

ROWAN-SLISBURY SCHOOL SYSTEM

Be an original.™

Transportation Department

Bus Coordinator Manual





Bus Coordinator Transportation Responsibilities

Daily:

- Bus Driver Sign-In Sheets (TD-28) can be found on the RSS website under transportation) – drivers must sign time of arrival at school, note how many students from the afternoon prior, number of students for that morning and any problems with the bus. This form is to be sent via e-mail to transportation daily to the dedicated email address td28@rss.k12.nc.us
- Secure substitute bus drivers as needed using either “outside” substitutes or “in house” licensed employees. A list of CDL holders within your school will be made available allowing you to better manage your current employees/resources.

Weekly:

- List of bus stop changes and or additions for the week sent by e-mail to Route Coordinator, even if there is no changes or additions. If no changes/additions write on the form “no changes.”

Beginning of Year/Semester:

- Once back to school driver training is completed, drivers are to sign the Bus Driver Code of Agreement and Radio Usage Agreement. Copies of the signed documents are to be kept on file at your school for the entire school year.
- Bus Evacuations drills must occur in first 5 days of each semester for each bus that serves your school. Completed form needs to be sent to Administrative Assistant at Transportation.
- Roster packets are sent quarterly for bus drivers to fill out. Please make sure that each driver completes the packet and returns it to the bus coordinator in a timely manner. All roster packets should be returned to Transportation by the designated deadline.
- Drivers must assign seating for each school they serve and have a seating chart on the bus and give a copy to the Bus Coordinator to keep on file at the school.
- Drivers must keep an updated route sheet on the bus for use by the substitute drivers.

Occasionally:

- Check cameras on buses quarterly. Vulcan tapes DO NOT REFORMAT! Cream colored trays/small black tapes should be reformatted at least two times a year. Please check cameras regularly to ensure they are working properly. Drivers should be aware that indicator lights are working. A bus should never be operated without a working camera! Any issues should be reported on TD-28.
- Collect data as required by DPI on specified dates, such as state-wide student counts, bus mileages, stop arm surveys, etc. (Route Coordinator will notify you of these events.)
- Drug Testing of CDL holders – follow instructions from Marisa Loftin.

**Stop Arm Violations, tree/bush trimming, street maintenance issues, School Bus Stop Ahead signs are to be sent to your school's assigned Route Coordinator at Transportation.

**Forms available on rsed.org website under Transportation.

Transportation 704-245-6702	Ext	E-mail	Position
Brian Moeller	7116	Moellerba	Director
Bryan Anderson	7109	Andersonbv	Assistant Director
Adam Burney	7120	Burneyfa	Parts Manager
Dexter	7124		DMV Bus Trainer
Eric Shepherd	7113	Shepherdeb	Cost Clerk
Jamie Sides	7123	Sidesjd	Route Manager North/Salisbury/RCEC
Marla Bailey	7117	Baileymj	Administrative Assistant
Laura Smith	7128	Smithlk	Route Manager East/Southeast
Lisa King	7130	Kinglw	Route Manager West/Southwest
Marisa Loftin	7112	Loftinma	Lead Transportation Services Specialist
Monica Humphries	7126	Humphriesmn	Special Need Route Supervisor
Nikki Johnson	7129	Johnsonnm	Route Coordinator Special Needs
Scott Ketchie	7119	Ketchieks	Fleet Mechanic



Rowan-Salisbury Schools Transportation Department

Procedure for Dispute of Bus Stop Locations

This procedure is to be followed whenever a parent (or guardian) disagrees with the school regarding the locations of a bus stop.

1. Whenever the location of a bus stop is in dispute, the parent must first contact the Bus Coordinator at the school.
2. If the Bus Coordinator decides that the bus stop should remain as is and the parent disagrees with the Bus Coordinator, the parent should:
 - Request a copy of the Transportation Stop Dispute Form from the school (copy located in the forms section of the Bus Coordinator's Manual.)
 - The parent is to fill out the form completely and return it to the Bus Coordinator of the school.
 - The Bus Coordinator is to add additional comments and email the form to the Route Coordinator at Transportation.
3. The Route Coordinator will evaluate the bus stop and render a decision as to whether the stop will remain as is or to be changed. A letter will be sent from the Route Coordinator to the parent and a copy to the Bus Coordinator notifying them of the decision.
4. If the parent disagrees with the decision of the Route Coordinator, the parent has the option of appealing the decision within 5 business days of receipt of the letter to the Director of Transportation.
5. The Director of Transportation will evaluate the bus stop and render a decision and again a letter will be sent to the parent and a copy to the Bus Coordinator notifying them of the decision.
6. If the parent disagrees with the decision of the Director of Transportation, they may appeal the decision to the Superintendent by letter which should include the following information: parent name, student name, grade, the action being appealed and the action desired as a result of the appeal.
7. The Superintendent (or designee) will evaluate the appeal and render a decision in writing to the parent within 10 working days.
8. If the parent disagrees with the decision of the Superintendent, the parent may appeal in writing to the grievance committee of the Rowan-Salisbury Board of Education within 5 business days of receipt of the Superintendent's (or designee's) reply.
9. The grievance committee of the Rowan-Salisbury Board of Education will schedule a hearing, notifying the parent of the hearing. The committee will render a decision regarding the bus stop within 5 business days after the hearing.

**ROWAN-SALISBURY SCHOOL SYSTEM
TRANSPORTATION
SCHOOL BUS EVACUATION FORM**

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.

Schedule for conducting evacuations:

First evacuation - during the first five days of school.

Second evacuation - during the first five days of the second semester.

SCHOOL: _____

DATE OF EVACUATION	TOTAL BUSES	PRINCIPAL'S SIGNATURE

Please list any problems encountered in conducting the evacuation.

*Please send a copy to the Transportation Director
upon completion of each emergency bus evacuation.*



*Rowan-Salisbury School System
Transportation Department
Brian Moeller, Director*

MEMO

TO: Rowan-Salisbury Schools Bus Drivers
From: Brian Moeller, Director of Transportation

Date: Revised 5/1/2023
Re: Excessive Absences (RSS 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 drivers' 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 driver's local file.
- After 5 days, Written Reprimand will occur with a letter submitted to HR.
- After 8 days, Driver will be placed on a Performance Plan. During this plan, regular reviews will occur to measure employee 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 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,

Brian Moeller



Transportation Department

Pregnant Bus Driver Medical Permission to Work

To: Dr: _____

From: Rowan-Salisbury Board of Education

Date: _____

Re: Pregnancy of: _____

BUS Number: _____

The person named above is employed by the Rowan-Salisbury School System as a school bus driver at _____ School. As a driver she may be required to operate a vehicle weighing 26,000 pounds with automatic transmission and power steering. A pregnant driver is required to provide a statement from a physician, on a monthly basis after the fifth month, certifying that her physical condition will present no danger to the bus passengers, the driver or to the unborn fetus.

Your careful consideration of the above will be appreciated.

Statement of Physician:

Signature of Physician: _____



BUS DRIVER’S CODE AND AGREEMENT

(REGULAR, SUBSTITUTE AND ACTIVITY BUS DRIVERS)

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
Brian Moeller, 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.