

# **Rowan Salisbury Schools – Transportation Department**

## **Bus Driver's Handbook**



**Rowan-Salisbury Schools**  
**Bus Driver Handbook**  
**Table of Contents**

| <b><u>ADMINISTRATION:</u></b>  | <b><u>PAGE</u></b> |
|--|--------------------|
| School Bus Transportation.....   | 1                  |
| Principal/Bus Coordinator’s Role.....  | 2                  |
| Performance of Drivers.....  | 3                  |
| Bus Routes.....  | 4                  |
| School Bus Passengers.....   | 4                  |
| Assignment of Pupils.....  | 5                  |
| Capacity Chart.....  | 5                  |
| <br>   |                    |
| <b><u>BUS DRIVERS:</u></b>   |                    |
| Duties and responsibilities.....   | 6                  |
| Operation of school bus.....   | 7/8                |
| Bus Driver Reporting.....  | 9                  |
| Care of school bus.....  | 9                  |
| Passenger Management.....  | 10                 |
| Dealing with Student Behavior.....   | 11/12              |
| Creating a Safe and Respectful Environment on the School Bus (Bullying)..... | 13/14              |
| <br>   |                    |
| <b><u>PROCEDURES:</u></b>  |                    |
| Accidents.....   | 15                 |
| Evacuations/Seating Chart.....   | 16/17              |
| Transporting Students in Wheelchairs or Other Assistive Devices.....         | 18/19              |
| Inclement Weather.....   | 20                 |
| Bus Return.....  | 20                 |
| <br>   |                    |
| <b><u>MISCELLANEOUS:</u></b>   |                    |
| Cell Phone Use / Refresher Driver Training.....                              | 21                 |
| Random Bus Observations .....  | 21                 |
| Time Sheet verification / Incentive Pay.....                                 | 22                 |
| Employee Benefits.....   | 23                 |
| Bus Driver Compensation.....   | 23                 |
| Time Issues.....   | 24                 |
| Pregnant Bus Drivers.....  | 24                 |
| Medical changes.....   | 24                 |
| Local requirements.....  | 24                 |
| CDL renewals.....  | 24                 |
| Drug Testing.....  | 25/26/27           |
| <br>   |                    |
| <b><u>BUS DRIVER CERTIFICATION:</u></b>                                      |                    |
| Cancellation of Certification.....   | 28                 |
| Reasons for Local Cancellation.....  | 29                 |
| Appeal of Cancellation.....  | 29                 |
| <br>   |                    |
| <b><u>NC State Laws</u></b> .....  | 30                 |
| <b><u>TD-28</u></b> .....  | 31                 |
| <b><u>School Bus Lighting Identification</u></b> .....                       | 32/33/34           |
| <b><u>BUS DRIVER’S CODE AND AGREEMENT</u></b> .....                          | 35                 |
| <b><u>RADIO GUIDELINES</u></b> .....   | 36                 |
| <b><u>DRIVER ACCIDENT / INCIDENT REVIEW POLICY</u></b> .....                 | 37-38              |
| <b><u>CLOCK IN AND OUT POLICY</u></b> .....                                  | 39                 |
| <b><u>Renewal Vision</u></b> .....   | 40                 |
| <b><u>Excessive Absence Policy</u></b> .....                                 | 41                 |

## School Bus Transportation

Safe school transportation is an important part of the total educational program. The primary purpose of school buses is to transport pupils from home to school then return them safely. Several areas are involved in the implementation of bus safety.

The school bus driver is the single most important factor in achieving safety, efficiency and economy in the operation of a school bus. Transportation safety and efficiency cannot be achieved unless the bus driver assumes the attitude and responsibility of being dependable, alert and careful in carrying out the bus driver's role.

Each Local Board of Education (LEA) is authorized to acquire, own and operate buses for the transportation of pupils enrolled in and persons employed by the public schools. The superintendent of the schools under law has general supervision over pupil transportation within his or her administrative unit. Each board shall use transportation funds paid to it by the State Board of Education for the purpose of maintaining and operating public school buses in accordance with the law and for no other purpose. LEA's through employed officials assign buses to the various schools, supervise the use and operation of buses and implement inspections every thirty days. County boards of education keep records of transportation operations and make reports to the State Board of Education as required. (See G.S. 115181.)

*(See N.C. Administrative Code, Title 16, Chapter 6B).*

**Based on Department of Motor Vehicle requirements, all CDL holders (includes regular bus drivers, substitute bus drivers and activity bus drivers) must complete a safety program each year. This safety programs training information is provided by the Transportation Department each year in August.**

## ADMINISTRATION

### PRINCIPAL / BUS COORDINATOR'S ROLE:

1. All administration involved shall jointly assign to each bus qualified and dependable regular and substitute drivers.
2. All bus route times will be verified by the Rowan Salisbury Schools Transportation Department through TIMS (Transportation Info Mgt System.)
3. Rowan Salisbury Schools shall require that each bus driver who is assigned to and permitted to drive a school bus possess a proper CDL license with P & S endorsements and a school bus driver's certificate issued by a Rowan County representative of the Department of Motor Vehicles. Licensing can be confirmed through Transportation.
4. Any driver assigned to drive a bus shall be subject to the direction of the principal. See G.S. 115-183 (a)
5. The principal shall direct and supervise the school bus driver as to the driver's authority and responsibility for the operation of the bus, and must provide the support necessary to enable the driver to maintain control of the bus operation and the good conduct of the passengers who ride the bus. See G.S. 115-185 (b) The principal shall make known to the driver, in detail, the bus route, including established bus stops, passengers assigned to the bus, **student medical issues** and any other essential information concerning the operation of the bus.
6. No driver shall drive a bus other than the driver assigned to the bus except by the express direction of the principal. The principal shall determine when it is necessary for a substitute driver to drive the bus in place of the regular driver. The interchange from regular driver to substitute driver will not be permitted unless for a valid reason.
7. The Principal/Transportation Department is responsible for devoting the necessary time to provide additional training and instruction for the bus driver. The principal should:
  - a. Make certain that each driver understands fully what is expected concerning detailed transportation policies.
  - b. Contact each driver daily and give instruction to those drivers with problems concerning road conditions, condition of the bus, bus schedule.
  - c. Caution all drivers daily, especially during periods of inclement weather.
  - d. Continually stress the importance of the care and safety of the passengers and the school bus.
  - e. Jointly schedule regular meetings as often as necessary to discuss mutual transportation plans and problems if the bus serves two or more schools.
8. The Principal is responsible for overseeing a minimum of one emergency bus evacuation for each half of the school year for each bus serving the school (and ensuring that ALL new bus riders understand the evacuation process).  
(Must report completion of each evacuation to director of transportation).
9. An administrator **MUST** be on the bus parking lot both AM & PM (unloading/loading).
10. An administrator **MUST** be available for contacting until all buses are back at school.  
DRIVERS AND TRANS. DEPT. STAFF SHOULD HAVE THIS CONTACT NUMBER.....

## **PERFORMANCE OF THE DRIVERS:**

The principal should determine whether each driver faithfully performs assigned duties and responsibilities by the following:

1. The principal should use every good method to influence and encourage bus drivers to perform their duties to the best of their abilities while driving buses. Competent drivers should be properly recognized.
2. The principal should defend a school bus driver when the driver is falsely accused or wrongfully cited for:
  - a. Improper driving or misconduct while driving a school bus.
  - b. A violation in the event of a school bus accident.
3. The principal shall recommend the suspension or discharge of a bus driver in any of the following instances:
  - a. Lack of interest in the safety of the passengers and/or in driving the bus.
  - b. Major infractions of bus driver regulations.
  - c. Disorderly conduct.
  - d. Recommendation of the director of transportation.
  - e. Direction by the superintendent of schools.
  - f. Expiration or revocation of driver's certificate.
4. **A person whose school bus certification has been canceled for inappropriate behavior/actions will not be eligible to apply for re-certification with the RSS school district.**
5. Upon recommendation of the driver education specialist or local school officials, the Department of Motor Vehicles may require re-examination of any school bus driver whose qualifications become questionable or who exhibits evidence of improper or unsafe driving practices and procedures. A principal or the Transportation Director can require that a driver receive additional roadwork (*Refresher Driver Training*) by a driver education specialist if deemed necessary for safety.
6. The Principal should keep the Director of Transportation fully informed regarding:
  - a. Bus driver's failure to complete required pre-trip and post-trip.
  - b. Major infractions of regulations by school bus drivers.
  - c. Frequent deviation from bus schedules.
  - d. Parent complaints that have not been reconciled regarding drivers.
  - e. Discharge or suspension of drivers.
  - f. Damage to bus equipment by drivers or students.
  - g. Any other bus driver problem of major importance.
7. **Drivers may renew their CDL up to six months early. The Transportation Department will require any bus driver allowing their CDL to expire mandatory attendance in the three day school bus driving class and the three day roadwork as a new driver before they are allowed to drive a bus.**

## **BUS ROUTES:**

Title 16, North Carolina Administrative Code states:

