



***SWEETWATER SCHOOL
DISTRICT #2
TRANSPORTATION
HANDBOOK***

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PURPOSE AND CONDITIONS

This handbook sets forth policies and regulations of Sweetwater County School District #2 Transportation Department, which concerns and addresses all transportation employees. This handbook is to be used in addition to the Sweetwater County School District #2 Support Handbook. Any changes in policies or laws may supersede, modify, or eliminate policies in this booklet. Employees shall accept responsibility for keeping informed relative to any changes developed by local administration, this department, and all laws and regulations developed by Wyoming Department of Transportation.

As a Transportation employee, your primary concern shall be ensuring the safety of yourself, your passengers, and all equipment while transporting the students and staff of School District #2 to and from school, field trips, sporting events, and the many other educational activities for which our children must ride a school bus. As a professional in the transportation business, you will be expected to provide a prompt, courteous, efficient and dependable service to the patrons of our school district.

The purpose of this handbook is to inform transportation staff members of the policies, rules, laws and responsibilities of Sweetwater County School District #2 Transportation Department and its staff. The information contained in this handbook is not part of a contract. This manual represents a progressive attempt to improve the skills and safety of our employees.

DISTRICT VEHICLE OPERATIONS:

The commitment to safe operations and maintenance of all School District #2 vehicles is paramount in providing safe transportation to our students and staff. The transportation of students in district vehicles will be restricted to that of a yellow school bus. All yellow school buses are equipped with video surveillance and may be used to help resolve issues as they arise.

Motor Vehicle Records Check (MVR):

- Motor vehicle checks are required for all applicants and employees where motor vehicle operations are a requirement of the job.
- Annual MVR checks must be completed for all employees who drive any SW#2 motor vehicle.
- A job change where vehicle operation is required.

Driver Requirements:

- Valid Wyoming driver's license or equivalent.
- Correct operator's classification.
- Current medical certificate (if required.)
- Insurable by SW#2 designated Insurance Company.

Unacceptable Driver

A combination of 3 or more moving violations/convictions and/ or vehicle accidents, regardless of fault, within a 36 month period or any of the following in the past 3 years will result in immediate dismissal. Transportation personal are required to report any moving violation to the transportation supervisor immediately following a conviction.

- Driving while intoxicated or under the influence of alcohol or drugs (DUI or DWI);
- Refusing Substance Test or not providing a specimen in the allotted time frame or leaving a test prior to completion;
- Hit and Run;
- Failure to report an accident/leaving the scene of an accident;
- Attempting to elude an officer of the law;
- Felony, assault, manslaughter or homicide arising out of the operation of a motor vehicle;
- Driving with a suspended or revoked license;
- Possession of an opened alcoholic beverage container;
- Major speeding conviction (20 mph or more over the posted speed limit where specified on the MVR);
- Current driver's license suspended, revoked or surrendered.

Employee Responsibilities

Tasks

All employees are required to review the message board, check their mailbox, and update information prior to A.M. runs, mid-day runs, and P.M. runs.

Appearance and Conduct of all Transportation Employees

While on duty, the employees will maintain a clean and neat appearance. The use of the following guidelines will ensure the proper attire is worn and follow all other school guidelines:

Shoes – solid toe type, must have toes covered with heel strap and suited for current weather conditions.

Jeans/slacks -- no holes or rips of an exposing nature

Shorts – no higher than six inches above the bend in the back of the knee

Skirts/sundresses – must cover undergarments including shoulders and midriff

Shirts – must cover undergarments and midriff and not display sexually explicit language/pictures, advertisement of controlled or uncontrolled substance, language or pictures that suggest violence

More formal wear is always acceptable. Please remember that there are kids watching everything you do and wear.

Public Relations, Parents and the Community

Do not argue with parents or patrons of the District. Explain courteously that you have to follow instructions and your current schedules. If they are not satisfied, then please refer them to the transportation supervisor. Each employee is a representative of the school system to the public. How you act or drive can help formulate a positive or a negative opinion. Please remember that good performance is all so often expected and not reported, but poor performance is quick to complain about and usually reported immediately. Drivers are the first and last school personnel that a student or parent will see, so please try to always leave a positive impact as they start or end their day with our school district. Please remember to treat your fellow employees with respect. You don't have to be friends, but you must find a way to work together.

House Keeping

- It is everyone's responsibility to assist in keeping the lounge area clean. Please pick up after yourself, push your chair in, clean your dishes, and monitor the food you leave in the refrigerator.
- All employees on a bus are equally responsible to ensure any bus you are using is swept and kept neat and clean. All routes have the allotted time and are expected to sweep the bus after each route and in between routes to ensure no items are left behind for another child to accidentally find.
- All aisles and exits are to be kept clear and used as a pathway, not a storage area for luggage, instruments, equipment, etc.
- Employees need to ensure that all windows have a clear vision path prior to departure.
- All mirrors, lights, and cameras are adjusted and cleaned prior to departure.

