

FLAGLER COUNTY



SCHOOL BOARD

TRANSPORTATION HANDBOOK OF OPERATIONS 2021-2022

FOREWORD

- I. This handbook of Transportation Operations is prepared and maintained in compliance with Flagler County School Board Policy 810 V., which states: “The Transportation Supervisor shall develop a handbook for School Board approval to set forth guidelines, directions, and procedures for the District’s transportation system.”

Nothing in this Handbook is intended to supersede Board Policies or agreements within the Flagler Education Support Personnel Association/FEA (FESPA) Contract.

Transportation Department employees are expected to read and maintain a copy of this handbook as a guide in normal operations. The successful completion of tasks related to pupil transportation requires strict adherence to all rules and standards of procedure, coupled with the application of sound judgement in the event of emergency situations.

This version of the Handbook supersedes all previous Transportation Directive Booklets.

Submitted by:

Director of Transportation

Date

Approved by:

Superintendent of Schools

Date

Approved by:

Chairperson

Date

MISSION

***“TO PROVIDE SAFE, SECURE, EFFICIENT
TRANSPORTATION TO ALL FLAGLER COUNTY SCHOOL STUDENTS.”***

INTRODUCTION

The Flagler Transportation Team of Flagler County Public Schools welcomes you! You are part of a vital team, in that your responsibility will focus on the safe transportation of thousands of students to and from school every day.

The school bus driver and bus aide are the first point of contact that students have on their way to school each morning. It is important that this experience be positive and contributes to a day that prepares the child for success. Your calm demeanor and supportive attitude will make this an essential part of their day. It is a great responsibility, but we know you are up for the challenge.

The parents of the students riding a school bus need to feel that their children are in a safe and professional environment while on route to and from school. The conduct of the bus driver and bus aide for courteous and professional treatment of parents and students are essential in winning their respect and confidence.

This handbook is designed to provide you with information that is important to a successful work experience. The information included is intended to be a convenient, yet a significant reference for you and will cover many of the daily situations you will encounter. ***You are responsible for the information contained within the Handbook.*** Remember, that management is available to clarify and assist you in any questions you may have.

WORK CULTURE

Flagler County Public Schools Student Transportation Department requires that we communicate with all others in a professional and respectful manner. Our department has the awesome responsibility of transporting children and staff in a safe manner. To do this we must have teamwork, trust and consideration for all. The best way to accomplish this is to:

- Understand and support our mission every day.
- Keep safety foremost in your mind as it relates to all CDL rules/regulations.
- Treat children with professionalism and respect.
- Diversity
- It is always better to talk with someone than to talk about him/her behind his or her backs.

*** Resolution of concerns is a face-to-face activity ***

- Transparency.
- Keep us informed of issues, concerns, and safety problems as they arise.
- Take responsibility for your own actions.
- Expect to be treated in a fair and calm manner – if not, remain calm and polite – end the conversation civilly and report the situation to a supervisor.

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PART I - TRANSPORTATION DIRECTIVES

TRANSPORTATION DIRECTIVE 1

Absentee Call-in Procedures

PURPOSE: To establish the correct procedure to call in for sick leave or personal leave in an emergency.

- I. Drivers and aides - to keep our schedule running smoothly, you are **REQUIRED** to report your absence from duty as follows:
 - A. **Call** – you **MUST** speak with a person if you are calling out! **TEXTING OR EMAILING IS NOT ACCEPTABLE.**
 - (1) **Call at 5:00 AM** for the morning run.
 - (2) **Prior to 12:00 PM** for the afternoon run.
 - (3) **Prior to 5:00 PM for the next day**, if you know you will not be in for your AM and/or PM runs.
 - (4) Call in at 5:00 AM for morning run or **At least one hour or more** before your PM runs only if you have an emergency or are going to be late.
 - B. Identify yourself to Central or Administrator and let us know what bus you are assigned **and** your pull out time. Spouses or others **may not** call in for you (unless the individual is incapacitated or hospitalized).
 - C. In the afternoon, you **must** call in by NOON
 - D. **You must speak to Central or administration when you are calling out.** Also, if you have a field trip or an afterschool run you **MUST** tell the person you are speaking with and if there are any special instructions you might have for your route that day.
 - E. Requests for all leave must be submitted in advance to the Secretary to ensure coverage.

TRANSPORTATION DIRECTIVE 2

ATTENDANCE PROCEDURES

PURPOSE: Produce clear expectations concerning attendance, call in procedures and consequences.

Department Policy:

Student Transportation Services operates delivery of students for Flagler County Schools. In order to fulfill this obligation, Student Transportation Services requires every employee to be ready to work on his or her scheduled route daily. All employees are thereby urged to strive for perfect attendance by adhering to the mandates listed below:

- Not permitting minor inconveniences to keep you away from the job.
- Maintaining reasonable health standards.
- Taking intelligent precautions against illness.
- Scheduling personal business during non-work time.
- Making every effort to work safely – observing safety procedures and practicing safety procedures on and off the job.
- Discuss extenuating circumstances in advance with your supervisor. Employees are expected to report for work with regularity in return for compensation. **Good attendance is one of the most important job requirements.** Failure to meet this requirement will result in disciplinary action. Student Transportation Services will be following the Attendance Procedure that incorporates a five (5) step process. This will address excessive absenteeism, improper notification, and tardiness.
- As a school bus operator or bus aide, **YOU ARE REQUIRED** to report your absence timely per the above directive.

Attendance Procedure

Absenteeism, Improper Notification or Tardiness will result in:

Step 1 – Warning Notice will be issued after an employee has exhausted their leave time; has NOT followed Directive #2 in absenteeism and/or improper notification and/or tardiness.

Step 2 – Verbal Warning that attendance is below standard, improper notification and tardiness. Employee improvement plan initiated.

Step 3 - Written reprimand issued on next instance and/or failure to comply with the improvement plan.

Step 4 – Suspension.

Step 5 – Recommendation for termination.

TRANSPORTATION DIRECTIVE 3

Smoking on Buses and at Work Locations

PURPOSE: To follow FSA § 386.201 *et seq.* and 386.203(10) and Flagler School Board Policy 651.

- I.** It is a violation of federal law to smoke on a school bus at any time. The penalty provided by law is a monetary fine on first offenses of up to \$100.00, and up to \$500.00 for each subsequent violation.
- II.** Any employee found violating this law shall be responsible for any and all penalties imposed, and will be subject to disciplinary action as deemed appropriate by the Transportation Director.
- III.** Employees are not allowed to smoke on or around any school property in Flagler County.

TRANSPORTATION DIRECTIVE 4

Dress Code

PURPOSE: To establish proper and professional dress codes for **all** Transportation staff. The importance of appropriate attire cannot be overemphasized. Bus Drivers and Aides are the District's most visible ambassadors to the public and especially to parents. **A neat, clean, modest and professional appearance is a must when on duty.**

1. Issued uniform shirts are to be kept clean and neat with no tears, stains or modifications, and **must be**

worn while on duty. Transportation T-Shirts, District School Shirts or Sports Team shirts will be permissible *only on Fridays*. Cut up shirts are prohibited.

- ** Until new shirts are available, and for new drivers or aides **ONLY**, who **have not been issued shirts** yet, neat, clean, blue polo style shirt or previously issued uniform shirts are to be worn while on duty. No extremely low-cut or tight fitting shirts. No sleeveless shirts are to be worn while operating the school vehicle.
- 2. Slacks, jeans, shorts, capris (**Solid Color**; black, khaki/brown or dark blue. (Pants/Shorts may not be skintight fitting; ripped or grungy jeans)
- 3. NO skirts/skort, leggings, cut offs, yoga pants, gym shorts or sweatpants etc. are not to be worn while on duty.
- 4. Shorts must be knee length (top of knee). They cannot be tight fitting or made of spandex or legging material.
- 5. Shoes or sneakers only. No flip flops, crocs, open toed or open back shoes, sandals, etc. **The shoes cannot have any slits or openings; your feet must be completely covered.** No heels higher than two (2) inches or platform shoes are allowed.
- 6. **I.D. badges are to be worn and visible at all times when on duty to include entering school buildings and while on official school trips.**
- 7. **Bluetooth devices will not be worn while on any bus or on school grounds.**
- 8. If you are wearing inappropriate clothing, you will be counseled upon the first observation and then disciplinary measures will be taken if violations are repeated. Please dress professionally.

TRANSPORTATION DIRECTIVE 5

Working Hours Safety

PURPOSE: The purpose of this policy is to ensure school bus drivers do not over-exceed their duty day while driving extracurricular field trips possibly creating a safety concern. The directive addresses the length of a school bus driver's duty day, as well as an appropriate rest period before returning to regular school bus driving duties.

- I. IT IS ULTIMATELY THE RESPONSIBILITY OF THE DRIVER TO KNOW IF THEY ARE INCAPABLE OF SAFELY OPERATING THE SCHOOL BUS.**
- II.** The Federal Motor Carrier Safety Administration (FMCSA) rules state that driving hours are to be limited to fifteen (15) hours on duty, of which no more than ten (10) hours are driving time maximum, with eight (8) hours continuous off-duty time prior to starting their next shift.
- III.** Flagler County Public School bus drivers will not be scheduled for field trips or after school activity trips which would violate this.
- IV.** Transportation staff will ensure school bus drivers scheduled for after school activity trips are not assigned duties between morning and afternoon bus schedules. This is considered off-duty time for the school bus driver.
- V.** Activity bus drivers should not engage in recreational activities (i.e. swimming, bowling, etc.) at the activity site. Bus drivers are expected to remain close to their school buses and observe quiet rest time at the activity site.
- VI.** When the activity trip requires an overnight stay, the school bus driver must be allowed a minimum of eight (8) hours of uninterrupted rest before resuming driving duties. Schools requiring bus service beyond the limitations set forth in this policy should pursue another approved method of travel.

TRANSPORTATION DIRECTIVE 6

Safety in the Work Place

PURPOSE: To reinforce the Department's safety requirements related to working conditions and safe work practices.

- I.** Bus drivers and others who must board a school bus shall utilize the handrail when ascending and

descending the stairs of a bus.