1. Superintendents shall plan bus routes in a way designed to conserve fuel, to use buses efficiently, and to use state maintained roads.
2. A route may not deviate from a general path of direction for a distance of less than one-half mile and then return to the original path except for groups of 10 or more pupils, unescorted pupils in grades K-3 or special education pupils.
3. Unless safety factors require otherwise, superintendents may not plan bus stops closer together than two-tenths of a mile. Each student must be at the designated stop at the time of the bus's arrival.
4. Except in an emergency, regular and substitute drivers will transfer a bus at the school.
5. Drivers shall park buses at night and on weekends in locations which lessen opportunities for persons to steal fuel and commit vandalism.
6. Service personnel shall maintain buses to ensure greatest fuel economy.
7. Each LEA (local educational agency) will establish the time required for each bus route and certify this time.
8. The LEA will use this certified time to contract with the driver for each route operated. The LEA will determine the hourly rate of pay by a salary schedule. See G.S. 115C-240(c)

## **SCHOOL BUS PASSENGERS:**

1. LEA shall provide instruction in school bus safety to all children during the first five days of school and regularly thereafter during the school year. The LEA shall include in the instruction basic skills and knowledge vital to safety in school bus transportation.
2. LEA shall provide seating for all school bus passengers entitled to transportation according to the rated seating capacity for each specific bus. The LEA shall not allow the number of passengers being transported to exceed the official rated capacity for the type and model bus being used. All riders must be seated before a bus may leave a stop; overcrowding and standees are prohibited.
3. LEA shall establish uniform procedures for transporting children with special needs to include:
  - (a) recommendation by school-based committee;
  - (b) inclusion in the written individualized education plan; and
  - (c) approval by the Transportation Director and Superintendent.
4. LEA shall assure that every student who rides a school bus regularly and every driver shall participate in emergency evacuation bus drills at least once each half of the school year. Student organizations, clubs and athletic teams using school buses shall have at least one emergency evacuation bus drill.

*See G.S. 115c-240(c)*

### **ASSIGNMENT OF PUPILS:**

1. Pupils will be assigned to buses on the basis of efficiency and the best interest of the pupil. The principal shall assign pupils to a designated seat on the bus so as to provide for orderly, safe and efficient transportation to the school, the orderly administration of the school and the health and general welfare of the students.
2. The principal/transportation director has the authority to change pupil bus assignments as found necessary from time to time for the safe and efficient transportation of the pupils.
3. No pupil or school employee shall be permitted to ride any school bus to which they have not been assigned except by the express direction of the school Principal/Transportation Director. Children under school age will not be permitted to ride at any time.
4. The school principal may permit school employees to ride a school bus. However, no employee shall be permitted to ride when such assignment will:
  - a. Overcrowd the bus.
  - b. Prevent the assignment of a pupil to a bus.
  - c. Be detrimental to the safety and comfort of the pupils.
  - d. Impair the safe, efficient and proper operation of the bus.

### **CAPACITY CHART:**

Please use the capacity chart listed below when assigning students to their seats. Please note that the posted capacity currently on the bus is not always accurate.

| <u>Number<br/>of seats</u> | <u>Elementary<br/>Students</u> | <u>Middle School<br/>Students</u> | <u>High School<br/>Students</u> |
|----------------------------|--------------------------------|-----------------------------------|---------------------------------|
| 24                         | 72                             | 60                                | 48                              |
| 22                         | 66                             | 55                                | 44                              |
| 20                         | 60                             | 50                                | 40                              |
| 18                         | 54                             | 45                                | 36                              |

**BUS DRIVERS**  
**DUTIES AND RESPONSIBILITIES:**

- **PRIOR TO ANY TRIP**, driver must perform required pre-trip inspection as directed by the DMV specialist during bus driver training.
- Keep informed of all laws, rules and regulations pertaining to operating the school bus, and cooperate with the director of transportation, principal and other school officials.
- Must attend and participate in school/transportation based training sessions.
- Must accept responsibility for safely operating the school bus with or without students.
- Not use or permit the use of the bus for any purpose other than to transport pupils and school employees assigned by the principal to ride the bus to and from the school on a regular school day.
- Make certain of the exact bus route, including established bus stops, to which the bus has been assigned by the bus coordinator/route coordinator, and adhere strictly to the designated route and stops. In an emergency, the driver shall use good judgment in making a detour, and report the necessary change in route as soon as possible to the school bus coordinator.
- Post-trip - Inspect the bus for students, vandalism and items left on the bus upon the **completion of every bus run.**
- Prepare a daily school bus route time schedule for all established bus stops, and inform assigned passengers of the time the bus will leave each stop. As nearly as possible the driver should:
  1. Start ALL routes on schedule.
  2. Keep the bus on schedule.
  3. Come to a complete stop at every designated stop.
  4. Allow no student passengers to leave the bus to visit, perform errands, or purchase items at authorized or unauthorized bus stops.
  5. Leave school immediately after being dismissed from the bus parking area.
- The regular and substitute drivers assigned to a bus by the school bus coordinator must:
  - Set a personal example for the pupils to follow.
  - Be clean in appearance, speech and habits.
  - Refrain from the use of tobacco when driving or riding a bus.
  - Use no profane language.
  - Consume no intoxicating substances while participating in a school function, whether on or off the bus.
  - Be polite, courteous, understanding, firm and fair with all passengers.
  - Be sympathetic and patient toward parents who may at times become anxious about the operation of the bus.
  - Be respectful and courteous to the school principal, teachers and any other school officials.



Refrain from striking or deliberately injuring any passenger.  
Make every effort to be a good public relations agent for the school.

**OPERATION OF THE SCHOOL BUS (only after pre-trip):**

1. Drive the bus in such a manner and at such speed that the bus will be under control at all times.
2. Observe the school bus speed limit of 45 mph at all times. Use less speed when:
  - a. The highway is crowded with other vehicles.
  - b. The weather is unfavorable.
  - c. The road conditions are not favorable.
  - d. Other hazards exist.
  - e. A lower speed is posted.
3. Observe a safe driving distance between the school bus and any other vehicles.
  - a. Never drive a school bus closer than 5 seconds to another bus under normal conditions unless directed otherwise by a traffic officer and 10 seconds in any other conditions.
  - b. Never pass a parked school bus, either empty or loaded with passengers, before determining that the bus is parked or cannot go farther until repaired.
4. Except in an emergency, turn the bus around only at places designated in the route description, using a monitor, if possible. If sufficient space is available, drive the bus off the highway, observe traffic in both directions, turn around using proper caution, and reenter the highway. If it is necessary to turn the bus around at a side road to the driver's right, drive by the road intersection, back into the side road and drive out. If the side road is to the driver's left, drive into the side road and back out, making certain that the road is clear in the rear. Always keep the bus in the right-hand lane in either instance. When the bus is backed in the process of turning around, load passengers before the turn is made. Never unload before backing the bus.
5. Never back a bus on the school grounds unless it is absolutely necessary and only with the assistance of school personnel. The driver must make certain the way is clear of all people, vehicles or obstructions before the operation is performed.
6. **Never leave driver seat while bus is running.** Always remove key. Never leave the bus before the engine is switched off and the parking brake is set securely. When parked, remove the key from the ignition and bleed brakes to button pop-out. **NEVER LEAVE STUDENTS ON THE BUS UNSUPERVISED.**
7. Never use a school bus to push or pull another vehicle.
8. Use extreme caution in making stops to load or discharge passengers. Stops shall be made only at safe places, in the right-hand driving lane, where the bus can be seen clearly for a safe distance from both directions. The driver should stop the bus approximately 15' short of the designated passenger waiting place. This will help prevent passengers from rushing to the bus before it stops. Encourage passengers to cross the street or highway in clear view of the driver. When passengers are approaching the highways and are ready to cross or are leaving the bus, the driver shall keep the school bus warning signals in operation to warn approaching traffic to stop, and to allow the passengers who must cross the highway to do so in safety. Stops made on highways having divided roadways or highways having more than three lanes shall be made in the right-hand lane and on both sides of the highway to prevent passengers from being required to cross such highways. Whenever possible, stops should be made where the student exits the bus to the

- right to avoid crossing the street. The driver shall never make unauthorized stops along the route except in case of an emergency.
9. Never move the bus while passengers are entering or leaving it. The driver should see that all pupils are in place on the bus and all doors are closed before moving the bus. The driver should at all times control the bus door. No student should be permitted to operate the door control.
  10. The driver should see that all emergency exits are properly closed before moving the bus.
  11. School buses are required to stop at all railroad crossings. The stop must be made within 50 feet of the track but no closer than 15 feet. School buses must be brought to a complete stop, even if all passengers have left the bus. The driver should take the following steps in making a safe crossing:
    - a. Stop where the view of the railroad is clear, but no closer to the track than 15 feet.
    - b. If cross arms are down at the tracks and/or the railroad warning lights are blinking and the tracks are clear, only a uniformed police officer or an employee of the railroad can assist the bus while crossing the tracks. Do not back up or turn around at railroad crossings.
    - c. If a train is observed approaching, the driver should not attempt to drive across, but should have firm pressure on brakes, shift to neutral and set the parking brake. Wait until the train has passed and the tracks are clear, then proceed as directed in item (b).
  12. Stop, turn off any accessories that prevent good hearing, open window and door and observe oncoming traffic and then check a second time before crossing or entering a highway. When it is certain that the way is clear, close the door and drive the bus quickly across the highway or onto the highway into the correct driving lane.
  13. Use necessary caution in parking a school bus to avoid the possibility of an accident. Do not back the bus to park it, unless it is necessary.  
The bus driver should park the bus in the designated parking area at school. The bus should be parked with the doors closed, and when not in regular use, remain in the parking area during the school day. The bus should not be moved from the parking area during the school day except with authorization from the bus coordinator/transportation dept.
  14. Permit no object that will restrict passageway to the entrance or emergency door to be placed on the bus.
  15. Never drive the bus when the brakes are found to be defective or any other dangerous mechanical defect or safety hazard is discovered.
  16. Buses should not idle on parking lots when the temperature is greater than 40 degrees. When starting buses in the morning they should not idle longer than 5 minutes. Buses should not idle while loading or unloading on school grounds due to safety of the students, environmental concerns and fuel savings.
  17. If the bus breaks down and requires repair or towing while in route, students are to be evacuated from the bus only through the permission of a school administrator, route coordinator or director of transportation.
  18. Bus driver should NEVER wear open toe shoes (flip-flops, sandals, etc.) while operating the bus.
  19. Always follow PROPER PROCEDURES FOR PARKING THE BUS –
    - a. No Chock Blocks allowed
  20. **NEVER OPERATE A SCHOOL BUS WHILE USING A MOBILE TELEPHONE OR ANY ADDITIONAL TECHNOLOGY ASSOCIATED WITH A MOBILE TELEPHONE WHILE THE SCHOOL BUS IS IN MOTION.**