Driving Time

- No driver shall remain on duty longer than fifteen (15) hours in a twenty-four (24) hour period.
- No driver shall drive more than ten (10) hours of a fifteen (15) hour shift.
- When the above restrictions have been met, no driver will drive again without eight consecutive hours of rest.
- All employees should be off of the road between the hours of 2:00 am and 5:00 am. If driving time will exceed 2:00 am or start prior to 5:00am, it must be approved through the transportation supervisor prior to driving during this three (3) hour window. This means that future planning will have to take place prior to starting out on a trip knowing that the allotted time left is not enough to reach or start your destination during the time restrictions.

Leave Requests

******All leave requests are converted from days into hours based on your route times each year. These hours are evaluated and changed if needed by the payroll department every semester. All leave request will be approved through the transportation supervisor and in person whenever possible.**

- Sick Leave – this is available to all regular route and floating drivers/aides, along with any employee that works in a full time status. If an employee must use more than three consecutive sick days, you must fill out FMLA paperwork to accompany your sick leave request.

- Personal Days – two personal days are allotted each year to all regular route, floating employees, and full time positions. After your two days have been used, then you are allowed to trade one sick day for one personal day on two separate occurrences for a total of two extra personal days. After your two days of one for one exchange have been used, you are allowed to exchange three sick days for one personal day
- Dock Days – dock days are for extreme circumstances and need prior approval. These days will not be accepted or approved via a voicemail. The transportation supervisor may approve up to three (3) dock days per year. Any additional days requested must be approved by the Superintendent.
- Coverage for Leave Requests – all sick leave, dock days, personal days, or any time off of work will become the employee’s responsibility to find coverage and notify the transportation office of who will be covering the daily duties prior to the beginning of the shift.
- Absenteeism -- continuous absenteeism and tardiness may lead to disciplinary action. Sweetwater County School District #2 has the right to expect its employees to be at work and on time. When requesting time off, remember to complete the Leave Request Form prior to taking the time off unless it was an emergency. In order to be paid, a leave request form must be filled out.

Bus Operations

- Pre-trip inspections – all drivers are expected to make a safety inspection of their vehicle before receiving passengers. All pre-trip inspections will be documented on the designated forms and kept on the bus for your entire shift. All completed inspection books will be turned into the transportation office and filed for future audits. All fuel and fluids should be checked prior to departure and topped off if needed.
- Students / Staff – A current route sheet that lists the occupants on the bus, roster of students on a trip, or staff members must be kept during the entire trip/route until the bus has returned back to the transportation office. All K-4 routes are required to take roll and document who is on each bus daily.
- While in motion, the doors will remain closed at all times, the headlights in the on position, and seatbelts shall be worn if so equipped. All occupants will remain behind the driver’s area and seated at all times. Avoid jerky or sudden stops, and never turn or swerve suddenly unless you are avoiding an accident.
- Loading/Unloading – always place the bus in neutral, set the parking brake, and the 8 ways/red lights will be used regardless of whether it is a bus full of students or staff or just one person. When at a school, you will always load/unload in the bus loading zones,

and while on a route you are required to load/unload at the designated bus stops. We only unload two buses at a time, so keep an eye on any buses ahead of and behind you. Never over load a bus or exceed the maximum number of occupants allowed (every bus is different, so you need to know what that number is and where to find it).

- More than one bus – when traveling in a group of buses for a designated trip, all buses will be required to stay together.
- Weather conditions – buses shall not travel while there is a “no unnecessary travel”, “chain law” in effect, or “No High Profile Vehicle” wind warning in effect. The transportation supervisor and athletic director will make the final decision when it is safe or not safe to continue on a trip.
- Back your bus only when absolutely necessary and only when you have an adult spotter present unless you are backing out of your parking spot at the transportation shop. Before backing your bus or any vehicle out of the shop or your parking spot, please sound the horn twice prior to any movement to warn others that movement is about to occur. A bus that is backing will always have the right of way and must use the hazard warning lights while backing.
- Prior to leaving a bus, stop the engine, set the parking brake, and remove the keys. A bus will not be left unattended whenever students are aboard. All vehicle keys are to be returned to the transportation office upon the completion of the daily route or activity/field trip.
- Idling policy – no bus will be allowed to sit idle when the temperature is above 32 degrees. Shut the bus engine off while waiting for students. If the temperature is below 32 degrees, then you may idle a bus for up to 10 minutes and shut it off once it is warm. We need to keep in mind of all the exhaust fumes we are pushing into our schools and neighboring buildings.
- Fueling – all drivers are responsible for ensuring their assigned vehicle has no less than one-half tank of fuel at any time. When required to fuel your vehicle, please ensure no students are on or near your vehicle. Cell phone use is prohibited during fueling
- Post Trip inspection – drivers are to inspect for any remaining students, lost articles, vandalism, etc. Inspect every time you are dropping students off and after the completion of each route performed that day. Lost items will immediately be returned to the student’s home school. If an expensive item is found and the owner is unknown, it must be turned into the transportation office to find the proper owner.
- Post Trip expectations of Activity/Field Trip Drivers – it is expected that when a driver returns from a “over the road” trip, the bus must be swept, garbages removed and bus fueled.
- Cell phone use -- Handheld cell phones use is against the law in the City of Green River and prohibited while the bus is in motion. Hands free cell phone use is allowed for