- II. Failure to follow safety guidelines could affect an employee's Workers Compensation benefits as provided under Florida Law.
- III. When exiting the Main Compound ALL buses must go through the Fleet exit by the fuel pumps.
- IV. When parking at the Main Compound the bus mirrors may not go past the end of the white line on the passenger side of the bus.

TRANSPORTATION DIRECTIVE 7

Injuries to Employees

PURPOSE: The purpose of this directive is to provide guidelines for the reporting and appropriate response to injuries which may involve transportation employees.

I. Injuries to Employees - All injuries to employees of the Transportation Department which occur during the employees work day must be reported immediately (day of work incident) to the Department Secretary. Appropriate accident reports and workers compensation paperwork will be initiated, and the employee will be subject to all provisions and requirements of the Workers Compensation Laws and procedures of the Flagler County School Board. Notifying Central **will not** meet the requirements of this directive. In the event of serious on-the-job injury or death of an employee, the incident will be reported immediately to the Training & Safety Specialist.

A CLEARED FOR FULL DUTY NOTE BY YOUR PRIMARY DOCTOR MUST BE TURNED INTO THE DEPARTMENT SECRETARY IF YOU HAVE BEEN INJURED AND/OR HAD AN OPERATION.

******THIS IS WHETHER IT IS A WORKMAN'S COMP CASE OR NOT ******

TRANSPORTATION DIRECTIVE 8

Vehicle Security

PURPOSE: This directive is established to assure that appropriate vehicle security measures are taken by all employees entrusted with the care of District-owned vehicles so that theft, vandalism, or other damage to the vehicle is minimized.

- I. **Vehicle Keys** - School bus drivers, mechanics, office staff and others who operate a District-owned vehicle are to secure the vehicle keys when leaving the vehicle unattended.
 - A. Buses must be secured at the Main Compound. All windows must be closed, roof hatches, and the entrance and emergency doors secured appropriately, but not locked, after the last trip of the morning and again when the day's driving is completed.
- II. **Reporting of Theft/Vandalism to District-Owned Vehicles** - Employees who discover vandalism or theft of items from their assigned vehicle are to report such findings to Central and fill out appropriate paperwork immediately.
 - A. A police report is to be initiated for incidents of theft or vandalism involving a District-owned vehicle, except minor vandalism that occurs on buses in normal route or trip driving.

TRANSPORTATION DIRECTIVE 9

School Board Policy 607

PURPOSE: The purpose of this directive is to establish knowledge of transportation personnel concerning violations of Local, State, and/or Federal Laws. <https://www.boarddocs.com/fla/flcsd/Board.nsf/Public#>

- 1. As required by the provisions of State Board of Education Rule 6A-10.081 the Principles of Professional Conduct for the Education Profession in Florida a professional employee and non-instructional and contractual personnel who have direct contact with students or who have access to or control funds is required to self-report within forty-eight (48) hours to the Superintendent any arrests or charges involving the abuse of a child, or the sale and/or possession of a controlled substance or any disqualifying offense. Such notice shall not be considered an admission of guilt, nor shall such notice be admissible for any

purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment.

2. Drivers that receive traffic citations while operating a vehicle owned or leased by the District will be responsible for all costs/fees/fines relating to such citations:
 - A. It is the responsibility of the driver of a district vehicle to inspect the vehicle for any mechanical defects. The driver will be responsible for any citation received for an obvious mechanical defect.

TRANSPORTATION DIRECTIVE 10

Restrictions on Backing up of Buses

PURPOSE: Because a large percentage of bus accidents involve reverse maneuvers, this directive is intended to identify appropriate restrictions for the backing up of buses.

Bus operators are not to back school buses unless absolutely necessary.

- A. Whenever it is necessary to back up a bus, an outside ground observer is to be utilized. The observer is to be positioned at the rear and to the side of the bus being moved.
- B. *When an aide is assigned to the bus, he/she shall assist the driver in backing up the bus by serving as a ground observer.* The only exception is when no adult is available to act as ground observer.
- C. **DO NOT** back up buses for pre-trip inspections.

TRANSPORTATION DIRECTIVE 11

Mandated/ Prohibited Items on Bus

PURPOSE: The purpose of this directive is to provide clear guidelines for determining what types of items may or may not be on a bus. Consideration for the rider and driver safety represents the cornerstone of this directive.

Mandated Items on bus:

1. Flagler County Public Schools' valid insurance documentation.
2. Valid vehicle registration.
3. Pre-trip form.
4. Up to date routing sheet.
5. Bus Rules.
6. Student Seating Chart **MUST** be turned in to supervisors at the beginning of the year no later than September 1st, 2020. Any changes made during the year must be turned in immediately to your supervisor. TRANSOPS 104 Rev. 07/2016 & TRANSOPS 104 Rev. 12/2014 (ESE/PI BUS)
7. Student Roster. Keep updated with Supervisors.
8. Bus Inspection Report – must be completed and submitted to your supervisor at the end of your first day of bus issue and practice run. A copy will be given to you and a copy needs to be kept on the bus as a running/current record of damage to the bus. TRANSOPS-103 rev: 7/2016
9. ANY special instructions for sub drivers.

Prohibited Items Carried on Buses

- I. The following are not allowed on a school bus:
 1. Animals or insects, except service animals;
 2. Glass containers
 3. Food items, other than normal bagged or packed lunches
 4. Weapons
 5. Skateboards (not secured in a bag) or roller skates
 6. Items too bulky to be secured in the student's lap
 7. Balloons

- 8. Aerosol cans
- 9. Lasers
- II. **Exception to T.D. 4 Band Instruments/Equipment** - On extracurricular trips where band instruments are required, the instruments shall be placed in the rear seats and shall be secured in such a way that they will not become projectiles in the event of an accident. This exception shall also apply to athletic equipment.
- A. **At no time shall instruments or equipment be stored in bus aisles or in a position which blocks access to emergency exits.** Bus drivers are to check the bus for proper exit access before and during trips and are responsible for ensuring that no items are placed in the aisle or in front of emergency exits.

TRANSPORTATION DIRECTIVE 12

Parties on Buses

PURPOSE: The purpose of this directive is to provide clear guidelines to drivers regarding the topic of bus parties.

- I. **Drivers are prohibited** from engaging in bus parties of any type which involve student passengers.

TRANSPORTATION DIRECTIVE 13

Employee Access and Conduct to Fleet Facilities & Personnel

PURPOSE: The purpose of this directive is to clearly define limitations on employee access to Fleet Facility and conduct towards any Fleet Personnel.

- I. **Employee access to Fleet Facility** - In the interests of safety and security the following restrictions are to be observed by all transportation personnel:
 - A. **Only personnel who are employed at the garage will be allowed in work areas.**
 - B. If you need to speak with your mechanic you need to ask at the parts room or fleet secretary and request their assistance.
 - C. **At no time should you be calling on the radio to ask if your bus is ready!!**
 - D. **If it is reported that you have yelled or acted unprofessionally to ANY Fleet personnel you will be held accountable for unprofessionalism on the job.**
 - E. **Fleet's BREAKROOM is for Fleet personnel ONLY. It is not a drivers/aides breakroom! If there is food on the table DO NOT TOUCH! It is for Fleet personnel ONLY. Fleet people's lunches have been stolen!**
 - F. **If you are using Fleet bathrooms - keep them clean, have respect.**
 - G. **DO NOT PARK YOUR BUS outside of Fleet or along Transportation Way. You must be parked in your SLOT and walk over to use the restroom.**

TRANSPORTATION DIRECTIVE 14

Radios, Tape Decks, Citizen's Band & Cellular Phones in School Board Vehicles

PURPOSE: The purpose of this directive is to identify consistent limitations to the installation and use of accessory items on Board-owned vehicles, and to protect the interests of the School Board with respect to the property and the standards of the public.

**** TURN OFF THE AM/FM RADIO ANYTIME THERE IS AN EMERGENCY OR INCIDENT ON BUS!!! ****

- I. No employee may install any electronic device or modify current equipment on District maintained vehicles without prior approval from the Transportation Director.
- II. Radio Music/Talk Radio on buses - No music or talk radio shall be played on buses which could be considered objectionable by parents or students. *Employees must use good judgment* in determining what may be an acceptable station to tune in. A good rule of thumb would be to refrain from playing any station about which you have the slightest doubt. Complaints received by parents/students or others may result in the loss of the accessory radio on the bus.
- III. Cellular Phones - Use of cellular phones on buses is prohibited except for the below listed conditions:
 - A. In case of an emergency the bus shall pull over to a safe place and the call may be made. Under no

conditions shall a cellular phone be used by ANY employee while it is being driven or while waiting in traffic. **Wearing and/ or use of earphone or Bluetooth devices are not permitted while operating/riding a school bus or on school property – for ALL employees. There will be zero (0) tolerance.**

- B. When the bus has no students onboard you may park in a safe spot and use your phone.
- C. These conditions also apply to any cellular phone that has two-way radio capabilities.

TRANSPORTATION DIRECTIVE 15

Radio Procedures

PURPOSE: This directive is intended to guide Transportation Personnel in the proper & professional use of the two-way radios which are installed in buses, handhelds and other District-owned vehicles.

I. Policy Statement - The 2-way radio system is installed and maintained to facilitate clear and immediate communication between transportation personnel, central, or garage. Our goal is to provide efficient route operations and to allow prompt response to emergencies or adverse situations. Use of the bus 2-way radio is to be limited to that which is appropriate and professional in relationship to the stated goals of the department.

District-owned radio systems shall be operated in compliance with all applicable regulations, policies and guidelines established by the Federal Communications Commission and the Flagler County School Board.

Violation of these policies could result in disciplinary action, not excluding dismissal.

District-owned radio systems shall be used in a professional manner for Transportation business purposes ONLY. Personal, social, or other “meetup ” or “call me” conversations are prohibited.

II. Radio Operations - The radio is designed to operate while the ignition switch is in the “on” or “auxiliary” position. The receiver is a push-to-talk, release-to-hear handset. Be sure to maintain steady pressure on the push-button while talking, so that your entire message is received. When keying the mic wait 2-3 seconds prior to speaking.