### **BUS DRIVER REPORTING:**

1. The bus driver should report misbehavior or failure to follow safe practices on the school bus to the principal or bus coordinator. Driver should report any stops where students are frequently late/no show for the bus.
2. The bus driver must keep records and make reports to the bus coordinator concerning the operation of the bus. The bus driver will make the following reports promptly to the proper personnel:
  - a. Report daily number of pupils transported via TD-28. A copy is attached on page 31
  - b. Report any needed repairs or vandalism immediately via TD-28
  - c. Report immediately any accident in which a school bus passenger or the school bus is involved. (Principal, bus coordinator, and Director of Transportation)
  - d. Report immediately any instance in which a school bus passenger has refused to maintain good behavior. (Principal, bus coordinator)
  - e. Report immediately any complaints of parents concerning school transportation to the bus coordinator.
  - f. Report immediately the license number, description of the vehicle, and the description of the driver of any vehicle, which fails to stop before passing the school bus in either direction while the bus is stopped and the bus driver is admitting or discharging passengers to the bus coordinator/route coordinator. Please take time to inform your bus coordinator and the Transportation Department before signing any legal documents. (The driver of another vehicle is not required to stop for the bus if the other vehicle is traveling the opposite roadway from the bus on a highway having two roadways separated by an intervening space or physical barrier).
  - g. Report immediately any hazard which, in the opinion of the driver, involves the safety of the school bus and/or passengers to the bus coordinator.
  - h. In the event that the driver is a witness to an accident during the normal route and the bus is not involved in any way, the driver should continue with the route as usual. The driver should notify the school bus coordinator/principal of the time, location and vehicles involved.

### **CARE OF THE SCHOOL BUS:**

1. When assigned a bus, the bus driver must assume the responsibility for the care and protection of the assigned bus. In the care and protection of the bus, the driver must comply with the following:
  - a. Drive the bus with care at all times.
  - b. Make no bus repairs.
  - c. Permit no one but a properly certified driver to drive the bus. A substitute driver should not be permitted to drive the bus without the direction of the bus coordinator.
  - d. Before driving the bus, check for proper supply of fuel. Check the tires, brakes, lights, stop arm signal, horn, steering, windshield wiper, mirrors, windshield and back window vision.
  - e. See that the emergency exits are in good working condition and that the buzzer is operating properly.
  - f. Never tamper with the bus speed governor. Make a report immediately to the bus coordinator if the speed governor does not function as it should.

- g. Be alert to detect any abuse or tampering with any part of the bus by pupils or other persons. Report any discovered vandalism to the bus coordinator immediately, and assist, if requested, in determining and identifying those responsible.
- h. Keep the floor, interior and exterior of the bus clean. Encourage passengers to help keep the bus interior clean. All exterior lights, windshield, mirrors and rear windows should be cleaned daily. **No food or drinks are permitted on the bus. No trash cans allowed.**
- i. Do not permit persons to play, sit in, or tamper with the bus when it is parked at the driver's home or on the school lot.

### **PASSENGER MANAGEMENT:**

When a person assumes the responsibility to drive a school bus, the duty to supervise and manage the passengers assigned to ride the bus to and from school is also assumed. The driver shall, with the direction and help of the principal, bus coordinator, route coordinator and Transportation Director comply with the following:

- **ASSIGN SEATS** – This will help with discipline, as well as provide an accurate seating chart that is required in the event of an accident.
- Take whatever steps are advisable and necessary to protect each passenger on the bus.
- Permit only those passengers who have been assigned to the bus to ride the bus.
- Maintain good order and conduct of the passengers riding on the bus. The bus driver shall not put a person off the bus for misbehavior before that student's regular stop. In the event a disturbance occurs on the bus while the bus is in motion, the driver, if unable to cope with the situation, shall contact the school principal and request assistance. The driver may find it necessary to turn the bus around and return to school in order to obtain the needed assistance.
- Require each passenger who must cross the street or highway in going to and from the bus stop to cross a sufficient distance in front of the bus to permit the bus driver to see each passenger to safety. **In discharging or admitting passengers at a bus stop, the driver shall account for all passengers to be discharged or admitted at the stop being made and see that each is in a safe position before the bus is moved.**
- Pick-up/Drop-off passengers only at the passenger's **officially established bus stop** unless directed otherwise by the school Principal/Transportation Dept.
- Permit no passengers to occupy a position in the bus that will obstruct the driver's view to the front, rear, left or right sides. Permit no bus passengers to stand in any space between the driver's seat and the entrance door, including the door steps.
- Never permit a student passenger to sit in the driver's seat or tamper with the bus controls.
- Never allow unauthorized persons on the bus. In the event your bus is boarded, calmly ask them to exit. **If they refuse, call 911 immediately.**

## **DEALING WITH STUDENT BEHAVIOR ON THE BUS:**

Dealing with student behavior is by far the most challenging duty of the school bus driver. This information is to help you recognize types and levels of behavior and help you manage student behavior on your bus. Each school has certain expectations for student behavior on the bus. It is the responsibility of the school administrators to set the rules and expectations and the responsibility of the bus driver to enforce them. Rules and expectations should be in written form and communicated regularly to parents and students and can also be published on the bus. Any misbehavior should be reported to the Principle/Bus Coordinator.

### **TYPES OF MISCONDUCT**

#### **Minor**

Eating

Hanging in the aisle, changing seats, not sitting properly in the seat

Moving around the bus

#### **Disruptive Behavior**

Loud talking, rowdiness

Cursing and disrespectful language

Throwing objects

#### **Gross Misbehavior**

Violence

Any behavior that involves weapons or illegal substances

Inappropriate touching

Any behavior that creates a safety hazard

### **REASONS FOR MISBEHAVIOR**

The main reason for student misbehavior is to bring attention to one-self. Most students accomplish this through positive means. However, many students gain attention through negative means, such as name calling, teasing and hitting.

In dealing with problems that occur on the bus, use the following guidelines to assist you:

- ***Deal with small problems before they get out of hand.***
- ***Don't deal with problems while driving, loading or unloading students.***
- ***Keep your emotions under control– be the adult in the situation.***
- ***Never touch or hit a student.***

If a problem demands your attention:

1. Pull the bus over in a safe location.
2. Turn off engine and set parking brake.
3. Remove the key from ignition.
4. Stand up-speak to the offender(s) in a firm voice, not showing anger, but authority.
5. Remind student(s) of the rules and consequences.
6. Change student(s) to another seat if necessary

Should a problem be serious enough to deter you from continuing the route:

- If you are close to the school, return to school and have an administrator remove the student from the bus.
- Call a school administrator to come and meet the parked bus to remove the student from the bus.
- If the behavior compromises your safety or the safety of other students, call 911 for emergency assistance, then call the school and the Transportation Department

### **SET A POSITIVE TONE**

You as the bus driver can set the tone of behavior and expectations on your school bus.

Always remember, you are the adult.

- Greet students by name.
- Don't become too familiar with the students.

- Insist that students address you formally, such as “Miss Elaine, Ms. Duncan, Mr. Bill”.
- Set an example by showing respect to others being patient, calm even-tempered, understanding and honest.
- Be consistent and fair, not showing favoritism.

### **BEHAVIOR MANAGEMENT**

All interactions are designed to promote positive behavior.

**GOAL**—Self-discipline

**OBJECTIVE**—Decrease disruptive behavior and increase appropriate behavior

The goal and objective can be attained by the following guidelines:

- Clearly communicate the rules and expectations and enforce the consequences.
- Be consistent from the first day.
- Be a model of behavior to your students, practicing tolerance and respect.
- Ignore attention-getting behavior if it is not dangerous
- Reinforce and recognize positive behavior.
- Separate your feelings of a students behavior from the student themselves.

