Duchesne County School District



TRANSPORTATION DEPARTMENT HANDBOOK

APPROVED SEPTEMBER 2023
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INTRODUCTION

The professional school bus driver is a trained school bus driver. Bus drivers who have undertaken training are less likely to have accidents. Human failure is almost always the cause of traffic accidents. Most accidents can be prevented.

School bus drivers have a personal and a professional obligation to learn all they can about their profession, as well as to continually reinforce their knowledge and skill with regular study and training in order to ensure the maximum protection against human failure.

School Bus Drivers shall know the qualifications and characteristics that are essential for them to fulfill their job safely and efficiently.

This manual includes those policies, procedures, and responsibilities for all staff members concerned with the transportation of students in the Duchesne County School District. In addition to the guidelines outlined in this manual, drivers shall also follow all policies and procedures as outlined and approved by the Utah State Office of Education.

A bus driver's responsibilities include ensuring the safe, accident-free transportation of the students of Duchesne County School District to and from school, field trips, sporting events and the many other educational activities for which children must ride the school bus.

PREFACE

The purpose of this manual is to inform transportation staff members of the policies, rules, laws and responsibilities of the Duchesne County School District Transportation Department and its staff.

It is expected that bus drivers of this district read this manual and adhere to its contents while employed by the Duchesne County School District.

This manual represents a progressive attempt to improve the skills and safety of our employees and ensure that our children receive the safest transportation possible to and from school.

This manual does not contain all the information necessary for you to become completely knowledgeable as a School Bus Driver. This is not the purpose or intent of this manual. In-services and schooling are still required to obtain that objective.

This manual is the property of Duchesne County School District and shall be kept in good condition.

If assistance is needed regarding the material in this manual, please feel free to contact the Transportation Director.

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Transportation Director
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I. PRE-TRIP & POST-TRIP INSPECTION

The school bus driver is expected to make a safety inspection of their vehicle before receiving any passengers.

NOTE: Drivers shall have the knowledge to perform all requirements.

Pre-trip Inspection – **Section I. Pre-trip Inspection** – A pre-trip inspection shall be completed using the pre-trip and mileage form, or the designated digital application.

Drivers shall perform the following daily pre-trip inspections:

A.M.- Prior to departure of a.m. run, perform a full pre-trip inspection. Document any non-safety related repairs that need to be reported to the bus shop.

NOON - Prior to departure of noon run, check brakes, all lights, and perform a walk around of the vehicle.

P.M. - Prior to departure of p.m. run, check brakes, all lights, and perform a walk around of the vehicle.

Drivers ***shall not***, unless authorized, start another driver's vehicle or perform the pre-trip inspection for another driver.

When warming the bus, turn High Idle Switch so the motor idles just enough to keep the batteries and air tanks from discharging. Return the switch to its normal position before driving.

All idle times are to be kept to a maximum of 10 minutes.

Pre-trip and Post trip Mileage Form

A pre-trip and post-trip mileage form shall be initialed after each pre-trip and post-trip are performed. Mileage shall be recorded at the start of the day and completed at the end of the day.

Fueling

Drivers are responsible for ensuring that their assigned vehicle has no less than one-half tank of fuel at any time.

When using a spare bus, **all** drivers shall be responsible for returning the spare bus to the compound with the appropriate fuel level.

Inspection of Interior

1. The driver will inspect the entire length of the interior of a school bus at the end of every route and before departing the last school unloading stop in the a.m. Drivers are also to

inspect the inside of their vehicles for vandalism, lost articles, etc. For buses equipped with a post trip alarm system, all necessary procedures need to be followed. Failure to do so is behavior considered insubordinate and the driver will be subject to district disciplinary procedures. *(Updated 2/10/22)*

2. Lost articles such as clothing, books, etc. may be kept on the route bus for the students to claim the next day. All valuables such as band instruments, money, purses, wallets, etc., shall be turned into the school after the completion of the assigned route.

3. Substitute drivers who are assigned to a spare bus, should perform a walk through as soon as possible after the last students are let off at the school in the a.m. All lost articles should be taken into the bus garage at that time. Please notify dispatch as to which route and driver you were covering. When assigned a p.m. route, the walk-through should be performed as soon as possible after the last student has been dropped off. This walk-thru should be performed when the bus can be safely parked so as to not obstruct traffic. Whenever time permits, any lost articles should be taken back to the bus garage and marked with the bus number for which you were subbing. If assistance is needed in returning these articles, please contact the transportation office at (435)725-4506.

Post-trip Inspection

1. All buses must idle down 3-5 minutes before shutting off. Drivers are to close all windows and doors at the completion of their assignment. Windows and doors may be left open after a.m. runs on assigned route buses as long as inclement weather does not interfere with the interior of the vehicle. All spare buses need to have windows and doors closed after each use.

2. After completing the above and exiting the school bus walk completely around the bus, inspecting exterior for any damage or anything that does not look normal. Any non-safety related repair items found during your pre and post trip inspections should be documented and reported to the bus shop. All repairs needed on spare buses should be reported to the bus shop at the end of each use.

Cleanliness of Vehicle

1. Drivers shall clean and sweep the inside of any vehicle they may drive. This should be done on a daily basis on route buses in order to maintain a clean interior. If using a spare bus, the driver shall insure that the fuel is at the proper level before returning to the bus compound and sweep and empty trash before finishing route.

2. Drivers shall, at all times, maintain a clear and unobstructed path to emergency equipment and exits from the vehicle. No books, band instruments, sports equipment, etc. shall be transported in the driver's area or placed in the aisles or in front of any emergency exit. The emergency exit area includes the ledge below the rear exit window on all rear engine buses.

3. Drivers are responsible for assuring that all windows have a clear vision path prior to departure. ***No objects may be placed in the dashboard area. No signs are to be placed in the first four seats directly following the door or driver's seat.***
4. Drivers are responsible for assuring that all mirrors, lights, and markings are clean and working.

II. ROUTING/DRIVING OPERATIONS

1. No changes shall be made on bus routes unless authorized by the office. You must notify the Transportation Office if you wish to make any change to the route and receive conformation that the change can take place before the route change can be implemented.

2. No students are allowed to ride a school bus, other than those assigned to that route, unless the appropriate "Courtesy Ride Student Request Authorization" form is completed by the parent and school official and presented to the driver at the time that the student boards the school bus. Hand-written notes shall not be accepted.

3. Drivers will open the service door. At no time will a driver permit a student to open the entrance door.

4. When loading students, have the students load back to front first, taking assigned seats into consideration.

5. All students will remain behind the driver's seat area at all times while the bus is in route.

6. All students are to be seated, with no feet or legs in the bus aisle, when the bus is in motion.

7. Students boarding the bus at the morning stop shall quickly find their seat. ***The bus is not to resume movement until all students are seated.*** Students will not be allowed to have any body parts (head, arms, or hands) outside of the bus windows. Students shall remain seated when approaching their bus stop until the bus has come to a complete stop.

The signal for "QUIET" shall be two fingers raised above the driver's head. It is the driver's responsibility to inform the students of this signal. The signal shall be consistent throughout all bus routes.

Be courteous at all times. If a parent is disagreeable, do not argue. Ask them to contact the supervisor at the transportation department during office hours, which are 7:00 a.m. to 4:30 p.m. at ***(435) 725-4506***. It is against the law for anyone other than transportation personnel, school officials, police and emergency personnel to board your bus while it is in route. If someone boards your bus and refuses to leave, contact the transportation office and the appropriate agency will be contacted to help you with the situation.

Do not stop to pick up or discharge students at any point other than their assigned bus stop unless authorized by the transportation office.

Drivers shall not let students eat or drink while on the school bus

Drivers shall not eat or drink while students are on the bus.

Drivers are to use school vehicles for school business only, unless authorized by the supervisor.

All drivers shall report all traffic violations (personal or job-related) to the transportation director and driver trainer. This includes private or school-owned vehicles. This shall be done within 24 hours of receiving the citation or the next business day.

Speed limit is not to exceed 10 M.P.H. on school property.

Speeding, tailgating or using other unsafe driving habits are not allowed while driving any district vehicle. Disciplinary measures will be taken if these issues occur.

It is the driver's responsibility to keep route sheets, maps, seating charts and student lists current with the office at all times.

The service door shall be closed ***at all times*** when vehicle is in motion. The service door may be opened if vision is obstructed when making left or right turns or before entering a roadway. The door ***shall*** be closed before moving.

Drivers shall report any bus stops they feel are unsafe in writing to the transportation supervisor, driver trainer/safety coordinator or routing coordinator.

Drivers shall report, on an **Incident Form**, any other problems or concerns related to their bus runs.

Drivers shall wear their seat belt properly at all times while operating a school bus or district vehicle. ***It is the law***!

Drivers shall not transport any child that is ***not*** enrolled in school programs. No driver shall have their own or any other child on the school bus unless that child is assigned to that particular route or field trip, or unless special authorization has been given by the transportation supervisor ahead of time.

Drivers shall not disperse anything edible to students while on the bus. Drivers may pass out appropriate treats when the students are exiting the bus at the end of the day.

Drivers are not to stop with students at any place of business during route time.

All buses are to be shut down when loading and off-loading students at schools and when parked on school property.

All buses shall be shut down if layover is more than 3 minutes. Note: If special needs students are onboard during winter weather, the bus may be parked and idle for up to ten minutes before shutting down.

Alternating yellow flashers shall be activated a minimum of 200 feet before stopping to load or unload students.

The total school bus and loading lights shall be visible to all approaching traffic when loading or unloading students. The minimum visibility distance shall be 400 feet. If this is not possible, notify the Transportation Supervisor.

No students shall be allowed to disrupt or distract the driver during either the loading or off-loading process. Drivers must be able to devote all of their attention to the safety of the students who are entering and exiting their bus.

No items that obstruct vision and/or hearing shall be worn while operating the bus.

A driver shall not use or wear a cell phone, blue tooth, or other wired or wireless device while the school bus is in motion and not stopped and appropriately secured. This includes devices such as headsets, earpieces, earphones, or any other equipment that might distract a driver from their responsibilities. A driver may use these devices for personal use once the school bus is safely parked, appropriately secured off the roadway and all passengers are safely off and moved away from the bus.

Drivers of district buses may use district installed two-way radios as necessary to perform their duties. Radios are to be used for district business only. Personal business or issues are not to be discussed over the radio.

Turnarounds

PICK UP - Load students first, then do turnaround.
TAKE HOME - Turn around, then unload students.

