a faulty handrail snagged jacket drawstrings, backpacks, purses, etc. as students exited the bus, resulting in students being dragged and/or run over by their own bus. To prevent this type of collision, all drivers should perform a daily inspection of the handrail. Check for loose or missing bolts or bent or damaged rail. To further check for safety, a simple string test takes only moments to perform and can be done periodically. Please check with the vehicle maintenance supervisor or training staff for further details.

2.2.2 AIRING TIRES - Get assistance from Maintenance Shop or fuelers if air is needed.

2.2.3 MIRROR ADJUSTMENT – Use Mirror Grid or get help from the Driver Trainer/Mentors.

2.3 STUDENT CHECK INSPECTION PROCEDURE

Student checks will be conducted after each portion of a route or trip is completed and all children are assumed to be off the bus. Its primary purpose is to check for sleeping students. NO EXCEPTIONS!! This is “extremely important” and must be completed after each trip after students leave the bus. A recommendation for termination may be made if a student is left on the bus and returned to the Bus Park.
2.4 SCHOOL BUS DAILY POST-TRIP INSPECTION PROCEDURE

Post-trip inspections by drivers are mandatory. Check for sleeping students. NO EXCEPTIONS!! This is “extremely important” and must be completed after each trip after students leave the bus. A recommendation for termination may be made if a student is left on the bus and returned to the Bus Park.

- Check to be sure all switches for equipment and lights are off, including the a/c units before turning off the engine.
- Check seats to see if anything has been left on the bus and report any damaged seats using the Driver’s Inspection Report. Turn in all items left on the bus to Operations if unable to locate the owner within two days.
- At the end of each run, windows and emergency exit roof hatches should be closed. Texas weather changes quickly and precipitation is always possible.
- Check fuel gauge – See section 2.4 for fueling instructions.
- Double check that the emergency brake has been set.
- Drain condensation from air tanks on air brake buses, where drain cords are provided.
- Glance back at the bus to be sure all lights are off.
- Report all maintenance problems on the bus driver inspection report to the shop.
- Sweep bus daily, as necessary.
- Turn the radio off.

2.4.1 CARE AND MAINTENANCE

It is the responsibility of the bus driver to report to the Transportation Support Specialist identify vehicle mechanical problems. The Bus Driver’s Inspection Samsara Report form will be used; verbal reporting is not acceptable. If there is a serious problem that will prevent a bus from being used on a route, a substitute bus will be provided. Any maintenance required should be reported to the Transportation Support Specialist. Drivers will at no time, report this to a mechanic or ask the mechanics to repair the bus. The same form will be used to report that there is an infestation on a bus (ants, bees, lice, etc.). All repairs are to have a work order when service is provided. All like items will be identified on one ticket. A separate ticket must be submitted for different items such as tire problems, electrical items, etc. Tickets must specify Bus # and Route # of the vehicle requiring repair.

2.4.2 FUELING THE KISD VEHICLE

Buses have either a gasoline or diesel tank for fuel. Gasoline and diesel are available at the pump island of the Transportation Services Department. When fueling with gasoline or diesel, do not top off fuel tanks and do not prop open fuel nozzles as either procedure can cause damage, injury, or fuel spillage. This is to help prevent engine damage. The use of cellular phones is strictly prohibited during fueling operations. Cellular phones may cause vapors around the fueling area to ignite and cause a fire.

Fueling Procedures. The normal fueling time for each fuel-line is from 9:00 AM through 12:00 AM. Buses requiring fuel after 12:00 PM will be fuel by the driver. If a bus is not in its proper parking slot during fueling time, the fueler for that bus will make a search of the Bus Park and shop area prior to identifying the bus as Not-on-Line (NOL). Prior to completion of the fueling shift, the fueler will check his/her line for the NOL bus and service it if it has returned. If not, it will be reported to the Senior Fueler as NOL. The Senior Fueler will verify all NOL bus statuses prior to the end of the shift. Any NOL bus will be serviced if it has been returned to the Bus Park. Senior Fueler shift hours are 8:30 AM through 12:00 PM. Fuelers will ensure that all substitute buses have a full tank of fuel, based on daily substitute bus listing provided by the Operations Forman.

Drivers returning buses to the Bus Park later than the normal AM return time due to trips or additional driving duties will bring the bus directly to the fueling station. If the driver is scheduled to continue with driving duties, he/she should park the bus at the correct dispenser (diesel or unleaded), and any fueler will provide assistance. If the driver has completed all AM driving duties, he/she should park the bus in one of the three blue reserved parking slots located near the fueling station. At times when multiple buses are arriving at the fueling station, drivers should follow the instructions of the Senior Fueler for fueling. All buses left at the fueling station will be returned to the appropriate slot.
The mechanics are responsible for fueling any bus requiring fuel if it was in the shop during normal fueling time. Individual drivers will fuel any bus requiring fuel after the normal fueling time, including night trips after driving duties are completed, do not wait for the next day due to the possibility of equipment failure or shutdowns). Drivers who encounter equipment failure or shutdowns at the fueling station are obligated to report the problem to Operations immediately during normal business hours. After normal duty hours, report this information to the Transportation Support Supervisor.

Although there are fuelers, it is a Driver’s responsibility to ensure that there is sufficient fuel to complete all driving duties. Buses with “Fuel Gauge Inop” labels located on the fuel gauge require visual fuel level checks by the driver prior to departing the Bus Park. If the driver is unsure whether there is adequate fuel for driving duties, fuel should be added.

The Use of cellular phones is strictly prohibited during fueling operations. Cellular phones may cause vapors around the fueling area to ignite and cause a fire.

Fueling Levels. Fuelers will not fuel any bus that registers more than ¾ full. This rule applies to Route busses as well. To avoid spillage and help manage fuel reserve, they do not top off to the neck level.

**2.4.3 FUEL KEYS**

Fueling a gasoline or diesel bus requires the use of a fuel key. Each bus is assigned one key, which is located on its key tag. It is each driver’s responsibility to keep track of his or her fuel key. If a driver loses their fuel key or ignition key, there may be a charge of $10.00 for each key lost.

**2.4.5 DIESEL and GASOLINE BUSES – AUTOMATED FUELING SYSTEMS**

Instructions for automated fueling system use. The Fuel System Control Panel uses an alpha-numeric keypad that is similar to the keypad on an automated bank teller machine to activate the pump and enter vehicle information. Drivers must verify information prior to entering it into the system. The screen will instruct the drivers to first insert the key, then enter the vehicle mileage, next enter the pump number, and last press enter. Fuel pumping must begin within 30 seconds or the process must be restarted.

When fueling. Do not engage the hook locking mechanism used for automatic dispensing fuel and walk away from the bus. These locking mechanisms have failed on several occasions and contribute to fuel spills. Do not top the fuel tank off to the point of overfilling the tank; stop dispensing fuel at a level to prevent spillage. Ensure that the fuel cap is on and tight once fueling is complete.

Fueling Area Dangers: For safety reasons, individuals will not walk through the fueling area between 9:00 AM and 12:00 PM (fueling times). Do not use the fueling area as a through-fare during fueling time.

**2.5 PROPER DIESEL STARTING PROCEDURES**

- Set parking brake and place transmission in NEUTRAL.
- Turnkey to ON position.
- Depress accelerator fully and release – press halfway back down.
- Watch glow plug WAIT light. **Do not crank until the light goes off.** If the engine is warm, the light may not come on.
- When the light goes out, turn the key to the START position. Release the key once the engine has started.
- On cold days, repeat the “watch glow plug WAIT light” step above; this helps with starting the engine.

Caution:
- Do not jump-start the vehicle.
- Do not bypass or alter glow plug circuits in any way.

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18 It is extremely important that drivers not top off tanks as this may cause damage to vapor recovery system. It is extremely important to pump continuously and stopped pump when the system shuts itself off after the tank is full.
- Do not use volatile starting aids such as ether, propane, or gasoline in the engine air intake system as glow plugs will ignite vapors. This can cause engine damage and personal injury!

### 2.6 ADMINISTRATIVE RESPONSIBILITIES

It is very important that drivers keep an accurate roll of students by name and grade level on their route. KISD transportation earns state funding according to the number of students riding in proportion to the miles driven. The official roll check will be the first Wednesday of each month (usually September through May but may vary due to local requirements). On the first Wednesday of each roll call month, each driver will be provided a blank roll sheet in their communications box. The sheet must be returned to the office by Friday upon completion. Any specific instructions will be added to the roll sheet. Drivers must be sure to add any new students to their roster the month they begin riding. When a student is no longer riding, drivers will annotate “moved” in the space provided. They are **not** authorized to delete the student’s name from the rolls.

Other administrative responsibilities include, but are not limited to, completion of Vehicle Inspection Report (for maintenance problems), discipline referral forms on students who misbehave, bus conduct logs (even if a referral is not submitted), student seating charts for each run, left / right turn instructions for assigned routes, and an accurate route sheet, making changes as specified below. Route Descriptions (Left & Right Turn Sheets) must be updated every time there is a change to the route. Otherwise, drivers will **verify** their routes **every 90 days**. Every 90 days, drivers will review their Left and Right turns and re-date them. For example, 26 Aug xx, 26 Nov xx, 26 Feb xx. This does not prevent Route Descriptions from being updated when a route change occurs.

#### 2.7.1 ROUTE CHANGES

A driver is not allowed at any time to change his/her route unless authorized to do so by the Operations Staff. Requests to have routes rescheduled to accommodate new students or delete a scheduled stop, need to be provided to the Routing Foreman along with the student’s name, address, and grade. Once the appropriate adjustments have been made, drivers will receive notification in their communication box. Upon receipt, the driver must update the Left & Right turn sheet. Updates must be written/typed in **black ink**; blue ink will not copy clearly in many cases.

#### 2.7.2 UNAUTHORIZED RIDERS

Please be advised each school bus driver assumes all risk and the liability of any persons transported on their bus that are **not** authorized school bus passengers. Authorized persons on a school bus include the bus driver, eligible students, coaches, sponsors, and authorized chaperones. During activity trips, bus drivers, coaches, and sponsors are not allowed to bring a non-eligible rider on the bus (such as a child, spouse, friend, etc.).

### 2.8 LOADING AND UNLOADING PROCEDURES FOR DRIVERS

Most student fatalities associated with school buses occur while the bus is loading or unloading. The driver must use sound judgment and proper procedures at these critical times. It is a requirement by the Transportation Services Department that all drivers and monitors be on their respective buses when students are loading and unloading.

For added safety and courtesy in darkness (early mornings and late evenings), dome/interior lights will be turned on during the loading and unloading process. During loading and unloading (only) while the bus is stationary, use the **7-Point Mirror Check**. The order of viewing the mirrors is:

1. Interior Flat Mirror
2. Left Flat & Convex Mirror
3. Left Cross-Over Mirror
4. Right Cross-Over Mirror
5. Right Flat & Convex Mirror

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19 **Seating Charts are required for Summer School sessions just as they are required during the regular school term.**
As a safety precaution, for students as they load and unload the school bus, all regular education buses will come to a complete stop within 40 to 50 feet of an intersection to load and unload students. In order to maintain a watchful eye on students, the driver will stop the bus facing the intersection of the identified bus stop. **DO NOT block roadway intersections when stopped for loading or unloading students.** For school buses stopped on non-divided highways, use the far-right lane or an approved wide (flat) shoulder lane, when possible, to perform the stop. Remember, a divided highway must have an obstacle that would prevent normal traffic flow from crossing over.

**When crossing roadways, the communication signals to students from Bus Drivers will be done by using horn signals to communicate safe crossing.** A HORN TAP (1-second sounding) is used to signal ALL CLEAR TO PROCEED, and a HORN BLAST is used to signal DANGER - IMMEDIATELY STOP MOVEMENT.

Transportation Services assumes (and releases when unloading) responsibility for all students at their designated bus stops. Notify Transportation Operations of any unusual problems observed at these loading and unloading locations. If a driver sees or hears of activity by a possible child molester at a bus stop, they should contact the Transportation Operations at the earliest possible time.

### 2.8.1 LOADING STUDENTS AT STOPS

- **Stop Procedure**
  - 500 feet activate the Amber loading lights.
  - 100 feet activate the right turn signal, move to the right as far as possible.
  - Stop 10 feet from the pick-up/drop off point, secure the bus.
  - Conduct a 5-point mirror check.
  - When clear open the door which activates the red lights and stop sign.
  - Children are loaded and seated, close the door which turns off the red lights and stop sign.
  - Conduct a 5-point mirror check.
  - Turn on left turn signal and merge into traffic when it is safe to do so.

- Students at the bus stop are to be lined up in single file about six feet from the point where the bus stops.
- If students run toward the bus as it approaches the loading area, the driver should stop the bus before reaching the designed stop. If this continues, handle it as a disciplinary incident.
- Instruct the students as to when they may board the bus. Students should not leave their place in line or approach the bus until the door opens.
- All students living on the left side of the roadway should make eye contact with the driver and wait for drivers horn tap signal before crossing the street. When the driver has checked for traffic and signaled to the students with a horn tap, the students should check traffic again from both directions and walk across as a group.
- After starting across the street, unless the driver uses a horn blast to signal the student(s) to step back quickly from the roadway or stop in place (freeze), students should not turn back or re-cross the street for any reason. They need to go directly to the bus to load.
- Observe the number of students at the bus stop and account for them before pulling away. It is important that drivers know their students and where they get on and off the bus.
- After the students have entered the bus and are seated, close the door (terminating the alternating red loading lights), check all mirrors and traffic, and give left turn signal. When safe to do so, enter the traffic flow and continue the route.
- Students should not bring large bags, large band instruments, or other large items onto the bus if they are too large to fit in the student’s lap or in the floor between the student’s legs.
- During afternoon loading at campuses once the door closes and the bus moves, the Driver may not stop to load more students. If the bus has not moved the Driver may open the door to load additional students if it is safe to do so.

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20 Drivers will stop and open the bus door to check for students at each active stop even if no students are in full view upon approaching the stop as students may be taking cover from the weather. Just because the student is not physically at the stop does not mean he or she should be left behind. If this continues, handle it as a disciplinary incident. Drivers are not required to stop at bus stops identified as INACTIVE on the route sheet.

21 Disengage gears and set the parking brake.
2.8.2 UNLOADING STUDENTS AT STOPS

- Supervise the unloading of the bus. The position may depend on the students being transported. With small children, it may be necessary to stand by the door and assist them.
- Prior to the bus stop, approximately 500 feet, the driver should activate the amber overhead flashing lights.
- Prior to the bus stop, approximately 100 feet, the driver should activate the right turn signal and pull the bus as close to the curbside as possible.
- Bring the bus to a stop at curbside, activate the red overhead flashers by opening the door, disengage gears, and set the parking brake before allowing students to exit the bus.
- Students should be instructed to remain seated until the parking brake has been set and the door opens.
- It is important to instruct the students that this is not a time for horseplay. Students will go straight across the street, not diagonally. They should not re-enter the street for any reason.
- Students should exit the bus and walk straight away from the door. Students should never walk behind the bus or within six feet (or three giant steps) of the side of the bus.
- After starting across the street, unless the driver uses a horn blast to signal the student(s) to step back quickly from the roadway or stop in place (freeze), students should not turn back or re-cross the street for any reason.
- After all students have unloaded at the stop, crossed the roadway safely, and are completely off the roadway, the driver will shut the door (terminating the alternating red loading lights), check all mirrors carefully, give a left turn signal; when safe to do so, enter the traffic flow and continue. Bus operators shall load and unload students only at the designated stops. No student shall be permitted to unload at any place other than the normal loading stop unless a written request is made by a parent and approved by the principal or Transportation Operations.
- Pre-K and Kindergarten students with pouches – SEE Section 2.1
- Special Program students who cannot be left alone and Pre-K and Kindergarten students who do not have a parental representative or older sibling (first grade or above) present at the stop will be immediately reported to Transportation Operations to obtain further instructions. Normally, the student will be returned to their school so parental contact can be made. Once the student is returned to the custody of school personnel, Transportation Operations will be notified prior to continuing with the route.

2.8.3 STOPPING BEHIND OTHER LOADING / UNLOADING BUSES

When loading/unloading at school to pick up or deliver students, do not pass buses; unless driver signals with 4-way flashers. Wait until all buses have cleared the area in front of you before departing. The only exception to this rule is at schools where administrators are controlling the bus traffic and have instructed drivers to do otherwise.

When stopping behind other loading/unloading buses (KISD and HOP Metro) please use the four-way emergency flashers and not the loading flashers on the bus. The loading flashers should be used only when loading and unloading students. Try to stay far enough behind the loading/unloading bus so other drivers can see the other bus’s loading lights or, in the case of HOP Metro, four-ways.

2.8.4 AUTHORIZED DRIVER STOPS

Drivers may make stops outside of their regular bus stops for essential restroom/refreshment stops only after calling the Dispatcher for approval. When a call requesting a stop is made, a location or street intersection will be given; do not mention the name of the facility over the air. The Dispatcher will not approve personal business stops (home, grocery shopping, car parts shopping, or other personal business) on any route.

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22 All students living on the left side of the roadway should exit the bus and move to a point fifteen feet, or eight (8) giant steps, in front of the right front bumper. The students shall then stop and wait for driver’s horn tap signal before crossing the street. When the driver has checked for traffic and signaled to the students with a horn tap, the students should check traffic again from both directions and walk across as a group.

23 Drivers will comply with administrator’s direction only when it is safe to do so.
Restroom or refreshment stops may be made only when there are no students on board the bus, and when doing so does not affect pay time, student schedules, or the official route. Drivers will ensure that the bus can be legally parked safely in a public parking area without obstructing other vehicles. Otherwise, drivers will remain on the assigned bus and monitor the radio unless given permission to depart the bus by the Dispatcher.

Drivers may use school restroom facilities when necessary, but only when the above conditions are observed and after checking in and obtaining permission from a staff member in the Front (Administrative) Office of the school.

After completion of all assigned trips or routes, drivers and monitors must proceed directly to the Bus Park, except when performing other transportation duties. Unless a driver must wait for a vocational student, have school business, or need an emergency restroom stop, all buses must immediately leave school loading zones. Do not block school drives and loading zones, handicapped areas, or the Transportation Services parking lot with the bus when waiting or parked per above; always find a safe and non-congested place to park.

2.8.5 RELEASE OF STUDENTS AT NON-STANDARD LOCATIONS

All students who use District transportation shall board and depart buses only at the stop authorized for that student. Authorized bus stops shall be designated annually by the Superintendent or designee. Bus drivers shall load and unload passengers only at authorized stops. Therefore, once the student boards the bus to leave the campus, he or she becomes the responsibility of the bus driver. In this case, the designated bus stop has become the student's home stop, and the student is not permitted to get off the school bus unless removed by the Principal or an Assistant Principal. If a campus representative asks the driver to deviate from District policy, that deviation needs to come from an administrator. The driver has to get a name and title for that representative, i.e."Mr. or Ms. AP or Principal took the student," not "a teacher took him or her from the bus.

Once students are loaded on the bus care must be taken as to their release. Normally students are only authorized to exit the school bus at their designated bus stop. If there is a need or request to release a student at another location, request instructions from the Dispatcher. Below are some examples and procedures to follow.

Drivers are not authorized to release students to anyone except at the student’s designated stop.

Once students are loaded on the bus, they are only allowed to exit at their designated home stop or assigned campus unless authorized by the Dispatcher. If the student exits at a different location, notify the Dispatcher with the name of the student and the location where he or she exited the bus.

Once students are loaded at school in the PM, they can only be removed from the bus or released to another individual by a campus administrator; parents cannot remove the student without the approval of a school official. Notify the Dispatcher with the name of the student, the campus administrator, and the person to whom the student was released.

Dual campus buses (transporting MS and HS students) may allow restroom breaks for middle school students at the high school served. If the student does not return to the bus, notify the Dispatcher for instructions. Do not leave the campus without the student or proper instructions from the Dispatcher. Elementary students who suddenly need a restroom break at their home campus or a second elementary campus on the same route must be released to a school official (check for District ID) who agrees to escort the student to the restroom and back to the bus. Again, do not leave the campus without the student or proper instructions from the Dispatcher.

In an emergency, approval for students to be released at a bus stop other than their own will be provided in writing on campus stationery, signed by the campus principal or assistant principal, and given to the bus driver when the student boards the bus. A note processed in this same manner is required when a parent desires that a student be allowed to ride the bus or a different bus with another student who is an authorized rider. The document will be provided to the Operations Section upon return to the Bus Park. Drivers are not permitted to act on notes or letters from students or parents regarding a stop change.
2.8.6 NEW STUDENTS AND ADDRESS CHANGES

Drivers will allow new students at the AM bus stop to ride the bus on their first day. The driver will obtain student info (name, campus, grade, bus stop) and provide the information to the Routers to verify eligibility and add the student to the bus roster.

- New elementary PM riders must arrive to the bus with TransFinder information. Riders must have documentation required below (with stop information) in order to ride.
- Middle and High School riders will be allowed to ride but will be informed that they must provide the documents required below within three (3) school days. If, on the third school day, the student has not provided the driver with the required documents, he or she will be allowed to ride home but will be informed that bus service will not be provided beginning the morning of the fourth day. Students may regain ridership by providing the driver with the documents required.

Do not call dispatch to determine eligibility; provide the student with a ride and present the information obtained to the Routers.

As a reminder, when a bus driver is confronted with a potential student rider without Student ID or with an individual who refuses to show the ID, contact the Dispatcher immediately and ask for a Campus Administrator to meet your bus for student identification. Transportation will contact the Campus Administrator and / or the Campus Police to meet your bus.

Newly Registered Student. A process has been established to ensure that students who are newly enrolled or undergo a change of address can be properly identified to bus drivers and transported safely home. It also ensures that these students do not ride the incorrect bus, prevents “lost” riders (especially Pre-K and K), and properly identifies eligible bus riders.

Upon registration or notification of an address change, the campus provides the student with the documents specified below. If bus information is displayed for the student’s address in TransFinder i, he or she can ride the bus home that day. If there is no bus information displayed, up to 72 hours may be required for Transportation Routing to adjust a route to accommodate the student’s transportation requirement. Campus representative checks TransFinder i to determine if busing is available. If bus stop information is available, the campus will provide the student with documentation endorsed by an administrator informing the bus driver of the student’s eligibility to ride. The driver will take the student to the stop shown on the document and provide the documentation to Transportation Operations for verification.

Student with Address Change. If a student has an address change the campus representative will follow the process above to communicate the new stop information to the driver. The driver will take the student to the stop shown on the documents.

Ineligible Student Rider. If students who have been determined to be ineligible attempt to ride in the AM, the bus driver will take the student to school and submit a discipline referral upon return to the Bus Park. Ineligible students will not be allowed to ride a PM bus. However, drivers will not simply turn them away. Elementary students will be turned over to a campus administrator and any time an ineligible student rider attempts to ride; this action will be reported to Dispatch to document the reason for the refusal.
2.9 MOTORIST RUNNING RED FLASHING LIGHTS

One of the most serious problems associated with loading and unloading students is that of being passed by motorists. Illegal passing of a loading or unloading school bus occurs when a motorist passes the bus on the left or right side. A motorist crossing a roadway by passing across the front or rear of a loading or unloading school bus is not in violation of the law. Often a motorist will pass while the overhead red flasher is operating. The driver’s responsibility for the safety of the students should be the main concern at such times. Drivers should always complete a Red-Light Violator form even if they are not able to obtain the license number of the vehicle that passed illegally. Location and time are critical pieces of information that can be used to identify problem areas to the local authorities in to obtain increased patrols. When the route is complete, drivers must fill out the Red-Light Violator forms with all available information and provide it to the Training & Safety Office. If the owner of the car can be established, a letter will be sent advising of the violation and requesting that the motorist be more aware of school buses and students. Also, areas with repeat or excessive violations may be targeted for local law enforcement assistance.

2.10 PROBLEM OBJECTS ON ROUTES

Locations throughout the District occasionally have obstructions in or over the roadways (tree branches, abandoned automobiles, portable basketball goals) that create driving hazards. When these obstructions are identified, the route driver will complete a Problem Objects-Route Driving form and provide it to the Training & Safety Office. The obstruction will then be reported to the appropriate agency by the Training & Safety Office so corrective actions can be taken.

2.11 PROHIBITED AREAS, ROADS, AND PRACTICES

Avoid the following areas, roads, or practices during routes and field trips (unless traveling with Police escort):

- Left turns from Atkinson on to WS Young
- Branch Drive (in Long Branch Park-Killeen) to gain access to Rancier Avenue or Lake Road
- Lake Inks Ave to access Long Branch Park-Killeen
- Right turns from northbound 2nd Street on to Veterans Memorial Boulevard (Business 190)
- Left AND Right turn from 10th Street on to Veterans Memorial Boulevard (Business 190)
- Right turns from northbound Old FM 440 to eastbound Jasper Road
- Right turns from westbound Jasper Road to northbound Old FM 440
- Right turns from Veterans Memorial Boulevard (Business 190) on to 10th Street
- Left turns from southbound Trimmier Road to eastbound Clifton Park Drive—NOTE: school buses serving Clifton Park ES are restricted to right turn only to access Clifton Park Drive
- Left turns from Ellison HS Regular Ed Bus Loop (southbound) on to Elms Road (eastbound)
- Left turns from Ellison HS Special Ed Bus Loop (eastbound) on to Trimmier Road (northbound).
- The complete crossing of Rancier (Highway 439) at the Westcliff intersection between Hay Branch ES and Summerfield MHP
- When exiting the campus of Manor MS, Use the bus loop (roadway) in front of the school that leads to W.S. Young Drive and always exit turning to the right! “PLEASE” do NOT drive through the parking lot to use Illinois Avenue.
- Left turns from Reces Creek ES on to Stan Schlueter Loop/FM 3470
- Left turns from Stan Schlueter Loop/FM 3470 into Reces Creek ES bus loop
- Drivers may ONLY enter Reces Creek ES while traveling eastbound on Stan Schlueter.
- Right turns from (northbound) Trimmer Road on to (southbound) Turkey Trot Road
- Left turns from Venable Village housing area on to Business Highway 190
- Left turns from Willow Springs ES on to Stan Schlueter Loop/FM 3470

24 School buses are permitted to use Florence Road to Elms Road; travel through James Loop to Trimmier Road or in to James Loop and directly back out to Stan Schlueter Loop. In addition, the parking lot of the Q’s Cleaners, Sewing, Boot & Shoe Repair and Iglesia Cristiana Monte Sinai Church is off-limits, and buses are NOT allowed to drive directly across Stan Schlueter Loop to Deloris Drive and Debbie Drive from Reces Creek ES.
• Do not stop on Highway 195 to make the Industrial Boulevard and FM 195 bus stop; stop well over onto the shoulder of the road and in front of the construction company.
• Do not use any other lane when entering Fort Hood Gates, except for the far-right lane for school buses.
• Drivers may not cross or drive in or on a sidewalk, driveway, parking lot, or business or residential entrance at an intersection to turn right or left from one highway to another highway. (In accordance with Texas Transportation Code §545.423 Crossing Property)
• Left turns from eastbound Turtle Bend Dr to northbound Trimmier Rd (near HEB in Killeen)
• Right turn from eastbound Stan Schlueter Lp to southbound Shawn Dr.
• Left turn from northbound Shawn Dr to westbound Stan Schlueter Lp.