emergency use only. All cell phone use should be restricted to official district business while any employee is on duty.

- Food Consumption – students will not be allowed to eat on a school bus unless there is a designated chaperone or coach that knows CPR/First Aid and a plan is formulated prior to departing on a trip. When a driver is alone on a bus full of students, there is no way for that driver to save a child if they were to choke on something or know if they are allergic to foods around them.

Routing

- No change shall be made on bus routes unless authorized by the transportation office. A new route sheet will be issued and reviewed with the driver prior to any changes being finalized.
- No student will be allowed to ride a school bus, other than those on the route sheet, unless authorized with the Transportation office. *If a new student is at a bus stop, it is the driver's responsibility to check with the Transportation office to make corrections to the route sheets. Do not transport students that are not enrolled in school programs. Do not stop and pick up or discharge students at locations other than their assigned bus stop unless authorized by the transportation office.
- A current copy of the bus assigned route sheet shall be kept on that bus at all times, along with a current student list, and an attendance check list for all K-4 routes.

Time Clock Procedures

- Each employee is responsible to clock in at the designated route times and clock out when your shift has been completed.
- When you sub for another employee, please use the designated codes that correspond to you sub duties.
- Missed punch forms are on the wall, below the time clock, and must be filled out if you forget to clock in or out at the beginning or end of a shift. If an employee does not fill out a missed punch form and does not punch in, then time will be completed based on the scheduled route times you are driving.
- As soon as a field trip or activity trip is completed, you will turn in your completed trip sheet into the supervisor's mail box. Make sure you fill out the trip sheets completely (bus #, hours, and if you have a 2 or 3 day trip make sure you write down your time & mileage for each day on each page, not just on one page. Time and all relative information will be input into Time Center based on the information the employee provides on the trip sheets.

- Route drivers/aides sick leave, dock days, and personal leave: fill out the leave request form and turn it into the transportation supervisor, even if you have called in sick and have to come in the next day to do it. Ensure you write in who your sub driver/aide is on the form in the comment section of this form.
- When each pay period ends: you can request a printout of all your time for each week and it will be put into your mailbox. Please review your time and advise the transportation supervisor of any discrepancies prior to payroll going out (1 day maximum from the time you receive your printout or review it on the computer).
- Transportation work week will start on Friday at 00:01 am and end on Thursday evening at 23:59. Full time positions will follow a normal work week (Monday through Sunday)

Assignment Procedures:

- Route driver – will be interviewed in accordance to Sweetwater County School District Policy and Procedures. All interviews will be rated according to experience, length of employment, interview quality, any previous performance reviews, accidents or injuries, and prior public comments.
- Field trips – all field trips will be assigned according to the rotation list. The rotation list will be developed from the applicants that sign up and start with the highest seniority as the first on the list. The list will continually rotate from top to bottom as trips are received. Any driver that is committed to an activity the same day of a field trip will be skipped on the rotation list due to the activity trip commitment. Please check your mailbox daily and make your decision in a timely manner so trips do not go unassigned.
- Activity trips – all trips will be assigned by seniority as the sports season change. All drivers interested in activity trips must list their first, second, and third choice while signing up. Activity drivers must be committed to their activity and they are only allowed to hand in one trip per season. Any additional absences will result in the loss of the remainder of the trips for that season and directly affect your ability to apply for the next activity season (i.e.: fall, winter, and spring sports seasons).
- Paperwork – every trip should accompany a trip sheet, an itinerary, a roster of students, and hotel information if needed. A coach or teacher will set the time on station on their itinerary, so please ensure this is the time you use to plan your trip. All fueling will be charged to the credit card assigned to each bus. All receipts must be kept and logged with the bus number, driver name, location, and activity/field trip in which you are on. Meal allowance vouchers must be completed and turned in upon the completion of each trip. Trip sheets must document the actual time, actual mileage, and the driver's signature upon the completion of each trip and turned into the designated mailbox (supervisor's door).