Procedures for Loading and Off-Loading Students–Two Lane Road With No Shoulder

1. Sight distance - The entire school bus shall be clearly visible for a minimum of 400 feet.
2. Give traffic adequate warning that the bus is going to stop.
3. Slow down.
4. Check mirrors.
5. Turn on alternating yellow flashers a minimum of 200 feet prior to stop.
6. Stay centered in the lane of traffic and come to a complete stop 12 feet short of the stop location when loading. Students should remain at this position until signaled to approach the bus.
7. Place the bus in neutral and apply parking brake.
8. Activate alternating red loading lights and open the door.
9. Check mirrors.
10. Make a mental note of the number of students waiting to board the bus and count them as they board making sure to account for each student. When off-loading, count the students as they prepare to leave the bus and account for each student after they off-load.
11. Invite ***all*** students to load the bus by using the uniform hand signal - pointing the finger(s) in direction of travel for students and invite the students to approach the bus. Load students on right side of roadway first. Students needing to cross the roadway to board the bus should remain on the opposite side of the road until the driver checks the traffic again and invites the student to

cross the road by using the uniform hand signal. All students should be instructed to keep their eyes on the driver at all times while crossing the roadway and be aware that a flat palm signal means to stop.

12. When off-loading students check mirrors again before allowing students to leave the bus. Students that need to cross the roadway must walk directly away from the bus along the side of the road for a distance of 12 feet and wait for the driver to use the uniformed hand signal—pointing of the finger(s) in direction to cross the students before entering the roadway. Check traffic once again and signal the students with the uniform signal. All students should be instructed to keep their eyes on the driver at all times while crossing in front of the bus and be aware that a flat palm signal means to stop before entering into the lane of traffic. All students should stop at the traffic side of the bus until the driver instructs them to continue. The driver should be monitoring traffic at all times during this crossing process.
13. After counting all students, check the area around the bus in the mirrors again.
14. Place transmission in drive, release park brake, and close the door.
15. Check all mirrors again and slowly proceed forward.

Procedures for Loading and Off-Loading Students – Multiple Lane Or Two Lane Road With Wide Shoulder.

1. Sight distance - The entire school bus shall be clearly visible for a minimum of 400 feet.
2. If necessary signal and move the school bus into the appropriate lane of traffic.
3. Give traffic adequate warning that the bus is going to stop.
4. Slow down.
5. Check mirrors.
6. Turn on alternating yellow flashers a minimum of 200 feet prior to stop if loading or off-loading on a multiple lane road.
7. If the shoulder of the road or turn out is wide enough for a vehicle to pass the bus on the right side, turn on right turn signal, pull as far to the right as possible, activate 4-way flashers and come to a complete stop 12 feet short of stop location when loading. Students should remain at this position until invited to board the bus. Loading lights should not be used when loading or off-loading students and the bus is not in the active lane of traffic. No students should be allowed to cross the roadway to load or off-load when using the shoulder or turn out.
8. Place the bus in neutral and apply parking brake.
9. Activate alternating red loading lights if on a multiple lane road and open the door.
10. Check mirrors.
11. Make a mental note of the number of students waiting to board the bus and count them as they board making sure to account for each student.
12. Invite ***all*** students to load the bus by using the uniform hand signal - pointing a finger(s) in direction for students and invite the students to approach the bus. No students should be crossing a multiple lane road to either load or off-load the bus.
13. When off-loading, count the students as they prepare to leave the bus.
14. Check mirrors again before allowing students to leave the bus.

15. After counting all students and accounting for each student, check the area around the bus again in the mirrors.
16. Place transmission in drive, release park brake, close the door and de-activate four-way flashers if necessary.
17. Check all mirrors again and slowly proceed forward
18. If entering the lane of traffic from a turn out or shoulder, activate left turn signal, check mirrors and slowly proceed when safe.

Bus Stop Procedures

Drivers shall instruct students about the following safety procedures:

1. Students shall move 12 feet away from the side of the bus after leaving the bus.
2. Students are not to rush the bus. Students are to remain 12 feet away from the bus until invited to approach the bus by the driver.
3. Students are not to get the mail from the roadside mailbox until the bus has departed.
4. If your pupils must cross the road, they shall be instructed to:
   a. Walk directly away from the bus along the side of the road for a distance of 12 feet and wait for the driver to use the uniformed hand signal—pointing of the finger(s) in the direction the students needs to cross. Students wait for the appropriate signal before entering the roadway.
   b. Stop at the traffic side of the bus, look left, right and left, and enter the lane of traffic only after being instructed to do so by the driver.
   c. Walk not run across the lane of traffic.
5. Drivers shall count the number of students that leave the bus to cross the roadway and count again before leaving bus stop to account for all crossing students.
6. When backing up the bus is required, students should be aboard the bus prior to backing up.

Students are to be at the bus stop 5 minutes prior to pickup time. Students are required to wait a minimum of 12 feet from the edge of the roadway, in an orderly line, and remain there until the bus has come to a complete stop and the driver signals them to approach the bus.

Driving Procedures

The following are illustrations of problems that may be encountered on the route and the procedures to be followed:

Skids

a. Turn steering wheel in same direction as the rear of bus is skidding.
b. Let off the accelerator gradually.
c. Apply brake lightly. Do not lock up the wheels.
d. When bus has straightened out, accelerate slowly.

Running Off the Pavement or Hard Surface

1. Reduce speed gradually; select a safe place, check for oncoming traffic in both directions, and gradually steer the bus back onto the roadway.
2. Apply brakes cautiously and do not over-steer.

Fog, Smoke, Rain, Snow and Ice

1. Reduce speed.
2. Use low beam lights.
3. Be aware that ice will form on bridges and overpasses first.

Object in Roadway

1. Slow down.
2. Maintain control of the bus by not swerving quickly.
3. Drive around object when safe to do so.

Defensive Driving

One of the best ways of maintaining an accident-free record is to expect the unexpected while driving and plan a strategy to avoid accidents.

1. Give the driver ahead plenty of room. Maintain a safe following distance.
2. Keep eyes moving, searching and scanning for possible conflicts ahead.
3. Make sure that other motorists see the bus and know where it is going.
4. Leave a way out to avoid a collision. Mentally store and recall problem locations on the bus route and plan ahead.

Leaving the Bus

If the driver must leave the bus due to an emergency or to check the exterior when children are aboard, the following shall apply:

1. The bus parking brake shall be set.
2. The ignition turned off and the key shall be removed.
3. The transportation office may be notified.
4. The appropriate emergency equipment shall be used.
5. Discipline and proper behavior will be maintained.
6. The driver will not leave the immediate vicinity of a bus if there are pupils aboard.

Stopping the Bus

Drivers shall follow the correct procedures for stopping a school bus:

1. Check traffic.

2. Position vehicle appropriately.
3. Release accelerator.
4. Brake to a smooth stop, slowly releasing brake at the stop to prevent jerking.

Driving Lane

Drivers shall follow the correct procedures to maintain the vehicle in the proper position in the traveled lane.

1. During steering, focus attention well ahead in the lane.
2. Place hands on upper half of steering wheel at the ten o'clock and two o'clock position.
3. Keep eyes moving.
4. Make early steering adjustments in order to stay in the center of the lane.

Backing Safely

Drivers shall follow the correct procedures to back safely and smoothly.

1. Check mirrors.
2. Assure that area is clear.
3. Apply service brake and activate hazard lights.
4. Shift to reverse.
5. Honk horn.
6. Release brake.
7. Gradually accelerate.
8. Steer wheel as necessary.
9. Use mirrors to monitor direction of bus.

Two-Point Turn

Drivers shall follow the correct procedures when performing a two-point turn.

1. Drive past roadway or driveway.
2. Stop.
3. Back into roadway or driveway.
4. Stop when completely off roadway.
5. Check for traffic to left and right.
6. Enter roadway when safe to do so.

KEEP EYES MOVING AND USE THE MIRRORS

Entering Traffic

Drivers shall follow the correct procedures when entering traffic from a stopped or parked position.

1. Observe traffic to front and rear.
2. Look for gap in rear approaching traffic.
3. Yield right-of-way to all vehicles and pedestrians.
4. Activate turn signal.

5. Accelerate smoothly into gap in traffic lane.
6. Straighten steering wheel.
7. Cancel turn signal.
8. Accelerate quickly to speed of traffic.

Speed Regulations

The driver shall be knowledgeable of regulations regarding speed.

1. Basic Speed Law: Drive at careful and prudent speed taking into account all driving conditions.
2. Drive at a speed that will permit stopping within the assured clear distance ahead.
3. Absolute Speed Laws:
4. Not to exceed posted speed limit as designated on open highways.
    a. 80 mph---maximum on freeways for school buses.
    b. 45 mph---highway construction, roadwork, or surveying.
    c. 35 mph---business, residential and park areas unless posted otherwise.
    d. 20 mph---school zones.
    e. 10 mph – school properties.

Speed Control

The driver will periodically observe speedometer to check speed and adjust by decelerating, accelerating, braking and/or downshifting.

1. The driver shall maintain adequate separation between the school bus and the vehicle ahead.
2. Under ideal conditions, maintain at least a 4-second following distance. This is determined by beginning to count, "one thousand one, one thousand two, one thousand three, one thousand four," as the rear of vehicle ahead passes a stationary object. If at least four seconds have passed before the front of the bus has reached the same object, a proper following distance is being maintained.
3. Circumstances that call for a greater following distance:
    a. When increasing speed.
    b. When driving on wet or icy roads.
    c. When following emergency vehicles.
    d. When driving during dark or when weather conditions that can adversely affect the driver's ability to see the roadway and traffic conditions ahead.
    e. When following a dual-wheeled vehicle, which may cause damage to the bus by the thrust of debris thrown from between the wheels.
    f. When following two-wheeled vehicles that can stop within shorter distances.
    g. When fatigued.

Curves

To safely negotiate curves:

1. Approach curves at speeds that will allow the driver to negotiate the curve safely.
2. Observe the roadway ahead for posted signs indicating maximum safe speed.
3. Reduce your speed, if necessary, to attain posted speed limit.

4. When entering and driving through curve:
    a. Look well ahead to anticipate need for steering corrections.
    b. Maintain a center position within lane.
    c. Maintain speed throughout curve by keeping slight pressure on accelerator.
    d. Reduce speed by releasing accelerator and applying brakes lightly.

REMEMBER:

1. Slow down whenever initial speed proves too great for rate of curvature.
2. Slow down when restricted visibility caused by darkness, fog, vegetation or other obstructions occurs.
3. Accelerate slightly during curve if entry speed proves to be slower than is necessary to complete the curve.
4. When leaving curve, resume original or other safe speed.

Hills

Drivers shall follow the correct procedures to negotiate hills safely and effectively:

Upgrades

1. Select far right lane or auxiliary climbing lane (if available).
2. Maintain constant speed on upgrades by applying accelerator pressure and shifting to lower gear.
3. When approaching crest on a narrow roadway, keep far to the right.
4. Slow down slightly when approaching crest to compensate for limited sight distance for an anticipated increase in speed upon reaching crest.
5. If impeding traffic behind the bus, activate 4-way flashers to indicate the bus is a slow moving vehicle.