III. Receiving Messages - During normal operations you will hear radio messages intended for others. When a message is intended for you or others on your bus, Central will contact your bus by number. You are to maintain radio contact during working hours. If circumstances require you to be away from the radio, you must notify central.

IV. Radio Use - Use of the radio is vital to the safe, efficient operation of the Transportation Department. Improper radio use may lead to disciplinary actions. As such, it is important to observe specific guidelines when using the radio. Here are some tips for using the radio.

- Listen for other transmissions before keying the mic.
- Pause for 2-3 seconds after keying the mic before speaking.
- Hold the mic 2-3 inches from your mouth, and speak in a normal volume.
- Be short and professional in your message. “Central this is 20514”, “Go ahead 20514”.
- Names will ONLY be used when Central is having difficulties reaching that bus.
- ESE – Wait your allotted time for students and when released by the school admin – leave. Don’t call central asking about a student.
- If you have a question about a certain student boarding or riding your bus do not call central over the radio. Either call on landline or come into the office to have your questions answered.

V. 10 codes – MUST be used when appropriate

- 10-4 – Affirmative – Yes.
- 10-8 – In service – EVERY time you leave a compound to start your AM/PM run.
- 10-W – **Weapon** onboard – Used when someone has a knife/gun/weapon onboard – this MUST be used so students do not know what is going happening on another bus.
- 10-I – **Intruder** onboard - Used when an intruder boards a bus – this MUST be used so students do not know what is happening on another bus.
- 10-D – **Drugs** onboard - Used when someone has drugs onboard – this MUST be used so students do not know what is going happening on another bus.

CENTRAL WILL CONTACT THE CORRECT AUTHORITIES TO MEET YOUR BUS WHERE APPROPRIATE.

TRANSPORTATION DIRECTIVE 16

Fueling Station Operations, Refueling of Buses & District-Owned Vehicles

PURPOSE: The purpose of this directive is to identify appropriate restrictions and procedures for refueling of buses and other vehicles. Duties and responsibilities of fuel attendants and Vehicle operators are identified. ALL DRIVERS ARE REQUIRED TO FUEL THEIR OWN BUS. YOU MUST FOLLOW ALL SAFETY PRECAUTIONS AND DIRECTIONS OF GARAGE PERSONNEL.

- I. **Safety Precautions** - Due to legal restrictions and safety concerns for employee safety, no smoking or cell phone use is permitted at fueling facilities or within 50 feet of the pump locations. All passengers must disembark the bus during refueling. This applies to all refueling, whether at a District-operated refueling site or a privately-owned fuel station.
- II. **Gas Cards** - If, by reason of extracurricular trip duties, a driver anticipates that fueling at a District-owned facility is not possible or practical, the driver must obtain a fuel card for purchases at other sites from the Bookkeeper. Please follow the instructions explicitly when using it.
- III. **Fuel Level** – The fuel level should NEVER be at $\frac{1}{4}$ tank or below. **FILL UP YOUR BUS AS NEEDED WHEN BETWEEN $\frac{1}{4}$ AND A HALF TANK FULL. IF YOU HAVE A FIELD TRIP MAKE, SURE YOU HAVE A FULLY FUELED BUS. Fill up when appropriate!!**
- IV. **FILL OUT AN EXTRA TIME SHEET FOR WHEN YOU FUEL YOUR BUS.**

TRANSPORTATION DIRECTIVE 17

Injuries to Students

- I. **Injury of Students on Bus** - Anytime a student on a Flagler County School Bus is injured; the driver shall immediately contact central to report the incident. The driver shall respond as directed by the Transportation Department, and shall be responsible for completing an incident report when returning to the Transportation Department and give to the Training & Safety Specialist.
 - A. In the event of serious injury, emergency rescue services shall be called to the scene by Central. The driver should be instructed to render aid to the injured while awaiting the arrival of rescue personnel. If still at the school, the injured student should be removed from the bus (if appropriate) and parent contact should be initiated by school personnel.
 - B. For injuries which are not considered serious in nature, Central will instruct what to do. Central will attempt parent contact by phone if appropriate, and the driver will complete the Student Injury Report when they return to the compound ASAP . If the driver sees the parent/guardian they must let them know of the incident , or notify them by a phone call as soon as possible.
 - C. For first aid type injuries, the driver shall be instructed to ensure that school personnel are advised of the injury (contact with bus loading zone personnel) and shall be responsible for the proper report. At no time should students be sent to the clinic unescorted if complaining of an injury which may need medical attention.
 - D. This reporting process shall apply to all injuries, including those which may have actually occurred off the bus but are reported to the driver.
- II. **Emergency Equipment** - All Transportation personnel shall acquaint themselves with the locations of emergency equipment (on the bus & off) such as eye wash, AED, First Aid Kit and fire extinguishers. These are located in the back hallway of the Transportation Office and in the Fleet Garage Facility.

TRANSPORTATION DIRECTIVE 18

Response to Medical Emergencies on Buses

PURPOSE: This directive is intended to define the actions and limitations of the response of Transportation Personnel who may be faced with a medical emergency on a bus.

- I. All personnel of the Transportation Department who transport students shall maintain a current CPR/ Basic First Aid qualification at all times.
- II. When a medical emergency arises on a school bus the driver of the bus shall determine the scope of the emergency and do the following:
 - A. The bus driver will immediately radio Central.
 - B. If the bus is near the school or the child's home, the child may be taken to that site for appropriate attention by the school clinician or parent at home- Central will instruct what to do.
 - C. The bus driver or aide will apply whatever first aid assistance appropriate for the situation and the employee's level of training.
 - D. The Transportation Department will contact the parent and call 911 to arrange further medical assistance.

TRANSPORTATION DIRECTIVE 19

Pupil Loading/Unloading Procedures at School

PURPOSE: Every Bus Driver shall follow the established standards of safety in the school loading/unloading zones. This directive is intended to identify these standards.

- I. Use of Bus Signal/Lights while Unloading Students at School - Bus signals/ lights will **not** be used on school grounds when loading/unloading students.
 - A. Positioning the Bus – At appropriate schools, drivers should generally prepare to unload by positioning the bus approximately five (5) feet away from the bus loop curb. This will allow students to empty the bus onto even pavement before stepping up to the curb. This will also keep the bus tail swing from hitting students/ awnings. Have the students step onto the drive and then up on the curb.
 - B. In bus loops *never* pull the bus so close to the rear of the bus ahead so as to block the rear emergency door of that bus. Sufficient space must be maintained to permit the free operation of the rear door at all times.
 - C. **If the load/unloading process will be delayed significantly (more than five minutes); the engine should be turned off.**
 - D. **Never vacate the driver's seat area while the engine is running *and students are onboard the bus.***
 - E. Load/unloading Pupils at School - When actually engaged in the load/unloading of students, drivers shall supervise the load/off-loading of students.
 - 1. Drivers will require the students to use the handrail in the bus stairwell while loading and unloading.
 - 2. After the last student leaves the bus and **before** pulling away from the school campus, **the driver will physically get up and walk to the rear of the bus and inspect for vandalism, items left behind and passengers.**

TRANSPORTATION DIRECTIVE 20

Kindergarten Dismissal Procedures

PURPOSE: Every employee shall employ the highest standards of safety for every kindergartener and for first graders whose parents/ guardians requested and filled out the form.

- I. For all kindergartner students – The Kindergarten Dismissal Information form must be kept on the bus at all times.
 - A. A designated representative **MUST** be at the bus stop for pick up and drop off students.
 - B. The representative **MUST** show an ID as proof. **IF IN DOUBT CALL CENTRAL!!**
 - C. Your school Supervisor must have a copy of the form.
 - D. **DO NOT RELEASE THE STUDENT TO AN UNKNOWN PERSON!**
 - E. If the designated representative is not there to pick up the student, call Central who will try to contact the emergency contacts listed for the student in the computer system.
 - F. If Central is unable to contact anyone then you will take the student back to the school. Oftentimes you will need to park in the bus loop and **WALK THE STUDENT INTO THE FRONT OF SCHOOL. DO NOT ATTEMPT TO DRIVE THE BUS TO THE FRONT OF THE SCHOOLS** – such as BTMS, BTES

and RES, etc.

- II. All kindergarten students will be having on their person or backpack a yellow Kevlar Tag. Information on the wristband will be their name, bus animal, bus stop location and authorized people to pick them up. Schoolteachers will be filling out the information.

TRANSPORTATION DIRECTIVE 21

1ST, 2ND & 3RD grade OPTIONAL PROCEDURE

PURPOSE: To assist drivers in ensuring students are released at their designated stop.

- I. Parents/Guardians of students of 1st, 2nd & 3rd grade will be given an option to allow their student(s) to put colored tag on their backpack with their last name, bus animal and bus stop location written.
- II. The color of the tag will differentiate grade level. School teachers will be filling out the information.

TRANSPORTATION DIRECTIVE 22

Student Drop off Procedures

PURPOSE: To ensure students are released at their designated stop until the driver is familiar with students.

- I. Until you are familiar with the students on the bus, you must ensure each student is released at the correct stop by verifying with the route sheet, the student's name and picture (if available). If the student has a wristband then you may use that as verification. If the student is not listed on the route sheet, then contact Central for further assistance.
- II. **AFTER THE LAST STUDENT LEAVES THE BUS, FIND A SAFE PLACE TO PARK AND GET UP TO CHECK THE WHOLE BUS FOR STUDENTS, ITEMS LEFT BEHIND AND VADALISM.**

TRANSPORTATION DIRECTIVE 23

PURPOSE: To educate Transportation Personnel what Florida State Statute 316.6145 requires on school buses concerning seat belts or other restraint systems. Refer to:

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0300-0399/0316/Sections/0316.6145.html

TRANSPORTATION DIRECTIVE 24

Unattended Children on Bus

AT NO TIME SHOULD CHILDREN BE LEFT UNATTENDED.

TRANSPORTATION DIRECTIVE 25

Florida's Move Over Act

PURPOSE: To inform Transportation Personnel about Florida's Move Over Act and consequences of not following this guide from DMVflorida.org or FSS 316.126.

