

# USD 418 Student Transportation

2019/2020 Handbook



## **USD 418 Mission Statement**

The purpose of the McPherson Unified School District 418 is to assure that students will acquire basic academic and decision-making skills necessary to be productive, responsible citizens in a changing society. Students are challenged to achieve individual success, work to their fullest potential, and become lifelong learners. Our school will guide and assist students to identify and accomplish personal, academic and career goals.

### **Overview**

This handbook is not a contract, express or implied, nor does it guarantee employment for any specific length of time, either USD 418 or you can end the relationship at any time, with or without notice, with or without reason, to the extent allowed by law.

This handbook includes policies that are required to be followed. These policies, of course are subject to change at the discretion of the Director of Transportation. It may be necessary to change a policy because of issues that arise and due to the probability of times changing. If changes are deemed necessary you will be notified of said change.

You are responsible for knowing the content of this handbook and are required to sign the signature page upon completion of reading the handbook. Your signature will indicate that you have read and are knowledgeable of what your responsibility is.

### **Standard Operating Procedures**

You are responsible for knowing the content of the standard operation procedures that will be issued to you, and are required to sign the signature page upon completion of reading the standard operating procedures.. Your signature will indicate that you have read and are knowledgeable of what your responsibility is.

### **BOE Policies**

The USD 418 Board of Education has established a set of policies. It is your responsibility to familiarize yourself with the policies that are relative to you. These policies can be found online @ <https://www.boarddocs.com/ks/usd418/Board.nsf/Public>

Or it can be found by going to [mcperson.com](http://mcperson.com) and following the link ABOUT and then clicking SCHOOL BOARD. There will then be a link that says policies and you will be redirected to the link.

## **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **Worker's compensation**

What to do if an injury occurs on the job:

- If it is an emergency, call 911.
- If it is not an emergency but you are injured notify your supervisor immediately who will then make arrangements with the District's assigned provider for treatment. At this time request the appropriate paperwork from your supervisor.
- You are required to immediately go to the District's assigned provider for a drug screening test or to the emergency room if it is after hours.
- Upon completion of the paperwork regarding injury, forward that to the Director who will review it and the accident site. The Director will then forward completed paperwork to the Central Office.
- Your claim may be denied if you fail to tell your employer within 10 days of injury.
- All other information regarding worker's compensation may be found in the classified staff handbook.

## **Student Injury Procedure**

### **What to do if a student is injured on the bus**

- The bus driver must stop the bus as soon as possible considering safety and not obstructing traffic.
- Assess and address the condition of the student following appropriate first aid procedures.
- Call EMS if necessary.
  - Determine whether to proceed or wait for emergency services.
  - Contact the USD 418 Dispatch/Director before continuing on the route.
- The Director of Transportation will contact parents and administration.

## **Vehicle Accident Procedure**

### **Bus Drivers**

- Determine if emergency services are necessary. If so, call 911 immediately. Once information has been conveyed, proceed with normal protocol of informing employer.
- If it is not an emergency, call USD 418 Dispatch/Director:
  - You will be directed to call the police to ensure an accident report is filled out no matter how small the accident. You may need to inform the officer that it is a USD 418 requirement that an accident report is completed.
  - Let USD 418 Dispatch/Director know the location of the accident.
- Unless the vehicle is impeding traffic or may cause another accident you are not allowed to drive the vehicle until you are cleared to do so.
  - A relief driver will be sent.
- You are required to immediately make arrangements with the Dispatch/Director to go to the District's health care provider for a drug and alcohol screening test or to the emergency room if it is after hours.
  - If you are on an out of town trip, you will be directed on where to go for your testing.
  - Please ask for the quick test as we may need you to drive as soon as possible. the District's assigned provider will report findings to administration.
- Fill out a School Bus Accident Report, which can be found in the transportation center workroom.
- Never discuss the accident with anyone but the Director or Superintendent. Please refer all questions about the accident to them.
- In some cases, damage may occur to a bus that does not take place while a driver is driving and may cause damage to other property as well. This type of incident would not be considered an accident (ex: gate or door malfunctions and closes on bus). In the event of such an incident call the director and evaluate what steps to take.

### **Pay Information**

Direct deposit will need to be set up through central office. Direct deposit of checks will be no later than the 25th of each month.

Timeclock entries must be approved by the employee at the completion of work on the 15th of each month. The Director of Transportation will then sign off after the time is approved by the employee. If changes are necessary, the employee must notify the transportation office as soon as they are aware of the necessary changes. Check stubs are then made available on the day of direct deposit via the employee portal. Drivers are responsible for making sure their time is accurate and complete before the pay period ends.

## **Dress Code**

The following appearance and hygiene standards are to be followed:

- Professional attire is required.
- Sweatpants or cotton stretch pants are not allowed.
- Clothing that is tattered, torn, patched, or shows excessive wear is not allowed.
- Clothing should not be excessively tight.
- Excessive perfume and cologne should not be worn while working.
- Appropriate undergarments are to be worn.
- Bathe daily and use a good deodorant.
- Wash hair frequently and comb in a neat, suitable style.

## **Training**

Driver training is required. This training includes:

- AAA Driver improvement (Defensive driving)
- First Aid/CPR
- Monthly safety meeting
  - Safety meetings are required and employees must provide a written request to be excused if you are unable to attend for personal reasons.
  - If missed, safety meetings need to be made up within 1 month.
  - Trip interest sheets are due the next day following the safety meeting.

## **Other requirements**

- CDL License
  - When a driver is obtaining a CDL for the first time expenses related to the written test will be their responsibility. All other expenses relative to obtaining a CDL will be covered by USD 418.
  - Continual upkeep of the valid CDL license is the driver's responsibility.
- Dot physicals
  - It is the driver's responsibility to maintain an up to date CDL license with DOT physical. USD 418 has an assigned provider for DOT physicals. The driver may choose to use their own provider.
  - The cost of this physical will be covered up to \$75 every other year.
    - The contracted provider that the district uses will bill the school.
    - Drivers will be compensated for invoices submitted by you from personal physicians.
      - Please turn invoices in to the Dispatcher
  - Any additional expenses will not be compensated.

Your signature below indicates that you have read and understand the contents of this handbook.

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Employee Signature

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Date