Downgrades

1. Look for signs indicating length and/or gradient of downgrade.
2. Shift into lower gear before beginning a long and/or steep downgrade.
3. Maintain constant speed on downgrades by:
    a. Reducing accelerator pressure
    b. Applying brakes partially throughout descent if necessary
4. When approaching the end of the downgrade, resume safe driving speed.
5. If impeding traffic behind the bus, activate 4-way flashers to indicate the bus is a slow moving vehicle.

Following Distance

Drivers shall follow the procedures to maintain an adequate separation between their assigned bus and the vehicle behind.

1. Signal intended maneuvers.

2. Check mirrors frequently.
3. Watch for indications that following vehicles intend to pass.
4. Observe roadway ahead to anticipate the need to stop.
5. Use the 4-second following distance method.
6. If a driver is tailgating your bus, increase the following distance in order to allow for a greater stopping distance and allowing enough time for the vehicle to stop before running into the rear of your bus.

Right Turns

Drivers shall follow the procedures for making right turns at intersections:

1. Check mirrors.
2. Signal intention to turn.
3. Both the approach for a right turn and a right turn shall be made as close as possible to the left edge of the right turn lane.
4. Observe traffic controls before attempting to make a right turn.
5. Check cross traffic to left, and if there is a line of traffic, wait for a gap of sufficient size before proceeding.
6. Check cross traffic to the right to make sure there are no vehicles blocking passage in intended lane or pedestrians.
7. Check right mirror.
8. Enter travel lane nearest curb turning sharply enough to avoid blocking or entering left lane, if possible. If necessary, use opposing traffic lane of the street into which you are turning (when not in use) to complete turn.
9. Make the turn slowly using the push-pull technique.
10. Avoid using hands for any other activities other than steering while making turn.
11. Check mirrors for the right rear clearance.
12. Accelerate slightly during turn.
13. After turn has been completed, check to see that directional signal has been canceled.
14. Adjust bus speed to conditions.

Left Turns

1. Drivers shall follow the procedures for making left turns at intersections.
2. Observe traffic controls before making turn.
3. Check mirrors.
4. Signal intention to turn well in advance of intersection.
5. Reduce speed of bus.
6. Check cross traffic and wait until there is a sufficient gap in traffic.
7. Observe traffic and pedestrians for clear way to make turn.
8. Yield to oncoming traffic.
9. Make turn slowly using the push-pull technique.
10. Avoid using hands for any other activities other than steering while making turn.
11. When two turn lanes are available, always be sure to use the far right lane.
12. When turning onto a multiple lane road, turn into the far right lane.
13. When turning onto one-way street, turn into left lane unless otherwise marked.
14. After turn has been completed, check to see that directional signal has been canceled.
15. Adjust vehicle speed to conditions.

Laws and Policies

All employees shall be knowledgeable of State, Federal and Local policies and laws governing pupil transportation. Employees shall also be knowledgeable of the policies set forth in the Utah State Standards for School Buses and Operations.

Fire Extinguisher

1. Drivers shall follow the procedures for operating a fire extinguisher.
2. During any fire, time is of the essence. There is no time to be fumbling around trying to find the fire extinguisher or figuring out how to operate it. It is important that drivers know the location of the fire extinguisher, how it operates, and how to fight the fire. This response must be automatic.
    a. Operating a fire extinguisher:
    b. Rotate the extinguisher, top to bottom, from time to time.
    c. Pull pin with a twisting motion because there is a small wire or plastic tie which must be broken. The wire will break easier if it is twisted.
    d. The fire extinguisher shall be held in an upright position. There is a tendency to hold it sideways. Make sure it is held straight up.
    e. Squeeze the trigger lever in short bursts.
    f. Direct the chemical at the base of the fire.
    g. Use a gradual side-to-side motion to cover the entire burning area.

III. MECHANICAL

Mechanical Breakdowns *(Updated 2022)*

In Basin

1. Evacuate students only if danger of collision or fire exists.
2. Place emergency triangles as required in "Emergency Triangle Placement" section (See below).
3. When the driver determines the nature of the breakdown, he/she must call or radio the assigned garage mechanic for assistance and radio/call the District Office. If the bus needing repair has passengers, the mechanic will travel in a bus to pick them up and return them to their destination. **If the bus has a major mechanical breakdown, or if the issue is safety related, or if the breakdown would be an out-of-service condition, the bus is <u>not to be</u> moved unless to get it off the road a short distance. The mechanic is to call the Lead Mechanic for direction.**
    a. After shop hours please contact the Lead Mechanic at the number on the phone list for assistance. If no response, contact the any of the numbers listed on your emergency list.
    b. When someone assists in notification of the breakdown, the following information should be ready for him or her to give:
        - Your name

- Bus Number
- Nature of Breakdown
- If students are aboard
- Exact Location

4. If you need to leave the location from which you made the original call, please let the mechanics or contact person know of your new location.
5. Under no circumstances allow passengers to proceed home by walking, hitchhiking, or accepting a ride by private transportation (parental only) without permission from the Transportation Office.
6. If on an Athletic or Field Trip, have the person in charge contact the Athletic Director/Building Principal to inform them of any delay.

Out of Basin

1. Evacuate students only if danger of collision or fire exists.
2. Place emergency triangles as required in "Emergency Triangle Placement" section (See below).
3. When the driver determines the nature of the breakdown, he/she must call DCSD's Lead Mechanic for direction. The Lead Mechanic will then determine which mechanic to send out or to use the State School District Emergency Contact List.

Emergency Triangle Placement

1. All emergency triangles shall be placed on the roadway when a breakdown or accident occurs.
2. Warning devices are to be placed on a Two-Way or Undivided Highway:
    A. 100 ft. in front of bus (40 giant steps)
    B. 10 ft. from the rear of bus (4 giant steps)
    C. 100 ft. from the rear of bus (40 giant steps)
3. Warning devices are to be placed on a One-Way or Divided Highway:
    A. 10 ft. from the rear of the bus (4 giant steps).
    B. 100 ft. from the rear of the bus (40 giant steps)
    C. 200 ft. from the rear of the bus (80 giant steps)

Brakes

Air Brake System

The air brake check during the pre-trip inspection is a way to assure that a failure of the air system has not occurred.

1. The driver shall place the key in the ignition and turn the key to activate the warning system without starting the vehicle. If air pressure if below 60 psi, start engine and build pressure up to normal range. When air pressure level is achieved, turn bus off.
2. Driver shall depress the air brake pedal for 1 minute and watch the gauge, so that it does not lose more than 3 pounds.

3. The buzzer and light warning devices should be activated sometime before 60 pounds per square inch and noted by the driver that warning systems are working.
4. The driver is to release the park brake and repeatedly apply pressure to the brake pedal to dispel the air tanks to 20 – 40 pounds per square inch, and at that time the park brake should pop out.

Gauges

The **oil pressure gauge** indicates if there is sufficient or insufficient pressure to circulate oil in the engine. Observe this gauge while driving.
Reason: Insufficient oil pressure can cause engine damage.
The **voltmeter gauge** indicates if there is enough energy (approx. 14 volts) to run the electrical system. Observe this gauge while driving.
Reason: Insufficient energy can affect lights, lifts, and a bus breakdown or a fire.
The **temperature gauge** indicates the water temperature of the engine cooling system. Observe this gauge while driving.
Reason: High water temperature can overheat the engine.
The **ampere gauge** indicates if there is enough energy to run the electrical system by the condition of the alternator - discharging or charging. Observe this gauge while driving.
Reason: To avoid breakdown.
The purpose of the **air pressure gauge(s)** is to inform the driver what the air pressure is in each tank. Observe gauge(s) while driving (100 - 125 P.S.I. is a correct reading).
Reason: Insufficient air pressure can cause brake failure.

MIRRORS

The mirrors on the school bus are among the most essential pieces of safety equipment, however they are only as good as the drivers allows them to be. It is the responsibility of a school bus driver to be aware of what is going on around them.

With proper adjustments and usage of the mirrors this is possible. However, any object located beyond the viewing angle of the mirrors and behind the field of vision cannot be seen unless the driver turns their head to look. Some situations may require the driver to "rock & roll" in order to see objectives in their mirrors.

REMEMBER: IF THE MIRRORS ARE NOT PROPERLY ADJUSTED, THE DRIVER CANNOT SEE THE STUDENTS.

Front Crossover Mirror(s)

The driver should be able to see all the way across from the front bumper of the school bus to approximately 18 feet in front of the school bus. The driver must see all of the area in front of the bumper in the crossover mirrors until they can see the ground with direct vision.

Side Sight Mirror(s) Right & Left

The driver should be able to see:

a. Right front tires making contact with the ground.
b. Entrance door area.
c. Left front tires making contact with the ground.
d. Along the side to the rear of the school bus to reduce the blind spot.
e. Two (2) foot area along the side the bus.

Side Flat Mirrors

The driver should be able to see:

a. Side of the bus in the edge of the mirror but not enough to enable you to count the windows.
b. Ground within two (2) feet of the rear dual wheel.
c. Parallel view of the side of the bus at least one traffic lane. Approximately 200 feet behind the bus.

REMEMBER: The side flat mirrors when adjusted and properly used will give a wider viewing area, but they also create blind spots behind them that can hide a vehicle as large as a semi-truck. When approaching an intersection, be cautious and lean toward the steering wheel to peer around the mirrors to see if traffic is clear.

Inside Rear-view Mirror

Should be adjusted to see the students inside the bus and any traffic directly behind the bus. If the driver cannot adjust the mirrors to satisfaction, request a bracket adjustment. This mirror is to be included in the 5-way mirror check which should be an ongoing exercise while driving the school bus.

IV. ACCIDENTS

All accidents or property damage regardless of the extent of the damage, personal injuries, any injuries to any passenger regardless of severity, shall be immediately reported to the Transportation Supervisor. Proper forms are to be completed by the driver within 2 business days of the incident.

Records are primarily control tools. Their value depends on their use. Accident investigations and reports are made by the Transportation Supervisor and Safety Coordinator to determine causes and solutions. Incidental to this is the development of evidence to defend against civil suits resulting from the accident or to support claims for damages to school equipment and driver injury. It is very important that every available fact concerning each accident be recorded. The following are the steps, which should be taken when an accident occurs:

1. Keep calm, and analyze the situation.
2. Always stop, no matter how slight or insignificant the accident appears to be. Bring the bus to a complete stop and turn off the ignition, if needed.
3. If engine is off, have the accessory switch on for radio use. Protect the scene of the accident. The driver shall keep the accident from becoming worse. Turn on four–way flashers and place emergency triangles in the proper locations as stated by law.
4. Unless the bus is severely damaged or in a dangerous position, keep pupils inside the bus.