### **REPORTING MISCONDUCT**

- Written documentation—the facts of what you heard or witnessed in documented form on a Bus Referral Form.
- Be specific about language used by the student and explain how the behavior affects the bus. Keep a copy for your records.
- Once reported, the discipline measures are determined by an administrator who should provide feed-back to the driver.
- Never threaten students with bus suspension as you don’t have that authority

## **SCHOOL BUS RULES**

**S**EAT ON SEAT

**A**LWAYS SHOW RESPECT TO OTHERS

**F**OOD, GUM AND DRINKS NOT ALLOWED

**E**VERYONE FOLLOWS THE DIRECTIONS OF THE BUS DRIVER

**T**ALK QUIETLY TO YOUR NEIGHBOR

**Y**OUR BACK ON BACK OF SEAT

**Refer to the Code of Conduct ( Page 60, 61- Section VII (Due Process and Appeals) School Bus Suspensions which states:** *The principal, or his designee, shall have the authority to suspend a student from riding a school bus for a period of 10 days or less if the student willfully violates policies of conduct established by the local board of education or the school. North Carolina statutes do not guarantee a student the right to ride a school bus. Therefore, upon repeated violations of school bus regulations, the principal may suspend a student from riding a school bus for the remainder of the school year.*

## Creating a Safe and Respectful Environment on the School Bus



### **Stop Bullying: See Something, Do Something**

#### **Common Signs of Bullying**

There are many warning signs that could indicate that someone is involved in bullying, either by bullying others or by being bullied. As a bus driver, you may be more likely to see some signs than others. For example, a parent would notice if a child is depressed and withdrawn at home, but you might be more likely to see how one child teases another while riding the bus or how a normally happy child you've seen often suddenly seems isolated and frightened. You may see changes in young people that you see every day or you may see patterns emerge over time.

Here are some of the common signs of bullying to look for:

- **Possible signs of someone being bullied**
  - Reports losing items such as books, electronics, clothing, or jewelry
  - Has unexplained injuries
  - Complains frequently of headaches, stomach aches, or feeling sick
  - Hurts themselves
  - Loses interest in visiting or talking with friends
  - Is afraid of going to/from school or other activities with peers
  - Appears sad, moody, angry, anxious, or depressed
  - Talks about suicide
  - Feels helpless
  - Suddenly has fewer friends
  - Avoids certain places
  - Acts differently than usual
  - Wants to sit near the driver
  - Wants to sit with the same "safe" student or group of students all of the time (behind them, in front of them or surrounded by them)
  - Wants to sit on the inside seat – not the aisle seat
  
- **Possible signs of someone who is bullying others**
  - Becomes violent with others
  - Gets into physical or verbal fights with others
  - Gets in trouble a lot including being sent to the principal's office or detention
  - Has extra money or new belongings that cannot be explained
  - Is quick to blame others
  - Will not accept responsibility for their actions
  - Has friends who bully others
  - Needs to win or be best at everything
  - Tries to move near enough to the student being bullied to continue bullying – for example, the bullying student may move near enough so the student being bullied can hear remarks, be touched, or be bothered
  - Vies for attention, talks loudly, waves at the driver in the mirror, or moves from seat to seat
  - Watches the driver and changes seats to be near the student being bullied when the driver is at an intersection or watching the road

## **Creating a Safe and Respectful Environment on the School Bus cont'd.....**



## **Stop Bullying: See Something, Do Something**

### **Prevent:**

- Establish a positive atmosphere on the bus. Be clear, fair, and consistent about rules.
- Treat students the way you want to be treated and the way you want them to treat each other.
- Learn and use their names. Introduce yourself.
- Get to know all of the students on your bus – including the students who bully.
- Use positive, nonverbal interactions – a smile, a nod, a thumbs-up, a high five, a pat on the back.
- Notice something positive the students do and say something about it to them or someone else when they can hear it.
- Submit positive bus referrals.

### **Intervene:**

- Learn about bullying so you know what you're looking for ([www.stopbullying.gov](http://www.stopbullying.gov))
- When you see something, do something – be assertive and calm.
- Start with verbal warnings. Use the name of the student who is bullying.
- Pull over to safe location and contact school administration. Sometimes the call will stop the behavior.
- If the behavior escalates, stop the bus in a safe place if you have to.
- Maintain control of yourself.
- Stand up and speak, clearly and calmly, to the involved students.
- Do not argue with or try to convince the student who is bullying.
- Move affected students to new, safe seats.
- Report incidents immediately to your bus coordinator (discipline incident form)
- Call 911 if necessary.

***Refer to RSS Board of Education Policy 8-23:  
Prohibition Against Discrimination, Harassment and Bullying***



# PROCEDURES

## School Bus Accident:

1. In the event of a school bus incident/accident the **driver will be responsible** for the following:
  - a. Reporting any vehicle nicks, scratches, bumps and crashes **at the time of occurrence.**
  - b. Calling the Transportation Department and the School site using the Buses two-way radio system.
  - c. Notifying the bus garage of any incident/accident involving the bus, another vehicle or property damage.
  - d. NOT removing the bus unless directed to do so by the Transportation Dept. or law enforcement official.

Never leave the scene of an accident until directed to do so by the Transportation Department

- e. There are basically five times when evacuation should take place. They are as follows:
  1. When the bus is on fire. Use both front and back doors in this instance, if possible.
  2. Threat of fire, such as spilling of fuel. Use front door.
  3. Bus turned over.
  4. When the bus is stopped in an unsafe place. Use front door.
  5. When bus is stalled on railroad tracks. Use front door if no train is approaching. If train is approaching, use both front and back doors.
- f. Not making any comments about liability during the investigation of the incident/accident.
- g. Do not release students from the scene to parents or another bus until School Administration or a Transportation Department official gives permission.
- h. Completing accident report TD-25.
- i. The driver is not obligated to give a statement or speak to anyone other than:
  - 1) Law enforcement officers investigating the accident,
  - 2) School transportation personnel, or
  - 3) Representatives of the Attorney General's Office.

2. **School administrators will be responsible** for the following:

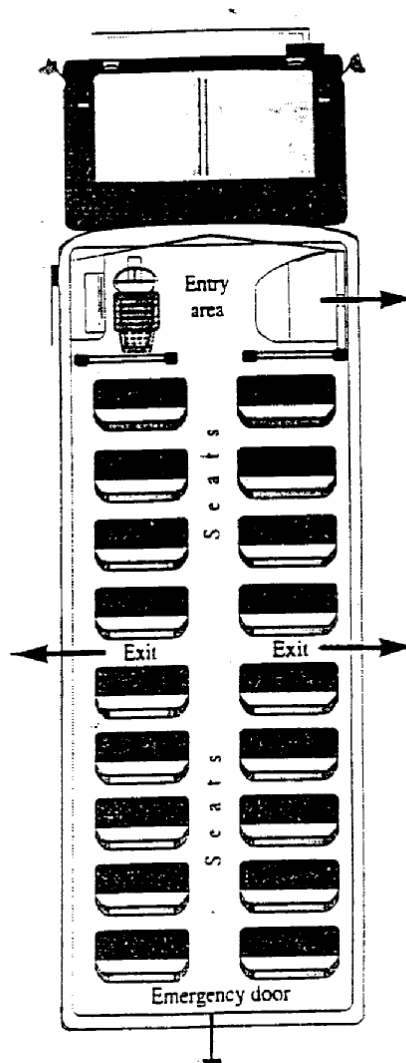
- a. Sending an administrator to the scene of the accident.
- b. Assuming the responsibility for the students.
- c. Providing a seating chart for the bus including:
  1. First Name
  2. Last Name
  3. Seat Number
  4. Race
  5. Sex
  6. DOB
  7. Injury
  8. Phone #
- d. Contacting parents if necessary.
- e. Remaining at hospital until parents have assumed responsibility.
- f. Assisting driver with completing accident report TD-25.
- g. Providing spare bus and driver if needed.

3. **Director of transportation will be responsible** for the following:

- a. Calling the proper authorities.
- b. Coordinating mechanics, wrecker service, law enforcement emergency services.
- c. Providing communication equipment..
- d. Assuming responsibility for post-accident drug testing.

**EVACUATIONS: To be performed within the 1<sup>st</sup> 5 days of school and again within the 1<sup>st</sup> 5 days of the second semester!**

**EVACUATION PROCEDURE**



1. Park the bus as close to the shoulder of the road as possible. a.) turn the hazard lights on, b.) set the parking brake, and c.) turn engine off.
2. Stand facing the rear of the bus
3. Give the command: **“Remain seated; prepare to evacuate.”**
4. Turn toward the front of the bus
5. Move backwards to the first occupied seats
6. Starting with either the left or the right seat
  - a. Touch the shoulder of the person nearest to the aisle to indicate that the passengers in that seat are to move off.
  - b. Keep the passengers in the opposite seat seated by holding the hand, palm out in a restraining gesture, until the aisle is clear
  - c. Move out the passengers in the opposite seat, using the same signal
7. Move backwards up the aisle, repeating this procedure at each seat until the bus is empty.
8. Check the bus from the very back seat to the front, making sure it is empty
9. Have evacuating students move to a safe distance and keep them there as a group, away from any dangerous area.
10. Continue to check for students while removing the fire extinguisher or first-aid kit, if needed.
11. Call or have someone call the fire department, the garage and the school, as necessary.