2.12 DRIVER PREPARATION FOR EMERGENCY ASSISTANCE SUPPORT

The District is occasionally called upon to provide transportation assistance in support of disaster recovery operations. Drivers selected to perform these missions should be fully prepared when departing the immediate area. Drivers should have enough resources for a minimum of four days unless advised otherwise. Resources should include money, medication, snack foods, blankets and pillows, toiletries, reading material, fuel cards, etc. Drivers should also keep accurate time record logs during these absences.
Special Education

Special Education

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Special Education Drivers and Monitors

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Driver and Monitor Responsibilities on Lift Buses
Wheelchairs
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Special Education Evacuation Procedures

Emergency Evacuation of School Buses

SECTION 3
SPECIAL EDUCATION

3.1 INTRODUCTION

The term “special education” means designed instructions to meet the unique needs of a physically disabled child. Transportation is one of the “related” services that are necessary to provide this instruction. The purpose of this document is to establish minimum standard guidelines of the operation for those individuals involved in the transportation of the physically disabled.

All assigned drivers seeking to transfer and become a Special Education Driver must first receive adequate training and then qualify by meeting the required standards of a Special Education Physical Performance Test (PPT) administered by the Training & Safety Office prior to interviewing for a Special Education route assignment. Newly assigned Monitors will also receive required training and must qualify by meeting the required standards of a Physical Performance Test (PPT) administered by the Training & Safety Office within 30 days of assignment. Annually, all Special Education Drivers and Monitors will re-qualify by taking the Special Education Physical Performance Test (PPT). Contact the Training & Safety Office to schedule training.

3.1.1 GENERAL PRINCIPLES

Pupil management encompasses all preparations and actions taken to meet each child’s needs while riding to and from school, in the interest of comfort and safety for all those aboard the bus. For the exceptional student, this means making a variety of adjustments to accommodate each one’s individual needs without compromising the safety of the riders or the primary role of the driver – to drive the bus. Transportation for exceptional students is a highly personalized service requiring a thorough assessment of the child’s physical, social, emotional, and intellectual capacities, and the making of allowances for existing handicaps.

Successful pupil management depends upon careful planning for each child’s needs prior to placement and continued monitoring of adjustments throughout the school year. Good pupil management techniques avoid the narrow, Band-Aid approach of “What do I do when Johnny misbehaves on the bus?” by assessing needs and anticipating problems. Mutual respect and communication and cooperation between drivers, monitors, parents, teachers, and other school officials will help to ensure safe, reliable, and comfortable transportation services. It is important to recognize that often the driver and monitor spend hours a day with these students, thereby assuming a significant role in their lives.

3.1.2 CHARACTERISTICS OF EXCEPTIONAL STUDENTS

The definition of types of disabilities varies from state to state, but, in general terms, the following behaviors are characteristic. Keep in mind that no one student is likely to manifest all these behaviors.

Emotionally Disturbed. Emotionally disturbed pupils may have great difficulty controlling their behavior. Emotional disturbance is characterized by very low self-esteem and the pupil may either withdraw or act out his frustrations and insecurity. Seemingly inappropriate types or duration of behavior may be observed, the seriousness of which should be discussed with the child’s teacher. A limited number of clear, consistent rules will set goals for the pupil to regulate actions. Avoid angry outbursts and punishment. A lack of stability in desirable behavior from day to day may be observed. This is not willful disobedience but is beyond the child’s control.

Intellectual Disability. Intellectual disability encompasses a range of impairment from the mildly (educable) retarded through the trainable, and finally, the severely and profoundly handicapped. Many pupils may have physical handicaps in addition to the mental handicaps and may be afflicted by disorders involving poor motor coordination, seizures, and body tremors. Students may have few self-care skills and require aid in dressing, expressing themselves, and boarding the bus. They may be very friendly and affectionate. They need frequent reminders of bus rules because they have limited retention.
Physical Handicaps. Physical handicaps can include deafness; blindness; paralysis; and lack of head, trunk or back control; or erratic movement. These pupils may be of average or above intelligence but are frequently behind in social and academic development due to their handicapping condition. Those with orthopedic handicaps often have leg braces, crutches, wheelchairs, or other supportive equipment. Make sure these pupils are seated comfortably.

Although the behaviors described are characteristic of certain categories of disabling conditions, it is important to remember that each child is an individual with his/her own distinct personality and that no label can completely or adequately describe him/her. It should also be noted that all exceptional children are people and can be expected to behave and misbehave very much like normal children. The driver for exceptional children needs basically to be more flexible, patient, and creative in his/her approach to managing these students.

3.1.3 HANDICAPS AND CODES

Physical handicaps vary, for example, from moderate hearing loss to severe orthopedic problems. The mentally retarded may be educable or merely trainable. It is an important responsibility of the driver and monitor to understand the differences between the various handicaps and to be able to handle each child as an individual with a proper understanding of the child’s problem. Most children with special problems fall into one of four (4) categories.

Educable Mentally Retarded (EMR- Skills Program). The EMR child is minimally educable in academic subjects and is capable of learning unskilled or semi-skilled occupations. The physical characteristics and motor coordination are close to average, but mental development is one-half to three-fourths that of normal children. These children are easily frustrated because they fail to perform according to their chronological age; therefore, it is important for them to experience and to be praised for success.

Educationally Handicapped or Emotionally Disturbed or Emotionally Disturbed (ED) Behavior Adjustment. The ED child has neurological or emotional problems that very often result in behavioral problems and social maladjustments.

Other Health Impaired (OHI). The OHI child has an impairment interfering with the functions of the bones, joints, or muscles. They have physical and emotional problems to conquer, but, unless mentally retarded, their learning process is normal. They must be helped to gain satisfaction within their abilities and to gain as much independence as their condition permits. Children who have little control over their muscular movements, or children prone to seizures, must be well restrained within the bus and carefully watched. Visually Impaired (VI) students also are included in this category.

Learning Disability (LD). LD students demonstrate a severe discrepancy between academic achievements and intellectual ability in one or more areas.

3.2. SPECIAL EDUCATION DRIVERS AND MONITORS.

Special Education Drivers. Drivers should possess character traits that are conducive to working with special needs children. These character traits include but are not limited to extra patience, mental alertness, flexibility, resourcefulness, enthusiasm, emotional stability, personal warmth, friendliness, understanding, and sympathy. A bus driver should be able to develop and maintain rapport with children and must be able to exercise mature judgment in relation to both the care of exceptional children and the responsibilities of driving. The Driver should be able to accept the exceptional child and problems as they would any other child. The driver should be aware that they play an important role in determining behavioral patterns of the children during transport. The primary task, however, is to safely transport the children to and from school.

- When a driver is hired, the Transportation Services Department will go over the basic rules and procedures that apply for these routes.
- All Special Education buses are equipped with two-way radios. If a need arises, the driver can immediately get in touch with the department to receive instructions or request aid, as necessary.
**Bus Monitors.** Monitors are assigned to almost all special program routes. They are there to assist drivers with loading and unloading of students and help with discipline and to communicate with the driver when a special situation arises. It will require the cooperation of both driver and monitor to make this an enjoyable and safe ride for the students. Bus Monitors should sit on the back seat or at least should avoid sitting near the front of the bus when students are on board the bus. This does not preclude moving around the bus if a child needs assistance or to check on students. Do not discuss the students while others are on the bus. It may be perceived that some special needs students do not understand what is being said to them, but we have received calls from parents whose children have told them the driver or monitor has made comments about another child.

**Bus Monitor Responsibilities.**

- Monitors will meet buses at Transportation Services for all routes.
- A monitor is assigned to the bus is to take care of specials needs students while they are on the bus; the driver’s mission is to drive the bus.
- The monitor and the driver are a team and must work together on the bus.
- Each time a student is loaded on the bus the monitor will get up from the seat and help the student board. Greet the student and escort him or her to their seat.
- The monitor will make sure that students are properly secured with the appropriate restraint device and that these devices are worn properly. From time to time the monitor may have to assist students with this task.
- Monitors will position themselves on the bus so they can see what is going on with all students (students should be located between the monitor and the driver).
- Occasionally the monitor must move around on the bus to check students, especially the ones who are known to have difficulties such as seizures or breathing problems. **However, when seated, the Monitor will use a seat belt while on the bus.** This measure will help to ease the concerns of students who are required to wear a seat belt. Under no circumstances will the requirement to wear the seat belt when seated interfere with the Monitor’s duties to move around the bus and check students.
- The bus monitor will work with the bus driver and has the authority to control the behavior of the students. The monitor or bus driver will report student misconduct or behavioral problems to the school principal or Transportation Operations.
- The bus monitor and driver have the authority to touch a child for restraint or humanitarian purposes, **not punishment.**
- Do not go into the school when students are being loaded or unloaded; the monitor’s place of duty is on the bus assisting students, not in the school.
- Check the bus after each run to make sure that nothing is left on the bus and that all equipment is stowed properly.
- The monitor will assist the driver in maintaining the interior cleanliness of the bus. In the event a student has an accident, it is a TEAM responsibility to clean up the bus.
- Monitors are **NOT** permitted to use ANY electronic devices (cellphones, games, etc.) while students are on the bus. Phone calls may be permitted in an emergency **ONLY,** and then only when advised by the bus driver. Being alert and focused on the actions and needs of student riders cannot be taken lightly; monitors are not permitted to sleep on the bus at any time. It must be understood that student safety comes first; attention to detail is required and expected.
- Our main goal is to transport students to and from school every day safely.
3.2.1 GUIDELINES FOR SPECIAL EDUCATION DRIVERS

The Special Program drivers must establish a schedule, so the individual students are picked up at the same time each morning. When picking up children at the scheduled time, never early, the bus driver may NOT blow the horn. Honking the horn is not part of the special education loading procedures. If there is no response after arrival or scheduled stop time (whichever is later), the driver/monitor will complete the appropriate annotation using the current Samsara device, thereby notifying Transportation Operations that the student did not ride. Additionally, drivers are not authorized to refuse to transport a student. If problems or questions arise, contact Transportation Operations.

Additional guidelines.

• A student must not be added or deleted from a bus route without authorization from the Transportation Services Department.
• Do not change a child’s address unless advised to do so by the Transportation Services Department.
• When a child is absent three consecutive days from the bus, do not go back until notified by office staff. Be sure to notify the Dispatcher of the student’s status.
• Drivers must document no response at AM and Noon and inability to deliver the student in the PM-Accurate documentation by the driver is imperative!
• Drivers must keep their routes and lists up to date so that a substitute will be able to run the routes properly. Updates are to be submitted daily as necessary. The route should list students in the order in which they are picked up and taken home and approximate stop times.
• Some children cannot be left at home unless there is someone to care for them, as per the emergency data form. If no one is available to receive the student at the bus, keep the student on the bus and notify the Transportation Services Department for instructions.
• Always keep the inside of the bus clean. The exceptional child often has severe allergies, and the dust inside the bus could aggravate this condition.
• Do not let any student off at an address other than his home without a note from the child’s parents and approved by the school or Transportation Operations. Do not allow a child to ride your bus without notification from the Transportation Services Department.
• Drivers are responsible for securing child restraint systems in individual buses. Training is available for the proper securement of these devices and drivers will attend the training when scheduled.
• Monitors are encouraged, when situations present themselves, to maintain order among the students already seated on the bus, or seat students as they load the bus rather than meeting students as they enter the bus. This is an applicable approach in situations when there are several students on the bus who have behavioral concerns. It only takes a moment for behaviors to escalate if the Monitor is not consistently capable of addressing disruptive behavior during loading. Also, note that students who have the most trouble walking are normally escorted to the bus. The driver and monitor must communicate on this.

3.2.2 LIFTING TECHNIQUES

The purpose of proper lifting techniques is to move the student without injury to yourself or the student. Most strains, fatigue, and back injuries caused by lifting are due to using the wrong muscles. Use your strong leg muscles by bending at the knees and hips, not your back muscles. Keep your back straight.

Steps to Lifting a Student Safely:

• Tell the student what you are going to do.
• Estimate the weight of the student. Never lift a person by yourself who weighs more than half of your own weight.
• Ask for help if you have any doubts about your ability to lift a student.
• Pre-plan how you will lift the student and where you will go.
• Stand with both feet firmly planted about shoulder-width apart for good balance.
• Always bend from the knees, not from the back; use your leg muscles rather than your back muscles to do the lifting.
• When lifting and carrying, keep the student as close to your own body as possible.
• Shift the position of your feet to move. Do not twist your body. Take small steps to turn.
Single Person and Two Person Lift
• Keep equal weight on both feet and lower themselves to the student’s level student by bending your knees before lifting.
• Once in position, put one arm around the upper back and the other under both knees.
• Hold the student close to your body, bend at the knees, and lift with your leg muscles.

When lifting a student from a wheelchair.
• To save time and congestion leave the chair where it is secured and carry the student to the exit stop.
• One person stands in front of the student, and the other person stands at the back and to the side of the student.
• The person in back removes the armrest (if easily detachable).
• The person in front folds up the footrest and removes the seat belt and any other positioning device.
• The person in front, bending from the knees, lowers himself or herself to place his / her arms under the student’s knees. Ambiguous
• The person in back places his/her arms under the student’s armpits, reaching forward to grasp both of the student’s wrists firmly. The right hand to the student’s right wrist; left hand to left wrist.
• Lift together on the count of three.
• Walk to the area where the student is to be placed and lower him/her on the count of three.

When lifting a student from a Bus Seat.
• Use the same procedures as above, but first, slide the student to the edge of the bus seat near the aisle before lifting.
• The weight of the student will dictate whether a one or two-person lift is then used.

Jacket or Shirt (Blanket) Drag 25
• Fold a jacket or shirt (blanket) in half, place it on the floor as close to the student as possible.
• Follow the basic rules above and lower the student to the jacket or shirt (blanket).
• Place the student’s head in the direction of the exit.
• Pick up the end of the jacket or shirt (blanket) from the head end and drag the student to the exit.
• Using the jacket or shirt (blanket) like a hammock, remove the student from the bus.
• As soon as the student’s upper body is out of the bus, lower the student to the ground and using the jacket or shirt (blanket), drag the student to safety.

When assisting a student upstairs.
• Do not put yourself in an awkward position – stay balanced.
• Never pull a student up by their arms or legs. Do not assist the student from above.
• Get your body behind and close to the student, for support and balance. Put your arms under his/her armpits and hold the student around the chest.
• Help the student to lift his/her feet up each step if necessary, by using your legs to move the student’s legs and feet.

When lifting a student with poor muscle control
• Curl the student up as much as possible. Keep the student’s arms and legs from flopping loosely. This flopping could throw you off balance and cause a fall.
• Support the student’s head and neck as you would an infant’s.
• Do not pick the student up by an arm or leg.

25 Generally, this procedure takes two people: one inside the bus holding the jacket or shirt (blanket), the other outside the bus pulling it. The physically strongest of the transporter team should be outside the bus.
3.2.3 GUIDELINES FOR LIFT BUS OPERATORS

Greater risk of injury is associated with improper use or malfunctioning of the power lift than with any other adaptive transportation equipment used in transit. The following is a list of procedures to use in operating your equipment safely and efficiently.

- Prior to a new placement on a lift route, the driver must have training from the training staff on wheelchair management and lift operation. See the Safety / Training Specialist for scheduling.
- In addition to all regular bus equipment (lights, fire extinguishers, etc.), you will need to check the following: wheelchair locks, ratchets, seat belts and restraints, lift operation, and emergency brake.
- The power lift, ramp, and loading area must be kept clean and free of obstructions.
- Before operating the lift, make certain the emergency brake is set and working properly, the bus is in neutral gear, and the engine remains running.
- Report immediately any unusual noise, slow movement, or any other malfunction of your lift. Sudden jerky movements, lack of reliable performance of the power lift, constant leakage of the hydraulic fluid system under normal wear and use, slow movement of the lift in cold weather, and general equipment failure are notable problems with power lifts. When reporting equipment problems, the following list may be helpful in describing the problem to the mechanics:
  - Lift not functioning properly
  - Makes unusual noises
  - Spews oil
  - Lights dim during operation
  - Does not stop when the control button is released
  - Will not fold/unfold
  - Will not lift an adequate weight
- After your lift bus has been assigned to you, bring your bus to the shop area and the vehicle maintenance supervisor or trainer will go through the complete operation of the lift with you.
- Manual lift operations will be taught as the need arises.

3.2.4 DRIVER AND MONITOR RESPONSIBILITIES ON LIFT BUSES

- Both the bus operator and monitor are responsible for loading/unloading students in wheelchairs. While one is positioning the wheelchair, the other will close the lift/door and then assist his/her co-worker in securing the wheelchair, assuring that the wheelchair brakes are locked.
- To avoid requiring students/parents to cross the roadway for loading and unloading, always park on the side of the street where the student lives.
- A student in a wheelchair should never be left unattended on the bus or at the school. Transportation personnel will physically maintain control of the wheelchair at all times (both on and off the ramp) until a positive hand-off is made.
- Make sure that the door is latched open, so it does not swing over and catch the ramp or lift.
- Always raise the UP button prior to operating the lift.
- To avoid serious damage to the lift, release the switch as soon as it touches the ground; do not allow it to hit the ground, and raise the bus.
- When lowering the ramp, make sure it is placed fully on the ground surface. The ramp should not be partially on the curb with the back end off of the curb.
- The ramp should touch the ground so that the chair will easily roll on or off the lift.
- When properly loading the wheelchair, carefully pull the wheelchair onto the lift with the student’s back to the bus.
- Prior to activating the lift, be sure there is adequate clearance on all sides of the wheelchair, and both hand brakes on the wheelchair are locked. Secure the student with a KISD belt strap around the chest and chair.
- Be certain to make adjustments for headroom when loading and unloading the passenger on the lift.
- Hold on to the wheelchair while it is on the lift.
- Drivers / Monitors will not ride the lift up or down with students.

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26 Operate the lift only when the engine is running to prevent damage to the lift motor or bus electrical system.
• It is suggested that **bus drivers and monitors wear non-slip soled shoes** to prevent slipping on the metal platform.
• On some of the lift buses, the ramp will not fold unless the lift is in the full up position. Check this before reporting a defective lift to the Shop.

### 3.3. WHEELCHAIRS SAFETY GUIDELINES

KISD does not routinely transport empty wheelchairs but does so only with authorization from Transportation Operations. All wheelchair brakes must hold, be functioning properly, and be in good working condition. Also, tires and wheels must be safe for mobility, i.e., inflated, bearings not in need of lubrication, etc. Wheelchairs and their occupants must be secured in three ways before the vehicle is moved. For convenience, this is referred to as the three Bs:

- **Brackets.** The securing system is only as good as the thoroughness of the driver or monitor who does the securing. Check and recheck your wheelchair securing devices in the brackets before moving your vehicle.
- **Brakes.** The brakes on the wheelchair must be locked. Even when the wheelchair is bracketed to the bus there may still be a slight play in the wheels. The locks on the chair will keep the wheels firmly positioned. (Efficient brakes are needed when the wheelchair is on the lift. Report loose and ineffective brakes to your supervisor.)
- **Belt.** The belt attached to the wheelchair must be buckled. It does no good to secure a wheelchair to the bus if the child is not secured to the wheelchair!

#### 3.3.1 PROCEDURES FOR WHEELCHAIR OPERATIONS

The District requires wheelchairs that will be used by a student during transportation on the bus to meet WC-19 compliance (crash testing). However, it is imperative that every effort is made to ensure that wheelchair students are properly secured for transit. When receiving a wheelchair student on a bus, drivers will follow tie-down procedures as outlined below.

**Electric Wheelchair.** It is imperative that drivers transporting an electric wheelchair, turn off the battery power any time the chair is placed on the ramp. Battery power on electric wheelchairs must be restored (turned on) to prevent interruption of essential life-supporting mechanism for the student during transit.

**Standard Wheelchair.** Before loading the wheelchair on the lift ramp, inspect the wheelchair for deficiencies, and then secure the student in the chair with a KISD safety strap (belt). If a tray is attached to the wheelchair, it should be removed and secured separately during transport.

- Load the student and chair onto the ramp. Lock the wheelchair brakes. Raise the ramp, hold on to the wheelchair, unlock the wheelchair brakes, and move the student and chair into the bus. Be careful not to hit your head or the student’s head on the top of the door. The ramp must always be parallel with the lift plate while loading or unloading the wheelchair student. If any unusual loading/unloading issues are encountered, contact the Special Needs Routing Specialist or the Training & Safety Supervisor. Place the chair in the proper space on the bus and center it in a forward-facing position.
- Special care shall be taken for positioning the securement strap assemblies, so that they do not rest on, bend, or conform around any object, i.e. the wheels, footrests, other straps, etc., other than the actual attachment point to the chair frame. The straps shall have a clear and direct load path from the track or plate anchoring point, to where the strap attaches to the chair frame. Front and rear straps need to have approximately a 45-degree angle from the floor to where they attach to the chair. Attach the front straps first, then the rear straps. Check the tension by pushing down in the center of the strap. It should not go down more than one-fourth of an inch. You may also check by releasing the wheelchair brakes and trying to move the chair. If it does move, crank the tensioner more but do not over-tighten straps. After checking the tension of the tie-downs, re-apply the wheelchair brakes. Only two (not four) ratchet-style tie-down straps may be used on a wheelchair, and they will be placed in the rear positions. The Cam and Over center buckle tie-down straps will be placed in the front positions.

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27 Never activate lift or engage bus gears unless both wheelchair brakes have been set and double-checked
Shoulder and lap belt. Wheelchair students must also be secured with a shoulder/lap belt. To attach the lap belt, place the ends of the lap belt around the occupant. Thread them down and through the opening between the chair side panel and seat, or through the gap between the chair back and seat. For parallel lap belts, install track fitting ends of the belt into floor track or plate slot, next to the rear securement strap. For integrated lap belts, attach snap-hook ends of the lap belt to gold, forged D-ring on rear securement strap assemblies. Adjust firmly and comfortably. Ensure that the buckle is located low at the occupant’s pelvic zone (near the hip) opposite of the side from where the shoulder belt extends. Pull on the lap belt to ensure proper attachment. The lap belt must be worn low and snug across the front of the occupant’s pelvic zone with the junction between the lap belt and shoulder belt located near the wearer’s hip. Never position lap belt over the abdominal area, over chair armrests, or with belt assembly twisted. Never extend the shoulder belt across the occupant’s neck or face.

- When attaching the shoulder belt, bring the triangular fitting of the shoulder belt over the shoulder and across the upper chest of the occupant. Connect triangular fitting to the stud of lap belt latch plate. Pull the loose end of the belt through adjuster to achieve firm, but comfortable tension. Pull on the belt to ensure that all fittings are properly attached.
- Never terminate the operation of alternating red warning lights or move the bus until each chair is completely secure.
- Upon reaching the destination for each wheelchair student, stop the bus:
  - Release all restraints and unlock wheelchair brakes.
  - Roll chair onto the ramp and lock the wheelchair brakes again.
  - Lower the ramp, unlock the wheelchair brakes and wheel the student to the receiver. Again, lock the wheelchair brakes and remove the KISD safety strap (belt).
- All wheelchair buses are to keep one KISD safety strap (belt) on the bus at all times.

Sure-lok wheelchair tie-downs & occupant restraint system.

Installation/Operation Instructions for L-Track Applications of Retraktors.

- Locate the rear retractors - they will have a D-ring for attachment of the occupant restraint. Install the rear retractors into the track, 12” to 18” apart, to fit between the rear wheels of the wheelchair.
- Front retractors straps have the crank handles for tensioning the straps. Locate and install the front retractors into the track 3” to 8” outside of the front wheels. Position retractors for best access to the tensioning cranks. Some buses are equipped with a Four Retractor System with right-hand and left-hand cranks. When using a four-crank retractor system, it does not matter if you secure the back or the front first. When securing the front, the left-hand crank retractor assembly is placed on the right side of the chair and the right-hand retractor assembly is placed on the left side of the chair. When this system is used correctly, all cranks will face away (out) from the wheelchair.

Series L Fitting.

- To install the track fitting, align the fittings' tabs into the desired track holes. Fittings should be aligned parallel, if possible. An offset cannot exceed four (4”) inches. Push down and slide the fitting in either direction until the spring-loaded plunger is seated down into the track hole.
- Pull on the fitting to ensure that the plunger is properly seated and the fitting is locked into the track. The keeper shall face away from the wheelchair.
- To remove the fitting, simply lift the lock plunger and slide the fitting in either direction while pulling it out of the track.

Operation.

- Center the wheelchair in a forward-facing position between the front and rear retractors. Set the brakes on the wheelchair. Push the rear retractor release lever and pull out the webbing. Release the lever and loop the connector plate end of the strap around a structural member of the wheelchair (close to the rear corner of the seat cushion). Insert the connector plate into the buckle (pull on the strap to ensure the connector has fully engaged in the buckle). Push the release lever until the loose webbing is fully retracted. Repeat procedure with the other rear retractor.

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28 First secure the rear retractors and then the front retractors (with cranks). Secondly, secure the shoulder/lap belt.
• Push the front retractor release lever and pull out the webbing. Release the lever and loop the connector plate end of the strap around a structural member of the wheelchair. Insert the connector plate in the buckle (pull on the strap to ensure the connector has fully engaged into the buckle). Push the release lever until the loose webbing is retrieved into the retractor. Repeat procedure with the front retractor.

• Tension the front retractors by turning the tensioning handles until the straps are tight. Release the wheelchair brakes momentarily and see if the chair moves forward. Turn the tensioning handles more if there is any forward movement. Reset the wheelchair brakes.

**Release.** Disconnect the connector plate from the buckle by pushing in the buckle button. Push the reactor release lever until the loose webbing is retrieved into the retractor.

**Installation and Operation of Lap Belts.** Sure-Lok Occupant Restraint Lap Belts are designed to bear upon the bony structure of the body and shall be worn low and snug across the front of the pelvis, with the junction between the lap and shoulder belts located near the wearer’s hip. The lap belt shall not be worn across the abdominal area, over the mobility aid armrests, or with the belt assembly twisted. Adjust occupant restraints as firmly as possible consistent with user comfort. When connecting the shoulder belt portion to the lap belt portion, always ensure that the push-button buckle and the latch plate are located at the occupant’s pelvic zone opposite of the vehicle sidewall where the shoulder belt anchorage is installed. Never place the lap belt portion over the wheelchair armrests and side panels, or above the occupant’s abdominal area. All Sure-Lok occupant restraint lap belts can be properly installed by simply ensuring that the shortest buckle section of the lap belt is attached on the aisle side, opposite of the vehicle sidewall where the shoulder belt is attached. Thread the snap hook ends of the lap belt down and through the gap between the mobility aid side panel and seat. Connect the lap belt snap hooks to the forged D-Rings on the mobility aid rear securement strap assemblies. Adjust comfortably and pull on the lap belt to ensure proper attachment.