- 1. Move Over** - The Move Over Law requires you to move over a lane or slow down to 20 MPH below the speed limit. If you are on a road where the speed limit is 20 MPH or less, you are required to slow down to 5 MPH. The purpose of the Move Over Law is to protect law enforcement and emergency vehicle workers from being hit by vehicles passing them at high speed. If you are not in the lane closest to the stopped emergency vehicle, you should be prepared to allow other drivers to move over.
- 2. If You Violate the Move Over Law**
If you fail to move over you can be issued a ticket, **can receive 3 points on your license**, and have to pay a fine. More importantly, you will be putting emergency workers in danger.
- 3. Move Over Law Summary**
 - **On Multi-Lane Roads:**
 - Drivers must vacate the lane closest to the stationary emergency vehicle, tow truck, sanitation, or utility vehicle.
 - Drivers must slow down to a speed of 20 mph below the posted speed limit if they cannot move over safely.
 - Drivers who are not in the lane closest to the stationary vehicle should be prepared to allow those who are to

move over into their lane.

- **On Two Lane Roads:**
- Drivers must slow down to a speed of 20 mph below the posted speed limit.
- If the speed limit is 20 mph or less, drivers must travel at 5 mph.

****** Pay Attention and Move Over ******

TRANSPORTATION DIRECTIVE 26

Electronic Monitoring on Buses

PURPOSE: Inform Transportation personnel about monitoring of buses, FERPA laws and bus monitoring.

I. Video Cameras and Electronic Monitoring of Buses:

1. Video Cameras on Buses: Video cameras with audio recording capability have been installed on all of Flagler County Public School Buses. Drivers and Students may be filmed at any time during their ride. The video recordings may be utilized to determine violations of the Student Conduct and Transportation Employee Handbook. Violations of these standards or any action or behavior by a student(s) to substantially distract the driver and causes or have the potential to cause a safety hazard on a moving bus, or while stationary, may be the basis for suspension from bus/school and/or expulsion of bus riding privileges.
2. The video recording and GPS data may also be used to determine any corrective action which may be administered to any driver or aide which violates School District policies, and/or the handbook of Transportation Operations.
3. All recordings are covered under FERPA laws. Parents/ Guardians are NOT allowed to view.
4. When an incident happens **DO NOT BLOCK THE CAMERA FACING TO THE REAR OF THE BUS OR THE STAIRWELL WITH YOUR BODY/HEAD.**
5. *ALWAYS TURN OFF YOUR AM/FM RADIO IF AN INCIDENT HAPPENS.*

II. SOP for Video Requests:

1. Video requests will only be pulled for:
 - School Admin
 - Supervisors
2. Reasons tapes will not be pulled: Eating on the bus or moving seats or actions seen by driver.

TRANSPORTATION DIRECTIVE 27

Synovia Time and Attendance Operator Log In and Out Procedures

Purpose: To inform personnel of MANDATORY use of the Synovia Time and Attendance panel on every bus for **ALL** Drivers, Aides and substitutes.

- I.** EVERY TIME you start and end your school runs, field trip or afterschool runs you must sign in and out of the panel correctly. **IT IS THE FIRST CHECK ON YOUR PRE/POST TRIP SHEET!!**
- II.** It is a requirement for audits and for **YOUR PAY!**
- III.** The procedures are on a form in the paperwork box.
 - A. Employees are listed as follows:
 1. Employee A = Driver
 2. Employee B = Aide
 3. Employee C = Rider
 - B. The ID number is your last four of your SSN.
 - C. Job classifications:
 1. Job #1 – Route
 2. Job #2 – Afterschool
 3. Job #3 – Field Trip
 4. Job #0 – Log Out

- D. For the RTE selection, the assigned bus number is your route number. YOU MUST USE THE FULL NUMBER OF YOUR BUS FOR HERE COMES THE BUS TO WORK PROPERLY! If you are on a spare bus, you must still use the assigned bus number. (Examples: Bus 20505 use 20505; Bus 21802 use 21802; sub bus 20302 driving for route bus 20808 use 20808)
- E. You must log out at AM & PM after route completion – this is minimum 2x per day; when you change from a route to an afterschool bus; when you change from route to field trip.

PART II – TRANSPORTATION STANDARD OPERATING PROCEDURES (SOPs)

SECTION 1

HIRING/TRAINING OF TRANSPORTATION PERSONNEL – Please refer to Florida Statutes 6A-3.0141 (effective 11/29/2016) Employment of School Bus Operators (including subs) and School Board Policies.

Rulemaking Authority 316.615(3), 1001.02(1), 1006.22, 1012.45 FS. Law Implemented 316.615, 1006.22, 1012.32(2) (a), 1012.45 FS. History–New 8-1-86, Amended 7-5-89, 11-15-94, 4-18-96, 6-24-03, 11-26-06, 4-25-07, 3-23-16, 11-29-16.

SECTION 2

MAINTAINING A VALID CDL

- A. IT IS THE DRIVER’S RESPONSIBILITY TO MAINTAIN ALL CREDENTIALS AND QUALIFICATIONS NEEDED TO MAINTAIN A VALID CDL.
- B. It is the responsibility of every bus driver to immediately inform Safety if his or her driver's license is suspended for any reason. In addition, no bus driver shall drive a bus, or other district-owned vehicle, while his or her license is suspended.
- C. It is mandatory that any traffic citation received by you while operating any bus, or other district-owned vehicle be reported immediately to Safety.
- D. It is also mandatory that any traffic citation received by you while operating any vehicle during non-working hours is reported to Safety the next scheduled employee workday after receiving the citation.

***Failure to comply with this Operating Procedure will result in disciplinary action up to, and including, termination.**

SECTION 3

I. RESPONSIBILITIES OF SCHOOL BUS DRIVERS: (effective 03/22/2017)

II. Florida Administrative Code (FAC) 6A-3.0171, School Board Regulations and Transportation Handbook.

- A. Duties and responsibilities of school bus drivers are listed in FAC and School Board Policies. Additionally, bus drivers are required to comply with procedural guidelines and directives that are included in the Handbook of Transportation Operations.
 1. To pass all required physical examinations and meet such requirements.
 2. **To be clean and neat in appearance** and to wear enclosed shoes which are securely held on the foot.
 3. To not use tobacco products while operating the bus, and to not use profane language in the presence of the students. Operators shall not use or be under the influence of alcohol, illicit drugs, or any substance which may impair the operator’s alertness or performance while on duty.
 4. **To assign and enforce a seating chart** of all students in cooperation with school administration.
 5. To report needed changes in school bus transportation to your Supervisor including bus loads, bus deficiencies, road hazards, routes and schedules.
 6. To study and observe all laws and rules of the State Board of Education and the school board relating to

the service of transportation.

7. To attend and participate in conferences and training classes for school bus operators and to be prepared at any time to pass successfully a reasonable examination concerning traffic laws, state and local transportation rules and driving skills.
8. To make sure that transported students observe all rules prescribed by law and by the state and local board.
9. To maintain order and discipline, under the direction of the school principal, on the part of every student.
10. To permit a student to leave the bus only at their assigned stop.
11. To observe all procedures incorporated in the Florida Department of Education Basic School Bus Operator's Curriculum, as incorporated by reference in paragraph 6A-3.0141(4)(b), F.A.C.
12. To instruct & remind transported students in safe riding practices.
13. To require all passengers to remain seated and to **keep aisles and exits clear**.
14. To participate in emergency evacuation drills two (2) times per school year under the direction of the school administrator.
15. To use the bus, if it is publicly owned, only to transport students to and from school, except upon specific direction of the superintendent or from the principal upon written authorization by the superintendent.
16. An accident report must be filled out immediately and submitted to Safety when an accident has happened.
17. To ensure that all persons are off the bus before fueling.
18. To cooperate with duly authorized school officials, technicians and other personnel in the mechanical maintenance and repair of the bus in overcoming hazards which threaten the safety or efficiency of service.
19. To inspect the bus at least daily prior to the beginning of the first daily run or more often as required by the school district and to report any defect affecting safety or economy of operation immediately to authorized service personnel. The inspection shall include all items identified in the procedures related to the mandatory daily inspection in the Basic School Bus Operator Curriculum.
20. To keep the bus clean and neat at all times and not affix any stickers or other unauthorized items to the interior or exterior of buses.
21. To prepare reports, keep all records required, and otherwise assist school officials.
22. To wear a seat belt at all times when the bus is in operation.
23. **To use roof-mounted white flashing strobe lights and headlights at all times.**
24. To report to your Supervisor using correct forms:
 - (I) Misconduct on the part of any student while on the bus or under the operator's immediate supervision;
 - (II) Complaints requiring attention of school authorities;
 - (III) Any hazards which would offer either an actual or a potential threat to the safety of students in the operator's care;
 - (IV) Causes for failure to maintain school bus time schedule; and,
 - (V) Overloaded conditions on the bus, which exceed the rated capacity of the bus – inform Central immediately if you are overloaded! Never drive with students sitting in the aisle or on top of each other.
25. To perform a complete interior inspection of each bus after each run and trip to ensure no students are left on board, personal belongings left or vandalism to bus is done.
26. To maintain as far as practicable by patient and considerate treatment of parents a feeling of security in the safety of students transported.
27. **Drive in the right hand lane at all times unless you are making a left hand turn or traffic dictates otherwise.**
28. Drive always at a safe speed and never over the legally posted speed limit. Maximum speed on appropriate roads are sixty-five (65) mph.