## BUS SEATING CHART

Driver Name: \_\_\_\_\_

Bus Number: \_\_\_\_\_

| <b>DRIVER'S SEAT</b> |    |    | <b>FRONT OF BUS</b> | <b>DOOR</b> |    |    |
|----------------------|----|----|---------------------|-------------|----|----|
| 1                    | 2  | 3  | AISLE               | 4           | 5  | 6  |
| 7                    | 8  | 9  | AISLE               | 10          | 11 | 12 |
| 13                   | 14 | 15 | AISLE               | 16          | 17 | 18 |
| 19                   | 20 | 21 | AISLE               | 22          | 23 | 24 |
| 25                   | 26 | 27 | AISLE               | 28          | 29 | 30 |
| 31                   | 32 | 33 | AISLE               | 34          | 35 | 36 |
| 37                   | 38 | 39 | AISLE               | 40          | 41 | 42 |
| 43                   | 44 | 45 | AISLE               | 46          | 47 | 48 |
| 49                   | 50 | 51 | AISLE               | 52          | 53 | 54 |
| 55                   | 56 | 57 | AISLE               | 58          | 59 | 60 |
| 61                   | 62 | 63 | AISLE               | 64          | 65 | 66 |
| 67                   | 68 | 69 | AISLE               | 70          | 71 | 72 |

School Administrator Signature \_\_\_\_\_

## **TRANSPORTING STUDENTS IN WHEELCHAIRS OR OTHER ASSISTIVE DEVICES PROCEDURES:**

### **ASSISTIVE WALKING DEVICES (walkers, canes, crutches)**

When transporting students that require the assistive walking devices listed above, the student would use the device to the door of the bus. The person assigned to assist the student would then hand the assistive device to a person on the bus, then would assist the student up the steps and to their seat with the student using the handrails for balance.

The assistive device should be folded down to the smallest size possible and placed in the back of the bus behind the last seat and strapped down with bungee cords or straps securing it to the seat.

When exiting the bus, the student would be assisted out of their seat and down the bus steps using the bus handrails, then the assistive device would be given to them when they are safely on the ground.

### **MEDICAL SUPPORT EQUIPMENT**

Some students may require equipment such as suction machines or ventilators. The decision to transport students with such equipment and the methods of transporting the equipment would be made on an individual basis by transportation personnel and Exceptional Children's personnel.

### **WHEELCHAIRS**

Wheelchairs come in a variety of styles and models. Transportation of students using wheelchairs will be evaluated on an individual basis by transportation and Exceptional Children's personnel. The personnel will determine if the wheelchair meets the criteria for transport on a school bus. It will also be determined on an individual basis if the student should actually ride in the wheelchair on the bus or transferred to a regular bus seat. If it is determined that the student be transferred from the wheelchair to a regular bus seat, the procedure would be the same as transporting students with assistive walking devices (above) making certain that the wheelchair is folded down and secured at the back of the bus.

If it is determined that the student should remain in the wheelchair for transport, the following loading and unloading procedure should be followed:

#### **Loading**

1. The bus should be parked with parking brake set and hazard lights activated.
2. The bus lift door should be locked into the open position and the lift completely lowered to the ground.
3. Before placing the student on the lift, the student's seatbelt and shoulder harness should be firmly secured and the wheelchair headrest in place.
4. Wheelchair is positioned on the bus lift with the student facing out. Be sure to place the wheelchair on the lift back far enough for footrests to clear the raised safety guard on the front of the lift.
5. Securing the wheelchair on the lift:
  - Manual wheelchair brakes are locked and remain locked during lift operation
  - Power wheelchairs
    - Power is switched off
    - Lock wheelchair brakes if available

6. Adult stands beside the lift on the ground gripping the wheelchair frame as the lift is raised. An adult on the bus should grasp the wheelchair frame as soon as they can safely reach it.
7. Once the lift is fully raised, the wheelchair brakes are unlocked (Power wheelchair – disengage gears on motors and manually pull the power wheelchair into the bus.)
8. Wheelchair is safely guided into the bus making sure there is adequate clearance above the student’s head.
9. Place the wheelchair in a forward facing position for securement.

### **Unloading**

Follow steps 1-5 described above.

6. Lift is lowered with adult on the bus grasping the wheelchair handle and an adult on the ground grasping the frame of the chair.
7. Once lift is fully lowered, wheelchair brakes are unlocked and the wheelchair is safely guided off the bus lift.

### ***Points to consider when transporting wheelchair students:***

- ◆ No one is to stand on the lift platform during bus loading and unloading
- ◆ Power wheelchairs should not be driven on/off the bus lift when it is in a raised position.
- ◆ Reclining wheelchairs should be placed in an upright position before transport.
- ◆ Trays, rigid bars, mid-point joysticks should either be removed or moved to the side and secured during transport
- ◆ Securement points are to be at permanent weld sites on the wheelchair. Never secure a wheelchair at a moveable or bolted location.
- ◆ Headrest should be in place, lap belt and shoulder harness secured and footrests extended and locked into position before transport

Students with physical disabilities have differing needs and equipment. Should a student require special equipment or have special needs beyond the scope of these guidelines, transportation personnel along with Exceptional Children’s personnel will evaluate the students’ needs on an individual basis and provide procedures and guidelines specific to that student.

## **INCLEMENT WEATHER/SNOW/FREEZING RAIN/SLEET**

In the event of inclement weather before the start of school, every effort will be made to make a decision by 5:00 am.

Once a decision is made, a Connect-Ed message will be sent via telephone from the Transportation Department to **all bus drivers/principals/bus coordinators** as soon as possible. This should give the bus drivers ample notification prior to the beginning of their normal route time.

A Connect-Ed message will also be sent to employees/parents via telephone from the Central Office. The announcement will also be posted on the district website at [www.rss.k12.nc.us](http://www.rss.k12.nc.us), on the internet at [www.cancellations.com](http://www.cancellations.com), as well as all media TV and Radio stations.

## **INCLEMENT WEATHER: TORNADO**

If a tornado funnel is spotted, it is best to evacuate the students from the bus immediately into an appropriate shelter. If adequate shelter cannot be reached without further endangering the students, a ditch or depression in the immediate vicinity should be used.

## **BUS RETURN:**

All school buses are to be returned to the bus garage at the end of the school year. Bus garage personnel will be available to assist until all buses are turned in. Activity buses that will no longer be in use may be turned in early.

### **BEFORE ARRIVING AT THE TRANSPORTATION DEPARTMENT:**

- ⇒ All buses must be cleaned.
- ⇒ Buses must be swept out thoroughly.
- ⇒ All stickers, pupil notices and rules posters must be removed.
- ⇒ Trash receptacles must be emptied and removed from the bus.
- ⇒ Glue residue must be cleaned from all surfaces inside the bus.
- ⇒ All personal items must be removed from bus, including brooms.

### **ARRIVING AT THE BUS GARAGE:**

- ⇒ Arrive through the northern driveway.
- ⇒ Park all private vehicles outside the fence.
- ⇒ Park bus in designated area (as directed by Trans.Dept. personnel).
- ⇒ Wait for bus to be inspected for cleanliness.
- ⇒ Turn in bus keys to designated Transportation Department employee.

## **MISCELLANEOUS**

### **CELL PHONE USE:**

***IT IS ILLEGAL TO OPERATE A SCHOOL BUS WHILE USING A CELL PHONE.***

**UNDER NO CIRCUMSTANCES SHOULD A DRIVER TALK ON CELL PHONE WHILE DRIVING THE BUS. THIS INCLUDES HANDS FREE DEVICES.**

North Carolina State law makes it illegal to use a cell phone – either personal or school district-issued – while operating a school bus. A conviction results in a \$100 fine and will be reported to DMV School Bus and Traffic Safety. Local certification will be revoked if a driver is found to have been on the phone while driving.

If a driver receives an incoming call, he/she should park the bus in a safe location before answering the call. No personal calls should be accepted while clocked in under their bus driving assignment.

### **REFRESHER DRIVER TRAINING:**

Refresher Driver Training is provided for additional training for bus drivers and is conducted by the DMV (Department of Motor Vehicles) specialist. This training can be recommended by the principal, bus coordinator, route coordinator or transportation director based on incidents that may occur while operating the bus, including infractions noted from random “bus observations”. Bus incentive will be affected if it is necessary for the driver to attend the Refresher Driver Training.

### **RANDOM BUS OBSERVATIONS:**

Route Coordinators will conduct random bus observations to ensure that drivers are:

- Performing the required pre-trip inspection **and the post-trip inspection.**
- Following the designated route.
- Observing the school bus speed limit.
- Using appropriate following distance.
- Making complete stops.
- Following proper procedures at all railroad crossings.

### **TIME SHEET VERIFICATION:**

Secretaries, Bus Coordinators and Route Coordinators will be verifying bus driver time sheets to ensure that drivers are:

- Following clock-in / clock-out time as established by the route sheets.
- Not accumulating overtime.