**Operation of Shoulder Belts.**

• Install the shoulder belt track fitting into the track section mounted on the vehicle sidewall a minimum of 1” from track end. Keepers shall face rearward.\(^{29}\)

• Bring the triangular fitting of the shoulder belt, across the chest of the occupant and connect it to the pin of the lap belt latch plate.

• Pull on the loose belt tab of the shoulder belt, through the adjuster, to achieve a comfortable tension. Ensure that all the fittings are properly attached and secure.

• To release, depress the lap belt buckle push button.

**Storage.** For storage, all four retractors should be secured on the outboard track (next to the window side of the bus). When the retractors are not in use, remove the in-board (isle side) retractors (front and rear) and secure them on the track fitting of the outboard track.

**Cautions.** Always ensure that the shoulder belt is properly extended over the shoulder and across the upper chest area or torso of the occupant when connecting it to the lap belt. **Never** extend the shoulder belt across the neck of the occupant.

• Adjust occupant restraints as firmly as possible consistent with user comfort. Do not twist webbing.

• Restraints should not be held away from the student’s body by wheelchair components.

• Protect webbing from sharp edges and corners.

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\(^{29}\) Refer to Series L Fitting paragraph above for operation of track fittings.
**Route Planning.** The Routing Specialist is responsible for planning and scheduling all routes. The route driver is not to deviate from a pre-approved schedule until the Routing Specialist has made appropriate changes to the master route on file and parents have been notified of any time change. New students will be routed and the driver notified of the pick-up place, time, and start date. It is the Routing Specialist’s responsibility to add a new student to the master route on file. Personal contact by the driver to the parent is encouraged to verify pick up times and places. This is especially helpful for drivers servicing apartment complexes. Drivers will be provided the most current parent phone number prior to the start of school. Drivers are encouraged to verify phone numbers as needed with parents. Communication is the key.

**Seat Belts, Car Seats, Safety Vests.** All students are required to wear seat belts. For some of the more active students, a safety vest may be necessary. The devices may not be used unless annotated in the student’s IEP. A list of approved students will be provided. If the ARD for a student specifies a car seat for transport, the seat will be provided by the district. Students requiring any of these devices will be so annotated on the route sheet by the Transportation Routing Staff. **Installation of these devices is the responsibility of the bus driver and monitor.** These devices will be installed, moved, and / or removed by a trained employee only.

**Special Needs.** Some students have specific health problems or needs. Check with your Route Specialist to determine if any of your students fall in this category and receive any special instructions. Remember that this information is confidential and must not be discussed with anyone other than appropriate personnel.

**Personal Communications.** Drivers will not open or read personal communications from teacher to parent including student notebooks or letters.

### 3.5 POLICIES GOVERNING SPECIAL EDUCATION STUDENTS

The driver/monitor will assign students’ seats. Once students have boarded the bus and are seated, they will not change seats unless the driver or monitor instructs them to do so. It is also important that drivers and monitors ensure that students always keep their arms and heads inside the bus and refrain from horse playing, scuffling, or fighting while on the bus. Violations of these policies are safety hazards that drivers and monitors must report.

In addition to the safety violations, prohibited student actions or behaviors listed in the KISD Student Rider’s Handbook must be reported by drivers and monitors on a Student Referral Form.

**Special Considerations**
- Students will not be placed on the bus wearing wet or soiled underclothes, to include pullups and diapers. Drivers/Monitors will not accept students who already have soiled clothing due to bowel or bladder accidents. Students who have bowel/bladder accidents while on the bus will be seated on a disposable pad while riding. After unloading the student at the stop, the Driver/Monitor will clean and disinfect affected surfaces on the bus.
- The absence of footwear does not negate our ability to provide bus service to a student.

### 3.6 DISCIPLINARY ALTERNATIVES FOR VIOLATION OF BUS RULES

Bus drivers will report all violations to the School Administrator who will determine the appropriate action based upon the student’s Individualized Education Program. If no Individualized Education Program has been developed, this student can be expected to comply, without modification, with the rules and policies governing student behavior established by KISD School Board Policy and transportation policies and procedures. This may include written notice of misconduct and/or suspension of school bus privileges.  

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30 The school principal may use alternate discipline measures as deemed appropriate for the student conduct violations listed. Removal of bus privileges for Special Education students for a cumulative total of more than 10 days within a school year requires ARD committee approval.
3.7 SPECIAL EDUCATION EVACUATION PROCEDURES

Special program buses, even though special, still have breakdowns and some are involved in collisions; emergency evacuation procedures, therefore, become an important topic. It is usually better to leave passengers on the bus during emergencies if there is no apparent danger. As a precaution, however, you might choose to evacuate in any emergency if you can do so without risk to your passengers. Basic regular transportation evacuation procedures should be studied thoroughly and adapted for special education buses and students. Drivers will have a written (and reviewed) emergency evacuation plan on file with the Special Ed Section.

3.7.1 EMERGENCY EVACUATION OF SCHOOL BUSES

Students with Special Needs. When planning your evacuations drill, keep in mind the physical and mental capabilities as well as the special needs of each of your students. It is important that the bus monitor and substitute driver be thoroughly acquainted with these evacuation procedures. NOTE: Do not actually cut the seat belts during drills, only cut them during actual emergency evacuations.

Use of Assistants. When physical and mental capabilities permit, designate student assistants for exit doors and as leaders. If you have a monitor, he or she shall assist the driver inside the bus by helping to release seat belts, harnesses, and cutting wheelchair restraints. The monitor will then move to the outside of the bus and receive students handed to him or her through the doorway by the driver, and lead, drag, or carry them to the designated safe area.

Equipment. Belt cutters should be used to quickly cut any restraints securing a child in a seat or wheelchair. Jackets or shirts (blankets) may be used to mark the safe area away from the bus where students are to gather and supply a place for them to sit or lie down. Jackets or shirts (blankets) can also be used to drag heavy or non-ambulatory students to the emergency exits, lower them to the ground, and drag them to safety. During an emergency, you may only have a few very short minutes to safely remove your passengers. Therefore, student equipment such as wheelchairs, walkers, canes, etc. should be left on the bus. Do not waste valuable time trying to release and evacuate a child in a wheelchair unless you have no other options.

Procedure.

- Radio the office, stating the emergency and giving the location.
- Bus must be stopped, parking brakes set, and the engine turned off. Remove the key.
- The driver should stand, face the passengers, and get their attention.
- The driver gives the evacuation command and indicates which door or doors are to be used. If the driver is incapacitated, the monitor or designated assistant will give the command. Passengers should be reminded to leave all books, lunches, coats, and equipment, etc. on the bus.
- If student aides are to be used, they should exit the bus and take their positions. The bus monitor shall help the driver or cut all restraints and then should take her place outside the bus when his or her assistance is no longer needed inside the bus.
- If student aides are used, ambulatory students, as they are released, should walk to the exit, sit down on the edge of the doorway (if the exit is a rear or side door) and slide off to the ground. Students should not jump. If student aides are not used, ambulatory students should wait to exit the bus until the monitor has taken his/her position outside the bus. Students leaving the bus should follow the leader or monitor to the safe location and sit or lie down.
- Students unable to walk should be lifted, carried, or dragged to the exit and relayed to the monitor, who then transports each student to safety (See lifting techniques).
- The evacuation continues until the last passenger has departed the bus. The driver then checks between and under all seats to ascertain that all passengers have evacuated.
- The fire extinguisher, first aid kit, and emergency reflectors should then be transported from the bus.
- Driver should check to see that all passengers are in a safe area and order is being maintained.
- The driver will then place reflectors in accordance with state statutes.
Regulations and Requirements of The Texas Department of Public Safety

Texas School Bus Drivers’ Handbook - Regulations and Requirements

Driving a KISD School Bus

- Right of Way
- Backing Regulations
- Parking Regulations
- Passing Regulations
- General Procedures for Turning
- Driving on Freeway/Emergency Vehicles
- Use of Alternating Flasher Lights (Loading Lights)
- Railroad Crossings
- Route Bus Convoy Procedures
- Fire Extinguisher
- Bus Safety
- Fire Lanes
- Placement of Emergency Reflectors
- Bus Modifications

SECTION 4
TEXAS DEPARTMENT OF PUBLIC SAFETY
REGULATIONS AND REQUIREMENTS

4.1 REGULATIONS AND REQUIREMENTS

- The driver must position himself/herself for comfort, ensuring that they remain within reach of all driver compartment controls.
- The driver and monitor must become familiar with the entire instrument panel and know where each gauge dial and switch is located.
- The driver must adjust all mirrors for the most advantageous use.
- The driver must use the seat belt.
- The entrance door must be closed while the bus is in motion.
- All drivers are required to signal each time before a turn is made from a direct course of the roadway, where lanes are changed, or where a turn is made to the left or right. Turn signals should be given continuously for at least 100 feet before turning. A minimum of 300 feet is recommended.
- It is unlawful to operate alternating red flasher lights on any bus except when the bus is stopped on a roadway for school children to load and unload.
- Headlights must always be on, even in daylight. To ensure that taillights are also on, the headlight switch must be fully extended on all buses (even those equipped with daytime driving headlights). Clearance lights must also be on. NOTE: On some buses, a separate switch is used for clearance lights.
- Do not block the aisle or rear door for any reason. It must be clear for an emergency exit if needed.

4.2.1 TEXAS SCHOOL BUS DRIVERS’ HANDBOOK-REGULATIONS AND REQUIREMENTS

- The brakes, lights, horn, rear-vision mirror, and other safety devices must be in good working order and checked by the driver before placing the vehicle in service.
- Any time a driver leaves his/her seat or leaves the bus, they must take the keys with them. Keys are never to be left in the ignition while the driver is out of the driver’s seat.
- The driver must not place the bus in motion until all students are seated.
- Drivers will not back up unless entering/exiting parking stall in the bus park OR with the assistance of a ground guide as visibility through the back of the bus is limited.
- The maximum lawful speed limit for buses with a valid CMV inspection and when traveling on a federal or state-numbered highway outside an urban district, the maximum speed limit for a school bus is 60 MPH.\textsuperscript{31}
- Unless unavoidable, never drive in the center lane of the freeway.
- The driver must obey a 20 MPH speed limit (or lower if posted) in all school zones while school is being held, regardless of whether the flashing lights are on.
- There is to be no smoking, eating, or drinking on the bus.
- Report all collisions immediately to Operations (Dispatcher) regardless of how minor.

4.3 DRIVING A KISD BUS

Remember that a bus is not an automobile and cannot keep up with the flow of traffic. \textbf{Don't try!} It will take longer to stop a bus than an automobile; when carrying passengers, it takes even longer. The driver should leave ample room to stop. Streets and highways were built to accommodate cars, and the bus is often in a traffic lane that is very narrow. Be sure to allow for enough clearance, not only on the street but also in a parking lot or any other situations that would involve close quarters.

\textsuperscript{31} KISD Activity Trip Fleet buses have the CMV inspection.
4.3.1 RIGHT OF WAY

Do not debate the right-of-way. It is far better to let the other person go first (even if the person is at fault) than to risk a collision. State laws, which address right-of-way where signs or signal devices do not control the intersections.

Roadways without Signal Lights. State laws, which address the right-of-way at an intersection with a stop or yield sign, direct the driver to obey such signs and enter the intersection if the movement can be made without interference or collision with traffic using the intersection. A driver who is required to yield the right-of-way may enter the intersection only if the movement can be made without interference or collision with traffic using the intersection.

- Single-lane or two-lane roadways must yield the right-of-way to vehicles on divided roadways or roadways of three or more lanes.
- A driver on unpaved roadways must yield the right-of-way to vehicles on paved roadways.
- A driver on roadways consisting of the same number of lanes and similar surfacing must the yield right-of-way to vehicles approaching from the right, which are close enough to constitute a hazard.

Roadways with Signal Lights. State laws for right-of-way where the signal light is at the intersection call for the driver to do the following:

- When stop-and-go lights are operating, a driver entering the intersection on a green light has the right-of-way.
- When stop-and-go lights are operating, a driver approaching the intersection on a red light alone must stop. When a green arrow shows, the driver may drive in the direction the arrow points and shall yield the right-of-way to pedestrians lawfully using the intersection.
- When a flashing red light is operating, a driver approaching the red light must stop before entering the intersection. The procedure and right-of-way after the stop are the same as at a stop sign.
- A flashing yellow light is a caution signal to drivers of a traffic hazard and requires a speed slow enough to stop to avoid a collision.
- A right-turn-on-red is defined as turning right when the red signal is on, after stopping behind the intersection guides, unless turning is specifically prohibited. KISD does allow buses to execute turns at red lights unless prohibited by law. Drivers should stop behind the intersection guides long enough (for at least 5 seconds) to clearly show no forward motion beyond the stop point. No right turn on red if such a sign is posted.
- When approaching a steady red light, stop before entering the crosswalk or intersection and then turn right if the right-of-way is clear unless the turn is prohibited by law, i.e., a “No Right Turn on Red” sign is posted.
- State laws concerning the right-of-way for entering a roadway require the driver to yield to all traffic. Vehicles making left turns must the yield right-of-way to all approaching vehicles, which constitute an immediate hazard.
- A driver will yield right of way to Emergency Vehicles on the immediate approach of an authorized emergency vehicle using audible and visual signals. The driver shall: First yield the right of way, then immediately drive to a position parallel to and as close as possible to the right-hand edge or curb of the roadway clear of any intersection, and (3) stop and remain standing until the authorized emergency vehicle has passed.  
- Green Lights. Remember, a green light means to proceed with caution!!

Cross Property. Texas Transportation Code makes it illegal to “cross property.” It is illegal to drive across any median, including the median between the freeway and the frontage road, even when there is a traffic jam on the freeway. The proper method of getting onto the frontage road is to move to the next exit to do so. It is also illegal to cross private property for the purpose of turning left or right from one road to another. In other words, it’s illegal to cut-through that gas station on the corner so you don’t have to stop at the stop sign or red light or to avoid the line of cars waiting at the intersection. Also, do not cut across property or parking lots to avoid a traffic signal device.

Funeral Processions. Pull over and stop for funeral processions! Many states have laws that require drivers to yield to a funeral procession. Texas has no such law; however, funeral processions are escorted by peace officers. Out of respect all KISD school buses will pull over and stop for a funeral procession as a matter of common courtesy.

32 TC §545.156 Vehicle Approached by Authorized Emergency Vehicle.
33 TC §545.423 specifies: (a) An operator may not cross a sidewalk or drive through a driveway, parking lot, or business or residential entrance without stopping the vehicle. (b) An operator may not cross or drive in or on a sidewalk, driveway, parking lot, or business or residential entrance at an intersection to turn right or left from one highway to another highway.
4.3.2 BACKING POLICY

**Bus Park - Backing Up Right-of-Way (ROW).** Backing out of parking spaces in the Bus Park is permissible. Buses that are backing in the Bus Park have the right-of-way; so always yield to a backing bus. Approaching buses (convoy or not) have better visibility of the situation and can manage a stop better than a bus that is backing. If driving along a row and a bus in front of you begins to back out from the stall, stop and yield to it.

**On Roadways.** Continued emphasis has been placed on the dangers of backing a bus due to its size and blind sides. Backing a KISD school bus is not normal action. Therefore, it is preferred that drivers not back a bus unless doing so is unavoidable. Drivers should scan the traffic environment ahead to avoid backing. Whenever possible, the school bus should be positioned to eliminate the need for backing.

However, if backing is unavoidable, permission may be obtained from the Dispatcher for backing on a case-by-case basis. Get permission before backing when the action is not part of a routine route requirement. Drivers will not back a bus unless such movement can be made with safety and without interfering with other traffic. **When in doubt, call and ask.** If authorized to back up, do the following:

- Get out and walk around the bus to make certain there is nothing behind; then back immediately and watch carefully.
- Use all mirrors, especially your overhead rear-view mirror.
- Tap the horn several times while continuing in a rearward motion.
- If it is necessary to back some distance, stop partway, then get out and check progress.
- If possible, have another adult stand in a safe place and guide the driver by signaling.
- Never back around the corner of an intersection to turn around.
- When backing over a sidewalk into a street, stop at the sidewalk, and check for clearance. Stop again at the curb to make one last check on traffic before backing into the street.
- Do not depend entirely upon rear vision mirrors.
- If backing is a must at a student pick-up point, **load students before backing** and watch closely for late-comers, other people, pets, and objects always during backing.
- If backing is a must at a student drop-off point, **back before unloading students** and always watch closely for other people and objects during backing.

4.3.3 PARKING REGULATIONS

It is illegal to park, stop, or leave any vehicle:

- Standing upon the main traveled part of the highway.
- On the roadway side of any vehicle that is stopped or parked at the curb or edge of the street.
- On a sidewalk.
- In an intersection.
- On a crosswalk.
- Alongside or opposite any street excavation or obstruction.
- Upon any bridge or elevated structure.
- Within a tunnel.
- On any railroad track.
- In front of a public or private driveway.
- Within fifteen (15) feet of any fire hydrant.
- Within twenty (25) feet of a crosswalk.
- Within twenty (20) feet of the entrance to any fire station.
- Within fifty feet of a railroad crossing.
- Or at any place where official signs prohibit parking.

If you have a break down or have a collision, be sure to place your three reflectors in the proper place and notify the Dispatcher immediately.

4.3.4 PASSING REGULATIONS
KISD buses will not exceed the **posted speed limit or 60 MPH**, whichever is lower. However, KISD buses **without** the CMV inspection will not exceed the **posted speed limit or 50 MPH**, whichever is lower.

**Two lane road.** On a two-lane, two-way road, the driver may overtake and pass only on the left side, except when the vehicle being overtaken is making a left turn, or when the roadway is wide enough for two unobstructed lines of traffic in each direction. The driver must clear the vehicle being overtaken by a safe distance and must return to the right-hand side of the roadway within 200 feet of any approaching vehicle.

**Three lane road.** On a three-lane, two-way road, the driver may overtake and pass in a center lane, but only when the lane is clear of oncoming traffic for a safe distance. (Roadway marked for passing).

**Four or more lanes.** On a roadway with four or more lanes and two-way traffic, the driver may overtake and pass in any lane on the right half of the roadway if it can be done safely. The driver must not leave the pavement in order to do so.

### 4.3.5 GENERAL PROCEDURES FOR TURNING

Before turning, the driver should check traffic to the front, side, and rear of the bus and give the signal to move the vehicle into the proper lane for turning. When this has been done, the driver should reduce speed and downshift to the proper gear needed to execute the turn. After checking for clear right-of-way, execute the turn without straining the engine. Gears should not be shifted during a turn. The driver should use both hands on the wheel when executing a turn; push/pull or hand-over-hand technique is best. After the turn, the driver should check for cancellation of the turn signal and steer the wheels back into position.

**Turning.** How is making a turn in a school bus different from making a turn in a passenger car? You must allow enough room for both the front and the back wheels to complete turn. Making a turn in a passenger car without hitting anything is simple. In fact, most of us can get in a variety of vehicles (sedans, station wagons, pickup trucks) and make turns without too much trouble. It is not as easy to make a turn in a school bus. Different buses turn very differently such as a 64-passenger conventional bus, a 78-passenger transit-style bus. Therefore, drivers must practice and become familiar with each type of bus in the KISD inventory. Drivers must remember that regardless of what bus they are in, the most critical part of a turn is the set up.

**A perfect right turns.** When attempting to make a right turn in a bus, the first question to ask yourself before making a turn is, “Can I safely make this turn?” If you don’t think you can make it, don’t try. If you get into the turn and decide you can’t make it, stop.

Assume you decide you can make it. The following questions should be addressed as the right turn is being set up:

- Where are my rear wheels?
- What lane am I going into?
- What kind of street am I turning into?
- How much traffic is there on both streets?
- How much left tail swing will I have?
- What is my visibility to make this turn?
- Should I stop before the turn and, if so, where?
- Where should my handle be on the steering wheel while turning?
- How far do I have to angle out when leaving the curb?
- Where should I begin the turn?
- How fast should I be going when making the turn?
- How will I straighten out after the turn?
The correct way to make a right turn.

- Move into the far right-hand lane (Even if there are two turning lanes use the curb lane. This will prevent another vehicle from squeezing in on your right while completing the right turn.)
- Turn on your turn signal.
- Check all mirrors for traffic surrounding the bus.
- Slow to 10 MPH or less.
- Put your hands in the correct turning position.
- Check that you are approximately 4 feet from the curb or parked cars but remain in your lane and do not veer over into the adjacent lane prior to turning.
- Keep your wheels straight.
- Check all mirrors for pedestrians and other vehicles before starting your turn.
- When you can see straight down the curb line of the lane you are turning into, turn your steering wheel into the full-lock position.
- As you begin to turn, check your left side mirror for tail swing.
- Check tail swing again in the middle of the turn.
- Make adjustments (e.g., straighten the wheel, slow down).
- Check right side mirrors and complete your turn keeping the full-lock position.
- Straighten the front wheels.
- Check all mirrors after you complete your turn.

A perfect left turn. When correctly executing a left turn the driver will ensure that the bus stays as nearly as possible in its own lane of traffic. When preparing to make a well executed left turn a driver must keep the following questions in mind:

- Where am I going?
- Where is my bus in relation to the median and to traffic?
- Am I parallel to the median?
- What lane am I turning into?
- Where should I stop before the turn?
- Where should I begin the turn in relation to oncoming traffic?
- What should the speed of the bus be when making the turn?
- How should I straighten out after the turn?

The correct way to make a left turn 34

- Turn on your signal.
- Move to the far-left lane; if there are two turning lanes, use the right lane of the two.
- Check all mirrors for traffic surrounding the bus.
- Slow to 10 MPH or less.
- Put your hands in the correct turning position.
- Keep your wheels straight.
- Bring the front of the bus to the center of the intersection before you start the turn. Don’t move into the intersection until traffic in front of you has completed the turn.
- Check all mirrors for pedestrians and other vehicles before starting your turn.
- Watch for problem objects.
- As you begin to turn, check your right-side mirror for tail swing.
- Check tail swing again in the middle of the turn.
- Make adjustments (e.g., straighten the wheel, slow down). Stop if you are about to encounter a problem object.
- Complete your turn and check mirrors again.

4.3.6 DRIVING ON THE FREEWAY / EMERGENCY VEHICLES

34 Texas Transportation Code, § 545.101. Turning at Intersection - (c): On a street or roadway designated for two-way traffic, the operator turning left shall, to the extent practicable, turn in the portion of the intersection to the left of the center of the intersection (turn left into the closet lane).
**Freeway Driving.** Freeway driving is different from the stop and start routines the driver finds on the open roadway or on city streets. Bus drivers should yield the right-of-way to traffic, which is already on the freeway. When a space is clear, the driver should signal to enter, use the acceleration lane to adjust speed, and merge slowly into the flow of traffic.

**Emergency Vehicles.**\(^{35}\) On approaching a stationary, authorized emergency vehicle using visual signals that meet the requirements of Transportation Code Sections 547.305 and 547.702, an operator, unless otherwise directed by a police officer, **vacate** the lane closest to the emergency vehicle when driving on a highway with two or more lanes traveling in the direction of the emergency vehicle; or **slow** to a speed not to exceed: 20 miles per hour less than the posted speed limit when the posted speed limit is 25 miles per hour or more or five miles per hour when the posted speed limit is less than 25 miles per hour.

**4.3.7 USE OF ALTERNATINGFLASHER LIGHTS (LOADING LIGHTS)**

The bus should be equipped with both red and amber alternating flasher lights. Amber flasher lights are to be used to advise motorists of impending stops. They should be activated 500 feet prior to a designated stop. Red flasher lights should be activated when the bus is stopped while loading or unloading students except when on school property.

**4.3.8 RAILROAD CROSSING**

Whether loaded or unloaded, the school bus driver must stop at all railroad crossings and proceed with caution. Stay to the curb when stopping. Hazard lights (not red or amber loading flashers) should be used when stopping at railroad crossings. Hazard lights should be activated at least 100 feet before tracks and should be left on until the bus clears the tracks. Drivers must stop the bus within 50 feet but not less than 15 feet from the nearest rail of any railroad track to be crossed. Many railroad crossings within KISD are marked with white restraining lines painted on the roadway and/or are equipped with electric warning signals and/or gates. Drivers should stop at the white restraining line and/or in such a position as to be able to see the warning signal and to allow clearance for the gate to descend in front of the bus. After stopping, the driver shall obey every signal that indicates the approach of a train and shall not cross the tracks when a train is approaching within a distance of 1,500 feet or less and such train, by reason of its speed or nearness to the crossing, is an immediate hazard. Drivers must cross the railroad tracks in the same gear and must never change gears until the full length of the bus has cleared the tracks. Drivers who fail to come to a complete stop before crossing a railroad track shall be subject to recommendation for termination.

**Highway-Rail Grade Crossing Safety**

- Slow down and test your brakes.
- Stay on the right of the roadway.
- Stop no closer than 15 feet from the tracks and no farther than 50 feet from the tracks. The train is wider than the tracks.
- Keep your foot on the brake so that you can’t move or be shoved into the path of a train.
- Open the driver’s window and the service door if necessary.\(^{36}\)
- Turn the volume down on the Transportation radio. Turn off all other radios and noisy equipment.
- Signal for the students to be quiet.
- Look and listen for a train.
- If a train arrives, keep your foot on the service brake and set the parking brake. This way, you won’t move or be shoved into the path of a train. After the train has passed over the crossing, wait until you are able to see in all directions that no other trains are approaching.
- Start crossing when you are sure that you don’t see or hear a train or a warning whistle. **Before moving**, close the service door and driver’s window.
- Don’t stop on the tracks or within 15 feet of the tracks or try to back up.
- Don’t change gears on the tracks. Cross in a low gear that will not require you to change gears until you completely clear the hazard zone.

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\(^{35}\) Passing Authorized Emergency Vehicles (TC § 545-157)

\(^{36}\) Make sure the loading lights do not activate because the master switch is on.
• If the gate comes down after you have started to cross, drive through it even if it means you will break the gate.
• Don’t pass on the tracks.
• If your bus stalls or is trapped on the tracks, get everyone out of the bus immediately, using emergency evacuation procedures. Move everyone far from the bus at an angle, which is both away from the tracks and toward the train.
• After safely clearing the tracks, return all equipment to normal operating conditions. (Loading light, master switch, radio volume, etc.)

Caution: Don’t cross the tracks unless you are sure you have enough room to clear them. The hazard zone at a crossing with only one track is at least 35 feet wide. This allows a 15-foot clearance on each side of the rails. It would take the end of a 40-foot long school bus about 5 seconds to travel 75 feet and clear the hazard zone. That assumes an average speed of 10 MPH after starting from a full stop 15 feet from the nearest rail. If there are gates, it will take longer to safely clear the hazard zone. Be aware of the number of tracks you will be crossing and make sure no trains are approaching from either direction on other tracks.