- Supervisor – the supervisors and route coordinator will assign emergency (same day) trips at their discretion to ensure coverage. These emergency assignments will have no affect on the rotation list. No trips will be traded unless the transportation supervisor has approved of the swap and the hours of each trip are equal.

Identification / Notification

- District ID – in the vicinity of any student or staff members, all employees are required to have an identification badge visible and available to associate you as a district staff member.
- License – All drivers must carry a valid CDL license with a “P” and “S” endorsement while on duty. It is the employee’s responsibility to keep track of when your license will expire and arrange to get it renewed.
- Physical Exam – Those employees required to have a CDL license must also have a valid medical examination conducted by a licensed health care professional. The employee may use one of the school districts medical providers at no expense to the employee every two years. All appointments with the school districts medical providers will be made through the transportation office. It is advised to carry the medical examination card with you while in control of a motorized vehicle, but is no longer a Wyoming Law. All new employees will pay for the first medical exam out of their own pocket and reimbursed after six (6) months of continuous employment.

Drug Testing

- It is the policy (GBCD) of this School District that its bus drivers should be free from drugs and alcohol abuse. Consequently, the use of illegal drugs or improper use of alcohol by bus drivers is prohibited. The overall goal of drug and alcohol testing is to ensure a drug-free and alcohol-free transportation environment and to reduce accidents and injuries. The requirements of this policy are in addition to other requirements established by federal and state laws and board policy regarding the use of drugs and alcohol.
- Sweetwater County School District No. 2 is required under the Federal Omnibus Transportation Employee Testing Act of 1991 to implement a drug and alcohol-testing program for all employees subject to commercial driver’s license requirements. This program includes drug and alcohol testing such drivers for reasons of reasonable suspicion, random, post-accident and pre-employment. In addition, the District is responsible for maintaining appropriate records, and notifying drivers of the requirements and consequences of the program.

**THE SAFETY PROGRAM FOR THE TRANSPORTATION EMPLOYEES
OF SWEETWATER COUNTY SCHOOL DISTRICT #2**

The SAFETY PROGRAM works as follows:

- Must make one of the two weekly safety meetings (two meetings offered each week and only excused by the transportation supervisor), but required to still make up and review the material presented if you miss.
- Must remain injury and accident free each quarter.
- Must participate in the quarterly safety task (it changes every quarter.)
- If all three requirements are met each quarter then each employee will earn **25 safety points** that can be used towards a reward IN EQUITABLE VALUE FROM ONE OF THE DISTRICTS VENDORS.
- Activity Drivers who safely complete the whole season with at the most, one trip turned back in, will receive a 25 point bonus/per season if all of the requirements are met from above, with the exception of the quarter safety task.

******WEEKLY SAFETY MEETING ARE MANDATORY AND EMPLOYEES ARE ALLOWED ONE WEEK TO MAKE THEM UP IF YOU ARE EXCUSED BY THE TRANSPORTATION SUPERVISOR FROM THAT WEEK'S MEETING. IF FAILURE TO MAKE UP SAFETY MEETINGS BY THE END OF THE QUARTER, A WRITTEN REMPREMAND WILL BE ISSUED. THE REMAINDER OF THIS PROGRAM IS ALL VOLUNTERY, AS SAFETY IS YOUR RESPONSIBILITY, AND THE POINTS YOU CAN EARN ARE OPTIONAL.**

The Discipline works as follow:

Minor infractions (examples: no show for a scheduled trip or route or consistently missing required safety meetings) will be handled with letters of reprimand and coaching. When an employee reaches three letters within a three year period, then we will follow the progressive discipline listed below:

- 1st accident or injury will result in the loss of safety points accumulated and employee will be required one day of training with one day without pay.
- 2nd accident or injury in a three year period will result in the loss of safety points accumulated, and five days without pay, and retraining (if accident occurred on a sports trip, then you will lose five trips; and if the accident occurred on a route, then the employee will not be allowed to drive for five route days).
- 3rd accident or injury within a three year period will result in permanent dismissal from School District #2.
- Depending on circumstances and damages, the transportation supervisor and School District #2 reserves the right to use a combination of all three to assess the proper discipline.

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge receipt of the Sweetwater County School District No. 2 Transportation Handbook.

I understand that the information in this Transportation Handbook **IS NOT A CONTRACT** and is subject to changes in policies or laws that may supersede, modify, or eliminate policies in this booklet. Changes in any of the policies will be communicated to me by my supervisor, and through official notices or bulletin boards. I accept responsibility for keeping informed relative to any changes.

I understand this booklet is to be used in addition to the Sweetwater County School District No. 2 Support Handbook and Activities Handbook.

I hereby acknowledge that I have read this Transportation Handbook, understand its content, and will abide by the policies therein.

Date

Print Name

Signature