

**ARCADIA UNIFIED SCHOOL  
DISTRICT**



**TRANSPORTATION HANDBOOK**

**Revised March 29, 2017**

The Mission Statement of the AUSD Transportation Department:

Our mission is our dedication to provide safe, efficient, timely transportation to our passengers in a manner that will meet or exceed District standards, while providing excellent customer service to our community and a stable work environment for our employees. We will fulfill our mission by practicing on a daily basis, SPR.

Safety – Always make sure we are utilizing the IPDE system (Identify, Predict, Decide and Execute).

PRIDE – Having a high opinion of oneself, the job we perform and how we represent the District.

RESPECT – Have a courteous expression to another's opinion, wishes or judgments.

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Valerie Matthews  
Transportation Supervisor

Luis Puentes  
School Bus Driver II\*

Barbara Mora  
School Bus Driver I

Richard Mora  
School Bus Driver I

Dave Clarke  
School Bus Driver I

Everardo Martinez  
School Bus Driver I - Mechanic

Daniel Borge  
School Bus Driver I

Sonia Chagolla  
School Bus Driver I

Vacant  
School Bus Driver I

Josie Godinez  
School Bus Driver I

Charlene Yanez  
School Bus Driver I

Candida Longtin  
School Bus Driver I

Enrique Guerrero  
School Bus Driver I

Patricia Villarreal  
School Bus Driver I

Robert Ortega  
School Bus Driver I

Charles Caldera  
Lead Mechanic

## TELEPHONE NUMBERS

F.O.S Office (7:30 a.m. – 4:30 p.m.)	(626) 821-1435 EXT. 2000
Transportation Office (7:00 a.m. – 4:00 p.m.)	(626) 821-1435 EXT. 2002
Transportation Absence Line	(626) 821-1435 EXT. 2410
Mechanic/Garage (6:00 a.m. – 3:00 p.m.)	(626) 821-1435 EXT. 2007
Arcadia Police Department	(626) 574-5121 Non - Emergency 911 – Emergency

## SCHOOLS

Baldwin Stocker Elementary	(626) 821-3807
Camino Grove Elementary	(626) 821-8353
Highland Oaks Elementary	(626) 821-8354
Holly Avenue Elementary	(626) 821-3809
Hugo Reid Elementary	(626) 821-8346
Longley Way Elementary	(626) 821-8357
Richard Henry Dana Middle School	(626) 821-8361
First Avenue Middle School	(626) 821-8362
Foothills Middle School	(626) 821-8363
Arcadia High School	(626) 821-1712
Rancho Learning Center/Independent Study	(626) 821-8371

## INTRODUCTION/INSTRUCTIONS

The purpose of this handbook is to provide our Transportation Staff with essential rules and regulation in the Transportation Department and while transporting students to and from school and extra curricular events.

Driving a school bus is an important job, requiring not only skill and good judgment, but also diplomacy and tact in relation to students, parents, teachers and administrators. Our customers!

To be highly competent, a driver must:

- Possess a valid California Commercial Driver's License with Passenger Endorsement and current, unrestricted California School Bus Drivers certificate, medical certificate and first aid certificate.
- Have knowledge of all rules and regulations.
- Be sympathetic and understanding with students, parents, teachers, and administrators.
- Be firm in holding to discipline rules.
- Be a safe and careful driver.

No other vehicle commands more respect than does the school bus. Because of this public awareness, bus drivers should take pride in their job knowing that they are worthy of great public trust.

PLEASE DRIVE CAREFULLY!

### **Bulletins**

Special orders or changes may be issued at any time, either verbally or in writing. All such orders are official while they remain in force.

All Transportation personnel are required to check their driver box, read the bulletin board daily, as well as read their time clock messages each time they clock in, or out.

If an employee has a question regarding any rule or special order, please consult with a Transportation Supervisor for clarification as needed.

Failure to comply with an order due to your negligence will constitute a violation of Transportation directives.

## DRIVER QUALIFICATIONS

### **Age Qualifications**

To drive a school bus transporting pupils to and from school, a driver must be at least 18 years of age. (Vehicle Code, Section 12516)

### **Licenses Required by Law**

All bus drivers are required to carry in their possession at all times the following:

- A valid California Commercial Driver's License, Class A or B with an (S) and (P) endorsement, and a current medical certificate (DL-51a).
- A Special Certificate with the appropriate endorsements (Vehicle Code, Sections 12517, 12522, 34500, 34505.5)
- Valid First Aid Certificate or successful completion of the written test given by the California Highway Patrol (Vehicle Code, Section 12804(c).
- District identification badges are required.

It is your responsibility to ensure that copies of all current credentials are on file in the Transportation office. See a Driver Instructor when you obtain new/updated credentials so that a copy can be made for departmental records.

### **Driver Responsibility**

It is the responsibility of each employee to check the expiration date of his or her own credentials. You must ensure that your credentials are not encumbered with a revocation, cancellation or suspension at any time. It is your responsibility to notify a Transportation Supervisor if any negative action has been taken against your driver's license or special certificate. Operation of a vehicle with expired credentials may result in disciplinary and legal action. It is the responsibility of each employee to ensure your credentials are in your immediate possession at all times while performing your duties. In addition, your credentials must be legible and in good condition. If you have any question about the expiration date of any of your credentials, please see a member of the Training Staff.

It is your responsibility to obtain your legally required training hours during the validity of your school bus certificate by attending the provided in-service and classroom training. The law requires that 10 hours of in-service instruction are received during each 12 month training period. A training period is normally defined as the period of time between birthdays. All renewal drivers, whose school bus certificate is in the last year of validity, are required to attend classroom training during the first six months of your last training period; this training must include Units 2, 3, 5, 6, 7, 8 and 10.

The Training Staff will post information monthly listing how many hours are needed, by driver. This posted information will include a classroom schedule to allow drivers appropriate lead time to make plans to attend the required classes. When you are attending any type of classroom activity you

shall be off the clock; your time will be accounted for on the classroom sign in sheet and inputted by office staff. On any given day of classroom attendance, you will not be paid for your time.

When you are within six (6) months of your school bus certificate expiration date, you will be assigned to the BTW trainer. The BTW trainer will supply you with all of the necessary training and reference materials needed for your written renewal and first aid test at CHP. Please remember that it is your responsibility to complete the entire renewal process to include regular classroom units and study for all portions of the exam.

You will be given additional training and reference materials related to the behind the wheel portion of your test at CHP. Each renewal driver will be given an opportunity to perform behind the wheel training in preparation for your test.

By law, our department must notify the California Highway Patrol (CHP) when a driver becomes deficient in training hours. This notification will result in a letter issued to you by CHP regarding your failure to maintain your required training. A copy of the letter from CHP will also be sent to the District for our records. Failure to obtain the legally required training hours during each training period may result in disciplinary action up to and including termination.

**It is your responsibility as a school bus driver to ensure that your on-duty hours are within the confines of all laws, rules and regulations. 13CCR1212 and 13CCR1212.5 clearly state how many hours you may be on-duty; you must be in total compliance with these regulations at all times. If you are given an assignment that does not comply with either one of these regulations, you must immediately notify an office staff member.**

**Should you perform work outside of the parameters of 13CCR1212 or 13CCR1212.5, you are placing your school bus certificate in jeopardy and you may face discipline. If you are asked to maintain a log book by staff, it will be your responsibility to ensure that a log book is maintained as required.**

### **Physical Examinations**

It is required that all school bus drivers pass a physical examination by a licensed and approved physician every two years, or as required. For those drivers at the age of 65, you must pass a physical examination every year. All physical examinations must be completed during the same month of your birthday.

All new employees beginning work for a school district in California must provide proof that you are free of Tuberculosis. The District will accept a TB test or a clearance certificate from your Health Care Provider. The cost for the test or clearance certificate is at your expense. The District does not reimburse for the expense incurred. In addition, continuing employees are required to undergo periodic tuberculosis tests every four years in accordance with the law (Education Code 49406).

The Superintendent or designee may require applicants for employment in classified positions to undergo a pre-employment physical examination to show that they are physically able to perform the duties of specific jobs (Education Code 45122).

The District requires pre-employment and random drug testing of all safety sensitive positions (per 49 Code of Federal Regulations 382.107). Per the Code of Federal Regulations, a bus driver is a

safety sensitive position. (see Drug & Alcohol Awareness Handbook). Per department policy, all auto drivers will also be required to submit to pre-employment and random drug testing.