Railroad Gates: Never attempt to go around the gates. It is unsafe and illegal to cross. If the gates begin to come down as you begin to cross, keep going even if it means you will break the gate. When the red lights are flashing, a train is present. Even if the red lights continue to flash and no train appears, do not cross! Call the Dispatcher. There may be an 800-number posted at the crossing to call for help; the Dispatcher may ask you to get the information. If there is a flagman or police officer directing traffic, obey that person. You can cross the tracks if that person says that it is okay. When the gates are down and/or the red lights are flashing, it means a train is present and the road is closed.

RECOMMENDED PROCEDURES FOR SCHOOL BUS DRIVERS AT RAILROAD GRADE CROSSINGS

Each year, approximately 4,000 train/vehicle collisions occur at railroad crossings. These 4,000 collisions result in about 500 fatalities and 1,500 injuries. Unfortunately, some of the crashes involve school buses that result in injuries and fatalities to students. The following procedures are recommended to school bus drivers as accident avoidance measures. It is important to note that these recommendations must be considered within the context of individual state laws and regulations.

• When making stops for railroad crossings, carefully observe all traffic. Use the school bus’s hazard warning lamps and tap the brakes to communicate to traffic that the bus is about to stop. Take these actions far enough in advance to avoid startling motorists behind the bus, which could cause panic stops or rear-end collisions.
• Bring the bus to a full and complete stop before crossing any track, whether the bus is carrying passengers. Stop the bus not less than 15 feet or more than 50 feet from the rails nearest the front of the bus.
• On multiple-lane roads, stop only in the right lane unless it is necessary to make a left turn immediately after crossing the railroad tracks.
• After stopping the bus, fully open the entrance (service) door, if necessary, and the driver’s side window, turn off all noisy equipment (radios, fans, etc.), instruct students to be quiet, and look and listen in both directions along the track or tracks for approaching trains. In instances where the school bus loading/unloading red warning lamps are activated by opening the entrance (service) door, deactivate such lamps by using the master control switch.
• If the view of the railroad track or tracks is not adequate, do not attempt to cross the tracks until you can see that no train is approaching.
• If a train passes from one direction, make sure that another train, possibly hidden by the first train, is not approaching on an adjacent track.
• For railroad crossings equipped with warning devices such as lights, bells, and/or gates, always obey the signals. Never ignore railroad crossing signals. If a police officer or flagman is present at the crossing, obey their directions, but be sure to make your own visual check.
• Before crossing the tracks, ensure there is adequate room on the other side of the tracks and train right-of-way for the entire bus. It is always possible that the bus may have to stop immediately after crossing the railroad tracks.
• When the tracks are clear, completely close the bus entrance door and place the transmission in a gear that will not require changing gears while crossing the tracks. In instances where the loading/unloading red school bus alternately flashing signal lamps are activated by opening the entrance door and such lamps were deactivated by using the master control switch, reactivate the school bus loading/unloading lamps. Leave all noisy equipment turned off and continue looking in all directions as the bus crosses the tracks. After safely crossing the tracks, turn off the hazard warning lamps.

• If the bus stalls while crossing the tracks, evacuate the students and move them a safe distance away from the bus, as quickly as possible. If a train is approaching, have everyone walk in the direction of the train at a 45-degree angle away from the train tracks. If a radio or telephone is available, notify the school dispatcher of the situation.

• Weather conditions, such as fog, snow, rain, and wind, can affect the driver’s ability to see and hear an approaching train and to determine the safety of crossing railroad tracks. Additional caution must be exercised during such conditions.

• Report malfunctioning railroad signals or hazardous railroad crossing conditions to the appropriate school transportation personnel.

| ALWAYS EXPECT A TRAIN! |

### 4.3.9  ROUTE BUS CONVOY PROCEDURES

For group safety and timely travel, some route buses must move as a convoy to the first campus for the PM run. The Routing Foreman will designate convoy organization for any group consisting of three or more buses for a single campus. These guidelines have been developed to aid the efficiency and safety of our convoys. To get the most enjoyment out of trips, as well as to ensure their smooth completion, please volunteer and work together as a team to make sure that these factors are taken into consideration when a trip is planned.

A Convoy Leader will be appointed by the Routing Foreman and identified to all members of the convoy. The Convoy Leader oversees the convoy; all other drivers will follow the instructions of the Convoy Leader during the convoy. Failure to comply with the Convoy Leader’s instructions may result in disciplinary action. The convoy will follow the route identified by the Convoy Leader and approved by the Routing Foreman. Vehicles in convoy will remain together unless directed otherwise by the Convoy Leader. This is not an authority to disregard traffic laws. Buses delayed by traffic or traffic control devices will not speed to catch up. The following is provided to make the convoy as safe as possible.

**Convoy leader instructions.** Prior to departure the designated convoy leader (pacesetter) should meet or communicate with the other drivers, as necessary. At this time, the convoy speed will be confirmed based upon road and traffic conditions and, as a rule, will be the maximum safe cruising speed of the slowest vehicle in the convoy. Each bus is assigned a position within the convoy and all drivers must be clear as to their position. All buses assigned to depart the Bus Park by convoy must line up in accordance with the guidelines provided by the Routing Foreman and will be under the control of the Convoy Leader. It is extremely important to remain in the assigned position, since passing, breaking in line, etc., adds confusion and decreases safety. Once the convoy is underway, the leader should watch the other vehicles to determine that all are moving together, as well as watch ahead for changing road and traffic conditions. Anticipate traffic lights so that a changing light does not split the convoy. If the convoy is split or if some of the vehicles seem to be having trouble, alter the pace so all vehicles can catch up. Passing other vehicles should be avoided as often as possible, however, if the need arises to pass another motorist, make safety the primary concern.

**Convoy procedures.** Convoy procedures are in effect during the entire convoy; from the departure point to the destination campus. All buses assigned to depart the Bus Park by convoy must line up in accordance with the guidelines provided by the Routing Foreman and will be under the control of the Convoy Leader.

- Drivers will stay in assigned positions during convoy movements and will not pull out, pass, or use a different route. All buses will remain in a single file throughout the trip to the designated PM school.

- All vehicles in the convoy will always travel with the headlights on. This assists the convoy leader in keeping all vehicles in sight. If possible, both the first and last vehicles only should have the “4-way hazard” warning.
lights operating. These lights are a great aid in keeping the convoy together as well as warning other motorists of the slow moving convoy. Cancel the 4-way hazard warning lights when the convoy ends.

- All left turns must be completed from the outside turn lane (if two lanes) and all right turns must be completed from the curb lane—No Exceptions.
- Drive continuously in the right (curb) lane, until you reach a point that is approximately 3/4th of a mile away from your highway exiting point. 37
- Maintain a safe distance between vehicles (remember the stopping distance of these vehicles is considerably greater than that of a modern passenger car). In addition to the increased risk of a rear-end collision, it is easy to lose sight of vehicles if they follow too closely. Also, allow extra space if it is raining or the road is wet.
- When changing lanes, the convoy leader will initiate the maneuver by activating the left turn signal first. Each bus in, sequence, will activate the left turn signal. The convoy leader and the other buses will remain in the right lane and the last bus moves over first. Then, in reverse order, buses will move to the left lane. This will normally reduce the chance of other vehicles being in between the buses as the convoy re-establishes in the left lane.
- Travel with the “one-for-all-all-for-one” theory. If one vehicle has a problem, all pull well off the road and stop, halting the entire convoy. For this reason, it is important to keep an eye on the other vehicles in the convoy.
- If a bus in the convoy becomes disabled, the Convoy Leader will notify KISD Transportation of the breakdown and location. The driver of the disabled bus will remain with it until a mechanic or a relief bus arrives. Once the relief bus is available or repairs are complete, the driver will proceed to the campus.
- Lastly, if backing is required for any reason, use a ground guide.

**In the "Rocking Chair".** In addition to the things one normally watches for when driving, those drivers in the middle of the convoy should watch the vehicles in front for any trouble (smoking, open doors, dragging equipment, flat tires, etc.). If any type of trouble is spotted, inform that driver. Also, watch in your mirrors for similar problems with vehicles behind.

**Last in line.** The driver of the last vehicle in line should maintain a watch to the rear. If emergency vehicles or any other emergency appears from the rear, alert the convoy leader. All vehicles should move to the right edge of the roadway to allow the emergency to pass.

### 4.3.10 FIRE EXTINGUISHER

Every school bus and every motor vehicle engaged in the transportation of passengers for hire or lease shall be equipped with at least one quart of a chemical type fire extinguisher in good condition and conveniently located for immediate use.

### 4.3.11 BUS SAFETY

Safety precautions must always be exercised while operating school buses. Operators must bring their bus to a complete stop before crossing any railroad track. Any driver who operates a school bus in an unsafe manner or who permits any condition to exist which might jeopardize the safety of passengers may be subject to a recommendation for termination.

**Between Bus Safety Zone:** At campuses, a between bus Safety Zone of approximately 6-10 feet minimum is required during loading and unloading. Remember to secure your bus by placing the gear selector shift into Neutral and apply the parking brake. This distance may be different from the distance required during Emergency Evacuation Training Drills which require a Safety Zone of approximately 10-15 feet between buses.

If at any time the operator of a bus is uncertain as to the conditions (including road conditions) that relate to the safe operations, the driver is to park the vehicle until directions are received from the Operations Office or until safe conditions are assured.

### 4.3.12 FIRE LANES

37 Example: When traveling to Reeces Creek ES, move from the right lane to the left lane of Stan Schlueker Loop immediately after passing the Trimmier Road intersection.
It is unlawful to park and leave a vehicle unattended in a fire lane. If a school’s designated loading/unloading area is in a fire lane, parking is permissible, but the driver must never leave the vehicle unattended. In doing so, the driver will be responsible for any fines assessed for violating the fire code.

4.3.13 PLACEMENT OF EMERGENCY REFLECTORS

If you have a vehicle breakdown, it is important to communicate the situation to oncoming drivers. Pull the vehicle off the road to a safe location and stop and **turn on the four-way emergency flashers; this is extremely important at night.** By law, when stopped on the road or the shoulder of any road you must place your emergency warning devices (reflectors) **within ten minutes.**

**On a two-lane or undivided highway.** Place warning devices within 100 feet of the front inside corner (driver’s side) of the vehicle and one device ten feet and another 100 feet of the rear inside corner to mark the location of the vehicle. All devices are placed on the shoulder or in the lane where stopped.

**On a one way or divided highway.** Place the warning devices at ten feet, 100 feet, and 200 feet from the rear (in most cases) inside corner (driver’s side) of the vehicle (toward approaching traffic).

**On a curve, back beyond a hill, or obscured roadway.** Place the warning devices at 100 feet from the front inside corner (driver’s side) of the vehicle and one device ten feet and another device not less than 100 feet nor more than 500 feet of the rear inside corner to mark the location of the vehicle. This placement should help other drivers who are not able to see the vehicle within 500 feet of its location. For your own safety when putting out the triangles, hold them in the open position and between you and oncoming traffic.

4.3.14 BUS MODIFICATIONS

Unauthorized bus modifications may lead to the unsafe operation of the bus. Because of this danger, only those modifications specifically approved by the Transportation Director are authorized. The following modifications are approved within the parameters identified:

**After-Market Seat Covers.** While after-market seat covers or cushions are not permitted, the use of a towel in the driver seat is approved for use to prevent the vinyl material from sticking to the driver. This towel may not be affixed to the seat in any way.

**Improvised Sun Blockers.** The temporary or routine use of paper, cloth, aluminum foil, or any other type of materials is not authorized. Original Equipment Manufacturer (OEM) or other manufactured sun visors installed by Transportation Services Vehicle Maintenance are the only types permitted.
Alcohol and Drug Abuse
Program

Employment Requirements and Restrictions

Post-Accident Drug Testing Flow-Chart
ALCOHOL AND DRUG ABUSE PROGRAM

5.1 EMPLOYMENT REQUIREMENTS AND RESTRICTIONS

This area is covered thoroughly by School Board Policy; therefore the policies are not printed as a part of this handbook, but will be provided to each employee at the beginning of school in-service or when hired by the district. These policies will be discussed at that time and your signature of understanding and compliance will be required for continued employment. These policies will also be on file and available to you at the Transportation Services Department and the Auxiliary Human Resources Department. Post-accident drug testing will be done when the below conditions exist. The Transportation Director may elect to direct that a post-accident drug test be conducted after any accident.

POST-ACCIDENT DRUG TESTING

Accident Occurs

Fatality

Post Accident Test Required

Driver Cited

Medical Transport Required

Vehicle Towed

Test Not Required

ALCOHOL TEST
Post-Accident alcohol screens must be performed within 2 hours of the accident. If not performed by then, it MUST be performed within 8 hours and reason for delay documented.

DRUG TEST
Post-Accident drug screens should be collected within 2 hours of the accident. If not performed by then, it MUST be collected within 32 hours and reason for delay documented.
Emergency Procedures

Collisions and Emergencies
Procedures to Follow if Involved in a Collision

Refresher Driving Training

Motor Vehicle Records Standards

Traffic Tickets

Defensive Driving

Student Injuries or Illness
Students with Diabetes

Good Samaritan Law

Emergency Evacuations
Emergency Evacuation of School Bus
Evacuation Procedures
Transferring Students between Buses

Inclement Weather
Flash Flooding
Tornado Safety Preparedness Plan
Students Retained at School
Driving in Inclement Weather
Closing of Schools Due to Inclement Weather

Staff Inclement Weather Procedures

Radio (Communications) Procedures
Radio Mobile Call Signs

Quick Reference Emergency Plan (Students with Diabetes)
6.1 Collisions

When there is a bus failure, collision, or any unusual occurrence, it should be reported to the Transportation Services Department immediately (by radio if possible). Render assistance to anyone injured in a collision. The first concern is always for the students; remain calm and retain control of the students. Do not leave the students unattended. Do not attempt to move a victim unless there is an impending danger of further injury. The movement of an unconscious person by non-medical personnel may cause additional injuries. If you are involved in a collision, Transportation Operations will always call the police and file a report. If the collision occurs during regular hours (5:30 AM – 6:00 PM), Transportation Operations will notify maintenance personnel, appropriate department head(s), or principal(s). Do not move the vehicle until instructed to do so by the transportation services department representative or the appropriate emergency authorities.

The driver and monitor (if applicable) will prepare a statement on the day of the collision or incident immediately upon return to Transportation unless the driver or monitor is incapacitated. A police report must be submitted regardless of how minor the collision or injuries sustained. Remember, there is a waiting period to obtain a report from the police station. At the scene of the collision, be sure to obtain the following information:

- Date and time of the collision.
- Other driver’s name, license number, and date of birth.
- Name of the owner of the other vehicle.
- Insurance company and policy number for the other vehicle.
- Complete a seating chart listing names, age, and sex of all passengers (even when there is no injury).
- Name, address, and phone number of all witnesses.
- Description of the other vehicle(s) and license plate numbers, to include any damages.

This information should be recorded using the form that is in the first aid box along with the insurance card. Completion of this form is an essential step to ensure consistency in collision reporting. If a KISD driver has an AT FAULT collision causing injuries or significant monetary damages and it is determined by the police report or other pertinent information that the collision was preventable, the driver may be subject to a Safety Review Board hearing. A driver receiving a moving citation in a school bus may be subject to termination. If not terminated, the driver may be required to undergo departmental refresher training. The Risk Management Department will investigate each collision and advise the Transportation Director of the complete report from the driver, the police report, and any other pertinent information. When it is determined whether the collision was AT FAULT or NOT AT FAULT, the result will be discussed with you. MVR points (based on contributing factors to the collision) can be assigned to an individual’s driving record by the Accident Review Board if the driver is determined to be AT FAULT (whether a citation is issued). The District reserves the right to establish a monetary threshold and/or suspension without pay for punitive damages to be levied against employees who cause damage to a District vehicle as a result of personal negligence.

**Concept of preventability**

Preventability does not hinge upon who is at fault, or who was legal, or who supposedly had the right-of-way. If another driver fails to stop at a stop sign and he hits you, or you hit him, it *is his fault!* You will likely be charged with a Preventable Collision. As a professional, you should have noticed that the other driver was not slowing down to stop. You know more about driving than the average driver; therefore, you have the added responsibility of making up for “the other guy’s mistakes.” You keep yourself out of collisions by driving defensively. KISD is not out to penalize anyone but has set high driving standards. We want you to be the expert – the professional driver. Preventing collisions is the standard by which you are measured. As a professional driver, you earn your living by driving. Incorporating a defensive driving stance may keep you from having a collision. Preventing a collision preserves your health and safety as well as other motorists’.

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38 In accordance with TC §550.022-Accidents Involving Damage to Vehicles. If an accident occurs on a main lane, ramp, shoulder, median, or adjacent area of a freeway in a metropolitan area and each vehicle involved can be normally and safely driven, each operator shall move the operator's vehicle as soon as possible to a designated accident investigation site, if available, a location on the frontage road, the nearest suitable cross street, or other suitable location minimize interference with freeway traffic.

39 By definition, a preventable collision is any collision in which the driver fails to take every reasonable action to prevent the collision from happening.
6.1.1 PROCEDURES TO FOLLOW IF INVOLVED IN A COLLISION

**Reporting.** If a collision occurs, radio the Dispatcher and report it as soon as possible. **Do not** leave the scene prior to reporting the incident! Once a determination is made that no one requires immediate assistance, prepare a seating chart (two copies) for students on the bus when the collision occurred. **The chart form will contain the name, gender, age, and where the student was sitting at the time of the collision.** A properly completed seating chart is always required in the event of an accident. The seating chart must contain Name, Age, Gender, and Seat Assignment for each student on the bus. It **IS NOT** permissible to fill out the seating chart at the time of the accident; time does not allow for this since the investigating police officer requires the information immediately. Do not call the shop by cell phone to report bus repairs or damages. All information should be communicated to and documented by Dispatch, so use the two-way radio.

- When calling, be prepared to provide the following information.
  - Location
  - Vehicles involved (description)
  - Are there any injuries
  - Is there any assistance needed
  - If students are on board, what school(s) do they attend

**Response Actions.** Support Technician, Transportation Support Specialist, Senior Operations Specialist, Transportation Coordinator, or Transportation Director will respond to the scene. (This decision will be based upon the severity of the collision. Generally, if there are no injuries, the Transportation Support Technician will be the only individual to respond. If conditions exist for a Drug and Alcohol Test, the Operations Specialist, Operations Foreman, Training and Safety Supervisor, Support Supervisor, or Transportation Director will respond and work through those requirements.)

- While someone is in route to the collision, the Operations Office will:
  - Contact the appropriate police department and, if needed, ensure that EMS is also en route to the scene. The call to the police department should include the location of the collision, vehicle descriptions, and whether there are injuries reported. The police dispatcher may ask for your name and phone number for the report.
  - Notify Risk Management Accident Investigator.
  - Make sure the Transportation Director is aware of the situation (Notify the Transportation Admin Office if the Transportation Director is unavailable).
  - Take action to have a substitute bus available to continue the route or take students to school.
  - Contact the appropriate campus(es) and provide the necessary information. Let them know whether any of the students were injured, the replacement bus information, and when to expect the students at the campus. Request that the school notify the campus nurse as a precaution, and contact parents of the students concerned. If there are any specific questions, direct them to the Transportation Director. questions, direct them to the Transportation Director.
  - If the bus is completing the home-run, notify the school of the incident and location.

**Administration Actions.** Support Technician, Training and Safety Supervisor, or Transportation Support Specialist (and others depending on the collision) will collect information at the scene, take photographs, and obtain all requested information regarding the collision report. The staff member attending the accident scene will request the wrecker as needed.

- The Transportation Director will provide a preliminary report to District administrative staff. In the event the Transportation Director is not available, the Operations Office will conduct this notification.
- A handwritten (also signed and dated) statement is required of all employees involved in a collision on the day the event occurs. This statement will be provided immediately after the collision unless the driver is treated for injuries. If the driver was injured, the driver’s statement is required as soon as practical. Statements should be given to the Transportation Director’s Secretary for inclusion in the report. Copies of the seating chart will be provided to the police officer and the Transportation department representative. If a monitor were on the bus at the time of the accident, he or she would also give a statement.
• Once the report is completed at the scene, all paperwork (originals) will be provided to the Transportation Director’s Secretary. The Secretary is responsible for all communications with the Risk Management Office. The Secretary will receive report originals, including copies of the police report and copies of driver’s (monitor’s) statements, assemble the final report, and obtain reviews from the Training & Safety Supervisor and the Transportation Director. Copies of the report will be made for department files, and the original will be forward to Risk Management. A final report consists of the Accident Report, statements from all parties involved, student seating chart, police report (if completed), photos from the scene, and reviews by the Training & Safety Supervisor and the Transportation Director.

• If the information contained in the complete report identifies a need for employee counseling, it will be done with the employee by the contract employee (or the Transportation Support Specialist for Shop employees) having supervision of the employee and the employee’s immediate supervisor. The Transportation Director or Training and Safety Supervisor will review all counseling forms. If the Accident Review Committee needs to review the incident, the Transportation Director will initiate the process.

• Once the vehicle involved in the collision returns to the bus park, a repair estimate will be completed. If the vehicle damage is minor, the vehicle will remain in service. Otherwise, it will be removed from service until repairs are authorized and completed. For repairs made outside the department, all communications with outside vendors regarding repairs being made will be coordinated by the administrative office and the Transportation Support Specialist. Repairs will not be made until authorized by the Transportation Director.

• All communications regarding collision information with insurance adjusters, insurance companies, private investigators, medical facilities, or vendor correspondence will be done through the Risk Management Office. All requests for information, other than basic information, should be directed to the Transportation Director.

• In the event a pet or other animal is struck, pull the bus over to a safe location, report the incident to the Dispatcher, and await instructions.

**6.2 REFRESHER DRIVING TRAINING**

A driver may be required to undergo Refresher Driving Training due to a conviction from a traffic citation received while driving a school bus or has been involved in an **at-fault** collision or a **not-at-fault** but preventable accident, regardless of where it occurs (including on school property). The Transportation Director will determine these refresher training requirements. This refresher training will be tailored to the driver’s accident to re-educate the driver on bus capabilities and its safe operation and to increase awareness of what can happen around the bus while in traffic. This course will be taught by the KISD Transportation training staff and may include an additional requirement to complete a Defensive Driving Class.

**6.3 MOTOR VEHICLE RECORDS STANDARDS**

Texas Department of Public Safety, KISD, and the KISD insurance carrier have set standards that must be complied with to remain a bus driver. Each driver’s record will be evaluated annually and after preventable accidents for a minimum three-year period immediately preceding the date shown in the space marked *Date This Report* on the printout or the date of the accident, respectively. Local MVR points may be assessed by the Safety Review Board for preventable accidents; DPS bus driver points criteria will be used to assess these points. Any person who has accumulated ten (10) or more points (including locally assessed points) in the review period shall not be considered for continued employment as a school bus driver. The following are unacceptable standards for all employees:

Driving record or criminal history search for the past ten years preceding the present date indicate any violation assessed at 10 points as listed below:

• DWI.
• Driving under the influence.
• Illegal possession of alcohol or drugs.
• Driver’s license currently suspended.
• Driver’s license restriction to occupational driving only.
• Conviction of hit and run or leaving the scene of an accident.
• Driving record with ten (10) or more points assessed (during the last three years) using DPS bus driver points criteria.
6.4 TRAFFIC TICKETS

If a driver receives a traffic ticket or violation in any vehicle, there are several approaches to be considered. Remember that you are responsible for tickets incurred while driving a school bus or in any other commercial or noncommercial vehicle that requires a driver’s license to operate. Traffic violations (all tickets issued) will be immediately reported to the Transportation Director or the Transportation Training & Safety Supervisor. A department form letter will be prepared by the Training & Safety Office and signed by the employee. The employee will provide the actual ticket so copies may be made and attached to the letter. The driver will also immediately report the ticket to the respective Supervisor.

If the driver is guilty and does not want to go to court, the clerk of the listed court can be called and asked how to pay the fine. Once the fine is paid, the driver has admitted guilt, and the Transportation Director will assess MVR points as applicable.

If the driver was not at fault or feels he/she was not at fault and did not want to go to court, the driver may contact the assigned court clerk and report their wish to plead no contest. The fine can still be paid, without driver admitting guilt.

A driver who holds a commercial driver’s license and is convicted of violating a state law or local ordinance relating to motor vehicle control (whether in Texas or another state) will notify the Transportation Director, in writing (no exceptions), of the conviction or settlement not later than the 30th day after the date of the conviction or settlement (second written notification). This written notification will contain:

- Driver’s full name
- Driver’s license number
- Date of the conviction
- Nature of the conviction
- Notification as to whether the violation was committed in a commercial vehicle
- Location where the offense was committed
- Letter will be signed by the driver

School Bus drivers are required by law to immediately report to the Transportation Director or designee all motor vehicle traffic violations received in any vehicle. Failure to report a violation is, in fact, another violation of the law. Failure to submit these written notifications identified above may result in disciplinary actions. As such, when the Motor Vehicle Record (MVR) is received for a returning driver, and the record reflects a non-reported (i.e., the employee did not submit written notification) violation, appropriate disciplinary action, up to and including a recommendation for termination, may be taken.

MVR points will be assigned to an individual’s driving record by the Transportation Director when the final notification (second written notification) is received. Drivers who accumulate ten (10) or more MVR points (including locally assessed points) will not be allowed to continue as a school bus driver for the district.

Additionally, school bus drivers will immediately report to the Transportation Director or designee all motor vehicle accidents (at fault and not at fault) and completion of any driving safety or defensive driving course (in the same format described above). This requirement provides the additional safety measures needed to monitor driving records regularly.

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40 As an advantage to the employee, it is suggested that copies of all accident reports be provided to the Training & Safety Office for filing. In the event the accident appears on the employee’s MVR, the Transportation Director will have records necessary to make penalty point removal determinations.
6.5 DEFENSIVE DRIVING

The safety and welfare of the students riding the bus rely upon the ability of the driver to drive defensively. Defensive driving may prevent collisions despite the incorrect actions of others or adverse conditions. The purpose of defensive driving is to reduce to a minimum the chances of being involved in a collision.

- Important points for the defensive driver are listed below:
  - Fully comply with the traffic laws of the state and city.
  - Avoid driving errors and mistakes.
  - Expect and make allowances for the incorrect or unlawful acts of other drivers.
  - Be aware of the best practices to use in hazardous weather and unusual road conditions.
  - Be aware and use any driving maneuver to prevent a collision.
  - While driving, continuously conduct a 4-point mirror check as a defensive driving technique. The order of viewing the mirrors is: (1) Interior Flat Mirror, (2) Left Flat and Convex Mirrors, (3) Right Flat and Convex Mirrors, (4) Left Flat and Convex Mirrors (again).

There are two formulas available for maintaining a sound approach to defensive driving. These systems are used in conjunction with one another.

IPDE system.
- **Identify** – Always be aware of other drivers and conditions in the driving environment.
- **Predict** – Predict what actions other drivers are going to take which might involve you and your vehicle. A safe assumption is always to predict the worst. If it doesn’t happen, you are still prepared.
- **Decide** – Decide the safest driving maneuver to make. Braking will usually take care of 85% of traffic problems.
- **Execute** – Follow through on your decision.