29. Driving on ANY INTERSTATE (**max speed 65 mph**) with students is allowed. The **ONLY** time you may stop on any interstate is for mechanical breakdown or a true emergency. **DO NOT STOP for a disciplinary reason, EVER.** **If there is a discipline problem exit at the next exit and handle the problem when you reach a safe place OFF OF THE HIGHWAY.**
30. It is against Florida Statute 316.2004 for anything to obstruct the driver's view. **The front dash must be free of everything and no stickers put on mirrors or front/ seats 1 & 2 windows. No students shall be allowed to sit on the dash.**
31. Understand and comply with the school district's policies on harassment, both adult/ student and student/student and adult/adult.
32. Do not use intimidation, harassment, violence or threats of violence against students at any time.
33. Parents are solely responsible for the safety and conduct of a student while at the bus stop. Pre-k, kindergarten, and IEP specific Special Needs students must be met as indicated on the IEP. No other students are required to be supervised at the bus stop unless specifically noted. **Notify Central immediately when you have a student who must be met and an authorized person is not present.**
34. To ensure that emergency exits on buses used for all purposes are maintained clear and free of obstruction, and to maintain emergency equipment on the bus such as road reflectors, first aid kit and fire extinguisher.
35. **To wear the driver's seat belt correctly at all times.** Leaving strap behind back, modifying the seat belt mechanism/belt or anything that changes the correct operation of the seat belt will not be tolerated.
36. Improperly driving, falsifying information or manipulating work times to change your paid hours is considered "stealing time" and dealt with by discipline.
37. Bullying of fellow employees. Bullying is generally defined as an intentional act that causes harm to others, and may involve verbal harassment, verbal or non-verbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, or extortion. It is aggressive behavior that intends to hurt, threaten or frighten another person.. Bullying occurs in a variety of contexts, such as schools, workplaces, political or military settings, and others.

SECTION 4

Pre-Trip/ Post and On-the-Road

A. Pre-Trip

- I. **Specific Authority** - Pre-trip inspections of school buses by the bus driver are required by Chapter 6A-3.0171 of the Florida State Board Rules.
- II. **Frequency and Scope of Pre-Trip Inspection** - The pre-trip inspection shall be conducted by the driver each time the bus is to be used for the first time during a work assignment. This requirement applies to but is not limited to the start of morning routes, the start of afternoon routes, and prior to any trip which follows a period of non-use of the bus.
 - A. The requirement for the pre-trip inspection shall also apply to any parked bus which may be assigned to a driver, whether the bus is to be used immediately.
 - B. The bus driver shall inspect each item identified on the Pre-Trip Inspection Form. This will require an outside walk around as well as a complete check of the inside of the bus. At no time will a bus be driven until the driver completes the pre-trip inspection form.

NOTE: If any of the above items are noted, the repairs must be taken care of before or upon completion of your trip. Any seat with a defective lap restraint may not be occupied until repaired.

NOTE: A seat belt cutter must be present if the bus is equipped with passenger securement devices. The cutter must be mounted in the driver compartment within easy reach of the driver. All ESE buses will have a seat belt cutter at the rear of the bus for an aides use.

NOTE: Bus drivers will be responsible to check the condition and operation of seat belts as part of their pre-trip and post-trip. Check to ensure the belts are not knotted, misrouted, broken, missing improperly

installed, wrong type, covers damaged or loose, excessively frayed or will not latch. **Seat belts must be buckled when not in use.**

III. The pre-trip inspection form shall be maintained on the bus at all times and may be spot-checked to ensure compliance with this directive. Completed forms are to be turned into the transportation office at the end of the week or when needed as directed by the Director of Transportation. Late submission of forms or other paperwork will be reflected on the employee evaluation.

IV. Reaction to Bus Defects - When an item on the bus is identified as defective, the driver shall promptly notify Fleet of the problem. Upon the decision of Fleet Technicians to down, the bus is when Central needs to be contacted to be assigned a spare bus. **Under no circumstances shall the driver continue to operate any bus when passenger safety is jeopardized by such action.**

B. On - The- Road Check- A planned road check, before picking up students, will give the bus driver time to test the steering, suspension, transmission, driveline, brakes and other parts.

I. Check Transmission Operation - With the transmission engaged in forward or reverse position, the bus should start out smoothly and the transmission should not produce any unusual metallic noises. The automatic transmission should not slip and should allow for easy and smooth gear changes. Report any unusual noises or shifting difficulty to the garage.

II. Check Brakes- Do not wait until you are on the highway to check brakes. Test them at low speeds, bringing the bus to a complete stop. The bus should stop in a straight line without swerving, skidding or pulling to one side. The brakes should not grab, lock, or make excessive noise. Note the air pressure gauge periodically to make sure that the pressure is being maintained.

III. Check Engine - Be alert to any unusual engine noises, vibrations or lack of normal response. Report anything unusual to the garage. Never race a cold engine. Instead, increase speed slowly so that all parts may be properly lubricated.

IV. Check the Steering- Is it responsive? Does there appear to be too much play in the steering wheel? Steering play should be no greater than one inch in either direction. Is the power steering noisy? Does the bus steer easily? Is steering steady in turns and when going over bumps? Report any unusual conditions to the garage.

V. Check the Suspension- Does one end of the bus sag? Is there excessive bounce or does the bus "bottom" when going over bumps? Does it weave or sway when turning corners or on curves? It may be caused by broken springs or worn out shocks.

VI. Engine Idle - Do not idle your bus engine longer than five (5) minutes; doing so will damage the engine! The only exception is for our Special Needs buses with students onboard that are required to have A/C.

C. Post-Trip Inspection

I. A thorough post-trip inspection consists of the following:

A. Interior safety, check/equipment, check for students, articles left and vandalism on the bus before emptying the trash every day, and leaving the bus in Safe Start.

B. Exterior safety check.

C. Fill out the daily post-trip section on the back of the pre-trip form.

II. Interior Safety Check

A. Gearshift and gauges - The gearshift lever should be in the neutral position. All gauges must be checked for normal readings. **If fuel gauge reads between ¼ - ½ tank full, drivers must fuel their own bus.**

B. Parking Brake - Apply and check the parking brake.

C. Lights - Ensure that all lights are turned off.

D. Interior Inspection - Check the interior for lost items, students, damage to seats/seat belts and bus cleanliness after each run. All windows and overhead hatches must be closed. The interior must be swept and the trash emptied every day.

III. Exterior Safety Check

A. Walk around and inspect the bus for damage, broken glass or evidence of leakage.

All needed repairs should be reported to the garage immediately and a "service request" completed and put in the upper basket outside dispatch door or brought to the garage parts room.

- B. The preventative aspect of maintenance on school buses is a must to ensure dependability and safety. Bus inspections are mandatory. Buses are thoroughly inspected every 30-days.
 - Check the 30-day schedule to track when your bus is coming due. Start taking your belongings with you at least the day prior in case the garage gets your bus early.
- C. The success of a good preventative maintenance program depends on the full cooperation of bus drivers with mechanics and management. Bus drivers should watch and listen at all times for anything wrong and report it to the bus garage as soon as possible. Bus drivers are to call the garage before operating a bus if there is any question about the condition of that bus.

SECTION 5

OPERATION OF BUS DURING INCLEMENT WEATHER

Bus drivers occasionally encounter inclement weather while transporting students to and from schools and on school trips. When inclement weather impairs the bus driver or there is lightning in the area, the following action will be taken:

- A. Schools will hold students at school if necessary.
- B. Find a suitable place where the bus can pull completely off the road or highway safely. Stop the bus, leave the lights on, and activate the 4-way flashers.
- C. Explain to the students on board the reason for this action. Do not allow them to leave the bus. Notify Central of your location. Do not leave the bus at any time unless an extreme emergency occurs.
- D. When the weather conditions are such that it is safe to continue on your route, proceed with caution. Keep Central notified of actions.
- E. Tornado Sighting: Bus Drivers transporting students during a tornado sighting shall:
 1. Stop at the closest available building suitable as a shelter and enter with students until the threat passes.
 2. Advise students to seek cover near interior walls in the north and east areas of the building, if known, and to place themselves in a protected position covering their heads and faces with their arms.
 3. If caught in the open, away from suitable buildings, disembark students from the bus and have them lie flat in the lowest area available, such as a ditch or ravine.
 4. **DO NOT** stay in the bus!

SECTION 6

Refer to: SAFE DRIVER PLAN School Board Policy and FESPA ARTICLE XXXIV SAFE DRIVER PROGRAM 34.01

SECTION 7

OPERATION OF THE SCHOOL BUS BY BUS DRIVERS

The School Bus Driver shall drive the bus in compliance with the following instructions:

A. Preparing to Drive

1. Have in his/her possession a valid and appropriate driver's license.
2. Check the neutral start switch.
3. Perform Safe Start, Brake Checks and Emergency Brake Checks as required.
4. Perform pre-trip inspection utilizing pre-trip inspection form.
5. Adjust driver's seat belt and seat. Wear your seat belt correctly with no modifications.
6. Turn on headlights (low beam), clearance lights and strobe light.

B. Mirrors

1. Check all mirrors before moving the bus.
2. Check mirrors for traffic before making turns.
3. Check mirrors for traffic before and after lane changes.
4. Check traffic conditions using mirrors on a regular basis while driving straight ahead.

C. Speed and Following Distance

1. Not exceed the posted speed limit.
2. Not drive too fast or too slow for existing conditions.
3. Not exceed the posted speed limit in a school zone or on school grounds.
4. Keep proper distance from the vehicle ahead while driving in all conditions.

D. Turn and Hazard Warning Signal Lights

1. Use turn signals at least 100 feet prior to turning.
2. Use turn signals when changing lanes.
3. Check turn signal lever for “off” position.
4. Use the turn signal before leaving the curb or shoulder area.
5. Use hazard lights and set the parking brake when stalled or disabled.

E. Steering

1. Do not turn the steering wheel while the vehicle is at rest.
2. Use the steering wheel properly - hands position at the nine and three position while driving straight ahead.
3. Use push/pull steering.

F. Traffic Signs and Signals

1. At Red Light - Stop and remain stopped until the light turns green.
2. Yellow Traffic Light - Prepare to stop. Slow down. Stop if it can be accomplished safely.
3. Green Traffic Light - Proceed with caution after visually checking traffic on other roads or lanes.
4. Flashing Yellow Light - Proceed with caution and be prepared to stop.
5. Stop Sign – Make a full stop at a stop bar, crosswalk, or prior to intersection.
6. If necessary for safety, make a second stop before entering the intersection.
7. Look left, right and left again before entering the intersection.
8. Do not block yourself in when stopped anywhere. Leave yourself room to leave.
9. **Do not signal other motorists or pedestrians, other than via turn signals and other vehicle signals.**

G. Lane Usage

1. Stay centered in your traffic lane. You should be driving in the right hand lane the majority of the time.
2. Observe traffic and road conditions far enough in advance to allow proper adjustments. Use the SMITH System:
 - a. AIM HIGH IN STEERING – View the road as a whole, not just the vehicle in front of you.
 - b. Get the BIG PICTURE – Be aware of your surroundings at all times.
 - c. Keep your EYES MOVING – Stay alert.
 - d. LEAVE YOURSELF AN OUT – Don’t get yourself in a situation that you cannot escape.
 - e. Make sure YOU ARE SEEN – NEVER assume other drivers can see you.
3. Merge and change lanes with the flow of traffic.
4. Stay in one lane on bridges and overpasses.