### **Fingerprinting**

The California Highway Patrol requires all original bus permit applicants to be fingerprinted. The Hemet Unified School District requires all new employees to also be fingerprinted by the Riverside County Office of Education prior to the start of employment.

## **Employment Standards (For all drivers)**

### **Education and Experience**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities required for this position; one year experience in the operation of a motor vehicle.

### **Knowledge and Abilities**

Knowledge of: California State Motor Vehicle Code and Education Code applicable to the operation of vehicles transporting students; knowledge of safe driving practices;

Ability to: understand and follow verbal and written instructions; maintain routine records; establish and maintain effective working relationships with students, parents, teacher, administrators and the general public; lift objects weighing up to 40 pounds.

\*School Bus Driver II/Delegated Behind-The-Wheel shall have the ability to assist with School Bus Driver Training and safety programs

### **Physical Abilities**

Bending, pushing, and lifting objects weighing up to 40 pounds.

## OFFICE RESPONSIBILITIES/EXPECTATIONS

Trip Sheets – inputting trips into the TransTraks program.

- Make sure **BILLED** is in the trip status.
- Enter mileage and time for District buses (Internal Rate), mileage for contract buses(C-00-01 Default/Contractor Rate). See Parks & Recreation contract for cost (enter as mileage C-00-01 Contractor Rate). All other accounts shall be based on the “Outside Rate”.
- Make sure you **REFRESH (R)** document.

Daily assignments -

- Update any changes that may occur immediately. EX. Routes, trips, student information (school, address, phone number, DOB and routing information) etc.
- Notify drivers of any changes immediately
- Always put name and date on any notes for the drivers.
- Email Transportation Supervisor with all changes. Post on the white board.

TransTraks.

- Check trip schedule daily for trips entered at the last minute or after scheduling has been completed for the week. Also check (up to 3 months) in advance for trips in Proposed and Confirmed status that may need to be contracted out.
- Check in trip instructions for additional information (ex. coach buses needed).
- Schedule charter (coach) buses in advance. **FAX and EMAIL THE INFORMATION IMMEDIATELY FOR CONFIRMATION.**
- Verify information, sign and fax confirmation back to the contractor.

**School site questions concerning trips.**

- Have site email questions, concerns, confirmations and cancellations.
- Email your response and cc the Transportation Supervisor.
- Request that cannot be answered immediately, take a phone number and call back as soon as possible. If the answer takes longer than 24 hours, follow up with the caller and let them know you are still gathering information.

If a driver has a questions that cannot be answered immediately, write it down and follow up as soon as time permits.

All file cabinets and doors are to be **locked** at the end of the work day.

PROCEDURE FOR SCHEDULING FIELD TRIPS FOR ALL  
DRIVERS DURING THE WEEK.

DRIVER'S ARE ASSIGNED TO TRIPS IN ORDER TO MEET THEIR MINIMUM REQUIRED CONTRACT HOURS (if not assigned to a route).

The route selected by a driver has priority over any extra curricular activity (field trip or sporting events) is assigned.

Below, includes but is not limited to things considered when scheduling extra curricular activities, field trips or sporting events:

- PICK UP AND RETURN TIME OF THE TRIP.
- ROUTE TIME (AM-MID DAY-PM) OF THE DRIVER.
- EARLY RELEASE SCHEDULES FOR EACH SCHOOL SITE AND ROUTE.
- TOTAL ROUTE TIME (DRIVER WITH THE LEAST AMOUNT OF ROUTE TIME IS ASSIGNED FIRST).
- WHETHER OR NOT A TRIP WILL CAUSE A DRIVER TO GO OVER THE 16 HOURS MAXIMUM LEGAL WORKING HOURS OR IF A DRIVER WILL HAVE 8 HOURS OF OFF DUTY TIME BEFORE REPORTING FOR THEIR NEXT SCHEDULED ASSIGNMENT.

PROCEDURE FOR SCHEDULING FIELD TRIPS/ATHLETICS FOR ALL  
DRIVERS DURING NON WORK DAYS/VACATION

Trips will be assigned based a sign-up sheet for that particular NWD/Vacation Day and the seniority of the driver(s).

Ex. Winter Break, Veterans Day, Spring Break.

## NORMS!

- Transportation will have mandatory, monthly, in-service/staff meetings.
- Meeting is the focus! (No outside work).
- No technology! Cell phones, computers, etc.
- Meeting(s) start on time; arrive on time. Have a timekeeper.
- Stay on the agenda. Provide a detailed agenda to all.
- Everyone participates and has a voice.
- Be respectful of one another.
- Keep an open-mind, do not trivialize, no personal attacks, and no grudges.
- Be considerate to all, and honor each others opinions.
- Free to attend to personal needs.
- Snacks are O.K!
- Have fun!

Remember all **NORMS** are as important as the next!

## GENERAL INFORMATION

### Knowledge of Rules

Each school bus driver shall receive a copy of the Arcadia Unified School District Bus Driver Handbook and shall be responsible for a complete understanding and knowledge of its contents. The handbook shall be available at all times while on duty.

### Regulations

School bus drivers must have a thorough knowledge of the following laws, rules, and regulations.

- California Highway Patrol and Passenger Transportation Safety Handbook HPH 82.7.
- California Motor Vehicle Code.
- All city, county, and local ordinances in areas which drivers may be required to operate school buses.
- Regulations which the school district may require, providing they do not conflict with existing State or local regulations.

### Mail Boxes / Email Accounts

- All school bus drivers are required to check their mail boxes at the beginning of each day and between runs when there is a break in assigned time.
- In the event a driver is in doubt as to the meaning of a rule or special order, contact the Transportation Supervisor for clarification.
- All school bus drivers are required to check their emails at least once (1) a day. If there's difficulty getting logged in or another technical problem, call Tech Services at (626) 821-6609 on the District issued cell phone.

### Conduct

It is the responsibility of the school bus drivers to conduct themselves in a manner that will reflect positively upon themselves and the school district in order that both may enjoy the confidence of the public we serve. A good bus driver should have these characteristics:

- Be respected in the community;
- Always keep his/her person neat and clean;
- Never use profanity;
- Always be friendly;
- Always be courteous;
- Always be fair in dealing with passengers;
- Always keep assigned vehicle clean;

- Always be polite;
- Always be considerate;
- Always be on time.

A driver may acquire knowledge of students at various schools. Any such knowledge is to be kept confidential.

A driver should never become familiar with students, nor allow students to do so in return. A driver must maintain a friendly, but firm relationship with all students.

### **Personal Appearance**

The driver is a representative of the District and sometimes the only contact the parent has with the school. Therefore, the driver should strive to make it a pleasant relationship contact. Personal appearance is important.

- The District will provide partial uniforms for drivers to wear. They include shirts and blue jackets with District insignia patches attached. It is recommended that dark colored slacks or trousers (black or blue) be worn with the provided partial uniform. **Clothing worn is to be neat, clean and present a professional appearance at all times.**
- Shorts can be worn when the temperature reaches above 80 degrees. Shorts are to be no more than 2 inches above the center of the knee cap when standing and black or blue in color and must present a professional appearance.
- Drivers should wear appropriate shoes in the performance of their duties. Shoes will be oxfords or flats, preferably a lace type shoe. No sandals, platform soles and heels or house slippers are to be worn while driving a school bus.
- The driver should have a reliable time piece when driving a bus.

Below are some examples of inappropriate clothing:

- Wrinkled, dirty, or torn clothing.
- Hats or head scarf.
- Clothing that reveals cleavage, midriff, or excessive exposure of your back.
- Beach wear; bathing suits, tank tops, etc....
- Exercise clothing.
- Spandex, leggings, sweatpants, hoodies.
- Clothing with logos of tobacco, drugs, alcohol, religious logos, sexual content.
- Pants with holes in them
- Sheer clothing of any type.
- Halter tops.
- Pajamas (tops or bottoms).
- Miniskirts to include skorts.
- Toe Shoes that have no solid sole of the shoe.

## **Office Attire**

Transportation staff who work within the offices shall ensure they wear appropriate business casual attire at all times. It is expected that office staff promote an example of professionalism to other department staff at all times.

## **Tobacco—Free Environment**

The Arcadia Unified School District has been certified as a *Tobacco Free School District*. The Governing Board believes that the maintenance of a tobacco free school district and a tobacco free workplace is essential. In order to continue to be certified as a *Tobacco Free School District*, the District must follow regulations from the State. One of the procedures that must be in place is an annual notification to staff explaining the procedures of the tobacco policy.