The Smith System. The Smith System is comprised of the series of seeing processes listed below.
- Aim high in steering.
- Keep the eyes moving.
- Get the big picture.
- Leave yourself an out.
- Make sure other drivers see you.

6.6 STUDENT INJURIES OR ILLNESS

**Student injury.** If a student is injured on the bus, the injury will be given immediate attention by the driver. If the injury is minor (determined by the driver), treatment will consist of a bandage from the on-board first aid kit. If severe, the driver will contact the Dispatcher and request immediate medical services (EMS). If the injury was caused by inappropriate behavior, a student referral will also be submitted by the driver/monitor on the appropriate students and turned in to the Transportation Discipline Liaison at the end of the run. If a referral is not warranted, a Student Accident Report Form will be completed immediately upon returning to the Bus Park and turned in to the Operations Section.

I. **Reporting Student Injuries** (or the possibility of an injury). Vehicle accidents will be reported to the respective campuses by the Operations Section as soon as they occur. If a student incident with a student happens on the way to school, the driver will radio the Dispatcher and request that the school has an administrator or nurse meet the bus, as required by the situation. After completion of that run, the driver will complete the Student Accident Report and submit it to the Operations Section. If the incident occurs on the way home from school (usually no one is at school by this time), the driver takes the treatment actions specified above and then take the student home (unless evacuated by EMS). The driver will not leave students on the bus to take the injured student to the doorway but will immediately report the injury to the Operations Section. **Drivers will submit a Student Accident Report Form to the Operations Section immediately upon return to the bus facility when an incident of injury is reported by a student, or an event occurs that results in evidence of injury to a student, regardless of, whether first aid must be rendered.**

Upon receipt of a Student Accident Report form, the Operations Section and the Transportation Director will review it and forward a copy to Risk Management. The school is not routinely notified regarding PM injuries unless a referral relating to the incident was also completed.
Student Illness on the Bus. Drivers will maintain two “barf bags” in a pocket of the barrier organizer when the bags are available. One of these bags will be provided to students who become ill on the bus. In the event bags are not available, the driver will offer the student the bus trash container for use.

6.6.1 STUDENTS WITH DIABETES

All bus drivers and monitors should know if there is a student with diabetes on their bus and be aware of diabetic symptoms. This information will be provided to Operations by the campuses and subsequently provided to the driver and monitor by the Operations Section. The student will also be identified on the appropriate route sheet as having diabetes, so substitute drivers will be aware of the student’s status. Each bus will have a blank copy of the Quick Reference Emergency Plan in a convenient location (Logbook). This documentation advises drivers to report to the Dispatcher if any unusual behavior by the diabetic student is observed. Remember that this information about the student cannot be disclosed or discussed with another staff member or individual without written permission from the parent/guardian or student if the student is of legal age. Sample Quick Reference Emergency Plans are provided at the end of this Section, and copies are available in the Transportation Services blank forms area.

6.7 GOOD SAMARITAN LAW

A school bus driver will provide any person injured in an incident with reasonable assistance including first aid or a request for medical treatment if it is apparent that treatment is necessary. When a citizen responds to an emergency and acts as a reasonable and prudent person would under the same conditions, the state Good Samaritan Law (TC §550.023 – Duty to Give Information and Render Aid) usually prevails. This legal immunity protects the individual, as a rescuer, from being sued and found financially responsible for the victim’s injury. For example, a reasonable and prudent person would:

- Move the victim only if the victim’s life was endangered.
- Ask a conscious victim for permission before giving care.
- Check the victim for life-threatening emergencies before providing further care.
- Summon professional help to the scene by calling 911 or the operator.
- Continue to provide care until more highly trained personnel arrive.

6.8 EMERGENCY EVACUATIONS

The Transportation Services Department requires that each Bus Driver conduct emergency evacuation practice drills with students once each semester. The Transportation Services Department realizes that this must be an orderly, disciplined procedure. Each driver is expected to give instructions to the students and to practice the evacuation practice drills. The department Training Office is the source for guidance and videos to accommodate proper Evacuation Procedures outlined in the procedure manual for Regular Education and Special Education drivers and monitors. When planning to conduct your emergency evacuation drills, coordinate with the Training and Safety Supervisor for necessary guidelines. Drivers will have a written (and reviewed) emergency evacuation plan on file with the Operations Foreman.

Special Considerations.

- When – Each semester (in the morning).
- Where – On school campuses, ONLY!
- Who – Drivers, monitors (if applicable), students, and school administrators.

Special Coordination.

- With prior departmental approval, ONLY!
- Required with Operations (Dispatcher), Training & Safety Office, driver, and campus principals.

Equipment.

- Consideration must be given for serviceable emergency equipment on the bus.
6.8.1 EMERGENCY EVACUATION OF SCHOOL BUS

The need for emergency evacuation procedures. Occasionally prevailing conditions will warrant the evacuation of students from a school bus. When the driver deems an evacuation is necessary, certain procedures must be followed. The evacuation procedures described below will be used to expedite evacuation and eliminate confusion and disorder.

Use of assistants and leaders. Utilization of student assistants on school buses can promote safety for all students. On each regular route, the driver should request that four to seven mature and responsible students serve as assistants (one of them designated as the leader).

- Position and duties of rear door assistants
  - One assistant is positioned on each side of the aisle in the seat nearest the rear door. The leader should sit on the seat in front of the rear door assistant and on the right-hand side next to the aisle.
  - Assistants should prevent students from touching the emergency door.
  - Assistants should open the door on the command of the driver or, if the driver is incapacitated, open the emergency door when a rear evacuation is necessary.
  - Assistants should exit first and assist students. The leader should exit the bus immediately behind the two assistants.
  - The leader should, in rear door evacuation, lead passengers to a safe place and assist in keeping order to maintain safety.
  - Rear door assistants should check the bus to make certain all passengers are out of the bus when front door evacuation is utilized.
    - Position and duties of front door assistants
      - The front door assistant shall be seated next to the aisle on the front right-hand side of the bus and shall assist the driver in the event he/she is incapacitated.
      - In a front door evacuation, the assistant should depart the bus first and lead the students to a place of safety designated by the driver. The assistant will make this decision if the driver is incapacitated.
      - Assist the driver in keeping the students in an orderly group while out of the bus.
      - If the driver is incapacitated, make certain all students have departed the bus when rear door evacuation procedures are used.
  - Position and duties of side door assistants
    - Two assistants are positioned on the jump seat next to the emergency door. The leader should be seated across the aisle from the emergency door.
    - Assistants should prevent students from touching the emergency door.
    - Assistants should open the door on the command of the driver and, if the driver is incapacitated, open the emergency door when side door evacuation is necessary.
    - Assistants should exit first, positioning themselves on each side of the doorway and assist students as they exit from the bus. The leader should exit the bus immediately behind the two assistants who were seated next to the emergency door.
    - The leader should lead students around the rear of the bus to a safe place and assist in keeping order to maintain safety. In the event of a fire in the rear of the bus, the leader should lead students around the front of the bus and to a safe place.

6.8.2 EVACUATION PROCEDURES

For all evacuations, the driver will stand up, face the students, and get their attention. The appropriate command will then be given: “_________ door evacuation. Stay seated until it is your turn to exit. Leave your belongings on the bus.” Also, advise students to “Walk; do not run or jump.”

No one is authorized to return to the bus until the all-clear is given. After evacuation prepare information for emergency responders (EMS, police, fire department).
Front door evacuation. The steps for conducting a successful front door school bus evacuation are as follows:

- Bus must be stopped, parking brake set and engine turned off.
- The driver should stand, open the door, face the students, and get their attention.
- The driver gives the command “Front door evacuation.” The front door leader should give the command if the driver is incapacitated. Students will be reminded that all books, lunches, coats, etc., should be left on the bus.
- The front door leader should rise, and step out of the bus, and lead students to a place of safety.
- Students seated in the front of the bus on the right-hand side should rise and leave the bus followed by the students occupying the front seat on the left-hand side.
- The evacuation should continue as described, right hand, and left-hand seats alternately, from the front of the bus backward until all students are evacuated.
- When the last student has apparently departed the bus, the driver should walk to the rear of the bus checking under and between seats to make certain that complete evacuation has been achieved.
- When the driver has ascertained that all students have departed the bus, the fire extinguisher, first aid kit, and reflectors should be transported from the bus.
- The driver shall check to see that all students are in a safe area and order is being maintained.
- The driver shall place the reflectors in keeping with state statutes.

Rear door evacuation. The steps for conducting a successful rear door school bus evacuation are as follows:

- Bus must be stopped, parking brake set and engine turned off.
- The driver should stand, face the students, and get their attention.
- The driver gives the command, “Rear door evacuation.” The rear door leader will give the command if the driver is incapacitated. Students will be reminded that all books, lunches, coats, etc., should be left on the bus.
- The two assistants seated on the back seats of the bus should open the emergency door and exit the rear door by sitting down on the floor in the doorway and scooting/sliding out the door. The assistants will then stand (one on each side of the rear door) and assist exiting students.
- The leader seated in the rear of the bus should follow the first two assistants out of the bus (sit and scoot) and lead students to safety.
- Students on the back right-hand side should rise and depart the bus followed by the students on the back seat left-hand side. Students will exit the bus using the sit and scoot method; jumping is not allowed.
- The evacuation continues as described, right-hand back and left-hand back seats alternately until the last student has departed the bus. The driver should move toward the rear of the bus as the students depart, making certain that all students have departed the bus. The driver should check between and under all seats as movement toward the rear of the bus is made.
- When the driver has ascertained that all students have departed the bus, the fire extinguisher, first aid kit, and reflectors should be transported from the bus.
- The driver shall check to see that all students are in a safe area and order is being maintained.
- The driver shall place reflectors in keeping with the state statutes.

Front and rear door evacuations. The steps for conducting a successful front and rear door school bus evacuation are as follows:

- The bus must be stopped, parking brake set and the engine turned off.
- The driver should stand, face the students, and get their attention.
- The driver gives the command, “Front and rear door evacuation.” A door leader will give the command if the driver is incapacitated. Students will be reminded that all books, lunches, coats, etc., should be left on the bus.
- Students in the front half of the bus exit through the front door and students in the rear half of the bus exit through the rear door.
- Procedures for front and rear door evacuation as previously described should be followed.
- When all students have apparently departed, the driver should walk to the rear of the bus checking to make certain that all students have departed.
- When the driver has ascertained that all students have departed the bus, the fire extinguisher, first aid kit, and reflectors should be transported from the bus.
- The driver shall check to see that all students are in a safe area, and order is being maintained.
- The driver shall place reflectors in keeping with the state statutes.
Side door evacuations. The steps for conducting a successful side door school bus evacuation are as follows:

- The bus must be stopped, parking brake set and the engine turned off.
- The driver should stand, face the students, and get their attention.
- The driver gives the command, “Side door evacuation.” The side door leader will give the command if the driver is incapacitated. Students will be reminded that all books, lunches, coats, etc., should be left on the bus.
- The two side door assistants seated in the jump seat should open the emergency door, get out of the bus, stand one on each side of the door, and assist passengers. Students will exit the bus using the sit and scoot method; jumping is not allowed.
- The leader seated across the aisle from the emergency door should follow the first two assistants out of the bus and lead passengers to safety. Students should turn left after exiting the bus and quickly walk the length of the bus to its rear, turn left at the rear of the bus, and walk to the curb. Students should be reminded to be extremely cautious as they exit into the traffic lane of the road.
- Students in the first right-hand seat behind the jump seat should rise and depart the bus followed by the students across the aisle in the left-hand seat. Students will exit the bus using the sit and scoot method; jumping is not allowed.
- The evacuation continues as described, right hand and left hand back seats alternately until the last students in the rear of the bus depart.
- Students in the right-hand seat in front of the jump seat should rise and depart the bus followed by the students across the aisle on the left-hand seat. Students will exit the bus using the sit and scoot method; jumping is not allowed.
- The evacuation continues as described, right hand and left hand alternately until the last students have departed the bus.
- When all students have apparently departed, the driver should walk to the rear of the bus checking to make certain that all students have departed.
- When the driver has ascertained that all students have departed the bus, the fire extinguisher, first aid kit, and reflectors should be transported from the bus.
- The driver shall check to see that all students are in a safe area and order is being maintained.
- The driver shall place reflectors in keeping with the state statutes.

Front and side door evacuation. The steps for conducting a successful side door school bus evacuation are as follows:

- The bus must be stopped, parking brake set and the engine turned off.
- The driver should stand, face the students, and get their attention.
- The driver gives the command, “Front and side door evacuation.” A door leader will give the command if the driver is incapacitated. Students should be reminded that all books, lunches, coats, etc., should be left on the bus.
- The two side door assistants and leaders perform respective duties, leading all students on both sides of the aisle and behind the jump seat to safety.
- The front door leader performs respective duties, leading all students on both sides of the aisle and in front of the jump seat to safety.
- Students from both doors should meet and stay together in one group.
- When all students have apparently departed, the driver should walk to the rear of the bus checking to make certain that all students have departed.
- When the driver has ascertained that all students have departed the bus, the fire extinguisher, first aid kit, and reflectors should be transported from the bus.
- The driver shall check to see that all students are in a safe area and order is being maintained.
- The driver shall place reflectors in keeping with the state statutes.

Side and rear door evacuation. The steps for conducting a successful side door school bus evacuation are as follows:

- The bus must be stopped, parking brake set and the engine turned off.
- The driver should stand, face the students, and get their attention.
- The driver gives the command, “Side and rear door evacuation.” A door leader will give the command if the driver is incapacitated. Students will be reminded that all books, lunches, coats, etc., should be left on the bus.
- The two side door assistants and leaders perform respective duties, leading all students on both sides of the aisle and in front of the jump seat to safety.
• The two rear door assistants and leaders perform respective duties, leading all students on both sides of the aisle and behind the jump seat to safety.
• Students from both doors should meet and stay together in one group.
• When all students have apparently departed, the driver should walk to the rear of the bus checking to make certain that all students have departed.
• When the driver has ascertained that all students have departed the bus, the fire extinguisher, first aid kit, and reflectors should be transported from the bus.
• The driver shall check to see that all students are in a safe area and order is being maintained.
• The driver shall place reflectors in keeping with the state statutes.

If both (or all) doors are unable to be opened, exit may be accomplished through the top roof hatches and window exits. If the bus is on its side or top, kick out the front windshield for an escape exit. In all cases the driver will check the bus to be sure that all students have departed.

**Unusual circumstances.** You may need to change the evacuation plan under certain unusual circumstances. You may need to evacuate those students closest to the immediate danger first or certain exits may place students in danger.

**Example:** A fire is burning at the rear of the bus, order a front door evacuation and evacuate the students seated at the rear of the bus first.

**Example:** A bus has been in a collision; the position of the bus could place students in the traffic lane if they use the front exit door or certain exits may be blocked.

### 6.8.3 TRANSFERRING STUDENTS BETWEEN BUSES

When students must be transferred from one bus to another, students will walk back to the waiting bus and between the adult assistants and the buses. The adult assistants will stand facing the buses (approximately ten feet back from the buses) with one at the back corner of the lead bus and the other at the front corner of the waiting bus. Drivers from both buses will also stand outside their respective loading doors (facing each other) to guide the students from bus to bus. The driver of the first bus will stand near the front edge of the door while the driver of the rear bus will stand near the rear edge of the door.

### 6.9.1 INCLEMENT WEATHER

**Flash flooding.** Most incidents caused from crossing water-covered roadways are a result of the driver misjudging the depth or severity of the water flow current. Drivers must avoid driving through or crossing any water covered roadway. Contact the dispatcher any time you must detour and redirect your route away from a roadway water hazard. Never drive around a barricade for any reason (TC §472.022. Obeying Warning Signs and Barricades) There is only one safety rule in flash flooding….avoid flooded roads, streets, and low areas

Additional flash flood facts:
- Kills more Central, South, and South-Central Texans than any other weather threat.
- Likely victims are motorists trying to cross a low flooded area and people walking or playing near flood waters
- Flash floods are deceptive. This is partly because light is bent as it travels through water. The flood is nearly always deeper that it appears to be. We judge the speed of water from the edge where we stand. Due to friction the edge movement appears slower, but the middle of the flood waters flow faster.
- Flooding also hides damage to the road beneath it. Large holes may have formed that vehicles cannot cross or that may contain hidden debris.
- Beware of flash flooding when water begins to run curb-deep in the streets and heavy rain continues.

**Flash Flood Watch.** Flash flooding or flooding is possible within the designated watch area – be alert!

**Flash Flood Warning.** Flash flooding or flooding has been reported or is imminent – take necessary precautions at once!
6.9.2 TORNADO SAFETY PREPAREDNESS PLAN

Why is there a need for tornado preparedness? Not only is the tornado nature’s most violent storm; it is also the most unpredictable. Warning time is usually limited to minutes and seconds. Planning before the storm is vital to insure prompt and proper action during a storm.

What are the elements of a good tornado plan? Each school principal, administrator, and faculty member should be alert for the warning signs of severe weather and tornadoes. In general, the following are indicators of potential danger.

- Very dark, turbulent clouds.
- High winds and/or hail.
- Frequent lightning and thunder.
- Continuous rumble or low roar.

Severe weather terminology. An understanding of severe weather terminology is vital. All personnel should understand the meaning of the following terms:

- **Severe Thunderstorm Watch** means that weather conditions are such that severe thunderstorms are likely to develop.
- **Tornado Watch** means that conditions are such that tornadoes are likely to develop.
- **Severe Thunderstorm Warning** means that severe thunderstorms (those producing damaging winds and/or hail equal to or greater than ¾ inch in diameter) are in the immediate area.
- **Tornado Warning** means that a tornado has been sighted in the area.

Tornados. For protection from a tornado, remember:

- Avoid upper floors; make use of interior rooms and hallways.
- Rooms with exterior walls facing north or east are safest.
- Avoid areas with expansive ceilings such as an auditorium, gym, or cafeteria.
- Temporary buildings should be completely evacuated.

What action should a bus driver take during a tornado? First radio the Dispatcher!

**SITUATION:** A school bus with students is en route to or from school.
**ACTION:** Proceed to the nearest school building where students will unload and move to shelter under the direction of the principal.

**SITUATION:** Midway through route in rural areas, tornado sighted close by (danger eminent).
**ACTION:** Move students to ditches, culverts, or ravines, and instruct them to lay face down with hands over their heads. They should be far enough away so that the bus cannot topple on them. Be cautious of overhead power lines.

**SITUATION:** Arriving at school to pick up students
**ACTION:** Check with the building principal. Students may need to be retained until the threat passes.

6.9.3 STUDENTS RETAINED AT SCHOOL

During actual emergency conditions, students and faculty shall be retained at the school buildings unless otherwise directed by the Superintendent. Buses will not be made available for transportation until authorized by the Superintendent or a designee. Civil Defense vehicles, ambulances, firefighting units, police, and other authorized vehicles have priority in the vicinity of the school.
6.9.4 DRIVING IN INCLEMENT WEATHER

During rain or high water the vehicle may stall due to water flooding the engine compartment. The following precautions should be taken during wet weather conditions.

- Do not drive through high water.
- If you must go through water a few inches in depth, go through at reduced speed, approximately 5 to 10 MPH.
- Stay in the center of the street when traffic permits.
- If a bus stalls, attempt to start the vehicle but do not run the battery down.
- Contact the Transportation Services Department if your bus will not restart. If a loss of brakes should occur because of high water, the driver should drive 10 or less MPH applying the brakes lightly for a half block. Continue this until the brake shoes dry out.

6.9.5 SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER

When conditions of extremely inclement weather, icy roads, or lack of adequate heat in schools exist, the Superintendent will make the decision as to the closings. If there is reason to believe that the schools may be closed, and the driver has not received confirmation through radio or television; the driver should report to work at the scheduled time. Do not call operations.

The official announcement will be made on the following internet sites and radio and, television stations:

INTERNET
- www.killeenisd.org
- www.kdhnews.com
- www.kcentv.com
- www.kwtx.com
- www.kxxv.com

TELEVISION
- KCEN – CH 3
- KWTX – Ch 10
- KXXV – Ch 25
- KWKT – FOX 44
- KISD – Cable 17

FM RADIO
- KVLT – 88.5 FM
- KNCT – 91.3 FM
- KIIZ – 92.3 FM
- KBGO – 95.7 FM
- KWTX – 97.5 FM
- WACO – 99.9 FM
- KLTD – 101.7 FM
- KBRQ – 102.5 FM
- KSSM – 103.1 FM
- KUSJ – 105.5 FM
- KOOC – 106.3 FM
- KLFX – 107.3 FM

AM RADIO
- KRMY – 1050 AM
- KWTX – 1230 AM
- KTEM – 1400 AM

Listen to any of the above local radio or TV stations for the official announcement. In the event schools are not closed, here are some things to remember.

- Report as early as necessary to get buses warmed up and ready for departure. Don’t leave the bus unattended when it is running.
- Don’t move out on a route until checking with Operations for the go-ahead.
- Monitor the bus radio closely. Also, keep the radio airways clear so emergency traffic can be passed.
- If out on a route and you find a questionable area, call Operations for guidance.
- Slow down and drive with extreme caution. Safety is our primary concern; on-time delivery is secondary.
- If your bus gets off the road, don’t try to recover it. Stay where you are and call in to Operations to report your location and status.
- Please remember that icy or snowy road conditions do not always mean school closings but may require that drivers adjust their techniques to the road conditions to safely complete their route.
- The thought of the day for bad weather driving is Patience, Patience, Patience!!

If schools are closed for the entire day, only designated district personnel will be expected to work.
6.10 Staff Inclement Weather Procedures

In the event of inclement weather, the following plan will go into effect. The plan may be initiated by either the Transportation Director or the Operations Specialist.

Areas of responsibility.
- Operations (Main) - Transportation Director, Transportation Coordinator, Senior Operations Foreman, Dispatcher
- Operations (Sheridan) - Operations Foreman (Remote)
- Ft Hood area and MP check - Support Supervisor
- WEST section of city - Transportation Support Specialist
- NORTH-CENTRAL section of the city - Senior Operations Foreman
- SOUTH-CENTRAL section of the city - Operations Specialist (Remote)
- SOUTHEAST section of the city - Support Technician
- NORTHEAST section of the city – Senior Operations Specialist
- Maintenance Team – Shop Foreman and selected Mechanics
- CAMPUSSES (less Ft Hood) – District Contract Security

Sequence of events.
- 2:00 AM Transportation Director and Transportation Coordinator confer - Initiate plan if required
  - Notification of key individuals
- 2:30 AM Area evaluations initiated
  - Transportation Director reports to the Operations Office
  - Checks made with Ft Hood MPs, KPD, DPS and TxDOT for road status
- 3:00 AM Transportation Director advises Superintendent that Inclement Weather Plan has been initiated
- 4:00 AM Operations Foreman and Dispatcher report to Operations Office
  - Operations Foreman (Remote) reports to Sheridan
- 4:00 AM Transportation Director checks with other districts for status (Belton, Cove, Florence, Temple)
  - Transportation Director notifies District School Nutrition Director with an update
- 4:30 AM Area Evaluators report to Operations Office and confer on status of respective areas
- 4:30 AM Maintenance Team reports to Maintenance
- 4:45 AM Transportation Director makes a recommendation to Superintendent
- ~5:00 AM Area TV/radio stations notified by KISD Communications Department

6.11.1 RADIO COMMUNICATIONS PROCEDURES

The following procedures and codes have been established for use of the radio in the Transportation Services Department. Use the route numbers of your vehicle for identification, i.e. 456, 653, etc. Base will be Transportation.

INCIDENT CODES

RED CROSS DRIVER NEEDS EMS
0 DRIVER NEEDS ADMINISTRATIVE ASSISTANCE: PHYSICAL FIGHT
1 DRIVER NEEDS ADMINISTRATIVE ASSISTANCE: DRUG OR ALCOHOL
2 DRIVER NEEDS ADMINISTRATIVE ASSISTANCE: INVOLVES WEAPONS
3 COLLISION: NO INJURIES
4 COLLISION: WITH INJURIES

Do not use the radio for personal messages or unofficial business. Do not use CB “slang” such as “got my ears on,” “come back to me,” “how are you,” “good buddy,” etc. Do not use the radio for reporting routine maintenance requests (unless you are involved in a collision). Do not use the radio for reporting stray animals or non-injury collisions, which do not affect the safety of the general public. Messages should be as brief as possible. Be sure to keep the radio turned on and volume adjusted loud enough to understand all messages transmitted. Report immediately if your radio is not working.

Be sure to turn your radio off at the end of each run upon return to the Bus Park.
All transmissions will go through the Dispatcher for proper radio protocol. Radio transmissions initiated by a driver (or another authorized employee) will begin by calling the Dispatcher and will end with the Dispatcher saying “CLEAR.” Always give an acknowledgment when you receive the message and clear the channel when you finish with your transmission. In addition to the listed procedures, please note and observe the following:

- Do not call to request if you may be of assistance unless directed by the Dispatcher, doing so ties up the Dispatcher communication network.
- Do not contact other buses concerning mechanical defects, this ties up the communication net.
- Do not call and ask for time checks; the Dispatcher will provide them on a recurring basis during route time.
- When reporting a breakdown over the radio the following information must be stated:
  - The location
  - The nature of the (mechanical) problem. Any request involving an emergency should be short and specific. **Example:** Need assistance – student injury or bus fire.
  - Will or will not need a spare to finish the route.
  - Students on board.
- Do not engage in radio communications that are:
  - Sensational – emotional.
  - Impractical – serves no purpose.
  - Non-specific.
- Keep the volume of the radio adjusted so messages from the Dispatcher may be heard (unless turned down for railroad crossing).
- Go through the Dispatcher when you need to communicate with another bus (driver). Avoid grabbing the microphone and telling another driver to do or not do something. Always use the Dispatcher to relay communications to any vehicle (driver). The radio is not a place to debate an issue with Dispatch or a Supervisor or to provide unnecessary information. When asked a question, JUST ANSWER IT, do not go into a discussion about what you told the student in the past or details about the issue. If you have a concern, report to Operations after the run to discuss it with a Supervisor but do not discuss it on the radio. Always show courtesy on the radio.