### **Bus Driver Incentive Pay: (PLEASE NOTE THIS IS BASED ON RESPONSIBILITIES OTHER THAN ATTENDANCE ONLY) !**

1. Operate bus in a safe manner (**MUST PERFORM REQUIRED PRE-TRIP and POST-TRIP**).
  - If a bus driver is determined at fault in an accident he/she will not be eligible for Incentive Pay for a period of up to 3 months. (“At Fault” means repair cost incurred to return the bus or other vehicle/ property to original condition).
2. Maintain good student conduct on bus.
  - a. Bus drivers will follow proper written reporting procedures to maintain good Student conduct.
3. **Keep bus clean, inside and outside.**
  - a. Drivers should be clocked-in on TACS during daily cleaning of the bus. If done daily, this should only take 5 minutes.
  - b. Buses will be checked on a regular basis by School Bus Coordinator and randomly inspected by route coordinators and transportation director.
4. Maintain consistent time schedule on daily routes.
5. Complete the required pre-trip inspection each day and sign in on the bus driver’s sign-in sheet.
6. Attend work regularly. In the event an employee misses 1/2 day per month, he/she may earn \$100.00 per month if the **other five criteria listed above are met.**
  - **Exceptions 1) 3 days bereavement for the death of driver’s spouse, mother/father, child, siblings, grandparents, grandchildren, step, half and in-law relationships. 2) Jury duty as required by court. 3) Principal certifies driver was assigned to drive educational field trip.**
7. Must be a regular bus driver and have continuous employment until the end of the school year. This does not include substitute or interim drivers.
8. Incentive pay is based on a morning and afternoon route. If a driver drives only morning or afternoon, they will receive only ½ incentive. Incentive will be paid monthly. If a driver drives different days (am or pm), you may confer with your Bus Coordinator on how your bus incentive is determined.

***If a bus driver is recommended for Refresher Driver Training, driver may lose bus driver incentive for one month or more based on the incident. Failure to attend RDT training will result in disciplinary action up to, and including, dismissal.***



## **NC PUBLIC SCHOOL EMPLOYEE BENEFIT REGULATIONS STATE:**

1.2 "Part-time employee" means an employee who regularly works at least twenty (20) hours per week, and less than 30 hours per week.

### 3.2 Rate of Earnings

All full and part-time permanent employees who work, or are on paid leave (including paid holidays and when on Workers' Compensation) for one-half or more of the work days in a monthly pay period, are entitled an annual vacation leave at the same rate provided for State employees. Leave for a part-time permanent employee shall be computed on a pro rata basis the amount earned by a full-time employee in that class of work.

### 4.1 Sick Leave Earned

Part time employees: All permanent part-time employees working or on paid leave (including paid holidays and when on Workers' Compensation) for one-half or more of the work days in any monthly pay period shall earn sick leave computed on a pro rata basis of the amount earned by a full-time employee. Permanent part-time employees, previously employed in a full-time position, retain the balance of sick leave earned in the prior position upon transferring to a part-time position.

## **BUS DRIVER COMPENSATION:**

1. Substitute bus drivers may work on a given bus route and still be paid as a substitute described below:
  - a. Until one complete calendar month is completed. That is, if a substitute driver works part of April and then all of May, regular driver status would begin in June.
  - b. Substitute drivers are not paid for holidays or annual leave days.
2. Rowan-Salisbury Schools will continue the current policy in establishing experience for bus drivers (using in-state experience):
  - a. Employment as a regular driver 120 or more consecutive days equals one year's experience.
  - b. High school bus driver experience is not acceptable.
  - c. Substitute bus driver experience is not acceptable.
3. Reimbursements will be paid for initial CDL (less the cost of personal license), up to \$30 for drug testing and renewal of license (less the cost of personal license) every three years.
  - a. Reimbursements for initial CDL and drug testing will be processed after 30 driving days (new drivers) Existing employees will be reimbursed immediately.
  - b. **The driver will be responsible for providing approved copies of timesheets verifying 30 driving days to the Transportation Department for reimbursement.**
4. To qualify for benefits, a bus driver must be employed at least 20 hours per week (four hours per day) in a permanent position. Hours may vary based on ridership and could affect benefits at any point during the school year. *For more benefit information, refer to the North Carolina Public School Employee Benefit Booklet or you may contact the Rowan Salisbury School System Human Resources office.*

### **TIME ISSUES:**

- No overtime may be accumulated (*cannot exceed 40 hours*).
- No clocking-in early or clocking-out late is permitted without PRIOR administrative approval. Time incurred due to accidents, incidents, or traffic situations involving the bus should be reported to the bus coordinator. Random inspections comparing timesheets to established route times will be conducted by the transportation staff. Failure to comply with the rules established for clocking-in and out will result in disciplinary action up to, and including, dismissal as well as possible legal action.
- Drivers may not take annual leave or miscellaneous leave at any time that students are scheduled to be in attendance. (Sec 3, pg. 3-2 - NC Schools Employee Benefits)
- If 15 minutes or more layover time is incurred, this time should be used as clean-up time.
- Any employee who has neither earned nor will earn sufficient annual leave to cover any scheduled annual leave day will be placed on leave without pay.
- Leave without pay is an option for all employees who wish to submit their written requests for consideration, but employees may not simply announce that they will be absent on a given day because they are willing to lose a day's pay.

### **PREGNANT BUS DRIVERS:**

A pregnant bus driver shall furnish to her coordinator **by the end of the 5th month of pregnancy**, and **thereafter on a monthly basis**, a statement from her physician that her physical condition is such that her continued driving of the bus will not present a hazard to the bus passengers, the driver or the unborn fetus. The driver is responsible for informing her coordinator of her pregnancy as soon as it is known. Failure to comply with this regulation may be grounds for dismissal. A driver may be granted unpaid family leave upon written request and will be re-instated after the birth of the child, upon written certification of acceptable health status by her physician. (See Bus Coordinator for form)

### **MEDICAL CHANGES:**

The bus driver must immediately report to the bus coordinator any medical change (including prescription drugs) that could cause an unsafe situation for the driver or students while on the bus. The bus coordinator should contact the transportation director to discuss the situation.

**When a driver is absent due to a medical situation that places them on leave of absence, or if they are absent for a medical procedure that could affect their driving ability, they MUST be cleared by the Transportation Director BEFORE they can return to driving a bus (even if they have a note from a doctor)**

### **LOCAL REQUIREMENTS:**

All **bus subs** will be required to complete a background authorization form and submit a negative drug screen if they have **a break in service longer than one month**.

All **retirees** will be required to complete a background authorization form and submit a negative drug screen before they are eligible for employment. **If the health screening on file is over one year then an updated form will be required.**

### **CDL RENEWAL:**

Drivers may renew their CDL **up to six (6) months in advance**. The Transportation Department will require any bus driver allowing his or her CDL to expire mandatory attendance in the three-day school bus class and complete the three-day road work as a new driver before he or she drives a bus.

## **DRUG TESTING:**

### **\*\*\*\*NOTICE\*\*\*\***

#### **To All Rowan-Salisbury School System Employees Who Hold a Commercial Drivers License**

- A.** The Federal Highway Administration has required drug/alcohol testing (beginning January 1, 1995) for safety sensitive employees.
- B.** The FHWA has issued a rule requiring alcohol and drug testing of drivers who are required to have a commercial driver's license. The FHWA rules include procedures for urine drug testing and breath alcohol testing. The urine drug testing procedures rule was issued in December, 1989, and governs drug testing programs mandated by the FHWA. The 1994 amendments to Part 40 add breath alcohol testing procedures and additional urine specimen collection procedures that provide for split urine specimens.
- B.** The FHWA rules cover safety-sensitive employees in transportation who drive commercial motor vehicles requiring a CDL to operate. There are about 6,600,000 holders of CDLs.

Examples of drivers and employers who are subject to these rules are:

- Federal, state and local governments
- Civic Organizations
- Church

## **THE FIVE FORMS OF TESTING INCLUDE:**

Pre-employment, Post-Accident, Random, Reasonable Cause and Return to Duty Tests

### **Pre-employment Testing**

All applicants for part-time or full-time safety-sensitive positions, and all persons transferring from non-safety positions at the school, will be directed to submit to an alcohol and controlled substance test.

### **Post-accident Testing**

If any employee in a safety-sensitive position, while operating a school vehicle or equipment, is involved in an accident that involves a fatality, or any accident in which the driver is issued a citation under state or local law for a moving traffic violation arising from the accident, that employee will be required to submit to an alcohol and a controlled substance test. Testing will be administered immediately following the accident or as soon as medically and legally possible.

### **Random Testing**

All Rowan-Salisbury School System employees, in safety-sensitive positions and with CDLs, will be subject to random testing for alcohol and controlled substances. Random testing will be done on a percentage basis in a fair and equitable manner.

For drug testing an employee may be tested at any time the employee is at work for the school system.

Selection of employees for random testing will be made by a scientifically valid method, such as a random number table or a computer-based random generator method that is matched with drivers' social security numbers, payroll identification numbers, or other comparable identifying numbers.

Each time a random selection is made, every employee will have an equal chance of being selected. Random tests will be unannounced and scheduled reasonably throughout the year. Employees, when notified that they have been selected for random testing, will proceed immediately to the collection site.

### **Reasonable Cause (Suspicion) Testing**

Any employee in a safety-sensitive position, while on Rowan-Salisbury School System property, while operating a school system vehicle, or while engaging in Rowan-Salisbury School System business, who acts in an abnormal manner sufficient to cause reasonable suspicion that this policy has been violated, will be required to submit to an alcohol and/or a controlled substance test upon the approval and direction of an officer of the Rowan-Salisbury School System.