*The Tobacco Free School* guidelines state that all staff must abide by the Tobacco Free policy as a condition of employment. Staff must refrain from smoking on all District property and in every workplace. The term “workplace” includes all premises where District business and/or activities are conducted, including District vehicles, any off school sites when accommodating a school sponsored or school approved activity or function, such as field trip or athletic event or any activity where students are being supervised on behalf of the District.

If you have any concerns or questions about the Tobacco Free School policy, please call the Personnel Services at (626) 821-6627

## **Drug-Free Workplace**

All employees are notified that the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance or alcohol is prohibited at any work site in the Arcadia Unified School District. The term “work site” includes all premises where the activities of the District are conducted, including District vehicles. Employees seeking help for alcohol or substance abuse may find rehabilitation programs available through health plans or from appropriate public agencies. Pursuant to applicable state - law, Board policy, and/or applicable collective bargaining agreement provisions, substance abuse violations occurring in the workplace constitute cause for dismissal.

Use of drug or alcohol in the workplace not only may affect productivity and performance but also may endanger the safety of the abuser, students, or fellow employees. It is the policy of the Arcadia Unified School District to maintain a drug-free workplace. An employee who uses drugs or alcohol in the workplace may be referred to rehabilitation or may be dismissed, and an employee who is convicted of a controlled substance violation may not be retained in employment. An employee who is convicted (including a plea of nolo contendere) of a controlled substance violation occurring in the workplace must notify the District of such conviction within five (5) days following the conviction or plea.

## TRANSPORTATION POLICIES AND PROCEDURES

### Regular Duty

All personnel must report for their regular duties at the time specified by the Transportation Supervisor. Reporting late may result in the person being replaced for a full day's duty and loss of pay

### Rate of Pay

- Bus drivers are part-time employees and their rate of pay is determined by the length of bus routes. They are paid, in proportion to the percent of time worked, compared to an eight (8) hour day. For example, a four (4) hour driver would receive 50% of a monthly salary.
- Bus drivers are compensated hourly for any time worked beyond their basic day. This would include field trips and/or washing the buses, or as directed by the Transportation Supervisor.

### Overtime

- Part-time employees who are directed and authorized by the Transportation Supervisor, and who provide service to the District for five (5) consecutive work days, shall be compensated on the sixth (6th) and/or seventh (7th) day following the commencement of the work week at the rate of time and one-half of the regular rate of pay. Employees authorized to take compensatory time off in lieu of cash compensation for authorized overtime shall take the compensatory time off within twelve (12) calendar months following the month the overtime service was rendered.

### Field Trips during School Hours

- These are trips which take place during regular school day hours, between 8:45 AM and 2:00 PM. A driver who has a four (4) hour basic assignment normally works 6:45 AM to 8:45 AM and from 2:00 PM to 4:00 PM with an unpaid status of five ¼ hours in between. During the unpaid period a driver may be assigned to a field trip and would be compensated on an hourly basis. Driving time to and from field trip departure points is included in the compensation to the driver.

### Field Trip Cancellations

- A driver reporting to work for a weekday/weekend/holiday/recess trip which is cancelled without prior notification shall receive two (2) hours of compensation. A driver called back to the terminal or remaining beyond his/her normal work day for a weekday trip which is cancelled without prior notice shall sign off upon completing post-trip inspection.

### Refusal of Extra assignment(s)

- A driver who refuses a weekend assignment shall be charged with the hours reported by the driver assigned to the trip. These hours shall be displayed on the Drivers Overtime board, located in the Transportation Lounge. When a weekend trip has been assigned

with less than one day's notice, the driver shall not be penalized or charged with the time.

- When a driver wishes to refuse a trip (weekday or weekend), it shall be returned to the Transportation Supervisor, signed and dated within 24 hours of receipt.

### **Paid/Unpaid Status**

- A bus driver will remain in a paid status for a field trip or extra assignment unless there is an "hour" break in time between the end of a regular assignment and the beginning of the drivers next scheduled field trip or extra assignment.

### **Reporting Sick**

- In the event of illness, staff choosing to exercise leave shall call the Transportation Absence Line (626.821.1435 Ext. 2410) when there is the need to be absent from service as soon as known, but in no event later than reasonable necessary to secure a substitute; notice shall include an estimate of expected duration of absence.

Note: California Highway Patrol Passenger

Transportation Safety Handbook, Chapter Paragraph 13, 13CCR1214 - Driver Condition: "A driver shall not drive when his/her ability to operate a vehicle is adversely affected by fatigue, illness or any other cause."

- Drivers knowing they are to work the next day should retire early enough to get their needed rest.

### **Reporting for Duty after Illness**

- It is required that all staff report by phone(Transportation Absence Line) no later than 3:00 p.m. of the day prior to the anticipated return to duty. Failure to do so shall result in a substitute being already assigned for the day in question and loss of salary for the day.
- Following any period of absence due to illness, a doctor's statement may be required and in all cases a doctor's statement is required after an absence of 4 working days.
- Employees returning to work from sick leave involving major surgery, pregnancy, or illness of more than 4 days shall be required to present a doctor's release verifying medical permission to work prior to return to active duty without restrictions or detriment to the unit member's physical and emotional well being or if there are any restrictions or limitations, the release shall specify the limitations. For more information, see the AUSD BOARD of EDUCATION/CSEA Agreement.

### **Absence from Duty**

- Absence from work for personal reasons will be without pay unless absence is an approved personal necessity leave. A district-approved form must be submitted to the Immediate Administrator not less than 10 working days prior to the beginning date of the

leave. Prior approval shall not apply to: death or serious illness of a member of the employee's immediate family; or accident involving person or property of the employee's immediate family. Only 8 days of Personal Necessity Leave is allowed per year. This is deducted from sick leave.

- If a driver is absent on Wednesday, Thursday or Friday because of illness they will not be dispatched weekend work. If driver becomes ill on Friday, work that has been assigned for Saturday and Sunday will be reassigned and the driver will be charged with the hours.
- Drivers on jury duty will not be assigned extra work.
- If a driver will not be available to complete the workday and will require a substitute, the Transportation office must be informed as soon as possible. **Drivers are not to arrange their own substitute.**

### Transportation Lounge

- Each driver who enjoys the Transportation lounge area is responsible for helping maintain a clean and orderly environment for the benefit of all Transportation staff members.

### Driver Licenses, Certificates and In—Service Requirements

- The individual driver is responsible for the renewal of licenses and/or certificates as well as the fulfillment of in—service requirements.

### Animals

- No animals, reptiles or insects are permitted on a school bus. An exception is a Guide, Signal and Service dogs accompanied by a student or teacher.

### Glass

- No glass objects may be carried on a school bus.

### Class Projects

- No extra—large, cumbersome and/or sharp class projects should be carried on a bus. If no other means of transportation can be provided, the driver may carry the item in the trunk compartment of the bus.

### Musical Instruments

- No instrument larger or wide than a French horn or Base Trombone shall be carried inside the bus. It is permissible to carry a Guitar, standing on the floor of the bus. If no other means of transportation can be provided, the driver should carry these instruments in the trunk compartment of the bus.

### Use of Telephone/Fax machine

- The Telephone and Fax machine in the Transportation Office are designated for business use only.

### Use of District issued cell phones

- The District issued cell phones are to be used for business related purposes only. **PLEASE SEE CELL PHONE CONTRACT.** No cell phones are to be used while driving.
- You are required to perform a cell phone check daily by calling the Transportation Office line before you leave the yard. On the weekend, if possible, check the phone by calling another driver that is on duty. If the phone is not working properly, please notify the Transportation Supervisor immediately.

### Time-off Request

- Any time-off request must be turned into the office staff a minimum of ten (10) working days prior to the requested absence. The office staff will reference the schedule and give the form to the Transportation Supervisor, or designee for approval. Time-off requests are not approved until the Transportation Supervisor, or designee approves and signs them.
- Leave approval is not automatic. It is your responsibility to verify your leave was approved, before taking the time off.

## VEHICLES

### Capability/Training

Bus drivers may be required to operate any District owned bus assigned, and that they are trained to drive. It is the driver's responsibility to be thoroughly familiar with the equipment that they operate. Proper operation will reduce maintenance costs and will insure long life of district equipment.

### Pre and Post Trip Inspection(s)

Bus drivers will be held responsible for the daily inspection of the vehicle assigned for the day of the trip. A Pre/Post-Trip Form shall be filled out for each bus a driver uses.