What to Do:

1. Determine if there are any injured persons. Question each student concerning injury.
2. Examine the injured, giving attention first to the most seriously injured. Do not move any injured person unless it is absolutely necessary.
3. Always notify the Transportation Office immediately. If as a driver you are unable to personally make this contact, have a responsible individual do it for you.
4. Make all students as safe and comfortable as possible make sure all students understand that they need to stay seated in their original seat.
5. If fuel has been spilled, make sure there is no smoking by anyone present. Move pupils to a safe distance from the spill and to higher ground.
6. Proper conduct at the scene of the accident is very important.
    - Do not enter into any arguments with bystanders or other drivers.
    - Do not give any statements to other individuals, except for law enforcement or transportation personnel.
    - Do not sign any statements other than the accident report.
7. The driver at the scene of the accident should record the following information:
    - Date, time, and location.
    - Road surface condition, weather and light conditions.
    - If there are injuries, the extent of injuries and whether they were taken for medical treatment should be recorded.
    - A list of students and where they are seated.
    - Registration and insurance information is located in the first aid kit.
    - Obtain a completed accident report from the investigating officer to be provided to the Transportation Office.
    - Do not leave the scene of the accident. The driver may move the vehicle out of the traffic lanes to a safe location to avoid traffic back ups if instructed to do so.

DCSD Driver Accidents/Violations Management

Updated January 6, 2026

All accidents will be reported within 48 hours or two business days regardless of the extent of damage.

Cost of Repair	Level of Reprimand (If driver fault exists)	Code Designation (No driver fault)	Consequences/Training Required
N/A	Zero	0	No accident or violation of policy. EXEMPLARY behavior and performance.
Traffic violations in your personal vehicle	.50 points	N/A	Each violation will be worth 0.50 points. If your privilege to operate your personal vehicle is revoked, cancelled, or suspended due to violations of traffic control laws (other than parking violations), you will also lose your CDL driving privileges. Examples may include speeding under 14 mph, failure to stop at a stop sign, failure to yield, or improper lane change.
Under $2,000	One (1 point)	0	Accident review directed by the bus garage coordinator and/or supervisor, and results presented to the Transportation Leadership team.
Between $2,000 and $10,000	Two (2 points)	0	Accident review directed by the bus garage coordinator and/or supervisor, and results presented to the Transportation Leadership team.
Between $10,000 and $15,000	Three (3 points)	0	Accident review directed by the bus garage coordinator and/or supervisor, and results presented to the Transportation Leadership team.
Above $15,000	Four (4 points)	0	Accident review directed by the bus garage coordinator and/or supervisor, and results presented to the Transportation Leadership team.

Other Violations / Inappropriate Action	Consequence
Death or Injury	Accident review directed by the bus garage coordinator and/or supervisor, and results presented to the Transportation Leadership team. Placed on leave of absence while under investigation. Possible termination.
* Leaving the scene of an accident / Failure to report an accident	Placed on leave of absence while under investigation. Loss of CDL for one year. Possible termination.
* If CDL is suspended or revoked	Must notify the district within two business days. Not allowed to drive a commercial motor vehicle. Failure to notify: Termination
* Serious or multiple serious traffic violations in a commercial motor vehicle (CMV). Serious traffic violations are excessive speeding (15 mph or more above posted speed limit), reckless driving, improper or erratic lane changes, following too closely, offense committed in a CMV in connection with fatal traffic accidents, driving a CMV without obtaining a CDL or having a CDL in the driver's possession, and driving a CMV without the proper class of CDL, and/or endorsements.	Possible results of committing two serious traffic violations within a three-year period involving a CMV: Loss of CDL for 60 days. Possible termination. Additional training assigned. Possible results of committing three or more serious traffic violations within a three-year period involving a CMV: Loss of CDL for 120 days. Possible termination. Additional training assigned.
* Other violations relating to Out-of-Service and Railroad-highway Grade Crossings	May result in loss of CDL for days or years, as per state board rule. Possible termination. Additional training assigned.

Points	Assignment/Consequence
More than one total point results in a pattern of motor vehicle infractions.	1-3 hours of training, possible suspension.
3-4 points	Up to 3 hours of specific training, with possible suspension and possibility that driver assignment is limited to route only, or route and In-Basin trips only (no Over-The-Mountain trips) until reinstated at the Supervisor's approval.
5-10 points	Up to six hours of specific training, with possible suspension and the possibility that driver assignment is limited to route only–no In-Basin or Over-The-Mountain trips–until reinstated at the Supervisor's approval.
11 points or more	Placed on leave of absence while under investigation, six or more hours of specific training, and possible termination.

- After review of an accident by the Transportation Leadership Team, it may be determined that no training is required, and the driver's status remains at Level 0 or the current designated driver level.
- * The listed MVR violation standards originate from the Utah School Buses and Operations Handbook approved by the Utah State School Board.
- A driver may appeal the district's determination by requesting in writing when an appeal is desired. In that case, the supervisor will assemble an appeals committee to investigate and assist the supervisor in determining the results.
- After completion of assigned training, the driver may be returned to zero-level status by the supervisor or may hold assigned status until two years of accident-free driving.
- If a driver remains accident-free for two years, their point levels will be reset to zero, and they will be designated as Level 0.

A driver may appeal within 30 days, in writing, to the transportation director.

V. RAILROAD CROSSINGS

Single and Multiple Tracks

When a school bus driver approaches a railroad crossing, the driver shall stop the school bus according to the following criteria and shall not proceed until he/she can do so safely.

I. Single Tracks

1. Check mirrors for traffic.
2. Inform students to be quiet because there is a railroad crossing ahead.
3. Turn on hazard lights well in advance of the crossing. Two hundred feet (200 ft.) is a good warning for motorists behind the bus.
4. If adequate shoulder room is available on the roadway, pull into this area so that traffic will not be obstructed by the stopping of the bus.
5. Stop no less than 15 feet and no more than 50 feet from the nearest rail.
6. Place bus in neutral or in parking gear and set the parking brake.
7. Engage the suppression switch if available or shut off the master switch's that control the following: heaters, defrosters, fans, wipers, radios and loading lights.
8. Open driver's window.
9. Open service door.
10. Look both ways, and listen carefully.
11. Close service door.
12. Check traffic situation, and recheck tracks before crossing.
13. Place transmission is gear and release park brake.
14. Close service door.
15. Make sure there is enough room on the other side of the track to fully contain the length of your bus plus 15 ft. before crossing track.
16. Cross the tracks in a gear that does not require shifting while crossing the track or tracks. Utah law requires "The driver shall not shift gears while crossing the track or tracks."
17. Do not shift gears until the entire bus is across all tracks.
18. Continue to check for trains and traffic.
19. Turn off hazard lights.
20. If the bus needs to merge back into the flow of traffic, turn on left turn signal to warn motorists that you will be merging into traffic.
21. Close window and turn on electrical switches as needed.

II. Multiple Tracks

1. Use extreme caution to assure that one train is not hidden by another train that may be parked on a side rail or approaching from the opposite direction.
2. Determine if you must stop for a second set of tracks. The driver must stop if there is room for the bus, PLUS 15 feet in front and 15 feet behind the bus to the nearest track.

REMINDERS:

1. All school buses, whether loaded or empty must stop for a railroad crossing.
2. Use the right lane of a four-lane roadway when possible.
3. The driver cannot drive any vehicle through, around, or under any crossing gate or barrier at a railroad crossing while the gate is closed or while it is being opened or closed.
4. If the barrier remains down and no train is approaching, **DO NOT** go around or through the barrier. Use another route or await arrival of police or railroad representatives.
5. Report hazardous railroad crossing conditions to supervisor, i.e.:
    - Signal malfunctions.
    - Poor conditions of tracks at crossing.
    - Poor condition of roadway approaching the crossing.
    - Switching of railroad cars that hold up traffic for long periods of time.
    - Railroad cars on siding rails that block vision.
    - Trees or brushes that obstruct vision.
6. If the bus should stall on the railroad tracks, and a train is approaching, evacuate the students immediately. Students should move in the direction of the approaching train at an angle away from the train in order to avoid being hit by flying debris.

WHEN STOPS DO NOT NEED TO BE MADE

A stop does not need to be made at a railroad track grade crossing where a police officer or traffic control signal directs traffic to proceed.

A stop does not need to be made at a railroad crossing on a freeway or limited access highway where the crossing is protected by a clearly visible signal, gate or barrier that is NOT activated.

A stop does not need to be made at an abandoned railroad track. To meet the definition of "abandoned railroad track:"

- Legal procedures must have been followed.
- The track must be removed or covered.
- All signals or warning signs must have been removed.

All three requirements must be met. Hence, in a case where tracks are removed or covered, but the railroad signs or visible markings remain, the driver must stop the bus and follow crossing procedure.

VI. EVACUATION DRILLS

A school bus may be involved in different types of emergency situations where evacuation of the entire pupil load is necessary. Due to the increased number of pupils being transported in present day traffic with a potential increase in accidents and hazards, there is a need to instruct pupils to vacate a school bus in case of emergency. Since the bus driver is responsible for the pupils, the driver shall direct the emergency drills. Safety of the children shall be considered first.

It is a recommendation of the Department of Education that these drills occur every 60 days.

Procedures - Students

1. Do not permit students to take belongings, books, lunch boxes, etc., when they exit the bus.
2. Direct students that during evacuations, whether practice drills or actual evacuation, they are to:

    A. Remain as silent as possible.
    B. Listen for driver's instructions.
    C. Do not push or shove.
    D. Exit carefully.
    E. Help each other.
    F. Walk to a safe waiting area that the driver designates.
    G. Remain with the group.
    H. Wait for further instructions.

Procedures - Driver

FRONT DOOR EVACUATION DRILL

1. Secure school bus by setting the brake, turning off the engine and removing the key.
2. Stand facing the students and get their attention.
3. Give clear and concise instructions.
4. Open front door.
5. Instruct student helpers to take their position on each side of door to assist students.
6. Instruct students to exit through front door, stay in line and move to the location that the driver selected, which is at least 100 feet (40 giant steps) from the bus and off the road.
7. Stress order and quickness, no shoving or shouting.
    A. Position self in aisle between first row of seats facing front of the bus.
    B. Students in first seat on door-side exit first.
    C. Followed by first seat behind the driver's seat.
    D. Alternating seats follow.
8. Driver backs down the aisle making sure each seat unloads in turn and then move from rear to front of bus checking each seat for students.
9. During actual emergency, the driver will pick up first aid kit and safety equipment, exit through front door, and join the students.

REAR DOOR EVACUATION DRILL

1. Secure school bus by setting brake, turning off engine and removing key.
2. Stand facing the students and get their attention.
3. Give clear and concise instructions.
4. Instruct student helpers to open emergency door exit and take position on each side of the door to assist students.
5. Direct students that when they exit the bus to remain in line and move to the selected location, which is at least 100 feet (40 giant steps) from the bus and off the road.
6. Instruct students in the rear-most seats to exit quickly through the emergency door, followed by the next, rear-most seat. Helpers should follow the last student out the exit to the waiting area.
7. Students shall be instructed prior and during the evacuation by helper and/or self to:

A. Duck head.
B. Assume a semi-squat position.
C. Reach out and place hands on helper's shoulders or hands.
D. Exit from bus. If the student is afraid to jump, have student sit down and scoot out the door.
E. Land with knees bent.