**Rowan-Salisbury Schools**  
**Random Drug Testing Procedures**

1. **The Transportation Department will send a memorandum and list of the employees at your site that have been selected. The school will have one week to send the person(s) on the list. This will allow the school more flexibility in sending employees for testing.**
2. **The school bus coordinator will complete the “Collection Identification Form” for each person selected by random drawing.**
  - a. **Employees that are to have alcohol testing should go for testing immediately before or after they have performed a safety-sensitive function (i.e. driving a bus).**
  - b. **Employees that are to have drug testing only, should report for testing No more than two (2) hours after notification.**
  - c. **Refusal to test is subject to a “positive” result consequence.**
  - d. **If an employee is absent on extended leave, has gone to another school site, or is no longer employed with the system, the school’s Bus Coordinator is to notify the Transportation Department.**
3. **Part-time employees will be compensated one hour, which will be recorded on their time sheet.**

It is important that the employee is not given notice any further in advance than as outlined above. Random drug testing is strictly confidential and should be handled in such a manner. Failure to properly administer notification is a direct violation of Federal Regulations in part from Code CFR Part 382 Subpart B.

## **BUS DRIVER CERTIFICATION:**

### **Cancellation of Certification**

The Division of Motor Vehicles shall cancel the school bus certificate of any driver for the following reasons:

1. Any determination that the certificate was issued on the basis of misinformation, false statements or fraud.
2. A suspension, revocation, or cancellation of the driver's license.
3. Conviction of a motor vehicle moving offense, to the following extent:
  - a. Driving while impaired.
  - b. Passing a stopped school bus.
  - c. Hit & run.
  - d. Reckless driving.
  - e. Speeding more than 15 mph above the posted limit.
  - f. Two convictions within a period of 12 months.
  - g. A \*conviction or violation committed while operating a school bus.  
*\*A conviction upon a plea of guilty, or of nolo contendere; or the determination of guilt by a jury or by a court though no sentence has been imposed or, if imposed, has been suspended, and it includes a forfeiture of bail or collateral deposited to secure appearance in court of the defendant, unless the forfeiture has been vacated, and shall include prayer for judgment continued.*
4. A determination of physical or mental inadequacy under the provisions of the physical requirements noted in Rule .0205.
5. A local cancellation of certification, in the discretion of the local administrative unit, for violation of local regulations, submitted formally to the driver education specialist for cancellation at the state level.
6. Upon recommendations of the driver education specialist or local school officials, the Division of Motor Vehicles may require re-examination of any certified driver whose qualifications become questionable or who exhibits evidence of improper or unsafe driving practices and driving procedures. If such a re-examination reveals a significant problem, the driver education specialist shall have the authority to suspend the certified driver from driving any

school bus pending re-training of the driver. If the problem cannot be corrected the driver education specialist shall have the authority to cancel certification of the school bus driver.

7. A driving record which in its overall character arouses serious question about the reliability, judgment or emotional stability of the driver

### **Reasons for local cancellation of certification**

- **Operating a school bus on a public street or highway or public vehicular area while using a mobile telephone or any additional technology associated with a mobile telephone while the school bus is in motion.**
- Failure to report any convicted moving traffic violations.
- Failing to stop at railroad crossing.
- Speeding conviction on school bus.
- Failing to stop at stop sign.
- Deviating from the approved bus routes.
- Leaving students on bus unsupervised.
- Leaving driver seat while bus is running.
- Failing to report any accident or incident involving the bus as stipulated in the School Bus Accident Procedures in this manual.
- Driving a bus without approval of the principal or bus coordinator.
- Using abusive physical contact or profane language toward a passenger.
- Allowing unauthorized or unlicensed persons to drive a school bus.
- Failing to comply with or to report violations of Student Code of Conduct rules governing student behavior.
- Failing to establish and follow the set schedule of the bus route.
- Failing to report speed over 45 miles per hour caused by mechanical failure or malicious (deliberate) damage to the governor will call for automatic dismissal of a driver. Bus garage personnel will determine if damage is malicious or deliberate, and if so, will call for immediate dismissal of driver. **MALICIOUS DAMAGE** includes damage to clutches, transmissions, axles, rear-ends, driveshafts, accelerator linkage and any other damage determined by bus garage personnel as malicious.
- Falsifying bus reports, including time sheets.
- Failure to check for student(s) inadvertently left on the bus after completion of any bus run.
- Failure to perform required **pre-trip** inspection.
- Failure to perform required **post-trip** inspection.
- Failure to comply with “no open-toe shoe” requirement.
- Non-approved items on bus (aerosol cans, cleaner, trash cans, food/drinks, etc.)
- Failure to attend required yearly training.
- **Local license may be canceled for other infractions not mentioned above.**

### **Appeal of cancellation of certification**

Any driver whose certification is canceled under Rule .0209(3)(g) of this Section shall have the opportunity to forward an appeal to the Director of School Bus and Traffic Safety Section in Raleigh, stating the special circumstances which the driver feels should be considered in mitigation of the cancellation. The Director of the School Bus and Traffic Safety Section shall appoint such members of an appeals committee as he shall deem appropriate to consider such appeals; and his decision shall be final.

*In compliance with federal law, the Rowan-Salisbury School System administers all educational programs, employment activities, and admissions without discrimination because of race, religion, national ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.*

## **NORTH CAROLINA STATE LAWS**



### **Bus Driver Required to Wear Seat Belt**

*NC General Statute 20-235.2A "...each occupant of a motor vehicle manufactured with seat belts shall have a seat belt properly fastened about his or her body at all times when the vehicle is in forward motion on a street or highway in this State."*

### **Cell Phone Prohibited When Driving Bus**



*NC General Statute 20-137.4 “...no person shall operate a school bus on a public street or highway or public vehicular area while using a mobile telephone or any additional technology associated with a mobile telephone while the school bus is in motion.”*

**New State Policy: Policies governing activity bus drivers**

*LEAs shall require individuals who transport students to or from a school-related activity in a CDL Activity Bus to hold a valid Commercial Drivers License with a Passenger (P) and School Bus (S) endorsement (CDL-P/S) as required by the Division of Motor Vehicles.*

**Must be in compliance by July 1, 2015**

**TD-28D Bus Driver Sign-In Sheet**

**SCHOOL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **PRINCIPAL:** \_\_\_\_\_

| <b>BUS NO</b> | <b>TIME ARRIVED</b> | <b>IF BUS IS O.K. HERE</b> | <b>NO. TRANSPORTED</b> | <b>REMARKS TO MECHANIC</b> | <b>BUS DRIVER (SIGN)</b> |
|---------------|---------------------|----------------------------|------------------------|----------------------------|--------------------------|
|               |                     |                            |                        |                            |                          |
|               |                     |                            |                        |                            |                          |
|               |                     |                            |                        |                            |                          |
|               |                     |                            |                        |                            |                          |
|               |                     |                            |                        |                            |                          |
|               |                     |                            |                        |                            |                          |
|               |                     |                            |                        |                            |                          |
|               |                     |                            |                        |                            |                          |
|               |                     |                            |                        |                            |                          |
|               |                     |                            |                        |                            |                          |
|               |                     |                            |                        |                            |                          |
|               |                     |                            |                        |                            |                          |
|               |                     |                            |                        |                            |                          |
|               |                     |                            |                        |                            |                          |
|               |                     |                            |                        |                            |                          |
|               |                     |                            |                        |                            |                          |
|               |                     |                            |                        |                            |                          |
|               |                     |                            |                        |                            |                          |
|               |                     |                            |                        |                            |                          |
|               |                     |                            |                        |                            |                          |
|               |                     |                            |                        |                            |                          |

Form is to be EMAILED daily by 9:00am to TD28@rss.k12.nc.us







**ROWAN-SALISBURY SCHOOL SYSTEM**

**BUS DRIVER'S CODE AND AGREEMENT**  
**(REGULAR, SUBSTITUTE AND ACTIVITY BUS DRIVERS)**  
**2021-2022 SCHOOL YEAR**

I, \_\_\_\_\_, have reviewed the Bus Driver's  
*(print full name)*

**Handbook and understand my responsibility as a bus driver for Rowan Salisbury**

**Schools. I understand that failure to comply with the guidelines listed in the Bus Driver's**

**Handbook will subject me to disciplinary action up to, and including, dismissal.**

**Email** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

\_\_\_\_\_  
**Employee's signature**                      **HOMEBASE**                      **Date**

\_\_\_\_\_  
**Principal and/or Bus Coordinator's signature**                      **Date**



*Rowan-Salisbury School System  
Transportation Department  
Tim Beck, Director*

*In compliance with federal law, the Rowan-Salisbury School System administers all educational programs, employment activities, and admissions without discrimination because of race, religion, national ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.*

# Radio Guidelines

**Purpose:** To establish standard guidelines when communicating using Bus Radio's or Base Station Radios.

**Scope:** Guidelines shall be adhered to by all personnel responsible for using Bus Radio's or base station radios. It is imperative that proper equipment operation be followed at all times and discipline be maintained while transmitting voice traffic.

**Guidelines:** Each bus will be equipped with a mobile radio with GPS capabilities. **Radios are to be kept on at all times.** It is imperative that strict radio discipline be exercised on any and all channels at all times. Drivers are not to use these radios while the bus is in motion. Drivers are to park their bus in a safe location **BEFORE** using any Bus Radio. Any abuse of these guidelines will result in appropriate disciplinary action.

All radio messages must be transmitted in a clear, concise, and professional manner in order to communicate efficiently and avoid any confusion.