H. Turns

1. Position the bus to make turns without interfering with lane usage of others.
2. Approach turn from proper lane.
3. Use proper outside lane before, during and after turn.
4. Avoid curbs in turning.

I. Railroad Crossings – Trains cannot stop quickly – You Can!

If you start following a vehicle across the train tracks and through a green traffic light, you run the risk that the light will change to yellow or red and the vehicle ahead of you may stop. This would cause your bus to come to rest too close to the nearest rail. (The law requires that you stop no closer than 15 feet from the nearest rail.)

Please take every precaution to ensure you are not on or near the tracks at railroad crossings. If the stop bar associated with a stop light is located in a position that will not allow your bus to clear the tracks by at least 15 feet, ignore the stop bar to the degree necessary and prudent to provide the minimum separation required by

law.

******ALL SCHOOL BUSES ARE REQUIRED TO STOP AT ALL RAILROAD CROSSINGS,
LOADED OR UNLOADED. ******

1. Activate hazard warning lights before reaching the railroad warning sign.
2. Activate dome lights to signal to students to be quiet.
3. Turn off all noise-makers (including fans, heaters, AM/FM radio), deactivate student lights and open the side window.
4. Silence passengers.
5. Stop behind the stop bar, not closer than fifteen (15) feet or more than fifty (50) feet from the nearest track.
6. Place gear selector in neutral, set parking brake. Open door and driver's side window.
7. Stop, Look and listen for the approach of the train (closing door if train is approaching). Open door and look/listen again after the train passes.
8. Put the gear selector in drive, take the parking brake off and close the door before moving.
9. Re-activate necessary switches, accessories after crossing tracks. Close window.
10. Turn-off all warning lights after resuming speed.
11. All the above are to be performed in order.
12. If the gate comes down after you have started across, drive through it, even if it means breaking the gate (the gate is designed to break).
13. If your bus stalls or is trapped on the tracks, immediately get everyone off of the bus. Move everyone far from the bus at an angle which is both away from the tracks and toward the train.
14. Be aware of the number of tracks you will be crossing and make sure no trains are approaching from either direction on the other tracks.
15. Bus drivers shall operate the school bus at railroad crossings as required by Florida Statute 316.1575.
16. Unless specifically routed over a railroad track that has no signalization, bus drivers will not cross unguarded tracks.
17. Railroad Crossings with malfunctioning barriers or signals:
 - a. **Under no circumstances will a school bus driver cross a railroad track where the barrier is down or the lights are flashing, unless appropriate law enforcement or railroad personnel directs the driver across ONLY.**
 - b. When a railroad barrier is stuck in the down position, the driver shall radio Central if the bus is going to be delayed in the normal schedule. The driver will be instructed by Central regarding reaction to the problem.
 - i. The driver may be re-routed, if feasible.
 - ii. Law enforcement personnel or rail operators may be called to the scene for assistance.
 - iii. The same procedure shall be followed when red flashing signals malfunction at a railroad crossing.

J. Pupil Loading and Unloading

1. Use side and rearview mirrors to check traffic before stopping.
2. Check on-coming traffic before stopping.
3. Activate pupil warning lights (amber) at least two hundred (200) feet before stopping. Pre-warning should be greater than two hundred (200) feet if appropriate.
4. Stop prior to intersections or driveways whenever possible. (Approximately one (1) bus length prior to intersection.)
5. Stop at a point short of waiting passengers; approximately 10 feet.
6. Come to a complete stop.
7. Place gear selector in neutral, set parking brake, check traffic before opening door and engaging stop arm.
8. While loading or unloading, keep foot on the brake pedal.
9. Cross students who must cross the roadway by using the proper hand signals. CHECK TRAFFIC!

10. Never move the bus unless you are certain all students are safely out of the DANGER ZONES. Never rush while unloading students.
11. Remember that children's clothing can be caught in bus doors, on the fire extinguisher, seat belts, and the step outside the entrance door.
12. Count children as they exit the bus. If you've lost count of a child outside the bus, shut the bus off, secure it, and check underneath.
13. Close the door when last student gets on the bus and while students are being seated.
14. Seat students according to assigned seats (seat K and 1st grade up front).
15. **Place gear selector in drive only after students are seated.**
16. Visually check vehicular and pedestrian traffic.
17. Release the parking brake and deactivate the stop arm before moving.

K. Leaving Bus Unattended

1. Turn off headlights.
2. Set the parking brake place the gear selector in neutral so the bus is in the safe start position.
3. Close the student door, sign out of Time & Attendance and turn off engine.
4. Physically check the bus and deactivate the child check button.
5. Remove key from ignition; maintain positive control of your keys

L. Emergency Reflectors - Placement of Triangular Reflectors on two lane or multi-lane roadway

- A. Place the first reflector on the traffic side of the bus approximately ten (10) feet from the rear of the bus.
- B. Place the second reflector approximately one hundred (100) feet behind the bus.
- C. Place the third reflector approximately one hundred (100) feet in front of the bus.
- D. On a multi-lane highway, place the third reflector approximately two hundred (200) feet behind the bus.
 - Estimating required distances: Drivers should pace off the distances, using the following guideline: generally ten (10) feet is about four (4) paces; one hundred (100) feet would be approximately 40 paces.

M. Passenger Control

1. Supervise & direct the loading and unloading process according to current directives.
2. Maintain control of students throughout the route.
3. Respond to misconduct according to the discipline matrix and current directives.

N. Driver Safety Considerations

1. Refrain from consumption of alcoholic beverages while on duty and within eight (8) hours of beginning any duty period.
2. Report to a Transportation Supervisor or Safety anytime a prescribed medication or any other factor inhibits a drivers' ability to drive safely. **IF IN DOUBT, REPORT IT. STUDENT SAFETY IS OUR FIRST PRIORITY - ALWAYS.**

SECTION 8

DRIVER RESPONSIBILITIES FOR SUBMITTING REPORTS/DOCUMENTS

Drivers must complete routine paperwork for the District payroll and personnel considerations, and for D.O.E. reporting purposes. **ALL PAYROLL FORMS MUST BE TURNED IN FOR APPROVAL DURING THE PAY CYCLE IN WHICH THE EXTRA TIME/TRIP/ROUTE OCCURRED.** Those forms required and the proper procedures for these and other forms are identified as follows:

- A. **Route Change Requests/ Emergency Evacuation Forms/ Referrals/ Incident Reports/ Video Requests/ Seating Charts** – Supervisors
- B. **Completed Extra Time Sheets/ Field Trip Forms/ After School Routes** - Supervisors
- C. **Emergency Contacts/ Change of Address/ ESE Medicaid Forms/ Leave Form** – Secretary
- D. **Florida Education Finance Program (F.E.F.P.) – Count Week** – Routers - The F.E.F.P. report is the mechanism by which the FL State determines how much money each county is entitled to for pupil transportation. We are compensated a percentage of our actual expenses for each eligible rider who rides during the count period.
- E. **Student Accident Reports/ Employee Accident/ Bus Accident Reports** – Immediately – Training &

SECTION 9

DUTIES OF SCHOOL BUS DRIVERS

Drivers are under the direction of the Transportation Director, or his/her designee, and will follow all instructions and complete all assignments issued by the Director or his delegate.

1. **School bus drivers shall maintain a uniform time schedule as per the route sheet.** The normal policy is to avoid early arrival at all stops, and if necessary, pull over in a safe location if necessary to maintain the proper schedule. An accurate timepiece must be used by every driver. A variance of +/- five (5) minutes is allowed.
2. School bus drivers cannot stop at locations for pupil pick-up or drop-off unless authorized to do so by the official route sheet or weather. Contact Central prior.
3. Drivers shall report defective or damaged equipment to the garage on the correct form.
4. ***Drivers shall maintain a clean bus at all times.*** Wipe down common touch points to reduce the spread of germs.
5. The windshield, rear windows and head/tail lights shall be kept clean to ensure that visibility is not reduced. This policy applies to spare buses that are used instead of regular assigned buses. If you find a dirty bus prior to use, report it to your supervisor.
6. Drivers are required by Florida State Statutes and rules of the State Board of Education to maintain order and good behavior by students on their buses. Rules for student conduct on school buses are set forth in Flagler School Board's **Student Code of Conduct** and will maintain order and good behavior by students on their buses.
7. Drivers shall fill out the student referral paperwork and submit to their Supervisor for student misconduct.
8. Drivers shall notify a Dispatch immediately any time the student load exceeds the number of seats available on the bus. They shall follow up with their Supervisor at the end of their shift.
9. ***Drivers shall remain on their buses at all times while students are onboard and/or while loading/unloading at schools.***
10. Drivers will be accessible via the bus two-way radio at all times while on duty. If your engine is off be sure to keep your bus on accessory so the radio stays on and you can monitor it.
11. Drivers will instruct all students on the proper use of lap belts if bus is so equipped. Drivers will ALWAYS instruct the students they transport to "Buckle up".
12. **Drivers will make sure a clear and unobstructed path to emergency equipment and emergency exits are maintained on the bus at all times.**
13. **Drivers will NEVER permit a student to:**
 - a. Stand at the front of the bus or in the bus aisle while the bus is in motion.
 - b. Operate the service door handle.
 - c. Occupy the driver's seat.
14. ***Upon completion of each run/trip drivers are required to walk to the rear of the bus and return to the front while checking each seat and floor area for students, damage or any other items.*** See TD 24 page 16.
15. Drivers will monitor students during loading at stops on the route and at schools in the afternoons to assure that no prohibited items are brought onto the bus.
16. Drivers are required to check their mailboxes and emails at their appropriate site ***at least once a day.***
17. Drivers shall report to the Safety Specialist any traffic citations received while driving a school bus or a privately-owned vehicle by the next business day.
18. Drivers are to inform the transportation office of any changes in phone number or other personal information (Example: address, emergency contact persons, etc.).
19. If a safety hazard exists or develops on your route, contact the Safety Specialist or your Supervisor.