8. During actual emergency, driver will pick up first aid kit and safety equipment, check for students while moving toward rear emergency door, then exit through emergency door and join students.

COMBINATION FRONT & REAR DOOR EVACUATION DRILL

1. Secure school bus by setting brake, turning off engine and removing key.
2. Stand facing students and get their attention.
3. Give clear and concise instructions.
4. Driver opens front door.
5. Driver moves to mid point of bus, assign student helpers to the front and rear exit doors, and continues to monitor both exits.
6. Instruct student helpers to open emergency exit and take position on each side of the door to assist students during the evacuation.
7. Instruct students in the rear-most seat to exit quickly through the emergency door, followed by the next, rear-most seat. Helpers should follow last student out exit to waiting area that the driver selects, which is at least 100 feet (40 giant steps) from the bus and out of the roadway.
8. Instruct students to exit through front door, stay in line and move to the selected location at least 100 feet (40 giant steps) from the bus and off the roadway. If possible, have both locations for students the same. The procedures of how students are to exit the bus are explained in the front and rear door drill.
9. After students have evacuated through both exits, driver goes to rear exit and checks all seats for students while moving toward the front exit.
10. During actual emergency, driver will pick up first aid kit and safety equipment, then exit through front door and join students.

VII. LIFTING STUDENTS

Purpose:

The purpose of proper lifting techniques is to move the student without injury to you or the student.

Basic Rules:

1. Tell the student what you are going to do.
2. Estimate the weight of the student. (NEVER LIFT A PERSON ALONE WHO WEIGHS MORE THAN HALF YOUR OWN WEIGHT.)
3. Ask for help if there is any doubt about your ability to lift the student.
4. Be sure the path is CLEAR.
5. Stand with both feet firmly planted about shoulder width apart for good balance.

6. Always bend from the knees not from the back so that you use your thigh muscles rather than your back muscles to do the lifting.
7. When lifting and carrying, keep the student as close to your own body as possible.
8. Shift the position of your feet to move. DO NOT TWIST YOUR BODY. Take small steps to turn.

Single Person Lift

1. Follow Basic Rules 1-8. Most strains, fatigue, and back injuries caused by lifting are due to using the WRONG muscles. Use your STRONG LEG MUSCLES (by bending at the knees and hips) NOT YOUR BACK MUSCLES. (Keep your back straight!)
2. Keep equal weight on both feet and lower yourself to the level of the student by bending your knees before lifting.
3. Once in position, put one arm around the upper back and the other under both knees.

Two Person Lift

Follow Basic Rules 1-8.

1. One person stands on each side of student.
2. Each person puts one arm around upper back and under one-leg and clasps wrists.
3. Both people lift on the count of three.

To Lift From a Wheel Chair

1. Position the wheel chair as close to your destination as possible. In an emergency situation to save time and congestion, leave the chair where it is strapped and carry the child the length of the bus.
2. One-person stands in front to the side; the other in back.
3. The person in front removes the armrest (if detachable) and folds up footrest.
4. The person in back removes the seat belt and any other positioning device.
5. The person in front, bending from knees, lowers himself or herself to place one arm under the student's knees and the other under the student's thighs.
6. Person in back places his or her arms under student's armpits, reaching forward to rasp both students' wrists firmly.(Your right hand to student's right wrist, left hand to left wrist.)
7. Lift together on the count of three.
8. Carry the student to area where student is to be placed and lower on the count of three - bending from the knees.

To Lift From a Bus Seat

Use the same procedure as above, but first ***slide the student to the edge of the bus seat near the aisle.***

Blanket Lift

1. Fold a blanket in half, and place on the floor as close to the child as possible.

2. Follow Lifting Rules 1-8, and lower the child to the blanket.

3. One Person Lift: Place the child's head toward the direction of exit, lift the blanket near the head and slide to safety.

4. REMEMBER TO USE YOUR LEGS TO LIFT.

To Assist a Student up the Stairs

1. Follow Basic Rules to lift with your arm and leg muscles, not with your back.
2. Do not put yourself off balance or in an awkward position.
3. NEVER PULL STUDENT UP BY THE ARMS OR LEGS. DO NOT ASSIST FROM ABOVE THE STUDENT.
4. Get your body behind and close to the student, helping to support and balance him or her. Put your arms under his or her armpits and hold around the chest.
5. Help the student to lift his or her feet up each step, if necessary.

To Lift Students with Poor Muscle Control

1. Follow Basic Rules 1-8.
2. Curl the student up as much as possible. Keep the student's arms and legs from flopping loosely. This flopping could throw you off balance and cause a fall.
3. Support the student's head and neck as you would an infant's head.
4. Do not pick up student by an arm or a leg.
5. Slow rocking or a firm holding will help to relax a very "tense" student.

BASIC BODY MECHANICS

1. Size up load, and do not hesitate to ASK for help.
2. Be sure that the child knows you are going to lift him/her.
3. Plan ahead how you will lift and where to take the student.
4. Bend your knees instead of your back. Keep your back straight.
5. Keep your feet apart while lifting to give a broad base of support.
6. Keep the child CLOSE to you.
7. If lifting with someone else, lift smoothly and together. Count 1,2,3 lift.
8. Take small steps. Never twist your body while lifting or carrying.

TIPS FOR LIFTING, CARRYING, AND PUTTING THINGS DOWN

To lift anything, whether it is large or small, light or heavy, use both arms and bend your knees. This makes use of leg and arm muscles, not just back muscles.

Hold the object close to you. The farther from the body your arms extend to hold something, the more stress on your back, therefore it is not just weight by size that determines stress on your back.

Never have heavy objects handed to you, because the sudden impact can injure your back.
When carrying several packages, like groceries, distribute weight evenly between both arms.

Putting packages down (kids too) involves more stress than picking them up. Always put packages down slowly keeping them close to your body.

VIII. STUDENT MANAGEMENT

You may establish a positive relationship with your passengers that no other school employee has. Your passengers' conduct will depend a great deal on what you say or do.

1. Always greet passengers in a friendly manner.
2. Part of your job is to enforce classroom teaching of discipline.
3. You have to recognize that students growing up are in a state of physical and emotional change.
4. You have to realize that the average student wants to be treated fair, equal and with respect. Most of your students desire recognition of their good traits and abilities.
5. You must maintain a business-like, yet friendly relationship with all students.
6. You should compliment good conduct, abilities, habits, dress, good deeds, etc., of the students you transport. Your positive, friendly attitude, the value you place upon a relationship with students, and your ability to act and react with your students' best interests in mind are the keys to controlling your passengers.

Student Emotions

Frequently, bus drivers expect their passengers to behave like adults. We often fail to realize that they are still young people who are generally in periods of accelerated physical and emotional development with all of the problems of exploration and adjustments. Fear is a basic emotion and closely related to self-preservation and self-esteem. Most young people have basic fears of being:

- Excluded from group activities.
- Rejected by adults.
- Left out - not considered as part of the group.
- Ridiculed by others.
- Unfairly judged, especially by adults.
- Physically abused by other students or adults.

Needs and Desires

Students also have needs and desires, the same as you or anyone else.

- Young people need to be treated as individuals with respect, courtesy, and sincerity.
- They desire recognition of good traits, abilities, and accomplishments.
- They need an understandable knowledge of the rules that guide their behavior.
- They need reasonable rules to follow, which are enforced with consistency.
- They need to feel accepted by you and others.
- They have a need to be physically and emotionally secure in their group.
- They have a need to be physically active.
- They have a need to explore their own ability to mix with other young people.

Goals

One of the major educational goals is to assist young people to think and act independently and yet we know that no one can do exactly as he pleases without regard for the rights of others.

To assist in the promotion of self-discipline and provide the necessary group control for students, drivers shall:

Inform students of the bus rules and regulations, why there are rules and regulations, and what you expect of them as bus riders.

a. Clearly establish your standards and consistently apply them. Develop an attitude that you are a friend and helper, not a dictator or one who punishes.
b. Speak to the total group emphasizing the rights and safety of others.
c. Speak to the problem individual away from the rest of the group.
d. Present yourself as one who also follows rules and regulations.
e. Never use physical punishment to discipline a student.
f. Never yell or scream at, or call student's unkind names.

The best time to control the actions of young people is before the problem becomes one requires you to take corrective actions. Plan ahead, learn to recognize clues of disruption, and act before problems develop. Communicate your expectations of behavior and review those expectations multiple times throughout the school year. Be consistent and fair.

Bus Rules Relating to Student Behavior

1. The bus driver is in charge. Please follow his/her directions at all times. If a student refuses to follow directions or the rules, he/she may not be allowed to ride the bus.
2. Sit in the "L" position or on your pockets keeping all body parts inside the bus and isles clear.
3. Do not throw objects inside of the bus or outside the window.
4. Students shall be courteous to the driver and others. Do not yell, scream, push, hit, or kick while on the bus.
5. Students shall not use profane language or possess tobacco, alcohol, vapes, drugs, over-the-counter medication, or any other controlled substance on the bus.
6. No food or drink may be consumed on the bus (unless permission from the driver).
7. Always sit in your assigned seat.
8. Be at least five minutes early to your designated bus stop.
9. When the driver has activated the red flashing lights, wait for the driver to signal you across the street. Look both ways, then cross the street.
10. No weapons, or look-a-like weapons, such as knives or guns, etc., or hazardous items shall be carried on the bus.
11. If you drop something on the ground near the outside of the bus, tell the driver. Stay out of the bus danger zone.
12. Unassigned passengers must use the "Courtesy Ride Student Request Authorization" form.
13. Students shall keep the bus clean and refrain from destroying seats or other district property. Any damage to the bus must be paid for by the offending person(s).

NOTE: Drivers have no authority to discharge students from their bus for disciplinary reasons in route or at the school loading/unloading zone. Drivers may send for building principal, call transportation management to meet them, or ask other drivers to reach base by radio.

Bus Conduct Form

Drivers shall document negative student behavior. All severe bus behavior (weapons, violent threats, fighting, possession of drugs or alcohol, etc.) incidents and records shall be communicated to the bus garage supervisor and the transportation director.

IX. SPECIAL EDUCATION TRANSPORTATION

Behavioral Management with Special Education Students

Restraints and Behavioral Management

1. All students requiring lap belts shall wear them while the vehicle is in motion.
2. Sometimes it is necessary to restrain youngsters while they ride buses. Restraints may be used for the physical support of a student or to help ensure their safety, and the safety of other students and drivers. Management must approve restraints prior to their use.
3. When a student's behavior is unmanageable in spite of restraints and behavior management techniques, the Director of Special Education and/or Transportation Supervisor may initiate planning. This planning period may be initiated as a natural consequence of inappropriate behavior to protect the student, other students, the driver/attendant or equipment, or to provide time to help the student make the adjustment to transportation services.

Handicap Classifications

There are several physical and mental conditions, which may affect the learning capabilities of an individual. Handicap conditions can be grouped into physical, mental, emotional, or social disabilities. Some individuals could have a combination of these conditions.