- *Daily Pre Trip Inspection.* Prior to use, the driver shall inspect assigned vehicle to ascertain that it is in safe condition, it is equipped as required by law, and all equipment is in good working order. 15 minutes pre -trip inspection will be paid by the District for Type II vehicles and 20 minutes for Type I (with air brakes). It may be necessary for a driver to use more than one bus a day. Checkout will be paid for every bus driven.

### Safety Door

It shall be the duty of every school bus driver, prior to the start of a field trip, athletic trip or library run, to explain to the passengers the proper use of the emergency doors and exit and how to evacuate in case of accident or fire.

### Operation on School Grounds

- The school bus is not to be operated in reverse on school grounds except in emergency. If this is necessary, use a responsible adult on foot to assist.
- All vehicles will be operated in the bus yard, school grounds, and in loading areas at a speed not greater than five (5) miles per hour and in low starting gear.

### Reporting Mechanical Defects (Vehicle Condition – 13 CCR 1215)

- It is unlawful for a driver to drive a vehicle that is not in safe operating condition or is not equipped as required by all provisions of law.

Before driving a motor vehicle, the driver shall:

- *Inspect Daily.* All drivers shall perform vehicle inspections and submit written reports in accordance with the requirements of law. **(Paperwork shall be turned in at the end of the work shift).**
- Mechanical defects discovered either by daily inspection or during the daily operation is to be reported by the driver immediately on the Pre Trip Form submitted to the Transportation Supervisor, or to the Mechanic if an emergency.

- When a bus has trouble on the road, the driver should immediately report this to the Transportation Office. A list of current contact information is located in the First Aid Kit.
- In reporting a breakdown, drivers should be careful at all times to give the Transportation Supervisor/Dispatcher/Mechanic as much information as possible as to the cause of the breakdown. Give bus number, location, if students on board, and the possible problem. Make certain that the correct location of the stalled bus is given. So you can be located, stay at the location until help arrives, even if the bus starts.
- On evening and weekend trips, if you have a mechanical problem, call the Transportation Supervisor at home or cell phone. If unable to contact the Supervisor and there is no mechanic on duty, take another vehicle from the yard. Check the assignment board for bus availability before taking another bus.
- Drivers shall fuel their own vehicle when necessary. No bus shall go below a ½ tank.
- Mechanic will clean off steering wheel, shift knob and remove excess grease and oil from floor and close doors and windows of bus when repairs are completed on said vehicle.

#### **Use of Other than Assigned Vehicle**

- A bus driver will not use any vehicle other than the one assigned for the day or trip by the Transportation Supervisor. Each vehicle used will be cleaned and serviced when the day's work is completed. The only exception to this would be a mechanical problem. **Check the Driver's Assignment board for bus availability.**

#### **Removal of Bus from Operation**

- It shall be the responsibility of the Transportation Supervisor or Mechanic to determine if a bus shall be removed from operation. Once it is determined by the Mechanic that the bus is mechanically sound, the bus shall be returned to the line.

Note: 3.2.1 - Vehicle Condition: "It shall be unlawful for the driver to operate a vehicle that is not in safe operating condition or is not equipped as required by laws or regulations."

#### **Cleaning of Assigned vehicles**

- Type 1 (40ft) Vehicle - Up to 2 hours (inside and out).
- Type 1 (less than 40 ft) and Type 2 vehicles - Up to 1 hour (inside and out).

Each driver is required to thoroughly clean their assigned vehicle for the day. All drivers will be paid a maximum of 15 minutes total per day to sweep and complete the post-trip inspection on their assigned bus. After the completion of your post-trip you are to immediately sign off for the day.

**If you are assigned to a fieldtrip within the week, you are to use the layover time to clean the inside of your assigned vehicle.**

Daily Post Trip Inspection will consist of the following duties:

- Sweep floors, empty trash can and clean bus to ensure safe operation.
- Clean windshield, rear windows, side and rear view mirrors as often as necessary, or when time permits
- Clear dash, windshield and driver's areas of all foreign articles.
- Check bus after each run for damage to bus, lost articles, etc., so the driver will know which school is involved.
- Air tanks are to be drained daily, after the day's run is completed. Do not use any articles to hang on cables to drain tanks or use broom handles, etc. to put windows up from outside.
- Windows and doors should be closed at end of run.
- Lock/secure the bus at end of each assignment and at the end of the day.
- Lost articles found during cleaning are to be turned into the school office if the group from which the articles were lost is known. Otherwise, turn in all lost articles to the Transportation Office after a period not exceeding two (2) days, tagged with the bus number, driver's name, date found, and school name.

Post trip includes, but is not limited to: checking bus for students, completion of required paperwork, turning off all equipment to include radio and lights, putting all windows up, closing bus door, cleaning bus, etc.

All assigned vehicles shall be cleaned (inside and out) at least once a week. **This includes but is not limited to the post trip cleaning of an assigned vehicle at the end of the driver's assignment or when lying over at a school site or extra assignment.** A driver may not go into overtime or exceed 16 hours in a day in order to clean an assigned vehicle.

## ROUTES AND SCHEDULE

### Assignment of Buses

- Prior to the start of each school year, a number of routes will be assigned to each bus schedule. These routes, plus stopping points and time schedules, will become a permanent part of the bus and must remain there at all times. An identical set of these routes will also be kept in a route book in the Transportation Office and Drivers Lounge.
- Drivers are responsible for keeping their route up-to-date. **Any changes to the route shall be turned in within 24 hours.** Drivers, who take runs other than their own, must return the route to the route book in the Drivers Lounge. ***Make copies!***
- Changes of routes, stops, or times may be made by the Transportation Supervisor.
- Time designated at a given point will refer to departure from that point. Running on schedule is expected. If running ahead of schedule, you are encouraged to slow down.
- Drivers are requested to adhere to the established arrival and departure times for each school.
- No student will be allowed to disembark the bus at any bus stop other than their designated stop.
- There are to be no stopovers for personal business.
- Change of destination, time or unauthorized stops during trips will not be permitted without specific permission of the Transportation Supervisor.

### Seniority

Bus drivers shall bid for routes based on their hours of employment; in order of seniority (seniority for purposes of bidding shall be based on date of hire). Bidding on routes shall be conducted prior to the first day of school. These assignments will remain in effect for the school year unless a driver is replaced or an assignment changed for just cause.

### Trip Records

The Transportation Supervisor shall instruct Bus Drivers on their responsibilities in completing records when operating bus vehicles. It is very important that trip information be properly recorded on district forms. Passengers are to be counted for each trip as they are loaded or unloaded at the schools. Mileage for each trip is to be entered in the proper column.

### Forms to be completed:

- **Daily Pre/Post Trip Form** - This form must be completed each morning a bus is in use. Items listed need to be initialed (drivers initials) "OK" or "needing repair". The form must be

kept on the bus during the work day and available for inspection by the CHP should an officer request to see it. When the driver completes the last bus run, the check-out sheet is submitted to the Transportation office at the end of the work day. The forms that indicate a bus is in need of repair are taken to the mechanics for follow up vehicle maintenance.

- **Trip Sheet** - The Trip Sheet is to be completed at the end of each trip and submitted to the Transportation office at the end of the work day.
- **Timesheet**- This is completed in conjunction with the Trip Sheet and is submitted to the office on the last day of the work week in order to assign weekend assignments for the following week. This form also needs to be turned in at the end of the month in order to be submitted to Payroll. Only extra assignments need to be itemized on the timesheet. An *exception* to this would be the Trip Drivers. Each assignment needs to be itemized on the timesheet.

### Substitute Drivers

- Timesheets are submitted to payroll for all hours worked. All substitutes will receive payment/check once a month.
- You must adhere to all instructions from the Transportation Department regarding deadlines and submittal dates associated with payroll. All time sheets placed in your box for review and signature must be signed and returned by you on the same day that it is placed in your box.
- **Monthly Record of Bus Days** - This form must be initialed by the driver each time a driver uses a bus to transport pupils. It is very important that anytime a bus is driven on public roads for any purpose, the driver's initials shall appear in the space indicating a specific number bus.
- **Bus Driver Daily Report** - This form is completed for routes, trips and extra assignments and turned in at the end of the work day.
- **Notice of Safety Concern on a School Bus** - This form shall be completed following a behavior incident involving a student or a group of students. The use of the form does not preclude the driver from first discussing the matter with the principal before issuing the form.
- If there is a rules violation, complete an incident report, NOT a bus ticket.
- Be sure to print legibly and include the student's name, school of attendance, route number and a detailed description of the incident. Please remember incident reports will be forwarded to school officials. Do your best to provide a detailed description of the incident using proper grammar and correct spelling.
- If an incident occurs on the morning route, the incident report must be completed and submitted upon your return to the Transportation Department. If an incident occurs on the midday portion of your route, the incident report must be completed and submitted upon

your return to the Transportation Department. If an incident occurs on the afternoon route, the incident report must be completed and submitted upon your return to the Transportation Department. Incident reports are not to be taken home with you to be completed "later."