20. It may take the routers 3-5 days to set up new stops or assign a special needs student after receiving information from the school. New student's assignments are given to the routers for distribution to the bus driver.
21. **Coordinating route changes between bus drivers without knowledge and permission of the routing office is forbidden. All coordinating of permanent route changes must be carried out by the routers.**
22. **ONLY EQUIPMENT AUTHORIZED BY THE SCHOOL BOARD AND INSTALLED BY THE GARAGE MAY BE ALLOWED ON THE SCHOOL BUS.**
23. **Never take on more students than you have seats available. Call central to tell them immediately another bus is needed. AT NO TIME IS IT ACCEPTABLE FOR STUDENTS TO STAND, SIT IN ANOTHER STUDENT'S LAP OR SIT ON THE FLOOR DUE TO NO SEATS AVAILABLE!!**
24. **YOU MUST CONTACT CENTRAL TO BE ASSIGNED A SPARE BUS PRIOR TO USING IT – NO EXCEPTIONS!!**
25. **BLOWERS ARE NOT ALLOWED DUE TO MECHANICAL ISSUES!!** The floor of the bus shall be swept *at least once daily*. **DO NOT SWEEP YOUR TRASH ONTO THE GROUND – USE YOUR TRASH CONTAINER FOR THIS!!** The trash container shall be emptied at the end of each school day.

SECTION 10

DRIVER RESPONSIBILITIES for MAINTAINING PROPER STUDENT CONDUCT

I. School Bus Drivers are required to maintain order and proper behavior by students on the bus.

- A. The driver's control over students must be sufficient to assure that:
 1. Students enter and exit the bus at school loading areas and at student stops in an orderly fashion and in accordance with instructions. This requires students to proceed at all times:
 - a. Students are to be at their bus stops at least TEN (10) minutes prior to scheduled pick-up times.
 - b. Without shoving, crowding or pushing.
 - c. With proper respect for the safety of others.
 2. Students will remain quiet enough so as not to distract the drivers' attention from the road. At all times, students must:
 - a. Refrain from shouting or other boisterous activities.
 - b. Refrain from unnecessary talking to the driver.
 - c. Refrain from all other conduct which may distract the driver.
 3. Students will remain seated while the bus is in motion.
 - a. Each student must go directly to the assigned seat or seating area, and must sit down as soon as possible and fasten their lap belt.
 - b. **Driver may not move the bus until ALL STUDENTS ARE SEATED.**
 - c. **Each student must remain seated until the bus is completely stopped.**
 - d. Students should be in the forward facing position at all times when seated.
 4. Students will keep all parts of the body and all objects inside the bus and out of the aisle.
 5. Students will refrain from eating, drinking, and chewing of gum or use of any tobacco products on the bus. **Drivers and aides will refrain from eating, drinking, and chewing of gum while students are on the bus or while driving (drinking/eating).**
 6. Absolute silence is maintained at railroad crossings. Use the overhead lights to signal students.

II. Student situations

- A. If need to use the restroom: Ask them if it is possible for them to wait until they get home. If at the school, ask for assistance. If they say they cannot wait, **radio Central and advise of the situation and that you are heading to the nearest school.** If you have an aide on the bus, please have the aide escort the student into the school. If you do not have an aide, advise Central to call the school and request an administrator meet the bus to assist. Radio Central and tell them when you are continuing your route. The nearest school is the only option for a stop.

B. Bus Rider Rules and Instructions:

You are required by State Board Rules (6A-3.017 (3) (I)) to instruct your passengers in safe riding practices. **In that this is such a vital part of your role as a bus driver, and in an effort to confirm that students are, in fact, receiving this instruction, the following standards will be applied effective at the start of each school year.**

1. During the first week of each school semester and at the beginning of each field trip, the driver will take the necessary time to discuss bus safety with all passengers. Preferably, this instruction will be conducted prior to off-loading students at the school, but may be conducted in the afternoon while awaiting departure from the school, if time permits.
2. As a minimum, the driver will perform the following instructional elements:
 - a. Identify the placard at the front of the bus which lists Bus Rules.
 - b. Briefly summarize these rules, and the rationale for each rule. For example, in discussing the rule to remain seated in a forward-facing position, drivers should explain that this provides protection for passengers in the event of a crash.
 - c. Explain the bus evacuation procedures, and what to do in the event of a real emergency.
 - d. Explain the consequences for misbehavior.
 - e. Encourage students to ask questions, if they are not sure they understand any of these elements.

III. DRIVER'S RESPONSE TO STUDENT MISCONDUCT ON THE BUS

The bus driver has a **legal responsibility** to maintain safe and orderly conduct by student riders.

****If a Law Enforcement Officer (LEO) is called by Central at your request you MUST STAY AT YOUR STOPPED LOCATION until the LEO arrives.**

The LEO and Central must release you prior to continuing your route. **PICK YOUR BATTLES****

In responding to student misconduct on the bus, drivers will comply with the guidelines which may mandate the following actions:

A. Drivers' will appropriately document student misconduct by using a student referral form and must be turned in as soon as possible. The minimum documentation includes:

**** PRIOR TO ANY DOCUMENTATION FOR STEP 1 ISSUES THE DRIVER NEEDS TO DO ACTIONS TO CHANGE THE SITUATION. SUCH AS CHANGING SEATS OR SPEAKING WITH THE STUDENT ONE ON ONE.**

1. First Incident - Driver will verbally warn the student & call parent/guardian. Record the date of warning on the Student Tracker paperwork. **ONLY one (1) student NAME per report!**
2. Second Incident - Driver will rearrange the student's seating assignment in such a way that further monitoring can be assured. If seat assignment change is initiated, it is to be maintained until behavior improves. Discuss with students why moved and expectations. Write referral and turn in to your Supervisor.
3. Write referral and turn in to Supervisor. Bring Student Tracker or previous referrals written on student.
4. Severe Incidents - When severe incidents occur (i.e. fighting, inappropriate touching, etc.) the driver will file a Student Incident Report as if it were the Third incident. Warnings in such incidents are not necessary. Turn in referral to the Supervisor.

B. Completing the Student Incident Report:

****** REPORTS ARE LEGAL DOCUMENTS. PARENTS AND SCHOOLS READ THESE SO BE PROFESSIONAL AND RESPONSIBLE IN WRITING REFERRALS.**

1. All information must be **legibly printed** in black or blue ink.
2. Check the appropriate box or boxes which apply.
3. Be specific in explaining the misconduct **observed**. BE FACTUAL.
4. ***Refer students for behavior that you observe.*** Do not refer students for behavior which you suspect, unless the misconduct is acknowledged by the student in question. Always provide enough information.

5. If you **suspect serious misconduct** by a student but cannot obtain verifiable evidence to prove your case, simply write down the details and provide the information to your Supervisor as soon as possible. Then, cooperate with him or her, to reach an appropriate conclusion to the incident.
 6. **ONLY WRITE THE FACTS!** Don't write "I thought" or "I felt".
 7. ***Remember the words that come back to haunt us: "I can't do anything about it - I did not see it." Do not dismiss a student with those words who alleges that another student has physically hurt or otherwise caused harm to him. If the allegation involves physical injury or any other factor which cries out for action, take action by recording the allegations and forwarding them to your supervisor. Do your part first, and then let the school do their part. Remember that NO ACTION is sometimes the only action that is not defensible.***
 8. Enter date(s) of previous action taken. Do not fake it! If you have not taken any of the required previous actions, do not say you have. Your records should verify your actions.
 9. Sign the form and turn in to your Supervisor. If you would like a copy, request one. **If you have not heard back from your Supervisor after 3 working days - inquire about the status. Remember that the policy will work properly only if all participants do their part.**
- C. Responding to mass misbehavior by large groups of students:**
1. If all other measures have failed to bring the students under control, the driver should seek a safe location to pull the bus off the roadway, to allow the driver to address the student misbehavior without the added concerns associated with driving. Turn off any excess noise (AM/FM) then radio contact will be made to Central advising of your actions.
 2. Make every effort to identify students who refuse to comply with your requests for order and proper behavior. These students should receive Student Referrals on separate forms for each.
 3. Central must be contacted prior to any deviation of your route.
 4. **You should not ignore misbehavior that could endanger students**, (i.e.– standing while bus in motion, hanging out of windows, etc.). Attempt to employ your assertive discipline techniques to maintain control over the passengers.
 5. Remember that the *best way* to maintain control over the route is to *first gain control*. Make it a habit to insist on an orderly conduct before leaving the school grounds. If students refuse to comply while still in the bus loop, you can expect that you will have difficulties after you leave unless you bring them under control. Contact the Supervisor there or a school administrator prior to leaving the loop. Write it up!
 6. ***Consider your proximity to drop-off locations before deciding to return to school. If you will soon disembark a significant number of students, it probably would be better to proceed with the route.***
 7. Do not make threats to students that you cannot follow through. Your credibility will be questioned anytime you make idle threats. In assertive discipline training, you need to "Say what you mean and mean what you say!"
 8. **PICK YOUR BATTLES!**
 9. **Schools decide and discipline the students.**
- D. Transportation employees are not to physically punish students, nor are drivers allowed to suspend any student from ridership so do not threaten to do these actions!!**
- E. Misconduct which occurs off the bus.**
1. As a general rule, school authorities and bus drivers have no legal authority to discipline students for misbehavior that occurs off the bus. However, the following exceptions exist:
 - a. Failure to cross the roadway as instructed by the driver can lead to the death or injury of a student. Therefore, drivers are to make every effort to train students to cross the roadway at least 8-10 feet in front of the bus, and only after the driver signals that it is safe to cross. If repeated efforts to train a student in properly crossing the roadway are intentionally disregarded, a Student Referral is appropriate. The driver should be prepared to show documentation supporting the efforts made to train the student.
 2. Dangerous conduct in the vicinity of the bus danger zone or damage to external equipment. (Example: Students who intentionally place objects or push others into the bus or on the wheels, or who grab the pupil crossing arm) A referral must be filled out and turned into your Supervisor immediately.