To help you better understand the children you transport, the following condition abbreviations are used as well as the definitions.

E.I. (Emotionally Impaired)

These students are disruptive, have temper outbursts or frequently are disobedient or are withdrawn. They may be unable to function in a regular classroom. They may be physically abusive or tend to withdraw from others. Sometimes they will exhibit symptoms of psychosis, schizophrenia or autism. Be observant. The emotionally disturbed child may send out sparks before he erupts. Aggressive behavior may be a cry for attention, so give attention when the child is not aggressive. If the behavior becomes so out of control that it distracts you from your driving, you should stop the bus immediately. It is a privilege, not a right, to ride the school bus. Be firm, but fair. Smile when you are correcting.

EMI (Educable Mentally Impaired)

These students have below average learning capability. IQ will generally range between 50 and 70. The student may frequently have difficulty socializing or dealing with new situations.

H.I. (Hearing Impaired)

These students have suffered a loss of hearing of some degree. They are sometimes referred to as hard-of-hearing or deaf. The hard-of-hearing child will have difficulty understanding conversational speech even though they may be wearing hearing aids. They may turn off the hearing aid if conditions become too loud or uncomfortable. They may often tire more quickly than other children since they are straining to understand with their eyes what they miss through their lack of hearing. They may hear better on some days than on others.

The distance from the driver and the level of noise will interfere with the ability to understand, so each hard-of-hearing child could have a "buddy" in the vehicle who can help with directions and instructions from the driver.

The driver should:

- Speak naturally. Do not exaggerate, overemphasize or speak loudly.
- Keep your hands away from your face while speaking. Make sure the child sees your face when you are talking.
- Make sure the child understands, not just listens, when you give directions or make requests.
- If the child misunderstands, restate the question or statement in other words. Some words are difficult to "see" since they require no lip movement.

L.D. (Learning Disabled)

These students will have major differences between their intellectual ability and their actual academic achievement. Sometimes they have social and behavioral problems. They experience difficulty learning to read, write, or do math. In the learning disabled, the emotional reactions are often extreme. Over activity and impulsive behavior are commonly found in this type of child. Keep rules to a minimum and resign yourself to infinite patience and persistence.

AUTISM

Autism is a severely incapacitating developmental disability that affects a person's ability to communicate and socialize appropriately. Autism is incurable and difficult to diagnose.

Each autistic child will require an individual management technique. Therefore, it is imperative that drivers and aides communicate with the parents and teachers to learn which technique(s) work best with each student prior to the beginning of transportation.

P.O.H.I. (Physically or Otherwise Health Impaired)

These students are limited by physical or health conditions to such a degree that special facilities and/or services are needed.

The physically handicapped condition can be further divided into:

- Severe: Children who are mobile only with a wheelchair. A hydraulic lift is used to load and unload the student.
- Moderate: Children who can walk with crutches or a walker. Most can walk to and from the vehicle with little help, but should be closely supervised.

- Slight: Few cases of the physically handicapped fall into this category because most will be integrated into a regular classroom. If you do transport this type of child, supervise him/her to and from the vehicle.

If it is necessary to lift a child who cannot assist you, be aware that this type of child has a tendency to "slip through" one's arms. Get a good grip on his/her trunk and support the head, if necessary. Encourage independence in the child by allowing them to do as much as they can for themselves.

P.P.I. (Pre-Primary Impaired)

A child from three to five years old that is developing significantly slower than an average child and who does not fit the other categories of disabilities.

S.M.I. (Severely Mentally Impaired)

These students only have the potential for basic self-care and mobility and will always need close supervision.

Sp./L.I. (Speech and Language Impaired)

These students are unable to understand or use functional language, which may interfere with learning or social adjustment. Persons can be recognized by rate of speech, loudness or quality of speech and articulation, or distortions of sounds.

S.X.I. (Severely Multiply Impaired)

These students are moderately to severely mentally impaired, and who in addition, have physical handicaps that they cannot now or may not ever walk. They have a combination of one or more of the other single handicap conditions.

T.M.I. (Trainable Mentally Impaired)

These students have the potential for self-care, social adjustment and usefulness within their community. They will always need some form of supervision. They may be able, as adults, to perform some unskilled tasks or work in a sheltered workshop.

It is not unusual for the trainable child to have a history of seizures or other disorders. Some are overly excitable, others may be quite fearful. Some have little or no speech and many have poor eye-hand coordination and poor control of arms or legs. Praise, practice, and patience are the key words to remember.

V.I. (Visually Impaired)

These students have problems seeing. They may be partially sighted or even blind. Visual acuity will be 20/70 or less in the better eye after correction or they may have a restricted peripheral field of vision of not more than 20 degrees.

The children with total vision loss or severe vision loss will be using a long white cane. Driver or the attendant should instruct the passenger to hold their cane in an upright manner resting the tip on the floor while the person is seated, so as not to endanger the other passengers. They should be seated near the driver or attendant and must be closely supervised to and from the vehicle. These children should be encouraged to do as much as possible for themselves.

EPILEPSY

Epilepsy involves adjustment on the part of the child and the family because epilepsy is a chronic disorder. Many children may have to learn to live with the possibility of lifelong seizures. Although the majority of children with epilepsy are well controlled with medication, and some may even outgrow seizures, none can look forward to a cure. This must be accepted without pity both by the individual, the school bus driver, and attendant. We should not expect less in behavior because the child has seizures. A child may still be fearful about having another seizure, but the fear will be lessened if the child feels that adequate care during and after the seizure will be given.

The cause of seizures is still somewhat unknown. During most seizures, all semblance of self-control is lost. No one can predict when a seizure will happen.

Here are some suggestions for driver/attendant action or response in handling an on-board seizure:

1. Pull off the road at a safe location.
2. Remain calm. Use voice control.
3. Gently prevent the child from further injury by supporting head in your hands so that it does not collide with nearby objects. Let the body flail, and do not try to control its movements.
4. DO NOT place anything between the person's teeth.
5. After the seizure, allow the person to rest, possibly supported by another passenger.
6. While resting, an excessive amount of saliva may flow from the mouth, therefore position the head so the individual will not choke on the saliva.
7. Inform your supervisor, child's parents and building principal at the first opportunity.

X. SPECIAL FIELD TRIPS

Trips will be assigned according to trip policy. All drivers on vehicles assigned to trips shall perform pre-trips.

Drivers should not transport a school-sponsored activity without a coach, teacher, or chaperone. Notify management if such a person is not available. If it is not possible to notify management prior to departure/transport, then notify management at once upon return.

1. When on trips, athletic events, etc., drivers shall return to the vehicle in time to perform a safety check, and be ready to depart when the group returns.
2. Drivers shall complete the extra trip form issued to them for the trip.
3. Information required: mileage, leave time, return time, and number of passengers transported.
4. Drivers shall check with coach, teacher, or chaperone prior to departing about meals and if the driver is needed to stay with the group.

5. Drivers shall remain at the trip destination unless other arrangements have been made with transportation.
6. When and if arrangements are made, drivers will report back at the time the sponsor of the trip requires.
7. Drivers may not use buses for personal use except for meals if needed. Exceptions may be granted for certain events.
8. The bus driver will remind the supervisor and students to clean the bus before exiting.
9. Upon completion of the trip, the driver shall clean the inside of the assigned bus.
10. If you have a breakdown during your field trip, follow the procedures outlined in this manual under Mechanical Breakdowns.
11. There will be no "trading" of any education or activity trips with other drivers. All driving assignments originate from the transportation office director or the director's designee. All changes to assignments will originate and be reassigned by the transportation director or designee..
12. Drivers are to follow the directions to the event issued by the supervisor and/or coaches/teachers.
13. Before leaving on a trip and returning from a trip, drivers shall assure the bus is clean and fueled.
14. If the chaperone, teacher, or coach is uncooperative when on a trip, do not argue. Do what they wish (while maintaining safety) and report it to your supervisor as soon as possible, as long as it is not a safety related issue.

Reminder:
It is the coaches' or teachers' responsibility to contact the Athletic Director/Building Principal. You are required to notify the transportation office.

NOTE: If a safety related problem or breaking the law is asked of you, contact management immediately. If not possible to contact management, follow the laws and safety standards set by management.

XI. SCHEDULING EDUCATION OR ACTIVITY FIELD TRIPS

Scheduling/Canceling Trips

Each school will submit, through Traversa, a trip request upon which a driver will be assigned to drive by the Transportation Department. Trip requests are to be submitted at least two weeks before the date of the competition or activity. All changes are to be made through the transportation office. Drivers are not allowed to "trade" trips with other drivers, nor are they authorized to change either time or destination. Schools are to notify the transportation secretary by phone for an immediate cancellation or by email for a cancellation on a later date.

Driving Time

Drivers are limited by law, 15 hours of "on duty" time with only 10 of the 15 hours designated as "driving" time. "On duty time" shall be considered as any time a driver is driving students or is required to do work related duties to the service of students—within the district or any other form of employment outside of the district—that causes an accumulation of the 15 hours. A driver must be completely relieved of any

duties or responsibilities to be considered “off duty” and in compliance with Section 395.5 of the Federal Motor Carriers Safety Regulations. Once a driver has reached 15 hours of on-duty time or 10 hours of driving time, they are required to have at least 8 consecutive hours of off-duty time before the driver can be on duty again.

Canceling a Trip Mid-Route

The driver and/or school coordinator is the final word when determining whether it is safe to continue travel in inclement weather or when considering other safety concerns.

Decorating A School/Trip Bus

DCSD Transportation supports and celebrates the success of our students in their activities and competitions. Bus drivers, however, are not required or paid to decorate buses or clean up decorations. Parents or cheerleaders may be allowed but this effort must be arranged with and through the consent of the assigned bus driver. The cheerleaders or parents must arrange to clean the bus immediately upon return so it will be clean for upcoming school bus routes.
Please follow these specific guidelines relating to the decorating of a school bus or a trip bus:
Do not cover, hang, or post any items

- on the windshield, the service door, or the back window.
- on any windows of the first four rows.
- that would result in blocking the cameras (balloons, streamers).on or within a seat’s distance of any emergency exit.

Do not use balloons as decorations.
Do not use adhesive products that will remove the paint when detached.
Do not apply materials on windows or bus walls that cannot be easily removed or washed away.

For trip driver qualifications and activities/trip assignment procedures, see Section XXII, Appendix C.

XII. TWO-WAY RADIO

1. Two-way radio communications between base and unit and unit to unit shall be for school-related business only. Bus Number to “BASE” and “CLEAR” when ending the message.
2. **Blue Bird**: Whenever a driver hears the term "Bluebird," all communications will cease, and the channel will be kept open for emergencies. “Bluebird, Bluebird” is to be used by the bus driver when there is a threat on his/her bus and help is needed.
3. **Utah, Utah:** Whenever a driver hears the term “Utah, Utah” all communications will cease, and the channel will be kept open for emergencies. “Utah, Utah” is to be used by the district or school to communicate to the driver that there is a threat on the bus, against the bus or other students or staff in or near the bus.
4. Drivers shall keep their two-way radios turned on while transporting students.