- An incident report must include the following information: who, what, when, where, why, how and what you did in an attempt to resolve the issue. Fill in all of the blank areas on the incident report and keep your incident reports factual and detailed. Do not include your "feelings" regarding the incident. Also, don't include superfluous and subjective statements or terms such as "Johnny got on the bus in a bad mood."
- If more than one (1) student is involved in an incident, refer only to the students by their student label (Student "A", Student "B", etc...). DO NOT use the student's name in your narrative when there is more than one. Administrative staff will make adjustments in the above section to satisfy confidentiality reporting requirements. PRINT on the incident report. No cursive handwriting, cursive is difficult to read.
- Sometimes an incident report is not sufficient due to the severity of a situation. You must use your professional opinion, your training and solid common sense to determine when a situation requires more than an incident report. Examples of those situations are:
  - A student has a medical emergency;
  - A field trip has to return to the school site for any reason;
  - A physical altercation between students;
  - Your bus comes in contact with any object;
  - Bus breakdown;
  - A student is injured for any reason; and
  - Any other extraordinary situation.

It is a driver's responsibility to keep the Transportation staff aware of any situations that occur on the bus. Please understand that you should be the first person to advise us of a situation. It is embarrassing for you and this department to learn of issues from the public, school site employees or District Office Administration.

## RESPONSIBILITY OF DRIVERS

### All Drivers are to:

- Arrive for check in and pick up locations on time.
- Perform a Pre and Post Trip Inspection daily on all assigned vehicles. Post Trip Inspections shall include but is not limited to physically getting up out of the drivers seat at the last designated bus stop or drop location and making certain there are NO students left on the bus. This includes looking under the seats.
- Adhere to all laws and guidelines set forth by the DOE Instructors manual.
- Not release any student without a Release to Self form on file. In the event a student is not Release to Self, an adult (18) or over must receive the student at home and school and be authorized to receive the student on the form.
- Transport all students safely to and from home and or school or extra curricular activities.
- Establish a good rapport with all parents, students and staff.
- Report all incidents and/or safety concerns to the Transportation office immediately.
- Contact the Transportation office in the event of an emergency, accident, break down, etc. during regular business hours (6 am to 5 pm – Monday thru Friday). After 5 pm or weekends, contact Valerie Matthews on the District cell (626) 255-2263 unless instructed to contact Luis Puentes.
- Not let fuel go below ½ tanks at any time.
- Not give the District cell phone number to the parents. Parents need to call the Transportation office with concerns.
- Not wait at a school site any longer than 7 minutes after the bell schedule for students to board the bus.
- Not wait more than 1 minute for pick/drop off at the residence. After 1 minute, call transportation. If no one is there to receive a student that does not have a release on file, the student shall be taken back to the school of attendance.
- Have coaches contact the Athletic Director for any changes or food stop request not noted on the trip ticket.
- It is your responsibility to check the white board in dispatch prior to each portion of your route (AM, mid-day & PM) for your bus assignment. Often, buses are changed during the middle of the day so you may not have the same bus in the afternoon as you did in the morning. If the bus assignment is different than the bus assignment on the daily schedule, you **MUST** speak to an office staff member prior to taking either bus. Staff will confirm which bus it is that you are to take.
- No District employee shall carry any type of weapon (to include a “mace” product) while performing their duties either in their school bus, at a school site or on District property.

- Do not give gifts of food or candy to your students. There are many food allergies that you may not be aware of and these items could also pose a choking hazard. By doing so, both you and the District could be held liable.
- It is your responsibility to be aware of which day of the week that it is to ensure that you perform the correct frequency for your assigned route or any route that you may be covering.
- If the Transportation office is attempting to contact you in any manner you must respond as quickly as possible.
- At the beginning of the school year and again at the beginning of ESY, you must perform a full and complete dry run.
- Do not take direction from school site staff. If you receive any requests or direction from school site staff you must contact the dispatch for permission and/or clarification. Remind the school site staff that you work for the Transportation Department and that you are only permitted to take direction from the Transportation office.
- You must check the posted schedule in addition to checking your individual message boxes before and after each assigned run, route or trip.
- If you are injured at the job site or on the bus during working hours, you must immediately report your injury to the Transportation Supervisor, or designee, and complete the appropriate forms.
- If a student is injured on the bus, call Transportation for assistance. Transportation will make the decision, based on your information, as to whether any additional follow up is needed. If a student is injured while the bus is in motion, the California Highway Patrol (CHP) may view it as a school bus accident. Under these circumstances, call the Transportation office and await further instructions. Failure to do so may result in the CHP finding you guilty of failing to report a school bus accident and/or hit and run and your school bus certificate could be revoked by the DMV. Furthermore, disciplinary action up to and including termination may result if this policy is not strictly adhered to.
- Each route shall be followed as written – NO DEVIATIONS! If you have any suggestions that may improve the bus route, bring it to the attention of Transportation office. Only after obtaining the permission from the Transportation office may a route be changed.
- Routes are to be conducted in a timely manner and as they are written utilizing posted speed limits. Unless special circumstances exist, you must adhere to the posted speed limit to help ensure that the route runs on time. If your route consistently runs late (meaning more than 3 days and not due to a temporary situation such as road work) you must make the appropriate route updates/changes/recommendations and personally submit them to the Transportation staff. After research is performed by the staff and the changes approved, updated route sheets will be placed into your driver's box with an effective date for the changes.

- Upon returning to the Transportation facility you will physically walk to the rear of the bus and check each row of seats to ensure that there are NO STUDENTS still on board. This bus check shall include looking under the bus seats.
- It is your responsibility to advise office staff of situations that occur on your bus. There is absolutely no excuse for non-communication. Please understand that you should be the first person to advise us of a situation. It is embarrassing for you and the Transportation Department to learn of issues from the public, school site employees or District Office Administration. Please understand that a lack of communication on your part could result in disciplinary action.
- Do not allow students to operate any equipment on your vehicle. This includes wheelchair equipment, tie downs, lift doors or mechanisms, doors, etc.
- Do not return any students to their school sites without prior approval from dispatch.
- District issued identification badges must be worn at all times while on duty.
- If you are covering a route, the route book/cards must be returned to the correct driver's box immediately upon the conclusion of the route.

### **Reporting to a School for a Field Trip/Extra Assignment**

ARRIVE 15 MINUTES BEFORE THE SCHEDULED DEPARTURE TIME.

- When the driver arrives at the school to pick up pupils for a special bus trip, the driver shall:
  - Go to the school office and report to the school secretary that he/she has arrived.
  - If the group is outside waiting, the driver(s) should introduce themselves to person in charge and confirm destination.
  - If this information does not coincide with the understanding of the school or person in charge, the driver shall contact the Transportation Supervisor or dispatcher immediately informing them of the discrepancy.
  - If there is to be a food stop or any stop except original destination, prior approval must be obtained from the Transportation Office.

### **Capacity of Bus**

- Buses shall never overload students/passenger exceeding the limit set fourth on the CHP inspection Approval certificate 292. This applies to field trips as well as transporting pupils to and from school.
- Reasonable judgment shall be used by the driver to determine the seating for passengers. The aisle and emergency exits shall be clear and accessible.
  - 3 students to a seat for K through 5<sup>th</sup> grade.
  - 2 students to a seat for 6<sup>th</sup> through 12<sup>th</sup>.

## **Transportation Personnel Responsibilities to Vehicles**

- Each person will be responsible for their assigned vehicle and shall be responsible for all damage to said vehicle if left unattended. When drivers leave their buses unattended, windows and doors must be closed and locked.
- The driver should be available in case the teacher returns to the bus, a student needs to obtain an item from the bus, and to protect the buses from vandalism. It is appropriate to give the teacher and chaperones your work issued cell phone number in case of emergencies or if they need to come back to the bus before the scheduled departure time.
- At approved stops, be alert to overhead and other hazards, such as projections, tree limbs and shrubbery. Report such hazards to the Transportation office.