**PLEASE REMEMBER:**

- The first priority is the safety and care of your passengers.
- The second priority is the safety and care of others who may be involved.
- The third priority is yourself.
- The fourth priority is the protection of property from damage or further damage.
- THEN, communicate your requests by radio, phone, passerby, etc. – **Never borrow time from a life-saving act to use the radio.**
## 6.11.2 RADIO MOBILE CALL SIGNS

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Mobile Call Sign</th>
<th>Extender</th>
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<tbody>
<tr>
<td>Director</td>
<td>Thomas</td>
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<tr>
<td>Transportation Coordinator</td>
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<tr>
<td>Sr. Operations Specialist</td>
<td>Blaize</td>
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<tr>
<td>Sr. Operations Foreman</td>
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<tr>
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<td>Davis</td>
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<tr>
<td>SPED Routing Foreman</td>
<td>Holiskey</td>
<td>3A</td>
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<tr>
<td>SPED Routing Foreman</td>
<td>Valentin</td>
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<tr>
<td>Routing Foreman</td>
<td>Desaulniers</td>
<td>3C</td>
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</tr>
<tr>
<td>Routing Foreman</td>
<td>Elza</td>
<td>3D</td>
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<td>Operations Foreman - Satellite</td>
<td>Quaid</td>
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<td>Driver/Transportation Lead Fueler</td>
<td>TBD (MTF)</td>
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<tr>
<td>Driver/Transportation Lead Fueler</td>
<td>Payne (STF)</td>
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<td>Fleet Support &amp; Accident Technician</td>
<td>Evans</td>
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<td>Training &amp; Safety Supervisor</td>
<td>McCullough</td>
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<td>Support Vehicle - Unit #310</td>
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</table>

Revised: 3 Sep 2020
Quick Reference Emergency Plan – Transportation/Bus Driver
For a Student with Diabetes
Hypoglycemia (Low Blood Sugar)

Student’s Name: ____________________________________________ Bus # ____________
Grade/Teacher: ____________________________________________ Date of Plan: ____________
Emergency Contact Information: ______________________________________________________

Mother/Guardian

Contact Transportation Dispatcher to contact Parent
Home phone: see line above  Work phone: see line above  Cell phone: see line above

Father/Guardian

Contact Transportation Dispatcher to contact Parent
Home phone: see the line above  Work phone: see the line above  Cell phone: see the line above

School Phone: see above  School nurse phone: Clinic see above Cell: see above

Trained Diabetes personnel: Nurse: Other: __________________________

Is student self-care? __________ Yes __________ No

Never send/leave a student with suspected low blood sugar anywhere alone

Causes of Hypoglycemia

- Too much insulin
- Missed food
- Delayed food
- Too much or too intense exercise
- Unscheduled exercise

Onset

- Sudden

Symptoms

Mild

- Hunger
- Shakiness
- Weakness
- Paleness
- Anxiety
- Dizziness
- Sweating
- Drowsiness
- Personality change
- Unable to concentrate
- Irritability
- Other: ________________

Moderate

- Headache
- Behavior change
- Poor coordination
- Unable to swallow
- Blurry vision
- Weakness
- Slurred speech
- Confusion
- Other: ________________

Severe

- Loss of consciousness
- Seizure

circle student’s usual symptoms

Actions Needed
WHEN IN DOUBT, ALWAYS TREAT FOR HYPOGLYCEMIA

Mild / Moderate

- Ask student if quick sugar source is in backpack
- Provide quick sugar source:
  4-6 Life savers
  or 3 teaspoons of glucose gel
  or 3-4 glucose tablets
  or 4 oz juice
  or 6 oz regular (not diet) soda
- Call Dispatch to contact parent/guardian, school nurse/school
- Repeat quick-sugar source if symptoms persist
- If student is self-care, allow student to check blood sugar and eat a quick sugar source if necessary, according to plan of care

Severe

- Don’t attempt to give anything by mouth
- If unconscious, position on side, if possible
- Call Dispatch to contact 911, parent/guardian, school nurse/school
- Stay with student
Quick Reference Emergency Plan – Transportation/Bus Driver
For a Student with Diabetes
Hyperglycemia (High Blood Sugar)

Student’s Name: ____________________________________________ Bus # ______________
Grade/Teacher: ___________________________ Date of Plan: __________________

Emergency Contact Information: ____________________________________________________

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Contact Transportation Dispatcher to contact Parent
Home phone: see line above Work phone: see line above Cell phone: see line above

Father/Guardian
Contact Transportation Dispatcher to contact Parent
Home phone: see line above Work phone: see line above Cell phone: see line above

School Phone: see above School nurse phone: Clinic see above Cell: see above

Trained Diabetes personnel: Nurse: ______________ Other: ______________

Is student self-care? ______________ Yes ______________ No

Causes of Hyperglycemia
• Too much food
• Too little insulin
• Decreased activity
• Illness/Infection
• Stress

Onset
• Over time—several hours or days

Symptoms

Mild
• Thirst
• Frequent Urination
• Fatigue/sleepiness
• Increased hunger
• Blurred vision
• Stomach pains
• Flushing of skin
• Lack of concentration
• Other: ______________

Moderate
• Mild symptoms plus:
• Dry mouth
• Nausea
• Stomach cramps
• Vomiting
• Sweet, fruity breath
• Other: ______________

Severe
• Mild and Moderate symptoms plus:
• Labored breathing
• Very weak
• Confused
• Unconscious

Mild/Moderate
• On long trips, provide frequent bathroom breaks
• Encourage student to drink water or sugar-free drinks
• If student is self-care, allow student to check blood sugar and administer insulin if necessary, according to plan of care

Severe
• Don’t attempt to give anything by mouth
• If unconscious, position on side, if possible
• Call Dispatch to contact 911, parent/guardian, school nurse/school
• Stay with student

circle student’s usual symptoms

Causes of Hyperglycemia
• Too much food
• Too little insulin
• Decreased activity
• Illness/Infection
• Stress

Onset
• Over time—several hours or days

Symptoms

Mild
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• Frequent Urination
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Severe
• Don’t attempt to give anything by mouth
• If unconscious, position on side, if possible
• Call Dispatch to contact 911, parent/guardian, school nurse/school
• Stay with student

circle student’s usual symptoms
Student Discipline

Student Discipline

Suggestions on How to Enforce Rules
Reporting Discipline Problems
Maintaining Student Discipline
Video Camera Observation System
Student Pictures

Policies Governing School Bus Students

Consequences for Improper Conduct on School Bus

Student Responsibilities - Loading / Unloading Procedures

Loading Procedures
Unloading Procedures

Discipline Information

Ways to Praise a Child
Student Management
District-Accepted Practices and Standards Regarding Restraint
When a Student Challenges or Breaks Rules
Student Referrals
7.1 STUDENT DISCIPLINE

A school bus driver has a critical job; transport children between home and school in the safest possible manner. You, as a bus driver, are the person responsible for this. Each driver will handle student behavior differently, and some drivers handle situations better than others. There are typically three types of drivers: assertive, hostile, and non-assertive. It is very difficult for hostile and non-assertive drivers to have control of their students. The assertive driver can handle any behavioral problem because he/she has learned the techniques of assertive discipline and how to apply it.

Assertiveness. An assertive bus driver must maintain the following attitude: There is not one child on this bus who will prevent the other students from having a safe and enjoyable ride home. There is not one child on this bus who will keep me from driving a safe bus. Keep in mind: As a bus driver, you have the support of your supervisors, principals, and the Transportation Director. As an assertive driver, speak with an authoritative voice and do not give the appearance of being angry or upset. The students will realize that you are in control of what happens on the bus. There will be times when talking to a student is not enough. Rules have been given to students, and everyone should be aware of the consequences. Report serious behavior problems immediately in the form of a student bus referral.

Discipline. Discipline is the act of maintaining order sufficiently to drive safely. Students must recognize the driver as the person who is solely responsible for the safe operation of the bus. Discipline on the bus is the responsibility of the driver. Students must obey rules and regulations to have a safe bus. It is your duty to protect students from danger outside and inside the bus (e.g., accidents, bullies, harassment). Your pro-active intervention accomplishes this prevention. As a driver, you must stop behavior that creates distractions while you drive; however, do not distract yourself by looking for behavioral problems. Rules of conduct need to be established. Read a copy of the School Bus Rider’s Safety Handbook provided by the Killeen Independent School District Transportation Services Department. The bus driver is the disciplinarian on the bus. The enforcement of the rules is your responsibility; do not run from it.

Be consistent with your discipline! Be firm, but fair!

7.1.1 SUGGESTIONS ON HOW TO ENFORCE RULES

- Do not start off by being easy or lenient with the rules; set the tone early. It is difficult (if not impossible) to be hard if you start easy.
- Be acutely aware of your limits, strengths, weaknesses, and what is possible or impossible.
- Relay the rules to students by your actions and words.
- Inform them of your expectations and the consequences of broke rules. Observe students as a group: note troublemakers, leaders, followers, and students with special problems.
- Get to know the names of your students as soon as possible.
- No one is the same all the time. As a disciplinarian, you must be fair and friendly, yet firm and consistent. Tools for enforcing the rules:
  - Children learn to respect you based on your actions. Say what you mean and do what you say! Think before you do anything! Never use profane language with a student. The student may not like you but will understand the limitations set and the consequences for violations. One-on-one consultation is the best avenue; explain what the child has done or is doing that is unacceptable and obtain a commitment that the child will correct the problem.
  - Moving the student away from friends, (depending on age – you need to remember each grade level should be handled a little differently) or assigning different seats will help with some problems.
  - Get to know the principal and assistant principal(s) at your supported school or schools. These individuals are the ones responsible for handling discipline.
  - Remember that only the principal or his designee may deny student transportation, never the driver.
7.1.2 REPORTING A DISCIPLINE PROBLEM

Use the Transportation Services Department Student School Bus Discipline Referral form to report violations on the bus. Referrals must be submitted as soon as the incident occurs. See the instructions on completing Student Referral forms later in this section.

The Transportation Services Department should be advised when a student is being removed from the bus for any length of time and the reason for this disciplinary action. Problems in dealing with irate parents occur when there is a dispute over what happened to warrant this kind of action. You may need to visit the school with the Transportation Director or designee for a conference with the principal, student, and parent. This is usually done after your morning route or before your route time in the afternoon.

Never strike a child or grab a student while performing your job, especially in disciplinary actions. Hitting a student may result in disciplinary action by the district and possible filing of criminal or civil charges by the parent or guardian. This does not mean you cannot restrain a child when the situation warrants it. Do not ridicule or embarrass a student in front of the other students on the bus. If you do, you have succeeded in making a long-term enemy. Finally, ask yourself one question before you act; will the Superintendent, the School Board, the Transportation Director, and the courtroom be able to back me in what I am about to do? If you have any doubts, check with the Transportation Services Department staff.

Physical touching of students is discouraged and should be avoided whenever possible. If a student should initiate a hug or embrace, do not make an issue of or return the embrace and try to discourage future incidents without hurting the good feelings that initiated the action. Only in the following situations is the touching of a student encouraged or required. Under no circumstances should physical intervention be used until all other options have been exhausted. Fighting should not occur on KISD buses and will not be tolerated.

- Performing duties relating to the safe transportation of students with disabilities.
- Aiding or assisting any student who has been hurt or needs assistance due to falling or an injury received during the normal performance of duties (humanitarian aid).
- Protecting yourself from a student or other person in performing assigned duties. Force used must be limited to that which is necessary for protection and must be limited to restraint only; it is not aggressive in nature.
- Protecting a rider from another rider.

Please feel free to come into the office and discuss any discipline problems with the staff. The Transportation Discipline Liaison, Transportation Trainers, and supervisors are always available to listen and provide additional guidance regarding discipline concerns. Getting help with a discipline problem will lead to an appropriate solution or provide another avenue of recourse.

7.1.3 MAINTAINING STUDENT DISCIPLINE

- Be friendly. Always show an interest in what the children are doing.
- Be fair. It is not punishment, but injustice, that makes a child rebel.
- Be honest in what you say and do. A child’s faith in you is a great help.
- Remember that a sense of humor is extremely valuable.
- Commend good qualities and actions. All children have them.
- Do not ever give an order you do not intend to enforce.
- Have a reason for what you ask a child to do. When possible, take time to give the reason; the student can see the point if you explain it.
- The response of the child is by action. Say, “Do this,” rather than “Don’t do that.” Suggest an action, which can be successfully obeyed.
- Give a child time for action.
- Do not judge misconduct by how it annoys you.
- Do not take your personal feelings and prejudices out on the children.
- Follow up all cases which have been disciplined; you will maintain the respect and confidence of the child.
- Intelligence in handling youth consists of thinking faster than they do. If they can outsmart you, you are not using your maturity. You should see possibilities before they become results. This is the secret of leadership.
• Defiance of established procedures comes from failure by an adult to keep the situation in hand. An adult’s will should never be matched against that of a child. It is far wiser to give some simple directions that will be mechanically obeyed and pick up the reins of control in a quiet way.
• Drivers (or Monitors) who so desire may obtain and carry a whistle to use as an attention-getter on the bus. Discretion must be displayed in the use of a whistle.
• Remember – Never strike a child for any reason.

7.1.4 VIDEO CAMERA OBSERVATION SYSTEM

This system is in use on most school buses in our district. These cameras are for the safety of our students and are used to monitor bus discipline. Only district employees involved with the specific incident may view the videos. Based on legal interpretations, parents, guardians, or other non-district personnel may not view the videos. Please be advised that the cameras will also be utilized to monitor driver performance as needed.

7.1.5 STUDENT PICTURES

To accept any pictures of students for display on your bus or to personally photograph or videotape any student, we must have a signed letter from the parent giving authorization.

7.2.1 POLICIES GOVERNING SCHOOL BUS STUDENTS

Bus Student Code of Conduct. The bus driver is responsible for the safe operation of the school bus and the safety and discipline of bus students. The school bus is an extension of the classroom, and the principal will administer discipline with assistance from the bus driver. No student who is termed ineligible for transportation by the KISD policies and TEA guidelines will be transported by a school bus.

7.2.2 CONSEQUENCES FOR IMPROPER CONDUCT ON SCHOOL BUS

Failure to abide by the rules in this Handbook creates safety hazards for the student as well as all students on the bus. School Board policies and the KISD Student Code of Conduct govern student behavior while on the bus. The school bus is an extension of the classroom; therefore, those rules carry over to the bus. Additional rules prescribed in this handbook are necessary for the safety and wellbeing of everyone on the bus. The driver is to report safety violations to the student’s principal or designated campus administrator by completing a student referral and submitting it through the Transportation Services Department. The school bus driver will take appropriate action to address the undesired or unsafe behavior that violates the Student Code of Conduct. Such actions include conferring with the student, recording the student’s name and grade, reassigning the student to another seat on the bus, and completing a student referral and forwarding it through Transportation Services to the student’s assigned campus. Once the student referral is submitted to the campus administrator, appropriate action will be taken. Violations of these critical safety rules will not be tolerated and will be dealt with accordingly.

The campus administrator has final authority on each referral’s disposition and may suspend the student’s riding privilege as deemed necessary.

Students are responsible for the notification of parents or guardians regarding these actions.

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42 Students will receive a Student Rider’s Safety Handbook and should complete the Student Information form enclosed; both the student and their parents or guardian must sign the form. This form should be returned to the bus driver within five school days.

43 Students are responsible for notification of parents or guardians regarding these actions. Any time a student has bus-riding privileges suspended parents are responsible for providing transportation for the student to attend school. This is not a suspension from class. If the student does not attend school when suspended from riding the bus, the absence is unexcused and disciplinary action may result.
7.3 STUDENT RESPONSIBILITIES LOADING / UNLOADING PROCEDURES

Students should be taught to load and unload the bus in the safest possible manner. The driver will review the rules with the students several times. Failure to follow these procedures will result in student disciplinary action.\footnote{Most accidents happen while loading and unloading students. It is the driver’s responsibility to convey this to the students. Each child needs to know that this is very serious and that the life they save could be their own.}

7.3.1 LOADING PROCEDURES

- Students who live on the left side of the road should:
  - Wait for the bus to come to a complete stop.
  - Wait for the driver to activate red flasher lights, check traffic, and signal them to cross the street. Students should recheck the traffic before crossing. Students may not cross behind the bus at any time.
  - Students should always check traffic for themselves before crossing.

- Students who live on the right side of the road should:
  - Wait for the bus at least six to ten feet away from the street or curb.
  - Form a single line at the bus stop.
  - Wait to approach the bus until the driver opens the door.
  - Students shall use the handrail while entering the bus.

7.3.2 UNLOADING PROCEDURES

- Students living on the right side of the street should:
  - Exit the bus using the handrail.
  - Exit and then walk away from the bus toward home.
  - The students are watched until the driver is sure they are away from the bus.

- Students living on the left side of the street should:
  - Exit the bus using the handrail.
  - Walk six feet straight off the bus, turn left and walk ten feet away from the bus.
  - Make eye contact with the driver. After checking the traffic, the driver will signal the students to cross until they are in front of the bus’s left bumper corner. The student should stop at this point and recheck traffic; if clear, they should cross in a straight line.
  - Students should never walk or cross behind the bus at any time.
7.4 DISCIPLINE INFORMATION

Ways to Praise a Child

WOW • Way to go • You’re special • Outstanding • Excellent
Great • Good • Neat • Well done • Remarkable • I knew you
could do it • I’m proud of you • Super Star • Nice Work •
Looking good • You’re on top of it • You’re catching on •
Now you’ve got it • How smart • Good job • That’s incredible •
Hot dog • Remarkable job • You’re beautiful • You’re a winner •
You make me happy • Hip, Hip Hooray • You’re important •
Magnificent • Beautiful • Fantastic • You’re on target • You’re
on your way • How nice • You’re spectacular • You’re darling •
Super • Super job • Beautiful work • Good for you • Nothing can
stop you now • Dynamite • You’re fantastic • Awesome • You’re
precious • Fantastic job • You’ve discovered the secret • Bingo •
Great discovery • You are responsible • You are exciting • You
are fun • You’re a real trooper • Marvelous • Terrific • You’re
growing up • Outstanding performance • You tried hard •
You figured it out • What a good listener • You’re a treasure •
You mean a lot to me • You’re a good friend • That’s correct •
A big hug • What an imagination • You learned it right • You’re
incredible • Now you’re flying • Bravo • Beautiful • I like you •
I respect you • You’re sensational • Phenomenal • A+ job • Hooray for you • You’re
unique • You care • Creative job • You belong • You brighten my day • Super work •
That’s the best • You made my day • Say I love you! • Beautiful sharing • You mean
the world to me • You’re important • You’ve got a friend • You’re a joy • You make
me laugh • You’re A-OK • My buddy • I trust you • You’re perfect • You’re
wonderful • Exceptional performance •

Remember, a smile is worth 1000 words!
7.5 STUDENT MANAGEMENT

Tips and techniques for managing students.

General Attitude and Approach.
- Be friendly, but not familiar; your name is Mr., Mrs., Miss _____.
- Be firm, but not tough.
- Be consistent; don’t be lax one day and tough the next.
- Treat all students equally; don’t have favorites.
- Be fair.
- Show respect.
- Be courteous and not sarcastic; don’t ridicule a student or his/her family.
- Always control your temper.
- Keep calm; don’t yell.
- Don’t tell a student to “shut-up.”
- Pay attention to your appearance.
- Clearly establish your expectations – what the rules are and the reasons they exist.
- Set a good example; act the part of a person in a responsible position who follows the rules.
- Be honest in what you do and say.
- Remember your sense of humor.
- Don’t hold grudges and don’t take things personally.
- Watch your language; profanity is unacceptable.

Helpful Tips.
- Greet students by name. Say good morning. Smile.
- Show an interest in things that interest them.
- Compliment students on positive behavior.
- Sometimes it pays not to hear things.
- Make students feel that they have a responsibility in ensuring group safety; have them help set the rules for the bus.
- Listen to the students – their suggestions, their complaints, their concerns.
- If you make a mistake, admit it.
- Give commands that stimulate an action: “Do this” instead of “Don’t do that.”
- Have a reason for what you ask a student to do and give the reason.
- Remember, you do not have to “win” with a student. Simply write up a referral and let the campus handle the situation.

Discipline.
- Save discipline for safety-related behavior; don’t nitpick.
- Don’t get drawn into an argument with a student.
- Don’t threaten to do something you can’t do.
- Don’t threaten something and then NOT do it.
- Don’t discipline a whole group; take the ringleader aside.
- Handle negative comments away from other students.
- Don’t let the situation get out of hand.
- Don’t use your brakes as a discipline tool.
- Drivers and Bus Monitors are not permitted to give candy, gum, or soda to student bus riders unless required by documented medical circumstances.
When there is a problem.

- **Stop the bus** (if it is absolutely necessary).
  Stop the bus in a safe location off the road, such as a parking lot or a driveway. Address the situation immediately; do not just sit there for an extended period as a disciplinary measure.
- **Secure the bus**
  Take the ignition key with you if you leave your seat
- **Stand up and speak to the offender or offenders**
  Speak in a courteously with a firm voice. Remind the offender of the behavior expected. Don’t show anger but do show that you mean business.
- **If a change of seating is needed, move the student to a seat near you**
- **“NEVER put a student off the bus” except at school or his or her residence/school bus stop**
  If you feel that the offense is serious enough that you cannot safely drive the bus, call for a school administrator if still on campus, or call the Dispatcher.
- If you do have to call for an administrator, **always state the purpose for requesting that the administrator** meet your bus and provide an estimated arrival time. **Do not divulge personal or inappropriate information** when requesting the administrator; **if necessary, generalize the subject matter** by stating the request is based on contraband, behavior, hygiene, etc.
- **Follow KISD procedures for further discipline or refusal of rights to ride the bus.**

### 7.6 DISTRICT RESTRAINT STANDARDS AND ACCEPTED PRACTICES

#### Restraint Policy
- District policy is to treat all students with dignity and respect.
- Attempts should be made to de-escalate any situation that may create a danger to students.
- A school employee, including bus drivers and monitors, may not restrain a student except in an emergency situation.
  - **Emergency**: Situation in which a student’s behavior poses a threat of:
    - Imminent, serious physical harm to the student or others
    - Imminent, serious property destruction
  - **Restraint**: Use of physical force or a mechanical device to restrict the free movement of all or a portion of the student’s body.
- The following actions are not considered a restraint that violates state law:
  - Physical contact or appropriately prescribed adaptive equipment to promote normative body positioning or physical functioning.
  - Limited physical contact with a student to promote safety (e.g., holding a student’s hand), prevent a potentially harmful action (e.g., running into the street), teach a skill, or provide comfort.
  - Limited physical contact or appropriately prescribed adaptive equipment to prevent a student from engaging in ongoing, repetitive self-injurious behaviors.
  - Seat belts and other safety equipment used to secure students during transportation.

#### Alternatives to Restraint.
- Know how to talk to students. Develop and use skills to handle situations before they escalate to the point that restraint becomes physical.
- De-escalation techniques
  - If a student is unruly in the morning, ask for the parents’ assistance at the bus stop. The parent may board the bus and assist in getting the student under control.
  - If it appears that the student is likely to have difficulty controlling their behavior in the afternoon, ask a teacher or administrator at the school to board the bus and talk with the student.
  - If a student is unruly during the bus ride, consider moving other students away from the disruptive student.
  - If a fight occurs on the bus, protection should be afforded to the victim. Move the victim to a safe area of the bus and separate the victim from the aggressor. Accomplish this by seating them at opposite ends of the bus.
Restraint.

In the event of an emergency, a school employee may only use a restraint with the following limitations:

- Restraint shall be limited to the use of such reasonable force as is necessary to address the emergency.
- Restraint shall be discontinued at the point at which the emergency no longer exists.
- Restraint shall be implemented in such a way as to protect the health and safety of the student and others.
- Restraint shall not deprive the student of basic human necessities.

When a driver or monitor uses restraint on a student, documentation, and notification of its use must be immediately reported to the Routing Supervisor.

7.7 WHEN A STUDENT CHALLENGES OR BREAKS A RULE

The Four Steps of Giving Directives.

1 - Give a polite Directive “(student name), Please…”
2 - Set the Expectation “You are expected to…”
3 - State the Consequence “If you fail to…then…”
4 - Present the Choice “It looks like you have a decision to make. You’re right, you can (negative behavior) (PAUSE) and what will happen is (negative consequence) or you can (desired behavior) and (positive outcome).”

Stopping Disruptive Behavior.

1 - Calmly ask, “What are (were) you doing?”
2 - Ask, “Are you supposed to (Identify behavior) on this bus?”
3 - Ask, “What happens when you (behavior) on this bus?”
4 - Present the choice or assign the consequence.

“It looks like you have a decision to make. You’re right, you can (negative behavior) (PAUSE) and what will happen is (negative consequence) or you can (desired behavior) and (positive outcome).”

7.8 STUDENT REFERRALS

Use the Transportation Services Department Student School Bus Discipline Referral form to report violations on the bus. Referrals must be submitted as soon as the incident occurs. Write everything down while it is still fresh in your memory—don’t delay! Additionally, drivers will maintain a bus conduct log, even if a referral is not submitted.

Print the following information legibly on the form and submit to the Transportation Operations office. Don’t hesitate to ask for staff assistance or to check the status of a referral if you have been continually reporting a repeat offender.

- Student Name
- School Name
- Student Grade
- Route Number and Stop or Stop Location
- Date of Incident
- Check the time of the incident
- State referenced policy violation
- State exact violation
- Seat number & location
- Clothing description
- State actions taken in an attempt to correct the situation
- State the number of times the student has been counseled for the violation (written or verbal)
- State the impact of the student’s behavior on the safe operation of the bus
- Sign the form and print name below the signature

If the Monitor submits the referral, the Driver must also sign the form on the signature line and add the word “REVIEWED” in parenthesis next to their signature. The Monitor will print and sign their name in below the signature line and add the word “SUBMITTED BY” in the bottom left-hand corner of the form.
Discipline Referral Guidelines

Referrals can be an effective tool when used correctly. Discipline referrals should only be used as a last resort once you have exhausted everything you know to get the student to comply. When referrals are overused, they lose their effect on the student. If a student receives a referral for every little thing done it will not have the same impact when there is a significant issue—the referral will not be taken seriously. Additionally, using continuous threats of writing a referral without following through often makes the situation worse as students feel that you are all talk and will not follow through. A behavioral issue resolution requires the ability of the driver or monitor to use intelligence and maturity to influence appropriate student behavior effectively.

The same applies to school administrators; they will be less likely to take referrals seriously when flooded with less serious referrals. These minor referrals are often contributed to poor student/driver communication, personality conflicts, or a lack of student management skills. Unfortunately, minor referrals often do little more than distract administrators from identifying and addressing the real student behavior issues.

To decrease the number of referral submissions, while increasing their effectiveness, drivers are advised to adhere to the following best practices:

- **Be friendly, fair, firm, and consistent.**
- **When loading/unloading at the schools stand up and greet them.** Don’t sit in the seat emotionless. Look students in their faces and greet them. This lets them know you care about them plus it gives you a chance to observe them and identify any possible issues that could arise. Also, each time they depart the bus, bid students farewell, and wish them a good day.
- **Establish clear expectations from the first day.** These are the rules and they will be enforced. Do not assume the students know the rules.
- **Get to know your students by name.** Establish a rapport with them; the students will be more willing to listen to you and communicate with you.
- **Safety and civility, not perfection.** These are children; remember how you acted as a child. It is impossible for children to sit like a statue and not make a sound.
- **Try to take care of the issue when it arises;** don’t wait for everything to build up to the point where you “just can’t take it anymore.”
- **Do not place yourself on the child’s level and argue with them.**
- **Try and resolve the issue before writing a referral.** One of the administrators’ chief complaints is that they often witness drivers in the bus loop not engaging students as they board the buses and allowing the students misbehave. Although a driver does not have direct discipline authority over a student, the responsibility is there to redirect unsafe and improper behavior.
- **Referrals are not used to document redirected behaviors.** If you address the situation and the issue is resolved, then why write a student up? These behaviors should be written in the bus conduct log only.
- **Know your students and don’t take it personally when they misbehave.** Do not discipline the whole group. Take the ringleader aside and talk with him/her. Don’t threaten to do something you cannot or know you will not do.
- **An incident happens at the bus stop before or after the bus is at that stop.** If you receive a report of this nature, take note of it in your behavior log and inform the parent/student that they must also inform school regarding the incident. Unless you witness the situation or it is captured by your bus cameras, the situation quickly becomes a highly disputable “he said/she said” incident, or a neighborhood dispute situation. In many instances, the school administrator is placed in an unresolvable situation, which results in a “conference with student” response to the referral submission.