When using the radios, one must yield to the Transportation Base station unless either an emergency or urgent situation exists, and then the appropriate guidelines must be followed. In the event of certain emergencies or urgent situations, there are a series of special guidelines designed to alert everyone to halt or limit communications. It is absolutely essential that all personnel are aware of these guidelines. When the following guidelines are used, all non-critical radio traffic must come to a halt as explained below. This will allow the Transportation Department to efficiently manage the situation.

**Emergency-**In the event of an emergency (an imminent danger to people or property), the bus driver or Transportation personnel should transmit on the designated working channel the radio identifier with the word EMERGENCY. Upon hearing "emergency" all other units must cease all non-critical radio broadcasts until the Transportation Department has managed the situation.

I have received a copy, read, and will follow these guidelines:

---

Bus Driver's signature

---

Date

**DRIVER ACCIDENT/INCIDENT REVIEW POLICY  
AT-FAULT EVENTS**

Effective Date: July 1st 2018

**PURPOSE:** To define the in-house process for review of minor bus and minor van accident/incidents in which the Bus/Van driver is determined to be at-fault, regardless of whether or not charges are filed. The term “Accident/Incident” and/or “Incident” is defined to mean any incident which results in property damage and/or personal injury. This will be the internal process followed to determine what, if any corrective action will be taken after involvement in an at-fault accident/incident.

**APPLICATION:** This policy applies to all school bus, van and activity bus drivers.

**PROCEDURE:**

1. When an accident/incident occurs, the driver must immediately report it to the Bus Garage via bus radio or phone call to the Transportation Department at 704-245-6702 and the driver shall remain at the scene and not move the vehicle until permission is received from a Transportation Department Official.
2. When a driver is involved in an accident/incident, regardless of whether or not charges are filed, regardless of the amount of damage done, a Transportation Department Official will prepare and submit an accident/incident report (TD-25). This submission will include copies of all documents, photographs and videos pertaining to the accident/incident, and must be submitted immediately and no less than one (1) working day following the accident/incident.
3. A review panel including the Director of Transportation, Transportation Supervisor, Route Coordinator (and any other pertinent Transportation Official with knowledge of the accident/incident) will convene within a reasonable amount of time once all of the facts are gathered concerning the accident/incident. This review panel will evaluate the accident/incident documentation and assign a point value to the accident/incident utilizing the Accident/Incident Review Matrix below.
4. Within 5 days of the panel meeting date, a designated representative of the panel will notify the driver in writing of the result of the review panel and any action that the panel directs or recommends the driver take.
5. Drivers who receive a traffic citation for a moving violation while driving a RSS passenger vehicle could be subject to disciplinary action which may include suspension of their RSS driving privileges until the citation is resolved. The Division of Motor Vehicles (DMV) shall cancel the school bus certificate of any driver for the following reasons as stated in the NCDMV 19NCAC 03G.209. Conviction of any of the following motor vehicles moving offenses: passing a stopped school bus, careless and reckless driving, excessive speeding, following too close, violation while operating a school bus and/or activity bus. The complete listing can be located under “Cancellation of Bus Certification” found in the Drivers Handbook.

Accident/Incident Review Matrix

When an accident/incident is determined to be the fault of the driver whether or not charges are filed, the accident/incident review panel will review the accident/incident documentation, the bus driver’s NCDMV traffic record and internal driving history. The panel will then assign points (internal Transportation Department points) according to the following scale:

|    |  |            |
|----|--|------------|
| 1. | Property damage up to \$500  | 1-2 points |
| 2. | Property damage \$500 or more  | 3 points   |
| 3. | Knowingly leaving the scene of the accident/incident   | 3 points   |
| 4. | Student/passenger injury   | 6 points   |
| 5. | Minor injury to occupant of other vehicle(s) or pedestrian(s)  | 4 points   |
| 6. | Major injury to occupant of other vehicle(s) or pedestrian(s)  | 6 points   |
| 7. | Fatality due to the bus driver’s negligence of safety violation  | 21 points  |
| 8. | Previous “at-fault” accident/incidents in 3-year period (each occurrence)  | 0-3 points |
| 9. | Past documented, confirmed complaints about the driver’s bus operating short comings, (including NCDMV Driver Education Specialist observations) | 0-3 points |
|    |  |            |



- Accident/incident points are accumulated and maintained in the transportation department file for a revolving three year period.

The point totals derived above will be placed on the outcome list below to determine the proposed corrective action.

| <u>Accident/Incident Point Total</u>                          | <u>Proposed Corrective Action</u>   |
|---|---|
| 1 to 5 points<br>Property damage                              | Letter to department file, documenting accident/incident and board reviews.   |
| 1 to 5 points<br>Property damage and/or minor personal injury | Post Certification Training (PCT) by NCDMV Driver Education Specialist in the specific area related to the cause of the accident/incident to be completed as soon as possible but no later than 30 days of panel review results. Letter to department file, documenting accident/incident and board review results.   |
| 6 to 20 points  | Post Certification Training (PCT) by NCDMV Driver Education Specialist in the specific area related to the cause of the accident/incident to be completed as soon as possible but no later than 30 days of the panel review results. Appropriate disciplinary action, may be recommended to the Director of Human Resources depending on the severity. <b><i>Director of Transportation will address recertification.</i></b> |
| NOTE:   | Point accumulation shall not be the sole determining factor in recommendation for disciplinary action or termination of employment related to an accident/incident.   |

- "Personal injury" severity determination will rest with the review panel. Minor injury claims, requiring little or no treatment, may be excluded from consideration by the panel.
- A Post Certification Course (PCT) may be completed for credit once every year dating from the past completion date of PCT. One credit of three points is the maximum credit allowed at any accident/incident review panel for completion of this course and written proof of attendance must be provided to the Director of Transportation.

# **Policy for Bus Drivers Clocking In and Out**

**The expectations for all Rowan Salisbury School Bus Drivers clocking in and out on the bus are as follows:**

- Upon clocking in for your AM route the bus should be underway within 5 to 7 minutes, the time it should take to do a pre-trip inspection
- When you have returned from your AM route you should park the bus in its assigned parking area, post trip the bus for any issues, sweep/clean the bus and clock out. Once parked you should be clocked out within 5-7minutes.
- Once clocked in for your PM route the bus should be underway within 5-7 minutes, the time it should take to do a pre-trip inspection
- When the bus is returned from your PM route, the bus should be parked in its assigned parking area, post trip the bus for any issues and sweep/clean the bus and clock out. All drivers should be clocked out within 5-7 minutes.
- Should a driver should fail to clock in/out GPS data will be used to determine clock in/clock out times
- If necessary to meet with your schools administration before or after your route causing your time to differ, an email from that schools AP will be required to be sent to your assigned route coordinator here at Transportation to be place with your timesheet.

# Renewal Vision

## OUR RENEWAL VISION

Children are more than their test scores. Our community deserves a school system with autonomy that empowers schools to create an engaged learning environment so students enjoy learning and teachers enjoy teaching.

As the Renewal School System, Rowan-Salisbury is committed to redesigning education to create authentic and personalized learning experiences for all students through teacher-led flexibility in curriculum, budgeting, hiring, staffing, and scheduling.

Rowan-Salisbury teachers ensure that every student at every school is an engaged learner by:

- Mastering fundamental standards in English, math, science, and social studies.
- Setting goals based on their unique smartness, career aspirations, and personal passions.
- Developing interpersonal skills in order to thrive as productive citizens and employees.

We empower teachers with the autonomy and flexibility to respond to and engage with each child's unique needs so every day, everyone discovers and achieves the extraordinary.





Extraordinary Education Every Day

**Tim Beck**  
Transportation Director  
Rowan Salisbury Schools  
2724 Old Concord Rd  
Salisbury NC 28146  
704-245-6702  
tim.beck@rss.k12.nc.us

---

---

**MEMO**

**TO: RSS Bus Drivers**  
**From: Tim Beck, Director of Transportation**  
**Cc: RSS Transportation**  
**Anthony Vann, Assistant Superintendent of Operations**  
**Date: July 30, 2019**  
**Re: Excessive Absences**  
**(Rowan Salisbury Schools Policy 7500 Workday and Overtime)**

Bus Drivers are very important to our district and students are directly affected anytime drivers are out. School calendars are available well in advance of the first day of school allowing most accommodations to be made.

Due to the amount of bus driver absences that our district has experienced recently, we have established a procedure that outlines clear expectations in an effort to help combat this issue.

The new procedure is as follows:

- After 3 days, Verbal conversation will take place and a letter will be placed in the drivers local file
- After 5 days, Written Reprimand will occur with a letter going to HR
- After 8 days, Driver will be placed on a Performance Plan. During this plan regular reviews will occur to measure employees progress

After the Performance Plan has expired and there is no improvement, the matter will be turned over to HR for further action up to and including termination.

In accordance with RSS Policy 7500: Workday and Overtime, excessive absences will be handled on a case by case basis to allow consideration of situations that are beyond the driver's control. We understand that emergency situations and Leave of Absences do occur and this procedure takes these into consideration. If you have any questions please feel free to contact me directly.

Your signature indicates that you have read and understand the terms of this procedure:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Best Regards,  
Tim Beck

In compliance with federal law, the Rowan-Salisbury School System administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.