## **Responsibility of Teachers and Drivers on Special Trips**

The driver, before any trip, should review the ground rules with the teacher in charge of the trip before departing and ask for assistance in maintaining order. The bus driver is in charge and is responsible for passenger safety; should the safety of the passengers be in jeopardy, the driver has the last word. In the event student behavior is unacceptable, it should be treated as you would on a home-to-school route.

- Discuss with your passengers the basic bus rules regarding noise levels and window control. Point out that everyone on the bus must follow rules for their own safety.
- You must give your emergency speech prior to departing (Example: location of emergency exits, operation of emergency releases of the front door, location of the first-aid kit and fire extinguisher). You may have passengers aboard who are not regular bus passengers and who may be unaware of those procedures, such as remaining silent during railroad crossings.
- On special trips designated to supplement the classroom instructional program and when the adults on the bus consist of the driver and one or more certificated personnel staff members, the responsibility for the maintenance of good pupil behavior on the bus shall rest with the bus driver.
- When a bus driver has any questions as to the behavior of the students on a special trip, he/she should work with the certificated personnel assigned to the trip.
- Please remember that community members are impressed favorably or otherwise, according to the behavior of the students on the bus.

## **Bus Stops**

A school bus driver shall stop to receive or discharge pupils only at a school bus stop authorized by the Arcadia Unified School District Superintendent per 22112 (b) of the California Vehicle Code. As the Superintendent's designee in the Arcadia Unified School District, the Supervisor of

Transportation shall designate all school bus stops. Failure to adhere to this policy may result in disciplinary action.

As a school bus driver, you are leaving yourself open to liability if you designate school bus stops. If additional stops are necessary, consult with the Supervisor of Transportation or designee. A driver's responsibility for students at a bus stop begins when the driver can personally identify the students. It is your responsibility to ensure that the students who ride your bus are aware that they must follow the bus rules while approaching the bus stop, departing the bus stop and waiting at the bus stop. If disorder at the bus stop continues, write a bus ticket and submit it to the Transportation Department.

### **Unauthorized Passengers**

- No unauthorized passengers shall be allowed on any bus for home to school, athletics or special trips. Authorized persons are the students enrolled in the class being transported, teachers, coaches, aides or chaperones associated with the class or group.

### **Loading and Unloading**

- Drivers shall be on their buses at all times when students load and unload.
- After each run (this means at each school site in the morning and after the last stop for each school in the mid-day and the pm), all drivers will physically get out of their seat, walk to the rear of the bus and check each row of seats to ensure that there are **NO STUDENTS** still on board. This shall include looking under the seats. This shall include but is not limited to any extracurricular event/field trip.

### **Discharging Kindergarten Students**

- All kindergarten students must have a parent, guardian or authorized person present at their bus stop before discharging them. The only exception allowed is if the Transportation Department has written permission on file allowing the child to walk home alone. If you transport kindergarten students, it is your responsibility to carry kindergarten waiver forms with you in the event a parent requests one.
- A kindergarten student can only be released to someone other than the parent or guardian if a signed release form is on file in the Transportation office.
- Do not dismiss a kindergarten student until the parent, guardian or authorized person comes to the door of your bus to receive the student. Do not release the kindergartner under any other circumstances such as: parent is sitting in their car, or the parent waves at you from the door of the house, or the parent doesn't come to the door of the bus, etc...
- If you suspect any kindergartner is going home to an empty house, you must inform dispatch.

- Wait no more than one minute past your scheduled drop off time if a parent, guardian or authorized person is not at the bus stop to receive their kindergartner. Contact the Transportation office and continue with the remainder of the route so that the other students are not late. Transportation office staff will instruct you what to do with the student whose parent was not at the bus stop. In most cases, the office staff will advise you to return the student to their school of attendance. However, there are times when you will be asked to return the student to their bus stop. For the sake of safety, always defer to the Transportation office staff to make that determination.
- On occasion, at the end of a route, there is a child left on the bus. Ask for the child's name, teacher's name, residence, or bus stop. Notify the Transportation office and advise staff of the situation. You will be given instructions on what to do. Under no circumstances are you to leave the child with anyone else or at any other location.
- Above all, use your best judgment when discharging kindergarten students. There are currently many custody fights between parents for the rights to a child. If you encounter an unfamiliar parent and either the child or you feel uneasy about that adult, retain the child, tell the person of your concern, and notify the Transportation office.

### Procedures for Settling a Dispute

Should a difference of opinion arise between a driver, school administration, or a parent, it will be the responsibility of the driver to maintain composure and refrain from an argument. When a difference of opinion arises, always refer the other party to the Transportation Supervisor.

### District Keys

Keys shall be in the driver's possession at all times while on duty! **REMEMBER TO PLACE YOUR ASSIGNED BUS KEYS ON THE KEY RACK (in the staff lounge) AT THE END OF YOUR ASSIGNMENT (am/mid-day/pm).**

### Idling Control Measure

Effective July 16, 2003, a regulation approved by OAL regarding bus idling was approved (Title 13 CCR 2480). The law states the following:

"The driver of a school bus, school pupil activity bus, youth bus, or GPPV must turn off the bus engine upon stopping at a school or within 100 feet of a school, and must not turn the bus engine on more than 30 seconds before departing a school or from within 100 feet of a school and must not allow a bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes; or a period or periods aggregating more than five minutes in any one hour."

### Idling Control Measure Exceptions

- Idling is necessary while stopped.
- Traffic conditions over which the driver has no control.
- At the direction of a peace officer.

- While the driver is inspecting the vehicle.
- Idling is necessary for testing, servicing, repair or diagnostics.
- Idling is necessary for a period not to exceed three to five minutes to cool down a turbo-charged diesel engine before turning it off.
- Idling is necessary to operate a lift or other piece of equipment designed to ensure safe loading, unloading, or transport of persons with one or more disabilities.
- Idling is necessary to operate a heater or an air conditioner of a bus that has or will have one or more children with exceptional needs aboard.
- Penalties: For each violation the driver and the motor carrier of a school bus, SPAB, or youth bus is subject to a minimum civil penalty of \$300.00 dollars and to criminal penalties to the maximum extent provided by the law.
- All drivers shall receive written notification of this regulation annually.

## SAFETY RULES and PROCEDURES

### Conduct on the Bus

- Students transported in a school bus shall be under the authority of, and directly responsible to, the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for students to be denied transportation in accordance with regulations of the governing board of the district. The driver of any school bus will be held responsible for the orderly conduct of the students transported. No bus driver shall require any student to leave the bus before such student has reached his destination.
- If behavior of the students on a field trip is unreasonable; the driver should contact the Transportation Supervisor by phone for assistance in dealing with the discipline problem. In some situations, it may be necessary to return the involved student(s) to the school. However, if it is possible, the home trip should be completed and the discipline problem referred to the Transportation Supervisor and principal following the assignment. A Notice of Safety Concern should be made to Transportation Supervisor at the end of the work day.
- Under no circumstances should a student be put off the bus en route or returned to the school without notification to the proper school authority that a student is being returned.

### Notice of Safety Concern

- The District has provided forms for reporting unsatisfactory conduct (Notice of Safety Concern) of students while riding on a school bus. This form is to be used by the bus driver whenever a student who has been verbally warned refuses to obey a lawful command of the bus driver or disobeys the written rules and policies concerning conduct on school buses. The form shall be given to the Transportation Supervisor who, in turn, will forward it to the principal for appropriate action.
- Students who have been denied transportation privileges may not ride to school or home from school on any school bus.

### Hazards at Bus Stops

Any condition at bus stops presenting a safety problem, i.e. overhanging tree branches, obstructions, etc., should be reported to the Transportation Supervisor or Dispatcher.

### Accidents

#### Definition of a School Bus Accident:

- A motor vehicle accident resulting in property damage or personal injury, on public or private property, and involving a school bus or school pupil activity with a pupil on board.

- A collision between a vehicle and any pupil or the bus driver, while the pupil or driver is crossing the highway while the school bus flashing red signals(Cross over lamps) are in operation. Cross-over lamps are required to be operated pursuant to Vehicle Code Section 22112.
- Injury of a pupil inside the bus as a result of acceleration, deceleration, or other movement of the bus.

**Prevention:**

- The safety of students and safe operation of the vehicles must be given precedence over all other considerations.
- The exercise of good judgment in avoiding risks and strict compliance with laws will, in most instances, prevent accidents.
- Do not force the right of way at the risk of an accident. Courtesy pays in accident—free miles.
- Use your mirrors!

**6. Reporting an Accident:**

Whenever any school bus accident occurs, the driver shall immediately notify or cause to be notified the CHP and the District.