Writing a Good Referral

When it becomes necessary to refer a student to school administration, it is important to remember the purpose. This document is to report (or refer) a student’s behavior to a school administrator so it can be addressed; not to get the student off your bus. Therefore, it is vital that the referral form be filled out accurately and completely.

**Only write the student up for the current actions.** Reporting multiple past events on one referral will make it seem as though you are fishing for a reason to get the student in trouble because he/she has irritated you. Additionally, when the administrator reviews video from past incidents and does not agree or the video does not show exactly what you stated in the referral, you lose credibility.
State the facts only. The more facts you provide, the better it will be for you! Remember, the administrator was not there. An example is writing a student up for the use of “profanity.” What may obviously be a profane word to one may not be to another. Not stating exactly what the student said in the referral puts the administrator at a disadvantage when confronting the student about something which only you (the bus driver) and the student are knowledgeable. The student is in a position to keep himself out of trouble by stating half-truths or that all he said was “Shut Up,” when in reality, he stated, “Shut the F*** Up.” Unfortunately, the administrator doesn’t have much leeway other than to take the student’s word and warn the student. Do not write “used profanity” or “inappropriate language,” write the exact words used. Being uncomfortable about writing the word is understandable, but the full report of the incident is required.

Be specific. Again, the more facts, the better you identify the problem to the administrator. Some examples are:

- **What did the student do?** The student refused to comply with the driver’s directions and has displayed defiant behavior towards the driver by . . .
- **What was the unsafe action?** The student contributed to an unsafe action and put himself (and possibly others) in harm’s way by . . .
- **Who was the other student (s)?** John hit another student . . . The driver saw Jane and another student shove a student down . . . Who was hit? Who were the other two students? What are their names? Why was Jane the only one written up if two students were involved? Make sure and correctly identify the student(s) involved using the full name. If you are not sure of the student’s name, do not write him or her up without verifying it.
- **Can the student and incident be easily identified in the video?** Provide information that will help staff members pinpoint the student and incident in the video, such as approximate time of the incident, student’s seat number, and book bag, or clothing descriptions.

Clarify. Never assume that an administrator will “know what you mean.” Vague statements are difficult to investigate and make it less likely to get the attention needed to correct the student’s behavior problem. Some commonly use poor examples that fail to clearly identify a Student Code of Conduct violation are:

- I have talked to John about his behavior, but he does not listen.
- The student was not sitting properly.
- The student does not respect or like me.
- The student smells bad.
- The student was told to get on the bus but refused and walked home.
- It was reported to the driver that Jane was saying things about another student. (What did she say and who was the other student?)

Be Impartial. If there are two students fighting on the bus, and only one student is written up, the referral is incomplete. Give both names regardless of whether you feel that one student or the other is a “good” student and you don’t want to get him in trouble. If one is written up, then BOTH must be written up.

Don’t pass judgment. It is irrelevant if a special needs student is on a regular education bus, or you think that the student needs help and you want them off your bus. It is your job to transport them to and from school safely, not to analyze or judge them.

Rule violations. These rules were established to maintain good order on the bus; not to antagonize students who do not meet your character standards. For instance, the ID cards are required for middle and high school students. This is necessary during the beginning of the school year, or for a sub driver to identify authorized versus unauthorized riders. However, there is no reason for a driver to write an ID card referral any time after the first roll call has been conducted. Additional examples of common rule violations are: eating on the bus, pants sagging, getting off at the wrong stop, and leaving trash on the floor. These and other similar referrals will not be submitted to school administration unless they are part of a bigger identified issue or specifically requested by campus administration.

Timeliness. Referrals must be submitted on time. Referrals for events that occur during a PM route must be turned in by 8:00 AM the following morning. Referrals for events that occur during the AM route must be submitted no later than 10:00 AM of the same day. Late referrals are not accepted unless the and Operations Specialist or the Transportation Director grants prior approval.
Employee Evaluation

Training / Check-Ride Checklist

Bus Driver Expectations

Bus Monitor Expectations

Disciplinary Program

General Statement of Administrative Disciplinary Procedures
Disciplinary Procedures
Progressive Disciplinary Program
Summary

Staff Employee Evaluations
# Training / Check-Ride Checklist

<table>
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<tr>
<th>Driver Name</th>
<th>Trainer</th>
<th>Date</th>
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<tr>
<th>Observed Y / N</th>
<th>Good</th>
<th>Fair</th>
<th>Needs Improvement</th>
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</thead>
</table>

## Pre-trip Inspection
- Acceleration (smooth takeoff)
- Braking (smoothness)
- Mirrors (8-10 second)
  - Before and during turns
  - During backing

## Right / Left Turns: Signal
- Speed
- Lane
- Mirrors – Tail-swing

## RR Crossings (hazards – 15 ft lane)
- Speed: Residential
- Freeway
- School Zones

## Lane position
- Proper lane for driving
- Backing (procedure / unnecessarily)
- Following distance
- Passing (signals, clearance, speed)
- Being passed (procedure)
- Yielding right of way
- Use of horn (courtesy - not for stops)

## Hand position
- Turn around (cul-de-sac)
- Parking (clearance - mirrors)
- Drives defensively
- Slows for hazards
- Seat belt
- Stop Signs
- Intersections

## ROUTE
- Arrives at park and bus stops on time
- Follows route as assigned
- Students in orderly group - 5 minutes prior
- Students seated before continuing
- Students remain seated until stopped
- Proper loading/unloading procedures
- Checks mirrors before, during, after loading/unloading
- Loading/unloading at school orderly
- Proper completion of reports and paperwork
- Post-trip Inspection
<table>
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<tr>
<th>DRIVER IMAGE</th>
<th>Observed Y / N</th>
<th>Good</th>
<th>Fair</th>
<th>Needs Improvement</th>
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<td>General attitude</td>
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<td>Appropriate dress</td>
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<td><strong>DISCIPLINE</strong></td>
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<td>Relationship with students</td>
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<td>General discipline procedures</td>
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<td>Discipline record</td>
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<td>Cleanliness of bus</td>
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<tr>
<td>Attitude with school/parents</td>
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**COMMENTS:**
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

SUCCESSFUL COMPLETION: ______ Training ______ Observation ______ Refresher

RECOMMENDATION FOR FURTHER TRAINING: ________________________________________________
_____________________________________________________________________________________

OTHER: ___________________________________________________________________________________

TRAINER’S SIGNATURE ___________________________ DATE____________________

DRIVER/TRAINEE SIGNATURE ______________________________

DRIVER/TRAINEE COMMENTS:
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
8.2 BUS DRIVER EXPECTATIONS

Qualifications.
- High School Diploma, General Education Development (GED), and ability to read and write legibly
- Valid Texas Commercial Driver’s License
- Successful completion of Annual Physical Examination
- Satisfactory drug test
- Annual Driver’s Record Check must be acceptable
- Periodic Criminal History check must be acceptable
- Successful completion of School Bus Driver’s Certification Course and Refresher Course (as required)
- Successful completion of all other district-required courses

Job Goal. To provide safe and efficient transportation for students participating in the district’s curricular and extracurricular programs.

Terms of Employment. Employee shall work and be paid the salary as established by the Board of Trustees.

Evaluation. The performance of an employee will be monitored and evaluated daily.

Personal Effectiveness.
- Displays professionalism in dealing with students, parents, staff, and community
- Approaches problem solving tactfully with directness and integrity
- Exerts a positive influence and works in harmony with associates
- Responds to suggestions for improvement in a positive manner
- Displays self-control and tact
- Punctual
- Attendance
- Maintains professional appearance
- Is mentally alert and physically able to perform job functions
- Provides for the care and protection of school property

Professional Effectiveness.
- Manifests support for and compliance with the philosophy, objectives, policies, and procedures of KISD
- Follows district policies pertaining to the individual assignment
- Demonstrates an interest in acquiring new skills and knowledge
- Seeks professional growth through continuing education and staff development
- Performs other duties as may be assigned

Performance Effectiveness.
- Exercises responsible leadership when transporting school children
- Maintains discipline and reports discipline problems to the proper authority
- Checks bus before each operation and reports any mechanical failure
- Follows assigned bus route as directed
- Is consistent in route departure/arrival time at a designated bus stop
- Transports only authorized students and discharge them at authorized stops
- Observes all traffic laws and safety regulations for school buses
- Uses red flashers only when students are loading or unloading
- Reports all collisions to proper authority with the required information
- Always keeps assigned bus clean

NOTE: A video camera observation system is in use on most buses in our district for the safety of our students and to monitor bus discipline. Please be advised that the camera may also be utilized to monitor driver performance.
8.3 BUS MONITOR EXPECTATIONS

Qualifications.
- High School Diploma, General Education Development (GED), and ability to read and write legibly
- Successful completion of all district-required courses

Job Goal. To provide safe and efficient transportation for students participating in the district’s curricular and extracurricular programs

Terms of Employment. Employee shall work and be paid the salary as established by the Board of Trustees

Evaluation. The performance of an employee will be monitored and evaluated daily.

Personal Effectiveness.
- Displays professionalism in dealing with students, parents, staff, and community.
- Approaches problem solving tactfully with directness and integrity.
- Exerts a positive influence and works in harmony with associates.
- Responds to suggestions for improvement in a positive manner.
- Displays self-control and tact.
- Is punctual.
- Attendance.
- Maintains professional appearance.
- Is mentally alert and physically able to perform job functions; do not sleep on the bus.
- Provides for the care and protection of school property.

Professional Effectiveness.
- Manifests support for and compliance with the philosophy, objectives, policies, and procedures of Killeen ISD.
- Follows district policies pertaining to the individual assignment.
- Demonstrates an interest in acquiring new skills and knowledge.
- Seeks professional growth through continuing education and staff development.
- Performs other duties as may be assigned.

Performance Effectiveness.
- Exercises responsible leadership when transporting school children.
- Assists with the maintenance of discipline and reports discipline problems to the proper authority and the appropriate administrator.
- Communicates with teachers and parents daily about student behavior while on the bus.
- Assists in loading and unloading students with disabilities according to their individual needs.
- Assists with seatbelt and wheelchair securement and other individual needs of the students while riding the bus.
- Operates two-way radio equipment and communicates with transportation operations staff as required for successful completion of the route.

NOTE: A video camera observation system is in use on most buses in our district for the safety of our students and to monitor bus discipline. Please be advised that the camera may also be utilized to monitor performance.
8.4.1 DISCIPLINARY PROGRAM

General Statement of Administrative Disciplinary Procedures. It is the intention of the Killeen ISD Transportation Services Department to have a consistent and formal disciplinary program for employees. Disciplinary steps shall be implemented when the action on the part of the employee is in direct conflict with written rules of the school district as outlined in the KISD Transportation Services Department Handbook, the employee’s job description, or state and local policies and procedures.

8.4.2 DISCIPLINARY PROCEDURES

- Document parental or patron complaints received.
- Make the employee aware of the nature of the complaint.
- Determine the validity of the complaint.
- Take appropriate action.
  - Counsel employees on resolving complaints.
  - Take a proper step in progressive disciplinary program.

8.4.3 PROGRESSIVE DISCIPLINARY PROGRAM

A fundamental expectation is that every employee act in a professional and responsible manner at all times. Within this Handbook and through periodic written notifications the Transportation Director outlines expectations of professional conduct and performance that will lead to providing safe and efficient bus service to the students. Everyone is expected to follow all motor vehicle safety rules; to follow the policies and regulations of the school district; and to exemplify the high level of personal and professional behavior that parents, students, fellow KISD employees, and other citizens in the school district expect and deserve. An employee’s failure to perform as expected requires disciplinary measures.

The Transportation Services Department will administer a fair and uniformly applied progressive discipline program. This program is intended as a guide to facilitate uniformity in imposing disciplinary measures. It is not binding on the administration, nor does it prevent the district from considering extenuating, mitigating, or aggravating circumstances in imposing a lighter or more severe consequence. Each case will be decided based upon the totality of the circumstances. The employee’s work history, record of previous offenses, and the district’s past attempts at remediation will be considered along with the facts in each case.

Termination normally occurs only when other disciplinary action has failed to achieve the required results. Prior to termination, the Transportation Director will ensure that the employee has been properly counseled in writing concerning any deficiencies in behavior, given sufficient time to correct these deficiencies, and informed that failure to correct them or violation of other policies or procedures may result in termination. However, this policy in no way prevents the Transportation Director from taking immediate action when the nature of the offense warrants such action. Also, employees may be reassigned if in the best interest of KISD.

8.4.4 SUMMARY

Following state laws, district policies, regulations, and requirements governing school district employees shall be the sole responsibility of the employee. Failure to comply will result in activating the progressive disciplinary program. There are some conditions that may be subject to immediate suspension or termination. In the event of such an occurrence, the Transportation Director or appropriate school official may make exceptions to the progressive disciplinary program regarding termination. Reassignment may be made if warranted. 46

46 NOTE: Employee complaints may be registered according to district policy.
8.5 STAFF EMPLOYEE EVALUATIONS

Appraisal of employees is a continuous process that uses approved performance criteria and evaluation instruments to gather, analyze, and interpret both strengths and limitations demonstrated by personnel in assigned positions. The appraisal process is used to measure an employee’s actions against a prescribed standard and is a critical component of any organization. A staff appraisal tool will be used to evaluate all staff employees annually; both the immediate supervisor and the Transportation Director will participate in the staff employee’s evaluation process.

Typically, the below components will be reviewed and/or evaluated (the list is not all-inclusive):

- Accuracy of current job description
- Previous and upcoming years goals
- Job Knowledge and Training Needs
- Reliability / Dependability / Attendance
- Timeliness (meets deadlines)
- Attitude toward Work
- Cooperation
- Staff Relations
- Involvement within the Department
- Following of Policies and Procedures
Field Trips

Procedures

Definitions

Responsibilities

Requesting A Field Trip

Assignment of Field Trips

Field Trip Procedures

Hazardous Conditions and Areas

Care of Buses

Field Trip Driver’s Best Practices

Administrative Procedures
9.1 FIELD TRIPS

PROCEDURES. Standardized procedures for the operation of extracurricular field trips within the district are outlined below. Specific assignment procedures are outlined in the Field Trip Assignment Procedures. These procedures are applicable to all personnel involved in the planning or execution of KISD field trips.

9.2 DEFINITIONS

Scheduling Foreman. Supervisor in the Operations Section who receives trip requests and manages trip buses and trip drivers to support district activity trips.

Convoy. Three or more buses leaving from and going to the same destination at the same time.

Convoy Leader: Individual assigned by the Trip Foreman to oversee a convoy.

Trip Drivers: Individuals assigned to the approved trip driver positions. Normally these individuals will be assigned the bulk of the out-of-town trips.

Stand-by time: Paid time when a driver is not actually operating a motor vehicle. The time may be before, during, or after a trip or while awaiting an assignment.

Activity Buses: Buses designated for field trip duties; used primarily in support of out-of-town trips.

Trip Roster: List of other drivers desiring to drive in support of field trips (other than Trip Drivers).

Out-of-Town trip: Trip outside Killeen school district boundaries but within the state of Texas.

Local Trip: Trip between locations within the district or within 25 miles (one way) of the Bus Park.

Normal Trip: Trip that has been requested in advance and that requires no special handling. Most field trips fall into this category.

Special Trip: Trip that is extremely long in distance, an overnight trip, or a trip that requires special handling.

Short-notice Trip: Trip with very little response time prior to execution. These trips require immediate attention and may involve driver emergencies, no-shows, or last-minute requester changes.

9.3 RESPONSIBILITIES

Transportation Director.
- Serves as the KISD proponent for Field Trip procedures.
- Provides interpretations of these procedures as required.
- Approves chartering or leasing of vehicles when requirements exceed the capacity or economics of in-house transportation.
- Provides copy of field trip policies and procedures to all campuses and other field trip customers.

Transportation Coordinator.
- Responsible for the implementation of procedures within the Operations Section.
- Supervises Transportation Operations and Transportation Training and Safety functions.
- Fills in for the Transportation Director during absences.
- Oversees actions to correct issues concerning violations of these procedures.
Senior Operations Specialist.

- Responsible for the execution of procedures within the Operations Section.
- Supervises the Trip Foreman and supporting secretaries.
- Fills in for the Transportation Coordinator during absences.
- Coordinates fleet support for large, out-of-town trips or mass movements such as KISD Convocation.
- Oversees actions to correct issues concerning violations of these procedures.
Scheduling Foreman.

- Provides the day-to-day operation of the KISD Field Trip program.
- Maintains the Trip Roster.
- Allocates trips to individuals on the Trip Roster.
- Maintains equity of total weekly hours for all Trip Drivers.
- Determines bus resources to be used in support of field trip requirements.
- Maintains a listing of buses (with driver’s name) used to support previous day field trips. Notifies respective driver if a bus was not cleaned following a trip. Coordinates with Transportation Support Supervisor to ensure bus is adequately cleaned.
- Arranges for special needs equipment required for a field trip with fleet services.
- Computes charges for field trips and bills respective accounts.
- Coordinates with requesting organizations for feedback on field trip service provided and implements corrective actions as required.
- Maintains current driving instructions for all commonly used trip destinations. Works with respective Trip Drivers for directions to unique destinations.
- Supervises Trip Drivers, to include verbal and written counseling as required.

Billing Clerk.

- Assists the Trip Foreman in the day-to-day operation of the KISD Field Trip program.
- Enters trip billing information into the district financial database.
- Reconciles monthly activity trip credit card bills and prepares documentation to authorize payment.
- Processes support fleet requests and assigns vehicles to support these requests; prepares trip packet and coordinates vehicle pick up; and works with Transportation Shop personnel to schedule vehicle services and repairs.

Trip Drivers.

- Primarily responsible for out-of-town field trips; drive local trips as required.
- Serve as Substitute Drivers and Monitors for district bus routes as needed.
- Responsible for the operational readiness of assigned activity buses. This includes but is not limited to: pre- and post-trip safety inspections; under-hood inspections and checks; fueling; and cleanliness of the bus, inside and out.

Other Drivers desiring to perform trip duties.

- Must have driven as a solo driver for 30 calendar days prior to driving on Field Trips (requirement may be waived for new, but experienced, drivers).
- Maintain name on Trip Roster if interested in performing Field Trips.

Fleet Maintenance and Transportation Support personnel.

- Provide mobile fleet support for large, out-of-town trips or mass movements.
- Provide Trip Drivers with necessary operating supplies (oil, coolant, etc.) to be stored on the activity buses.
- Report improperly cleaned activity buses to the Trip Foreman.
- Provide other trip drivers with cleaning equipment.

Requesters of Field Trips.

- Complete the KISD Request for Field Trips & Support Fleet Transportation form to request a field trip. Requests should arrive in the Transportation Services Office three weeks prior to the travel date.
- Identify any special needs requirements on the request.
- Indicate if the sponsoring organization will feed or lodge drivers during the trip (particularly for overnight trips). If possible, lodging arrangements for Trip Drivers should be single rooms to allow the maximum amount of rest for them.
- Identify a point of contact (with phone number) for field trip requesting activity.
- Trip Requests will be submitted using the district provided web-based system.
Field Trip Sponsors and Chaperones.
- Sponsoring activities must provide a sponsor or chaperone for each bus. Only participants, sponsors, and designated chaperones are allowed on the buses; their spouses, children, and guests are not authorized to ride.
- Assist drivers with managing riders. Chaperones may be asked to sit throughout the bus to provide this assistance.
- Assist with loading and unloading and in maintaining a count of assigned field trip participants.
- Be aware of the route to be traveled and speed requirements to complete the trip within the requested times. Be prepared to provide directions to drop-off and pick-up points at field trip destination.
- Coordinate bus usage requirements and times with Trip Driver at and between destination locations.
- Assist with interior bus cleanliness both during and at the completion of field trips.

9.4 REQUESTING A FIELD TRIP

Field Trips will be submitted and approved at least three weeks in advance using the District’s web-based trip request system.

9.5 ASSIGNMENT OF FIELD TRIPS

- Trip Drivers will be primarily scheduled to perform out-of-town and overnight trips.
- Eight-hour drivers needing additional work hours can be scheduled for cross-town, daytime trips during the workweek providing they do not conflict with regularly scheduled routes.
- Other drivers who want to drive on field trips will be assigned based on the field trip roster.
- Cross-town trips will be assigned using the field trip roster.
- A rotating list will be used to assign overnight trips to Trip Drivers.
- Trip Drivers of canceled overnight trips will be placed back at the top of the overnight field trip list. Trip Drivers who decline, an assigned overnight trip (for reasons other than medical or family emergencies) will be placed at the bottom of the field trip list.
- Trip conflicts, if necessary, will be resolved on a first-come, first-served basis.
- Special requirements such as hard to schedule medical appointments may be considered and considered when assigning Trip Drivers.
- Trip Assignment Process
  - Any driver desiring to drive field trips will submit a completed Trip Preference Form to the Trip Foreman. Drivers will be added to the trip roster in the order the preference form was submitted. Using the Trip Roster, the Trip Foreman will assign prospective drivers to vacant trips in sequential order considering driver preference compatibility.
  - Trip Drivers will usually drive out-of-town and overnight trips.
  - Assignments for remaining trips will be made from the trip roster containing names of all non-Trip Drivers who want to drive field trips. When possible, these assignments will be made no less than two weeks in advance. If a driver has indicated that he or she cannot drive on a particular day and his or her trip is scheduled for that day, that trip will be assigned to the next eligible individual on the roster. The driver who could not perform the trip will receive the next available trip.
  - Assignments will be made for all trips at one time. No trip assignments, other than for Trip Drivers, will be made prior to this.
  - All drivers will notify the Trip Foreman of any conflicts as soon as possible. Continuous conflicts or failure to report for assigned trips in a timely manner may result in removal as a Trip Driver or from the Trip Roster.
9.6 FIELD TRIP PROCEDURES

Field Trip Dress Code.
- Non-trip drivers will comply with the Transportation Services Departmental Handbook dress code for all trips.
- All drivers will comply with the departmental dress code for cross-town trips. Trip Drivers are not required to be in the prescribed field trip uniform for cross-town trips.
- Trip Drivers Field Trip Uniform will consist of one of the following options:
  - Black pants or skirts with white, collared shirts or blouses
  - Navy pants or skirts with light blue collared shirts or blouses
  - Khaki pants or skirts and polo shirts in appropriate school colors OR a white polo shirt may be worn on high school UIL activities
  - Shorts or jeans will not be worn as a part of the Trip Driver Field Trip Uniform.
- Females may substitute an appropriately colored jacket, with lapels, if desired. If this is done, the jacket will remain on at all times when students are present, and the blouse worn will have a conservative neckline and will not be made of a lingerie-like material.
- Ties (or scarves) and hats are optional.
- Questions concerning the dress code should be directed in advance of the scheduled trip to the Trip Foreman or the Senior Operations Specialist.

Convoy Procedures. The Trip Foreman will designate a Convoy Leader for all convoys and issue appropriate equipment (cell phone, fuel card, gate keys, etc.) to him or her for the trip. A Trip Driver will be assigned as the Convoy Leader if there is one available on the trip. All members of the convoy will be advised as to who the Convoy Leader is for their respective convoy.
- The Convoy leader oversees the convoy; all other drivers will follow the instructions of the Convoy Leader during the convoy. Failure to comply with the Convoy Leader’s instructions may result in disciplinary action.
- Convoy procedures are in effect during the entire convoy – from departure point to destination point and return to the departure point.
- Lights will remain on during convoy movements.
- Convoy speed will be no faster than the maximum safe speed of the slowest vehicle.
- Vehicles in convoy will remain together unless directed otherwise by the Convoy Leader. Even if the sponsor on the bus directs otherwise, follow the Convoy Leader.
- Stay in assigned positions during movement of the convoy. **Drivers will not pull out, pass, or use a different route.**
- If a bus in a convoy becomes disabled, put the students on the other buses to continue to the destination. The Convoy Leader will notify KISD Transportation of the breakdown and location. The driver of the disabled bus will remain with it until a mechanic or a relief bus arrives. Once the relief bus is available or repairs are complete, the driver will proceed to destination.
- Radio procedures will not change once the convoy has switched to the convoy radio frequency. Convoy Leader will direct change-over to this frequency and will control radio traffic.
- The Trip Foreman will maintain a list of cell phones (to include phone number) issued for each field trip and will provide to all field trip drivers the cell phone number of the supporting fleet services team. These cell phones are for official district business only; do not provide the phone number to non-district employees. Unauthorized calls made or received on the assigned cell phone may be charged to the individual responsible.
- Before leaving for an out-of-town Field Trip, the Convoy Leader (or single driver if just one bus) will be sure that the following are present: (1) Trip Ticket for each bus, (2) Bus Check Sheet, (3) seating charts, (4) cell phone, (5) fuel card, and (6) trash bags. Make sure the bus has been fueled, serviced, and checked prior to departure.
- Switching of buses is not permitted; Operations Specialist and Transportation Coordinator are the only ones authorized to make a vehicle change. The Transportation Support Specialist will coordinate bus switches with the Trip Foreman when maintenance is required on a bus scheduled for a field trip.
- Guests (family, relatives, or friends) are not authorized to accompany drivers on any Field Trip.
• Drivers will arrive at the pick-up point at least 15 minutes prior to departure time when possible. Trip Drivers are authorized to clock in 1 hour prior to the pick-up time and to clock out 1 hour after return to clean the bus. Attempt to report to the sponsor immediately upon arrival and inform him or her that you are present and ready to depart. Courtesy counts!!
• Sponsors are responsible for providing a completed a seating chart prior to departing the campus on every field trip or event.
• Infants and toddlers (non-school age) are not authorized to ride on the bus without an appropriate child car seat. Prior approval of the Transportation Director is required to take car seats with infants on field trips.
• Drivers will check with the Sponsor prior to departing the field trip location to ensure the sponsor is ready to depart and that all students are accounted for. Do not leave a student at the field trip location without the Sponsor’s personal approval (Chaperone approval is not acceptable).
• Drivers will stay on prescribed route to the destination. Close coordination with the Trip Foreman is required to develop the best route to the destination.
• Drivers will periodically check with the sponsor as to the temperature on the bus and make adjustment accordingly.
• Drivers will park in areas assigned at the field trip destination when such designations are made by the sponsoring activity. Ground and overhead clearance for the bus are still the responsibility of the driver, even in designated parking areas.
• Drivers will remain in the immediate area at the destination. The event could be canceled, relocated, or curtailed and the sponsor will need to have the bus immediately available. Coordination may be made with the sponsor to work out a meal schedule.
• Drivers will stay in the area of the bus and check it frequently for vandalism. Activity buses can be locked but be sure the key is available prior to locking the door. Drivers must coordinate with the sponsor for security of items left on the bus by field trip participants.
• Upon completion of each trip, drivers must check the bus thoroughly and deliver any found items to the school after completing the AM run on the following day.
• Hazardous materials will NOT be transported for any field trip at any time.
• Drivers are responsible for placing themselves Out of Service in the event of illness, fatigue, mental state, personal considerations, or any other situation or circumstance that may make them unfit to continue to drive.
• The driver will be provided with an evaluation form attached to the trip ticket and will fill out the appropriate portion (except sponsor information). Trip Drivers will write their regular route number on the form, not the spare bus number. Other drivers will write their name only. When this form is given to the sponsor, take the opportunity to introduce yourself, double check the destination, and determine if they have driving directions or a map, they want you to follow. The sponsor returns this form to Transportation Services through school mail. After the Field Trip Foreman reviews the form, it will be returned to the driver.