XIII. EMPLOYEES' MEETING ROOM

1. It is everyone's responsibility to assist in keeping the area clean. Pick up after yourself, push your chair in, wash your dishes, and monitor the food you leave in the refrigerator.
2. Keep your mailboxes clear of any unnecessary articles.
3. Benefited bus drivers are to attend 5 of the 6 safety meeting per school year or pay will be deducted.
4. Substitute bus drivers must attend 4 of the 5 safety meeting per school year or they will be removed from the substitute list.

XIV. ABSENTEEISM

Employees are expected to be regularly present and on time. Absenteeism and tardiness places on undue burden and hardship on the school district's ability to manage and direct programs and activities, which affect students, parents, and the community we serve.

Continuous absenteeism and tardiness will lead to disciplinary action. Duchesne County School District has a right to expect its employees to be at work and on time.

If you are unable to perform your work schedule due to illness or other reasons, *call your garage supervisor or designee*, from 7:00 a.m. to 4:30 p.m. If you need to contact someone after hours, please call the Bus Garage Supervisor on the cell phone number provided.

EMERGENCY IS DEFINED AS SOMETHING THAT CANNOT WAIT UNTIL MORNING.

Employees are responsible to utilize the Absence and Substitute program in case of an absence.
When getting ready for a substitute, ensure the following information is provided:

- Name, Route, Reason for absence, and the Time of your first run.
- How long you will be absent (all day, part).
- You should expect management to discuss your attendance with you whenever it becomes a concern.

Upon return to work, it is the responsibility of the driver to immediately fill in absent request on time clock.

XV. DRIVER COURTESY

Each driver contributes favorably or unfavorably to our public relations. The careful, courteous driver makes good impressions. The careless, thoughtless driver creates harmful impressions and often unsafe conditions. The driver that weaves in and out of traffic, speeds, cuts off other drivers, cuts in, or will not let other drivers have their turn in the bus line up, etc., attract more attention and more comment than the ones who observe courteous driving skills. One discourteous, irresponsible act reflects an unfavorable image on other members of our DCSD Transportation team.

Each driver is important to the public relations picture. Give thought for a few moments to these facts:

1. Each driver represents the school system to the public. How you act is reflected in public opinion on school matters.
2. Drivers are the first school personnel a student or parent will see. You can make the day go well for the student.

3. Drivers in the operation of their routes have more contact with the public than any other school group since:
4. Large numbers of student riders are involved.
5. Large numbers of motorists observe school buses.
6. Observers expect proficient driving, take good performance for granted, and are quick to complain about poor performance.

7. Drivers, while on duty, shall extend courtesy to all district-owned and private vehicles, fellow drivers, and the general public.

XVI. PARKING

Employees shall park their personal vehicles in the designated employee parking area.

Bus Parking

Drivers are to park their assigned vehicles in the space assigned to that vehicle. If you drive a spare or someone else's vehicle, park it in the assigned slot.
Drivers shall not park in front of garage doors, without permission of the garage supervisor.

XVII. OFFICE AREA

The office is open 7:00 A.M. TO 4:30 P.M. unless notified of a change by the supervisor.
Please do not interrupt the office staff when they are on the phone.
The secretary and transportation director are available to discuss payroll problems, pick up forms, etc. If they are occupied, an agreed upon time to come back will be made to discuss these items.

If dispatch is busy, they will attempt to answer your questions as soon as possible or set a time to discuss the concern.

Telephone messages will be taken for emergencies at 823-2411. For all non-emergency telephone calls please call 725-4506 and leave voice mail. Voice Mail and E-mail will be checked on a regular basis for messages.

XVIII. DRESS and APPAREL

Acceptable Shoes:

- one with a solid toe type
- sandals must have toes covered, a heel strap and appropriate for weather conditions.

Not Acceptable:

- high heels,
- open-toed and strapless sandals,
- flip-flops,
- wedge soled shoes, or the like

NO CLOTHING IS PERMITTED THAT DISPLAYS DISCRIMINATION, CRUDENESS, PROFANITY, IS SEXUALLY SUGGESTIVE, OR PROMOTES THE USE OF CONTROLLED/ UNCONTROLLED SUBSTANCES (i.e. Tobacco, Alcohol, and Drugs).

Apparel guidelines to consider:

Employees:

- Jeans/slacks (without holes or rips)
- Shorts (no higher than 2 inches above the bend of the back of the knee)
- Sundresses (must cover undergarments including shoulders and midriff)
- Shirts (must cover undergarments including shoulders and midriff)
- Blouses (must cover undergarments including shoulders and midriff)
- More formal wear is always acceptable
- Tattoos must be covered and not visible
- Unnatural hair color must be held to a minimum
- Piercings will be confined to the ears and must meet a high standard of appearance
- Remember that you are always on display and in the public view

XIX. EMPLOYEES' CHILDREN, SPOUSE

1. Duchesne County School District does not permit drivers to transport family members on district buses unless they are part of the student group participating in the activity/event, or traveling to and from school, unless receiving special written permission from administration.
2. Children are not to be left unattended anywhere without permission on school property.
3. Children are not to be in the office area, play in the bus lot or garage area, or cause a disturbance of normal operations.
4. If you have an unusual problem, please feel free to discuss it with the Transportation Supervisor.
5. The driver may be accompanied by one guest:
   a. an enrolled student in good citizenship standing.
   b. a non-student adult, spouse, or friend who has undergone and passed a background check, completed the code of conduct training, and possesses a district identification card.

XX. PAYROLL

1. The employee shall punch the time clock every day. If a time clock is not available, the employee will fill out a time sheet every day. No employee shall punch the time clock or fill timesheets in for another employee.
2. Any miss-punch on the time clock shall be submitted to the transportation secretary. All adjustments will be made on the following payroll.
3. By the second day of each month all time and absences must be verified on the computer and time sheets turned in for payroll.
4. Drivers time not verified or timesheets not received in the office by the specified time will wait until the following pay period to receive any extra hours due them above their base pay. All extra pay must be recorded on the purple time sheet. The supervisor must approve any exceptions.
5. Field trip professional leave will be submitted for verification the day after return, in order to be included in the current pay period.
6. 6. Substitutes must complete the "Sub Sign-in" sheet for each route he/she drives.

7. Substitutes must include the name of the driver and bus number for which they are subbing.

XXI. Duchesne County School District
BUS DRIVER JOB DESCRIPTION
JOB DESCRIPTION

POSITION: BUS DRIVER

REPORTS TO: GARAGE SUPERVISOR THEN TO TRANSPORTATION SUPERVISOR (Chain of Command)

SUMMARY OF POSITION:

Assisting in the educational growth of Duchesne County School District students by providing safe and reliable transportation.

REQUIREMENTS TO BE MET:

1. Must undergo and pass a background check and be accepted into the bus driver training class.
2. Successfully pass interview for bus driver.
3. Successfully pass Duchesne County Transportation Training Program.
   Classroom instruction
   A. Behind the wheel instruction
   B. Written and driving skills test
4. Meet Utah School Bus Driver Certification Requirements.
   A. Minimum hours of instruction
   B. Satisfactorily pass knowledge examination
5. Meet state requirements for appropriate licensing.
6. Meet state physical examination requirements.
7. Meet local, county, and state standards for driving skills test.
8. Meet local and state standards for driving record check.

SPECIFIC RESPONSIBILITIES:

1. Conduct pre-trip inspection of the assigned vehicle as required.
2. Use established routes and designated bus stops.
3. Conduct emergency evacuation drills as required.
4. Instruct student riders regarding safety.
5. Drive defensively under varying traffic conditions and inclement weather.
6. Drive with safety of students as first priority.
7. Establish favorable working relationships with other drivers, maintenance personnel, bus attendants, teachers, students, principals, and entire school staff.
8. Bus drivers shall achieve self improvement by attending training sessions, in-service and workshops conducted by Duchesne County School District or other approved agencies.

SPECIFIC ABILITIES:

1. Operate all vehicle types in transporting students in the school district.
2. Identify with geographic service area of the school district and routes traveled.
3. Demonstrate knowledge of rules and regulations promulgated by local, state, and federal agencies.
4. Demonstrate knowledge of state laws and local ordinances.
5. Deal with exuberant behavior characteristics of youthful riders.
6. Administer disciplinary procedures in keeping with school policies
7. Be alert and exercise good judgment concerning emergencies and day-to-day operations.
8. Keep accurate records and reports as required, submit in legible condition, and turn in at the specified time.
9. Conduct yourself as a professional Duchesne County School District staff member at all times.
10. Other duties as required.
11. Exhibit a caring attitude and friendliness to students.

EVALUATION:

A formal performance evaluation will be performed every year per contract.
Informal evaluations are continuous.

XXII. CONSEQUENCES OF POSITIVE TESTS

Duchesne County is dedicated to providing a safe, healthy environment for its staff, students and citizens; therefore, there will be no tolerance in the use of alcohol and drugs while performing safety-sensitive functions.

Any driver who engages in conduct prohibited by the FMCSA regulations and this policy will be advised of the resources available to the employee in evaluating and resolving problems associated with misuse of alcohol and use of controlled substances. Such employees shall be evaluated by a Substance Abuse Professional (SAP), who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substance use (382.603).

A. Illegal drugs
Any covered employee who tests positive for controlled substance will be terminated from employment.

Any covered employee who tests positive for a controlled substance will have the right to have the split sample tested. If the result is positive on the second test, the employee shall reimburse the school district for the cost of the split sample.

B. Alcohol
Any covered employee who is found to have a confirmed positive alcohol test result is to be suspended immediately without pay.

1. <u>Random Tests</u>
   a) Any covered employee whose alcohol test results are .02 or greater, but less than .04, will receive a one (1) day suspension without pay for the first offense. Prior to returning to

duty, the employee must pass a breath alcohol test with a result of less than .02 concentration.

b) On the second offense that a driver tests .02 or greater, but less than .04, the driver will be suspended immediately without pay. A Substance Abuse Professional, provided the driver successfully completes a substance abuse treatment program and is recommended by the Substance Abuse Professional, will evaluate the driver; he/she will be returned to duty under the terms of a last chance agreement.
c) On the third offense, if the driver tests .02 or greater, the driver will be terminated from employment.
d) On the first offense, any covered employee whose test results are .04 or greater will be suspended immediately without pay. If recommended by the SAP, and provided the driver successfully completes a substance abuse program, he/she will be returned to work under the terms of a last chance agreement.
e) On the second offense, if the driver tests .02 or greater, the result will be immediate suspension, without pay and termination of employment.

2. Post –Accident Tests

A positive test result of .02 or greater will result in immediate suspension, without pay, and termination of employment.