**Procedures for Reporting an Accident Involving School Buses**

At the scene of an accident, the school bus driver shall follow these steps:

- Attend to the immediate physical and emotional needs of students
- Secure emergency services (police, ambulance, fire services) as may be required in the circumstances by calling 911.

If the school bus driver has reason to believe that an ambulance or other medical emergency services are required at the scene of the accident, assistance must be requested. In the interest of the health and safety of students, drivers should err on the side of caution when deciding when to request ambulance or other medical services.

- The Pupil Transportation Regulation under the Education Act states that a school vehicle driver must not leave a school vehicle unattended while students are on board. In the event of an emergency, a school vehicle driver may only leave a vehicle unattended, while students are passengers, if absolutely necessary for the purpose of securing emergency services.
- Other methods by which emergency services can be contacted at the scene of an accident may include sending a student of high school age to call for assistance or flagging down a

passing motorist who may be able to assist. Only when all other possibilities have been exhausted should a school vehicle driver leave students unattended, and the period of time for which students are left unattended must be minimal.

- School vehicle drivers must cooperate fully with the emergency services personnel at the scene of an accident. However, the Pupil Transportation Regulations state that school vehicle drivers must not sign any document or make any admission of liability in any manner when an accident has occurred.

Students should be transported to their destination only after the California Highway Patrol (CHP) has released them.

Report accident to supervisor and CHP (Accidents involving school buses transporting students must be reported to CHP right away)

When reporting accident to CHP, driver must state the facts as driver remembers them. Driver shall not make any admission of liability.

Give information only to persons of authority. No personnel should discuss the accident, cause of or contributing factors with anyone other than a police officer. Drivers are required to furnish only the following information to other parties involved in the accident:

- Location of the accident
- Vehicle/bus number and driver's name
- Number of students involved
- Physical and emotional status of the students and driver
- Confirmation that emergency services have been requested or are not needed
- Physical status and position of the vehicle
- Need for a substitute vehicle or other form of transportation
- Secure names and addresses of all persons in the other vehicle
- Be sure to obtain names and phone numbers of all witnesses
  - a) Obtain license number of other vehicle
  - b) Use Alliant Insurance form.
- Make an oral and written report to the Transportation Supervisor immediately.
- In the event a student sustains an injury while boarding, alighting or in transit to school or home, notify the Transportation Supervisor and school and complete an accident report.

### **Bus Evacuation Procedures (California Education Code 39831.5)**

Requires that all pupils in pre-kindergarten, kindergarten and grades 1 – 12, who are transported in a school bus or school pupil activity bus, shall receive instruction in school bus emergency procedures and passenger safety.

At least once in each school year, all pupils in pre-kindergarten, kindergarten and grades 1 – 8 who receive home-to-school transportation shall receive safety instruction that includes, but is not limited to:

- Proper loading and unloading procedures, including escorting by the driver.

- How to safely cross the street, highway, or private road.
- Use of passenger restraint systems.
- Proper passenger conduct.
- Bus evacuation – pupils shall evacuate the bus through emergency exit doors.
- Location of emergency equipment.
- May include responsibilities of passengers seated next to an emergency exit.

Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that includes, but is not limited to:

- Location of emergency exits, and location and use of emergency equipment.

Instruction may also include responsibilities of passengers seated next to an emergency exit.

All drivers must complete their bus evacuation procedures no later than the end of September. The bus evacuation procedures must be completed using the form provided for each school site and submitted to a supervisor.

### **Backing**

A majority of accidents occur during backing; the visibility on a school bus is very limited. At no time should a driver back up. One exception to this is in the event of an emergency. In the event of an emergency, the driver shall determine if a second responsible adult is available to act as a guide in order to assist with backing. The guide does not relieve you of any responsibility for the accident. Students under no circumstances will be used as guides.

If you are in a situation where a backing maneuver is unavoidable, walk to the back of the bus and view the area personally. Use not only the rear view mirror, but the side mirrors as well. Listen to ensure that the audible backing system is activated (if so equipped).

### **Wheelchair Procedures**

- The following procedures will be strictly adhered to, as wheelchairs are being loaded or unloaded: NO EXCEPTIONS!
- The bus must be turned off while loading/unloading wheelchairs. The only exception to this is the buses that are equipped with an interlock system.
- The parking brake shall be set while loading/unloading of wheelchairs.
- The brakes on the wheelchair shall be set when the chair is on the ramp and secured inside the bus.
- The wheelchair shall be loaded by the driver stepping backwards onto the ramp. The student shall not be wheeled onto the ramp in a forward facing position.
- The belt securement must be used while on the lift.
- Chairs will be secured facing forward.

- Policy requires four tie downs per wheelchair. Retractable securements are permitted on all four tie down positions. If you do not have 4 retractable tie downs, use 2 retractable tie downs on the front and "ratchets" on the back.
- Do not attach any tie downs to any wheels. Securement shall be to the frame of the wheelchair only.
- The wheelchair lift cover must be placed over the lift after loading/unloading. Do not drive the bus without a wheel chair cover on the lift.
- Make certain that the tie downs are in proper working condition; no tears, frays, broken or non-working parts are allowed.
- It is the driver's responsibility to ensure that there are enough tie-downs to secure each wheelchair on any bus assigned to them. The driver shall have enough tie-downs to meet wheelchair capacity of the bus. This shall be part of the pre-trip inspection on your assigned bus.
- After unloading wheelchairs you must remove the tie-downs and place them in the tie down container. Please ensure that you neatly place the tie-downs in the container so that they do not become twisted or inoperable. Do not drive your bus with the tie downs installed in the floor. Failure to adhere to these wheelchair procedures may result in disciplinary action.

### **Special Education**

All students are to be ready to board the bus 5 minutes prior to scheduled pick up time. Parents are to be available at the time school releases. Students must be received by the parent or a person designated by the parent unless the office has a signed consent form on file to release the student unsupervised. Keep a copy of this release form with your route sheets.

- All students are to wear seatbelts when riding the school bus, if so equipped. Seatbelts are not to be removed until the bus has stopped at the proper destination. You must physically get out of your driver's seat (at the student's residence and at the school sites) to ensure that each student's seat belt is securely latched into place.
- When transporting special needs students, your air conditioning system (A/C) must be working to its fullest manufacturer's potential. If you are having a problem with your bus's A/C, or if you suspect a defect to the A/C system, you must write this problem on your DBR AND you must immediately and personally notify a mechanic upon your return to the Transportation facility.
- Additionally, prior to departing the Transportation facility on any portion of your route, you must ensure that your A/C system is working to its fullest manufacturer's potential. Please remember that many of the special needs students that we transport are physically fragile and without a properly functioning A/C system they may become very ill.

- Remember that the A/C system is not in the bus for the driver's comfort (no front A/C for instance) but rather for the well-being of the passengers. If a parent voices a concern about your A/C system, please advise the parent that you will personally report the issue when you return to the Transportation facility. Also advise the parent that they are welcome call the Transportation facility to report their concern.
- All students that wear a safety positioning vest must have a signed authorization on file in the Transportation office. A copy of this form must also be in your route book. If you are in doubt if a student is to be placed in a safety vest, contact the Transportation office and verify with an office staff member.
- Drivers are to document student "no call/no shows" on their DBR. After 3 consecutive days of a student being a "no show" the bus will not return on the 4th day. The parent must call the Transportation office and request for the bus to resume picking up their student. If after one week the student is still not riding the bus, please discuss with a supervisor so the student can be removed from your route sheets. If the parent has moved, they must notify the Special Education Department who will then notify Transportation with the new address. Under no circumstances can a driver authorize an address change, pick up or drop off change.
- When dropping off students to someone other than the parent, drivers are to use special care to ensure that the person receiving the student is authorized and that a copy of the authorization has been submitted to the Transportation Department. If the person is unknown to you, you must ask for identification before releasing the student. If you have any doubt or question about the receiving party, you are to call Transportation immediately before releasing the student.
- All incident(s) shall be documented on an Incident Report form immediately after the route has been completed. All behavior concerns shall be documented on a Safety Concern Notice and the Transportation supervisors will handle all discipline and suspension procedures with District and school site officials.
- It is imperative that all information you receive about any student is treated with respect and confidentiality. Any pertinent information regarding a student must be noted by you on the route sheets to help inform a substitute bus driver in your absence. Remember that this information is to be kept in a secure and safe spot in your bus and in your box due to its confidential nature. Special health needs, emotional needs, or seating arrangements that you have noted on your route sheet will assist in making the transportation process successful for the student, parent and staff.
- Do not enter private property (mobile home parks, apartment complexes, driveways, etc.) to pick up or drop off students. If your route sheets direct you onto private property, you must notify the Transportation office so that they can investigate the situation. Advise the parent as to where they need to meet your bus and give this location to the Transportation office staff and make a note on your route sheets. If you have any questions or concerns about a particular address or student, contact the Transportation office staff.