Special Needs Requirements. When Trip Requests identify special needs requirements, the Trip Foreman will coordinate with the driver and Fleet Services for installation and removal of the equipment.

• The Trip Foreman will advise the Convoy Leader (or individual driver) of the special needs requirement. The Convoy Leader (or driver) will check the bus to ensure the equipment has been provided.
• If, at the time of trip assignment, the driver is unfamiliar with or untrained on the special equipment, the Trip Foreman may be required to cancel that driver from the trip and place him or her at the bottom of the field trip list. Trip Drivers must maintain proficiency in the use of this special equipment. Training is available from the Training & Safety Supervisor.
• All wheel chair lifts and special equipment will be checked for operational readiness prior to departing the bus park for the field trip.
• Field trip sponsors will assist as necessary in loading and unloading special needs students. Proper securement remains the responsibility of the field trip driver.
• The Trip Foreman will assign a monitor to any bus with three or more wheelchairs riders.

Care of Buses. Trip Drivers are responsible for cleaning (inside and out) and servicing (fuel, oil, coolant, tires, etc.) of assigned Activity Buses. Other drivers of Activity Buses will complete a pre-trip safety inspection plus an under hood service check prior to returning from out-of-town field trips. Fueling may also be required. These drivers will also clean the bus both inside and outside after each trip. Failure to clean the bus may result in removal from the Trip Roster or deduction of one hours pay from the trip. As a minimum the inside and outside of the bus will be cleaned by the next duty day (after the AM run). Due to liability considerations, washing of buses at the bus park wash rack or in the bus park is prohibited on weekends and holidays. On an exception basis, the Trip Foreman may authorize Trip
Drivers (only) to clean up buses on weekends or holidays.

**Field Trip Driver’s Best Practices.**

- Sponsoring organizations of trips might not feed drivers. Therefore, drivers should take something to eat or take funds to purchase meals. Do not ask sponsors or the sponsoring organization for money! The district may provide meal reimbursement if drivers are out of town for an overnight trip. The driver must file a claim to obtain reimbursement. Obtain receipts for all meals and turn them in to the Trip Foreman.
- At the beginning of a field trip, talk with the sponsor to make sure that all details of the trip are understood. At this time also let the sponsor know what your rules and expectations of students and other passengers are for the trip.
- Loading of the undercarriage storage area will be supervised by the driver, to include securing the stowage compartment doors.
- Driver is responsible for ensuring that a Seating Chart is completed prior to departing the campus on every event or field trip. Upon completion of the trip, the driver will attach the completed seating chart to the trip ticket and turn them in to the Scheduling Foreman.
- If the sponsoring organization plans to use the bus as a place for students to change clothes, the driver will ask the sponsor if he or she should remain off the bus during changing times. For safety reasons, students are not allowed to stand and change clothes while the bus is moving.
- Eating and drinking on the bus is permitted when requested by the field trip sponsor. Condiments, sunflower seeds and dairy products are not authorized. Plastic bags for trash are provided by the Trip Foreman and should be made readily available to passengers.
- At the end of the trip, talk again with the sponsor and exchange any information concerning how the trip went. Relay any new lessons learned to the Trip Foreman.

**9.7 ADMINISTRATIVE PROCEDURES**

- Drivers for **overnight** trips may park a privately owned vehicle in the respective bus space while on the trip.
- The Trip Foreman will review Trip Driver hours at least weekly and schedule future trips to maintain equality of total hours worked.
- Every effort will be made by the Trip Foreman to equalize the overnight trips among Trip Drivers.
- The Trip Foreman is authorized to sign Trip Requests for the Transportation Director unless charter or rental support is required.
- In accordance with district policy, the use of tobacco products is not permitted on buses.
KISD Best Practices

Do and Don’t Guidance

Frequently Asked Questions

SECTION 10

10.1 DO AND DON’T GUIDANCE

DO:

- Complete pre-trip inspection to include fuel gauge and tires.
- Refuel your bus if it won’t be in the Bus Park during fueling time.
- Write up bus problems when they occur, not when they accumulate.
- Remove all trash from buses each night (ants and animal problems).
- Report damaged seats as they occur.
- Check oil change sticker or report missing stickers.
- Before reporting a “no crank” situation, check for gearshift in neutral and locked rear doors.
- Report all deficiencies on driver’s inspection report; safe and reliable buses are everyone’s responsibility.
- Turn in absence from duty forms to office when you expect to be absent.
- Turn in all paperwork in on time and as requested.
- Come into the office and ask for assistance when you need help with something.
- Keep phone calls in workroom down to maximum of three minutes.
- Make sure that we work as a team; if there is a deadline, help out.
- Notify Transportation Director’s secretary when you need to terminate. An Exit Interview must be done before you can get your final check.
- Exiting employees must return District issued items.
- Fill out trip ticket correctly and turn it in on time (includes odometer reading from school to school) and remember the duties as an extracurricular trip driver.
- Keep bus neat and clean.
- Put gate key and trip ticket in key box at the gate after night and weekend trips.
- Clean up bus after each trip (pick up the trash, sweep the floor, and mop if necessary).
- Drivers wear proper shoes when driving bus (NO HIGH HEELS OR OPEN-TOED SHOES).
- Be courteous when talking on radio and use correct procedure.
- Drivers and monitors will clock in and out at the times shown on the route sheet. Pre-trip and post-trip inspection time is shown on the route sheet and this time is meant for the purpose specified.
- Use automated time system as instructed.
- Be quiet in the hallway.
- Listen to the radio and make sure no one is using it before you start talking.
- Make sure microphone on radio is not stuck open.
- Turn off all electrical components when you park your bus. Also remember to shut windows and door.
- Ask questions when you are not sure what needs to be done.
- Control discipline on your bus, reporting student misconduct in the appropriate manner and with all factual information available. Be sure to be as precise as possible. Do not state personality differences.
- Drop off Shoemaker High and Harker Heights High athletic students at the respective campus field house. Harker Heights High buses will use the Athletic Entrance only.
- After unloading students at a campus, depart that immediate area to allow other buses a less congested area to unload students. Move to a safe location to perform your compartment checks.
- Call Transportation Operations when you have an emergency.
- Notify the Operations Foreman or Operations Specialist when you expect to be absent. Fill out an absence from duty form before your request can be acknowledged.
- Keep a positive attitude; be flexible and supportive of district and departmental goals.
• Apply for all job opportunities within the department for which you are qualified and interested.
• Treat fellow district employees with respect.
• Be a role model for students on your bus and for other department employees.
• Keep current a seating chart for all students on your bus.
• Notify the supervisor when you suspect an ineligible student is riding your bus. Allow the student to ride and then see the supervisor when you return to the bus park. The Transportation Director determines eligibility based upon district policy.
• Due to increased fuel costs, accelerate and drive slowly and coast when possible. Limit idling!
• Cooperate when required alcohol and controlled substance testing is required. It is your responsibility and a requirement of the position. Don’t leave before testing if you are on the random list.
• Ask questions when you don’t understand something. Never ASSUME anything.

DON’T:
• Vary from your route times or stops.
• Start your bus and go away leaving it running (stay with bus).
• Use radio for personal messages; see the driver in the bus park when you return.
• Contact other buses by radio for personal reasons.
• Transfer students from one bus to another without prior (written) approval.
• Give office phone numbers or address for your personal use.
• Take bus keys home unless you are instructed to (field trip).
• Wash the engine compartment or wash inside the bus with a hose; use a mop to clean inside.
• Take wash brushes on routes; use immediately or return brush and get it later.
• Use any chemical brought from home for cleaning or general use on the bus. Only district-approved chemicals are to be used.
• Call Transportation for a time check. Buy a watch and check the time prior to leaving the workroom. Use the Transportation Operations Office clock for time verification.
• Rev bus at first start-up; lack of oil causes extreme wear.
• Lock your bus while it is in the Bus Park; this includes weekends and holidays.
• Leave key in substitute bus; return it to office.
• When bus substitutions are made, don’t return to normal bus until instructed to do so.
• Fuel any KISD vehicle with passengers on board unless absolutely necessary; passengers will be removed to a safe location before fueling the vehicle.
• Pull on overhead mirrors; if it will not move, ask the shop for help.
• Leave bus at shop entrance without writing a driver inspection report.
• CURB buses.
• Leave your parked bus so it is blocking handicapped parking slots at any time.
• Park a bus behind the shop unless asked to do so (limited parking).
• Park your bus for any reason between the Excursions and Facilities Maintenance white fleet vehicles. This area is a NO PARKING zone.
• Yell at students or tell them to shut up.
• Sleep on the bus while students are on board.
• Back up with your bus unless the Dispatcher is aware of your need.
• Belittle students; respect given is respect earned.
• Give candy, gum, or soda to student bus riders unless required by documented medical circumstances.
• Deny service to any student. If you question whether he or she should ride your bus, contact Transportation Operations.
• Use jive when talking on the radio. Speak clearly and professionally. In an emergency, please try to stay calm and speak slowly so your message can be clearly understood.
• Make route changes unless given permission to or instructed to do so.
• Speed, drive reckless, or hit the brakes to get students’ attention.
• Use techniques to DISCIPLINE students on the bus (i.e. raise the windows with the heater on until students are quiet).
• Leave the bus park before the time indicated on your route sheet unless directed by the Dispatcher.
• Use student monitors on your bus.
• Honk at another bus while that driver is checking for students after a run.
• Use or carry personal electronic devices (personal radios, MP3 or CD players) on the bus except during Field Trips
• Ever touch a student unless you have a reason to use reasonable force to restrain a student from hurting himself, you, or other students on the bus.
• Open loading door while bus is in motion!!

10.2 FREQUENTLY ASKED QUESTIONS

Question: What takes precedence regarding employee policies and procedures; the District Employee Handbook or the Transportation Department Employee Handbook?
Answer: The department handbook is only for department related operations and does not have precedence over the district employee handbook. Specific district policies and procedures are listed in the district employee handbook.

Question: Is the Transportation Department Handbook the only source for transportation related policies and procedures?
Answer: Employees department handbook is not the only source for departmental procedures or standard practices. Additional written guidelines such as the KISD Student Rider’s Safety Handbook, KISD Special Needs Parent/Guardian Handbook, the Transportation Association of School Boards (TASB) Safety Handbook, and notices are posted on employee bulletin boards when available.

Question: What is the Chain of Command and routing for complaints and appeals?
Answer: All drivers are urged to communicate inquires and issues through proper channels of communication starting with their first line supervisor. Drivers will not initiate complaints or appeals to the Transportation Director without first informing their first line operation of the situation. First line supervisors are as follows: 47
- Operations Foreman - Regular Ed drivers, Substitute drivers, and Distribution drivers
- Special Needs Routing Specialist - Special Education drivers and Monitors
- Routing Foreman - Special Program drivers
- Trip Foreman - Trip drivers
- Respective Section Chief - Office Staff

Question: What are advancement opportunities within the department?
Answer: Employees may seek additional responsibilities and job advancement within the department by applying for full time (6 and 8 hour) positions. Employees are eligible to apply as of the date of employment. All these positions require interested applicants to apply as advertised in the announcement. The positions that are typically announced are: Alternative Driver (6-hour), Activity Trip Driver (8-hour), Substitute (Alternate) Driver (8-hour), and Driver-Trainer/Mentors (8-hour). Interviews may be conducted by department personnel for any advertised position. Staff office assistant is not a job position; therefore, it does not fall into this category.

Question: What is the process for filling 6 and 8-hour positions and reassigning current full-time personnel?
Answer: All extra hour positions (those more than 6 hours per day) are announced by the Auxiliary Human Resources Department. The vacancy notices are then posted within the department or distributed to all employees via a memo. All available positions are announced in a specific manner. Full time positions are announced, applications accepted, and applicants are screened for qualifications by Auxiliary Human Resources. Interviews are scheduled, and applicants are rated according to selection criteria. Employees are selected to fill positions because they are highly qualified, not necessarily due to seniority. Skill, experience, evaluation, references, suitability for the position, and needs of the district are just a few of the things considered when filling vacant positions. The Auxiliary Human Resources Director takes the recommendations of the Transportation Director and offers positions accordingly. Special Needs Driver vacancies are filled from existing employees who are interested in the position. Regular Ed drivers, Substitute drivers, and Alternative drivers may be considered for special needs driver vacancies. Employees should not come and ask for

47 Any member of the office staff has the authority to require drivers and monitors to perform certain tasks required of their position since they are doing so under the direction of the Transportation Director.
full time positions. The Transportation Director has the authority to reassign employees within same pay grades and hours within the department.

**Question:** What is the district policy for tobacco use and game playing on district property?
**Answer:** The district has a tobacco policy which prohibits tobacco use in any form on district property. Playing games in the driver's area will be done quietly. Drivers on stand-by must be prepared to depart the lounge for work immediately.

**Question:** What are the criteria for employee annual recognition eligibility and what is the selection process?
**Answer:** Employees are eligible for annual recognition after they have completed 90 working days of service with the department. Performance, safety, work ethic, ability to work with others, attendance, and years of service are all considered when selecting employees to receive awards. Safe Driver Awards and Perfect Attendance Awards are also presented annually to recognize exceptional performance in those areas. Criteria to recognize the maximum number of employees has been developed for no at-fault accidents or speeding tickets in a district vehicle during the School Year, or no absences for Perfect Attendance during the School Year (Jury Duty and Vacation do not count), working a ‘TRS’ Year (approximately ½ of School Year), and must have worked for Transportation Services on last day of school year.

**Question:** What are the requirements and selection process for summer positions?
**Answer:** On or about May 1st of each year, the department posts expected summer vacancies. These are based upon required needs of the department. All employees desiring to work during the summer months must apply within the Transportation Services Department. Absences during the previous school year may be used as one of the criteria for filling these positions. One no-call/no-show during the summer may result in immediate termination.

**Question:** What are the rules for using the drivers break room telephone?
**Answer:** The telephone in the driver's workroom has a 3-minute limit. Employees should respect the fact that the telephone is placed in the driver's workroom for the benefit of all employees and be considerate of this limit. The phone is for outgoing calls only and will not be used for long distance calls.

**Question:** What is the process for relaying personal messages to drivers and monitors?
**Answer:** Although secretaries and members of the office staff are available to perform official functions of the department, they will also make an effort to relay personal messages to all employees. Emergencies may be handled via the radio if needed and at the discretion of the Transportation Director or Transportation Coordinator.

**Question:** Can employees have non KISD related (personal) mail sent to the department address?
**Answer:** Personal mail must be sent to your home address. The district does not handle your personal business for you. Please do not use the department address for your personal needs. Personal business is considered anything not directly related to Killeen ISD.

**Question:** What is the policy regarding the use of headphones and cellular phones while driving?
**Answer:** No transportation employee (driver, trainee, or monitor) can talk on a cellular phone once students have loaded the bus or while the vehicle is in motion. In the case of an emergency or if instructed by dispatch, drivers will pull off the road in a safe location to make a necessary call. Headphones or earpieces for drivers are not allowed under any circumstances on buses. State law specifies that a person may not use a wireless communication device while operating a passenger bus with a minor passenger on the bus except in case of emergency or if the passenger bus is not in motion.48.

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48 (Effective September 1, 2017) Texas Transportation Code §545.4251 – Use of Portable Wireless Communication Device for Electronic Messaging Offense, is an addendum to the current law. Under the new law, it is an offense to use a “portable wireless communication device to read, write, or send an electronic message while operating a motor vehicle unless the vehicle is stopped.” An electronic message is defined as data read or entered into a wireless device for the purpose of communicating with another person. This definition encompasses texting and e-mailing, and it likely also includes the use of popular communication applications such as Facebook, Facebook Messenger, and Twitter. Engaging in a banned use of a wireless device is a misdemeanor offense punishable by a fine ranging from $25 to $99 for a first offense and $100 to $200 for subsequent offenses.
Question: What is the district’s policy regarding students with head lice? Can these students ride the school bus?
Answer: Any student infested with lice will be excluded from school until he/she is free of all live lice. The parent will be contacted and instructed to pick up the child. School bus transportation will not be provided from school to home on the day the infestation is discovered. School Bus transportation back to school is allowed upon returning to school.

Lice are small grayish or brownish insects, 1/16-1/8 inch in length (about the size of a flea) that are found on the heads of children more commonly than adolescents or adults and can be found in the eyelashes and eyebrows in addition to the hair. Anyone regardless of race, age, sex or social status can get lice. Head lice are transmitted through close body contact; through the use of common combs, brushes or other grooming aids; through the sharing of hats, headbands, caps, wigs, curlers or other headgear; through the mixing together of these items in shared lockers or bins. Head lice cannot hop or jump but are very quick moving.
after the exclusion is over. Upon returning to school, the student should be cleared by the school nurse or clinic aide before reporting to class. If there is still evidence of infestation with live lice, the child will not be allowed to remain in school. For resistant or repeated cases, the student may be referred to his/her primary care physician to rule out other medical conditions and to provide additional treatment alternatives. It is primarily a parental responsibility and if not resolved appropriately, the school nurse may report the neglect to the Department of Human Services – Child Protective Services.

**Question:** What is the district’s policy for off-duty employment?
**Answer:** Off-duty employment is defined as any position, self-employment, consulting, or any other function for which you receive some form of compensation or consideration. KISD procedures require that the supervisor determine whether the off-duty job conflicts with the proper discharge of duties. All Transportation Services department employees must complete an Off-Duty Employment Notification form annually (one form will be completed for each off-duty position). Employees who do not have an off-duty position must also complete the form by marking the appropriate block on the form and then signing and dating it. Completed forms will be turned in to the Transportation Admin office for review; a signed copy will be returned to you once review is complete. If you terminate or begin off-duty employment, you are required to immediately notify the Transportation Director and complete a new form.

**Question:** What is the district’s policy for time reporting (clocking in and out)?
**Answer:** Each employee is required to clock in and out after each bus run using the automated clock system. Employees are not to clock in early; clock in times are dependent upon route times. Drivers and monitors will clock in and out at the times shown on the route sheet. Time is also allowed on the route sheet to conduct pre-trip and post-trip inspections. Employees who habitually miss clocking or who clock too early or too late will be subject to disciplinary actions. Fleet Support employees will clock after the AM run and use the time clock’s break key to begin fleet support duties. Employees scheduled for training will clock out after the AM run and report for training. Do not clock for training, the Training & Safety Supervisor will submit those hours to the timekeeper.

**Question:** What is the district’s policy for overtime authorization?
**Answer:** The Transportation Director has authority to authorize overtime compensation in order to complete the missions of the department. Overtime is not a guarantee and should not be requested by the employee. Overtime is only approved on an individual basis and only when absolutely necessary.

**Question:** What is the activity trip time reporting process? How is cleanliness of bus after trip tied to a driver’s pay?
**Answer:** Drivers who drive activity trips are required to clean the bus and empty the trash containers after the trip. Drivers who fail to clean the bus after the trip may be docked one hour (from the trip time) for failure to clean the bus and may be denied permission to drive on subsequent activity trips.

**Question:** Can drivers wait in their buses between runs?
**Answer:** Employees not on duty are not allowed inside the bus park or on buses. Employees are welcome to wait between runs in the employee break room. Employees must not enter the shop area unless asked to do so by shop personnel.

**Question:** What cleaning equipment is authorized ON buses? What is the policy for cleaning buses?
**Answer:** Brooms are allowed on buses; mops and brushes are not. Fuelers are required to remove all unauthorized equipment placed on the buses by drivers. Six-hour drivers are authorized two, one-hour bus washes every month, providing the bus is washed. Eight-hour drivers will wash their bus two times each month; time is already included in their pro-rated pay. Individual bus washing in the Bus Park must be authorized by the Transportation Director, Senior Operations Specialist, Transportation Support Supervisor, or Operations Foreman. Employees are not authorized to wash a bus during non-duty hours. Wash days for the wash rack are posted weekly in Transportation Services. If your bus is not listed, wait patiently for your turn on the list. On bad weather days when bus washing is cancelled, those buses just move to the next day. This causes all buses on the schedule to also move by a day. The ultimate goal is to be able to wash each bus twice month, weather and personnel permitting. The Bus Washers do wash the windows, but do not have the time to dry them so there may be some streaking or spotting.

**Question:** What is the district policy on signs on the bus?
**Answer:** Other than the items listed herein, nothing may be posted inside or on the school bus. The only authorized items are: manufacturer’s stickers that come on the bus, Bus Rules (only those provided by the Transportation Operations Office), notification of video / audio recording, driver’s name, small signs that identify seat usage or
Question: What are the school bus speed limits in the bus park; subdivisions; interstate highways?
Answer: The speed limit in the bus park is 10 MPH and slower if possible (5 MPH around the fuel pumps). Employee safety is our utmost concern. Speed limits in most neighborhoods are 25 MPH. The speed limit for a school bus on a highway, unless posted as lower, is 60 MPH. However, buses which do not have a CMV inspection sticker may only travel at 50 MPH on a highway, unless the posted speed limit is lower. When there is a question, see the Operations staff for clarification.

Question: What is the process to update route sheets to reflect inactive stops? Whose responsibility is it?
Answer: Route sheets must reflect reality - What the bus driver is actually doing, stops made, and all corresponding times. Bus Stops are active unless inactivated by the staff. Padding of route times is unacceptable. At the direction of the Transportation Director and in situations where there is a question regarding stop and time information, electronic equipment may be used to capture such required data. It is a driver responsibility to update route information with a Routing Foreman as changes occur. Route changes will not be finalized without the approval of one of the Routing Foremen. Substitute drivers will report route sheet and route discrepancies to the Operations Specialist.

Question: What is the process to add, change, or delete bus stop assignments?
Answer: Bus stops are changed or added by the Operations staff, ONLY. Drivers are not to add or delete stops without the appropriate approval. The Routing Specialist provides special needs drivers changes to route information.

Question: What is the district policy regarding seat checks before and after each trip?
Answer: All drivers, regular and special needs, and monitors are to check buses after each TRIP, looking for sleeping children, weapons, damages, or articles left on the bus. Failure to check for sleeping students is unacceptable. If a student is returned to the Bus Park on the bus, all involved are subject to recommendation for termination. Articles left on the bus must be brought into the office and tagged for identification. The office staff attempts to return these items to the students if possible. Drivers must also conduct pre- and post-trip vehicle inspections using Samsara.

Question: What is meant by using the school bus as a discipline tool?
Answer: Drivers using the brakes or the windows to discipline students may be recommended for termination. Hitting the brakes and stopping the bus on the roadway is unsafe and should not be done unless absolutely necessary. A silent bus is un-enforceable and is not consistent with department philosophies. The bus is not a discipline tool!

Question: How is rider eligibility determined, managed, and enforced?
Answer: KISD does not transport students to babysitters and follows specific procedures regarding student eligibility for transportation services. At the request of the parent, changes to the assigned bus stops for eligible students may be approved and then only if it affects the stops on his or her currently assigned bus. The principal has the authority to approve transportation due to emergencies at his or her respective campus. Students must provide the drivers with a note signed by a campus administrator in this instance. Drivers should turn the note in to the Operations Office. All drivers, regular and special needs, and monitors are to check buses after each TRIP, looking for sleeping children, weapons, damages, or articles left on the bus. Failure to check for sleeping students is unacceptable. If a student is returned to the Bus Park on the bus, all involved are subject to recommendation for termination. Articles left on the bus must be brought into the office and tagged for identification. The office staff attempts to return these items to the students if possible. Drivers must also conduct pre- and post-trip vehicle inspections using Samsara.

Question: What are the PM waiting times for students at the schools?
Answer: The wait times in the PM after the bell time is 7 minutes for Elementary, 7 minutes for Middle School, and 9 minutes for High School students. Special campus wait times are as needed. Students are not allowed to board the bus until final bell time at that respective school.

Question: What are our procedures for taking students back to school for discipline reasons or when a special needs student’s guardian is not at home to receive them?
Answer: Students will be taken back to school only when no other options are available. Special Needs students will be taken to the alternate address or delivered after the other students if possible. Discipline situations are to be handled on an individual basis. On occasion, and depending upon the situation, drivers may take students back to the campus—the driver will follow the directives provided by the Dispatcher. The driver should provide as much information as possible over the radio while also being brief. In incidents where driver or student safety is in jeopardy, a police unit may be summoned as needed. In most cases, and again dependent upon the specifics, the driver will be asked to
continue the route and submit discipline referrals for all students involved. In all cases, the student discipline referrals are to be submitted prior to leaving for the day.

**Question:** Can buses be pushed or towed or fueled with riders on board?
**Answer:** Avoid fueling the bus with riders on board unless absolutely necessary. Never refuel in a closed building with riders on board. Do not tow or push a disabled bus with riders aboard the vehicle unless disembarking would place them in an unsafe situation. Only tow or push the bus to the nearest safe spot to discharge passengers.

**Question:** Who is responsible for the notification of special needs student pick up and drop off times, i.e. contacting parents?
**Answer:** Special Needs drivers must communicate transportation pick up and drop off times and stop locations to the parents or guardians as soon as the student's route times are determined. The Routing Specialist provides transportation route times to the driver.

**Question:** How do drivers handle no response for special needs, alternative, and special education bus riders?
**Answer:** A no-response log should be maintained by the Special Needs driver. After the third occasion when the driver attempts to pick up the student and the student is not there, the driver will not return until communication is made by the parents to re-activate the service.

**Question:** Can Special Needs Drivers blow their horns at pick-up or drop-off locations?
**Answer:** Honking the horn is not part of the required loading and unloading procedures for Special Needs students however it may be used on occasions to benefit the parents. Do not use this practice routinely, it may disturb other neighbors. If needed, get the Routing Specialist involved as early as possible.

**Question:** What is the district policy for allowing special needs student left alone? Is alternate address information a requirement?
**Answer:** Alternate address information is required for all Special Needs students. These multi-part forms are available from the Routing Specialist and must always be kept current. The parents must signify whether the student may be left alone. If the parents state that the student may not be left alone, the student is not to be left alone under any circumstances.