3. Reasonable Suspicion Tests

Where there is reasonable suspicion to believe a covered employee is under the influence of alcohol while performing a safety-sensitive position, and the employee tests positive at .02 or greater, he/she will be suspended immediately without pay. On the first offense, depending on the circumstances and if recommended by a SAP, an employee who voluntarily enrolls and successfully completes a substance abuse treatment program, may be returned to duty under a last chance agreement. However, the school district reserves the right to terminate on the first offense, for reasonable suspicion, following a review of the facts and documentation.
Second offenses will result in immediate suspension without pay and termination of employment, following a review of the facts and documentation.

4. Refusal of Tests

Employees who refuse to submit to drug and alcohol testing under any requirement of the regulations will be immediately suspended without pay. Refusal to submit to testing will result in termination of employment.

XXV. Driving Time

Drivers are limited by law, 15 hours of "on duty" time with only 10 of the 15 hours designated as "driving" time. "On duty time" shall be considered as any time a driver is driving students or is required to do work related duties to the service of students—within the district or any other form of employment outside of the district—that causes an accumulation of the 15 hours. A driver must be completely relieved of any duties or responsibilities to be considered "off duty and in compliance with Section 395.5 of the Federal Motor Carriers Safety Regulations. Once a driver has reached 15 hours of on duty time or 10 hours of driving time, they are required to have at least 8 consecutive hours of off duty time before the driver can be on duty again.

Section XXIII OTHER VEHICLES ASSIGNED
Issue Date 9/14/23

XXIV. OTHER VEHICLES ASSIGNED

DCSD Transportation accounts for other fleet vehicles assigned to employees of the district or used for various purposes by district employees. These vehicles include standard automobiles, maintenance vehicles, Sports Utility Vehicles (SUV's), and a Multifunction School Activity Bus (MFSAB).

To promote safety, drivers of these vehicles must maintain current credentials, including completing the designated online defensive driving course every two years.

To promote safety, drivers of the MFSAB must also complete a designated training video. Drivers will also be required to complete a pre-trip inspection of the MFSAB using the designated digital App.

APPENDIX A
Duchesne County School District
BLOOD BORNE PATHOGENS

Duchesne has adopted the Blood Borne Pathogens Exposure Control Plan. The purpose of this plan is to inform the employee of any and all information needed to make their work environment as safe as possible.

Bus Drivers have been identified as a job classification which has potential exposure to blood borne pathogens in the course of fulfilling their job requirements.
The district shall ensure that all employees with occupational exposure participate in a training program.

ALL EXPOSURES SHALL BE REPORTED TO THE SUPERVISOR AS SOON AS POSSIBLE AFTER SUCH EXPOSURE. The employee will fill out THE EXPOSURE INCIDENT INVESTIGATION FORM as soon as practical after the exposure.

An exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin or parietal (piercing mucous membranes or skin barrier through such events as needle sticks, human bites, cuts and abrasions) contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

All drivers shall observe Universal Precautions to prevent contact with blood or other potentially infectious materials. Forms of personal protective equipment available in this district are gloves, safety glasses, masks and gowns.

Employees shall wash hands or any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of areas with blood or other potentially infectious materials. Employees shall wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment. When antiseptic hand cleaners or towelettes are used, hands shall be washed with soap and running water as soon as feasible.

All equipment and working surfaces shall be cleaned and decontaminated with an appropriate disinfectant as soon as possible after contact with blood or other potentially infectious materials. Contaminated sharp objects, broken glass, plastic or other sharp objects shall be placed into appropriate sharp object containers.

Specific questions regarding the districts Exposure Control Plan is readily available for reference in the Transportation Office.

APPENDIX B
Duchesne County School District
TRANSPORTATION EMPLOYEE RULES OF CONDUCT

The orderly and efficient operation of the Duchesne County School District requires that employees maintain discipline and proper personal conduct at all times. Discipline and proper standards of conduct are necessary to protect the health and safety of all employees, to maintain uninterrupted services to students, and to protect all public school district, student, and employee property. The district believes that the great majority of its employees will abide by these rules of conduct and all other proper standards of conduct.

Offenses and disciplinary action will become a part of the employee's personnel record. In addition, consequences for violation of district policy and procedures for drug and alcohol testing are incorporated and attached to these standards of conduct.

Since not all infractions and variations of conduct rule offenses can be listed, the district reserves the right to categorize such variations and unlisted infractions, according to the severity, into the existing classes of Offenses of Conduct Rules, as deemed appropriate.

All transportation employees are held to state, district and transportation policy standards.

Rules of Conduct Violations

The range of discipline offenses can vary from an oral warning, written reprimand, **suspension**, or **discharge** dependent upon individual circumstances

Offences that can lead to Reprimands/Suspension/Removal

1. Leaving the job early, except in cases of personal injury, and/or when approval has been obtained from the supervisor or designee.
2. Irregular work attendance including reporting late to work and absence from work without approval.
3. Unsatisfactory work performance.
4. Failure to call in and report absences to the Transportation Office by 6:30 a.m. each work day or one hour before the afternoon run unless the driver has previously informed the office of the absence.
5. Taking an unauthorized work break, which results in being late to an assigned destination.
6. Reporting for work not properly dressed and having a clean, neat appearance.

Offenses that can lead to Suspension/Removal

1. Insubordination, which shall include but not limited to refusal or failure to accept and perform job assignments, as directed by the immediate supervisor or building administrator. EXCEPTION: If the possibility of injury could result in carrying out such assignment, employee must seek direction from the Transportation Supervisor or their designee.
2. Careless violation of District, State, and Federal safety procedures or practices, and/or engaging in any conduct, which tends to create a safety hazard which endangers self and/or others.
3. Failure to immediately report any accident or injury to their supervisors.
4. Disregard for Transportation Department or District Policies.
5. Carelessly damaging, destroying, losing, misusing school equipment or property including being found at fault in a chargeable accident involving school district vehicles.
6. Oral or written altercations with any employees or persons on school property or while on duty including use of abusive language, threats, intimidation, or coercion.
7. Using tools, equipment, or materials at any time for personal needs without the permission of the supervisor or their designee.

Offenses that lead to Suspension/Removal

1. Any intentional misrepresentations in an employee's application for employment or falsification of a short or long-term leave of absence request.
2. Any intentional misrepresentation in an employee's record of work performance or falsification of payroll documents or records pertaining to work performed.
3. Unlawful, immoral, or indecent conduct according to criminal statutes or at variance with concepts that are generally accepted and approved in the community.
4. Deliberate violation of District Transportation, State or Federal safety procedures or practices; for example removal or disabling an installed safety device or crossing a railroad crossing while the lights are activated and a train is approaching.
5. Deliberate damage or destruction of school equipment and/or property or the property of others.
6. Theft or misappropriation of school property or property belonging to others. Misuse or removal of district records from school premises without proper authorization from the Department Supervisor.
7. Physical violence committed upon another person on school property.
8. Possession of alcoholic beverages, drugs, weapons, or controlled substances concealed or otherwise on school property.
9. Reporting to work or driving under the influence of alcohol, drugs, or any controlled substance.
10. Soliciting, dispensing, and/or selling of any kind of drugs, alcohol, tobacco, or any controlled substance on school property or while on duty.
11. Driving while on a suspended or invalid driver's license or exceeding seven points on an individual driving record.
12. When in the determination of management, it is found to be unreasonable to have left a student(s) unattended on the bus. For example, it exposes the student(s) to physical harm.

Duchesne County School District Transportation
Steps To Be Taken When Making A Complaint

a. Talk to Garage Supervisor about problem. (Problems should take place in confidential meeting with concerned person(s) involved.) Mechanical problems please talk to head mechanic (Safety issues will be handled immediately.)
b. If you feel the problem persists, submit complaint in writing setting out actions and grounds in detail of why complaint was made.
c. Your supervisor will have up to 15 working days to reply or meet with you for the purpose of answering questions or making a decision.
d. If questions are not answered at this time you can take you complaint to the Transportation Supervisor and he will have up to 15 working days to respond with a decision about the complaint.
e. Once a decision has been made, if you are not satisfied you may contact the Human Resource Director.
f. If you are still not satisfied with the decision, refer to the district grievance policy.

APPENDIX C
Duchesne County School District
Activity Trip Rotation Policy

Activity trips for Duchesne County School District schools will be rotated among eligible route bus drivers as fairly and equitably as possible. It will be the transportation secretary's responsibility under the direction of the Transportation Director to assign trips. Upon approval, route bus drivers will be eligible to take activity trips, using the following guidelines:

A. A bus route driver will drive for a minimum of six months before becoming an In-Basin trip driver.
B. A bus driver will drive for one complete year as an in basin trip driver for DCSD before being assigned trips that go out of the Uintah Basin.
C. Only drivers who are currently certified or in the recertification training required by the USOE will be allowed to drive school buses.
D. Contracted route drivers will be given preference over substitute drivers when assigning activity trips.
E. Each year all route drivers who are eligible will choose which trip rotation they want to be in (In Basin, Out of Basin, Over Night or Extended Over Night) and submit this information to their garage supervisor for approval. Upon approval, rotations will be assigned as per need of meeting the requirements for that area. Rotations will remain set for one school year, unless there becomes a shortage in a designated area for trip drivers or sub drivers, and then the rotation can be opened for application.
F. Team meeting may be held as often as the Garage Supervisor deems necessary.
G. As a trip becomes available, it will be assigned to the driver whose name is next in rotation. If the assigned driver can not take the trip, it will be turned back to the transportation secretary for reassignment. If the secretary can not be reached you may contact the director or designee. The transportation director is given the right to make exceptions or assign trips to specific drivers under extenuating circumstances. Some of the reasons may include, but are not limited to illness, unforeseen conditions, cost to district and emergencies.
H. Trip drivers will accept and maintain a 60% completion rate of trips offered during the specified season (fall, winter, and spring) counting at the minimum of three trips offered. This 60% rate of completion will start over at the end of each season's state tournament competitions. Failure to maintain a 60% rate of completion will result in removal from the trip rotation for that specific season, including state tournament assignments. The Transportation Director may make exceptions or assign trips to specific drivers under extenuating circumstances. *(Updated 3/10/22)*
I. It is the driver's responsibility to track on and off duty hours to make sure he/she is in compliance with regulations.
J. Trips that are cancelled or rescheduled will be made up in the rotation schedule.
K. Duchesne County School District Bus Drivers are assigned to work out of only one of the five geographical areas of the district (Tabiona, Duchesne, Altamont, ConAmore and Roosevelt). Drivers should not be assigned trips outside of their area unless no eligible drivers are available within the area. Again, the transportation director is given the right to make exceptions or assign trips to specific drivers under extenuating circumstances.
L. A trip rotation chart will be posted in Google Docs and can be accessed from your email.

It is recognized that there are different needs in the different areas of the district and that flexibility will be required in the trip rotation in order to accommodate the needs of the schools. The Transportation Department will be expected to be as equitable as possible in assigning trips.