- It is never appropriate to have a parent “help” you with a student other than their own for liability purposes. If you need help, contact the Transportation office for instructions.
- Drivers shall be aware that guide, signal and service dogs are allowed on the school bus and must remain professional when encountering and transporting service dogs.
- In the event of an emergency, notify dispatch immediately. Remain calm at all times; reassure your students and administer first aid if needed. Do not release any students without authorization from the California Highway Patrol or dispatch.
- If you are having issues with a special education student such as student getting out of their seat, taking off their seat belt, hitting others, etc., you must properly document this using a Safety Concern Notice. Transportation staff will interface with the school and the Special Services Department to resolve the issue.
- Do not release special education students at school without a teacher or teacher’s aide present at the door of your bus so that you can physically pass the student to the teaching staff. Please advise all of the site staff that you will not release their students unless they physically come to your bus in lieu of just “waving” to you from another area.
- Do not release students at their drop off location (home, day care, after school program, neighbor, etc.) without a parent or guardian present. Please advise your parents that they must physically walk to the door of your bus before you can release a student. Let them know that the only exception to this policy is if a signed waiver form is on file in the office (you must also have a copy of this form in your route book in the event of a substitute driver).
- Excellent attendance is necessary when performing a special education route. Special education students need continuity in their educational day. Poor attendance negatively impacts the student’s academic performance. Special education students do their best when the driver is consistent and they can forge a relationship with their driver.

#### **Miscellaneous Reports:**

- Injuries, accidents, unusual or suspicious incidents either on a bus, at a bus stop, or in the near vicinity of the bus, must be reported to the Transportation Supervisor as soon as possible. Protect yourself and the school district.

#### **Hijacking**

Each applicant for a school bus driver’s certificate shall receive, as part of his or her training, the procedures that must be followed in the event of a hijacking or a kidnapping.

In the past, school buses have been hijacked both by a student passenger and by persons who were not passengers. Also, on several occasions threats have been made but not actually carried out. A school bus driver must know both what to do and what not to do in the event that you are ever faced with a hijacking situation or a kidnapping. You should understand the following definitions:

Predation: Kidnapping for money or for personal gain. The traditional abduction for ransom and/or extortion is included in this meaning of the term.

Pathological: Abduction for homicidal, suicidal, or sexual motives is identified with this term. The child molester, the abduction murderer, the mentally disturbed person, and the person with suicidal tendencies are examples of pathological behavior.

Political or social: Hostage taking as a means of securing political, social, or personal objectives is included in this category.

Escape: Abduction as a means of escaping capture or escaping confinement by legitimate authority is the motive for this act.

The trapped felon or hijackers are examples of escape-hostage situations.

All of the situations described could be dangerous to hostages if these situations are not handled properly. The following are important items:

- Do not try to be a hero. Accept your situation as it is, and be prepared to wait until help arrives. In a hostage situation both the hostages and those holding hostages are under great stress. If the hostages are able to appear calm, then the stress on the kidnapper may be reduced.
- Do not open your doors to unauthorized passengers or persons.
- The first 15 to 45 minutes may be the most dangerous for all that are involved in a hostage situation. Therefore, you should follow the instructions of your captor without upsetting him/her. You should keep in mind that the longer you are together, the less danger there is that he/she will harm you. However, the tenser the situation is, the greater the danger is that the captor may act in an unpredictable and dangerous way.
- Do not speak unless you are spoken to in a hostage situation. Be calm and courteous in responding to questions and instructions.
- Do not make suggestions to your captor. The main reason for this is that if your suggestions go wrong, he may think that was the way you planned it.
- Do not try to escape unless you are the only hostage. If you are the only hostage, be certain that you can make good your escape before trying it. Even if you are sure, consider it very carefully before you try it.
- Carefully observe everything that occurs and everything that you see and hear. Try to memorize the number of captors, their descriptions, their conversation, the number and type of weapons carried, types of vehicles, and license numbers of vehicles, if possible.
- Try to memorize the number and identity of other hostages, such as students. You may be released, and if so, your information could help the police.

- If permitted to speak on the telephone for any reason, you should follow the instructions of your abductor very carefully in what you say. Be prepared to answer “yes” or “no” only to questions asked by the person with whom you are speaking on the telephone. The party to whom you are speaking may ask questions regarding what your location is and what your problems are.
- Do not turn your back on your captors unless ordered to do so, but do not stare at them either. However, eye contact can be beneficial. People are less likely to harm someone who is looking at them.
- Do not be argumentative. Exhibit a cooperative attitude, and instruct other passengers to do the same.
- Avoid physical resistance. You have little chance of success in resisting, and you may significantly increase the risk of harm to all that are involved.
- If you have student passengers, your main concern must be for their safety. If you have the opportunity, ask your captors to permit you to give necessary instructions to the students. If you are firm and remain calm, your passengers will be more likely to follow your instructions and not panic.
- Be patient and remember that time is in your favor. When the police arrive at the scene, remember that they are trained to deal with such crisis situations and are engaged in a complete program designed to rescue you unharmed and as soon as possible.
- If you are driving a bus with special education students aboard, attempt to explain to the captors what type of students they are and what special care and special medication they need.

## ADDENDUM

### Drivers' Authority 5 CAC14103

Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. See AUSD Board Policy 5131.1

### Student Responsibilities

Students shall at all times conduct themselves in a courteous and orderly manner so that the above code sections are obeyed and the bus driver is not distracted, and so that the rights and feelings of other students, passing motorists and pedestrians are respected.

The following rules are to be observed by students while riding school buses and while waiting and in the vicinity of school bus stops. At the beginning of the school year bus drivers will review these bus conduct rules with their students and will enforce these rules throughout the year consistently.

- Requests of the driver are to be obeyed without adversary discussion.
- In order that schedules can be maintained, students are expected to be at the bus stop waiting for the bus 5 minutes prior to scheduled pick up. Special Education students must be ready 10 minutes before scheduled pick up.
- Students should stand back from the curb or edge of the road so that the bus can come to a stop without danger to waiting students.
- All parts of the body will be kept inside the bus.
- Knives, intoxicating beverages, drugs, flammable devices or other dangerous articles may not be carried on a school bus.
- No animals except properly muzzled Guide, Signal and Service dogs may be transported on a school bus.
- Students shall not light matches or smoke on the bus.
- Students shall be seated as rapidly as possible after boarding a bus, and shall remain seated at all times while the bus is in motion. Students will not refuse to share seats with others.
- Students who must cross the street that the bus is standing on must do so in front of the bus and with the assistance of the driver.
- Students shall not eat, chew gum or drink beverages while being transported on the bus
- Objects will not be thrown in or out of the bus.
- Obscene gestures and obscene or loud language are not permitted.

- Students will be loaded and unloaded only at designated stops.
- Tampering with apparatus, and damaging or defacing the bus is not allowed.

The bus driver shall make every effort to arrive at the bus stop at the scheduled time for pickup. If the bus arrives early, the driver shall wait until the scheduled time before departing. In order to remain on schedule, the driver cannot wait at any stop beyond the scheduled pick-up time. Take home times are considered more flexible than pick up times and it is possible that some children might be delivered to their stops earlier than scheduled. This could occur when a driver gains time by bypassing the stops of absent children. If a route is running late, the driver is expected to call Transportation immediately so parents, daycares and afterschool programs can be notified.

All children will be required to get off the bus on arrival at their bus stop. Drivers cannot wait for someone to meet each child. This rule does not apply to the Special Education children who must be met at the door by a responsible adult.

**APPENDIX A**  
**CERTIFICATE OF RECEIPT**  
**TRANSPORTATION HANDBOOK**

I, \_\_\_\_\_,

(Employee Printed Name)

have been given a copy of the Arcadia Unified School District Driver's Handbook. I understand that I am responsible for knowing and understanding the contents of the Driver's Handbook. If I have any questions regarding the contents, I will seek clarification and understanding from the Transportation office staff. I also understand that it is my responsibility to keep myself informed at all times. I agree to abide by the rules, regulations and practices contained within this handbook. I also understand that the failure to do so may result in disciplinary action.

\_\_\_\_\_

Employee Printed Name

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date