IV. Driver's Responsibility for Parental Contact Related to Discipline

A. Drivers may contact parents by phone of students who are guilty of misconduct on the bus. However, such contact can be time-consuming (non-compensated unless conducted during the driver's normal day) and may lead to unpleasant consequences if not handled properly. The following guidelines should be followed:

1. Limit your initiation of parent contact by phone to school settings, such as during your standby time or waiting periods between route assignments. Initial contact by phone should be made from a District telephone instead of a driver's personal number to protect the driver's personal number from potential future harassment by the parent in the event the conversation ends poorly. Furthermore, utilizing a District telephone will alert the parent via caller ID that it is an employee of the District who is making the call.
2. If you need to leave a message give the transportation offices phone number 386-586-2145.
3. Do not engage in argumentative communication with a parent. If the discussion becomes unpleasant, politely insist on civil behavior or end the conversation. Recognize that you will be held accountable for your conduct on the telephone, as well.
4. Do not discuss other students' character traits or conduct with a parent. Insist that any discussion be centered on the parents' child and the child's issue. Respect the privacy rights of all parties in a conflict.
5. If a parent appears to be attempting to lure you into a situation in which you are taking sides for or against another child, discontinue the conversation politely. Conflicts of this type are appropriate for Transportation Administrators. Give them the office number.

B. When parents initiate contact with drivers at stop locations, the driver should politely inform the parent that communication is needed and ask when a good time to call would be. Explain you are on a schedule and do not want to keep other students and parents waiting. A second option would be to advise the parent to contact the transportation office and request assistance from a Transportation Supervisor.

SECTION 11

EMERGENCY EVACUATION FROM BUSES

State Board of Education rules require the principal to oversee emergency evacuation drills from school buses during the first six weeks of each semester, and to instruct school bus drivers in procedures for conducting emergency evacuation drills. (6A-3.017 (2) (e) 2d and e)

I. Proper evacuation procedures for drills are at the discretion of the Principal. However, both front and rear door evacuations are to be practiced, since one or the other may not be accessible in a real emergency. The following guidelines should be followed during evacuation drills at school sites:

***** In all school emergency evacuations the driver must set parking brake, place gear selector in neutral, turn off engine and take the key, TELL THE school administrator you secured the bus and that you will place the microphone out the driver's window and take the first aid kit along with the fire extinguisher. *****

A. Rear Door Emergency Evacuation:

1. Stop the bus, set parking brake, place gear selector in neutral, turn off engine and remove key.
2. Stand, face the students and gain their attention.
3. Instruct remaining students that this is to be an "EMERGENCY EVACUATION DRILL" using the rear emergency door only. Instruct students to drop and sit, with their legs extending out the back door, and scoot out to the ground. Safety of the student is our utmost concern, if any student has a physical problem, they *may* be exempted from participating in the drill.
4. Designate two older, more mature students to open the rear emergency door and instruct them to position themselves on the ground, one on each side of the door to assist others out the exit.
5. Beginning with the rear seats of the bus, have students move out of seats in an alternating fashion from right side to left side (or left to right) until all seats are empty.
6. Instruct students to proceed on the ground to a safe place approximately 100 feet from the bus and wait until the driver provides further instructions.
7. **The driver will walk from the front to the rear of the bus checking the seats and assuring that the bus is emptied of students.**

8. After reuniting with the students, the driver will dismiss the students or instruct them as guided by the School Administrator.

B. Front Door Evacuation:

1. Stop, set the parking brake, place the gear selector in neutral and turn off ignition, and remove the key.
2. Stand, open the door, face the children, and get their attention.
3. Instruct students that this is an “EMERGENCY EVACUATION DRILL” using the front entrance door.
4. Designate two students to act as helpers from the ground, with instructions to guide students to a safe place approximately 100 feet away from the bus. Helpers should also be instructed to assist in keeping all students at the designated location until advised otherwise.
5. Beginning at the front of the bus, have children stand and move out of the seats in all alternating left-to-right or right-to-left fashion, until all seats have been emptied.
6. Driver should walk to the back of the bus checking all seats before leaving the bus.
7. Driver should go to the children's location and dismiss the students or instruct them as directed by the Principal.

C. Combination Front/Back Door Evacuation:

1. Stop, set the parking brake, place the gear selector in neutral, turn off the engine and remove the key.
2. Stand, face the students and gain their attention.
3. Instruct remaining passengers that this is to be an “EMERGENCY DRILL” using both the rear and the front door.
4. Designate two older students to proceed out of the front door and rear emergency door to assist others out of the bus.
5. Designate which portions of the bus will use the front door and which will use the rear door. (Example: Rows 1-11 use front, Rows 12-22 use rear.)
6. Evacuate via rear door as you would for rear-only drill; (alternate right-to-left or left to right, starting from rear) Evacuate via front door as you would for front door evacuation.
7. Instruct students to proceed on the ground to a safe place approximately 100 feet from the bus.
8. The driver will walk through the bus to ensure that it is emptied.
9. Instruct students as guided by the Principal.

II. REAL EMERGENCIES/EVACUATION OF THE BUS

As a general rule, students are to be held on the bus during most emergencies. However, at least two exceptions to the general rule are:

A. Bus Fire or Possibility of a Fire

A bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire.

Passengers should be moved off the bus at least 100 feet from the bus, remaining there until the driver advises otherwise.

1. As soon as the driver is aware of the fire, radio contact is to be initiated with Central. As calmly as possible, state your bus number, name, and location and extent of the fire/smoke. Then, place your radio volume switch up to enable you to hear questions that may be asked while you are evacuating the bus. Prior to leaving your bus, toss your radio mouthpiece out the driver's side window to allow further communication, if the fire spread allows it.
2. Take the fire extinguisher with you as you evacuate. However, do not attempt to fight the fire until all students are safely off the bus and unless the fire can be quickly “knocked down” in one minute or so. If flames have appeared in the interior of the bus and appear to be spreading, do not attempt to fight the fire from inside the bus.
3. If radio contact is cut off due to electrical fire or other problems, make every effort to communicate with the transportation office as soon as possible. If radio contact was not possible or not successful prior to the evacuation, help must be summoned by other means – use your cell phone or a student's to call Central.

B. Unsafe Position

In the event that a bus is stopped due to accident, mechanical failure, road conditions or other factors, the driver

must determine whether it is safer for passengers to remain on the bus or to evacuate. You must evacuate if:

1. The final stopping location is in the path of any train or adjacent to any railroad track.
2. The stopping point of the bus is such that there is danger of collision. In normal traffic conditions, the bus should be visible for a distance of 300 feet or more. A position on a hill or in a blind curve wherein such minimum sight visibility does not exist should prompt the driver to initiate evacuation procedures.

C. Emergency Reflectors

Anytime a school bus is disabled for any reason along the traveled portion of a roadway, emergency reflectors must be placed on display as soon as possible. The driver must leave the bus to place reflectors in the following manner:

1. Disabled off two-lane roadway - reflectors located at intervals of 10 feet and 100 feet from the rear of the bus, even with the side of the bus closest to the road edge. A third reflector is placed 100 feet ahead of the bus, along the same line.
2. Disabled on two-lane roadway - One reflector 100 feet ahead of bus, one 10 feet from rear and another 100 feet from rear of bus. The last reflector at the rear is placed in line with the center of the bus. Others aligned along the left side of the bus.
3. Disabled off four-lane roadway - One reflector 10 feet from rear of bus, a second 100 feet from rear and third 200 feet from rear. All aligned along the driver's side of the vehicle.
4. Disabled on four-lane roadway - Reflectors located 10 feet, 100 feet and 200 feet from rear of bus, in staggered alignment.

D. Emergency Notification

Central must be advised anytime the bus driver anticipates a late arrival for students at school or to drop-off locations. The appropriate principals shall be notified by Central.

E. Evasive Action

A school bus driver should never swerve or make an emergency stop to avoid striking a small animal on the roadway. The safety and well-being of student passengers and motorists comes before the consideration of animals.

1. If a bus strikes and kills or injures a small animal (dog, cat, etc.) the driver shall not stop. The first responsibility of the driver is the safety of the passengers. The driver shall report the incident to Central in person.

Section 12

CRASH MANAGEMENT PLAN/RESPONSE TO VEHICULAR ACCIDENTS

The possibility exists every day in which District school buses, whether transporting students or not, may be involved in an accident with other persons, or property. Prompt professional response to such occurrences must be planned and carried out to minimize the long-term effects of such an incident.

I. RESPONSE TO VEHICULAR ACCIDENTS INVOLVING FLAGLER COUNTY SCHOOL BUSES

A. The administrator will consider the reported circumstances in light of Florida Statutes (Chapter 316.027, Death or Personal Injury; Chapter 316.061, Damage to Vehicles or Personal Property; Chapter 316.063, Unattended Vehicles or other Property) and will determine whether to contact law enforcement officials to respond and file a report. A law enforcement report must be obtained in accidents involving:

1. Injury or death to passengers, drivers or other persons.
2. Vehicular damage, if accident or incident occurred on a public access roadway or parking lot.

II. DRIVER'S RESPONSE TO ACCIDENT

- A. In all instances where a school bus is involved in an accident, the driver shall remain at the scene of the accident. Failure to do so is a criminal offense and may result in disciplinary action in addition to penalties imposed by law.
- B. Emergency reflectors shall be displayed as provided by Florida Statute 316.301.
- C. Drivers should assist injured persons.
- D. Drivers (or other employees of the District) are to make no statements regarding fault to other parties

involved in the accident. Drivers are to be courteous, and not argue with other parties involved or police officers. If asked to sign any statement other than that which may be required by the police, the driver is to decline and refer the statement to the Transportation administrator who responds to the scene. Upon their arrival at the scene, the driver is required to provide the investigating officer their driver/s license, vehicle registration and the District's vehicle insurance information.

- E. If charged in an accident involving the bus, the driver shall:
1. Refrain from arguing with the police officer or refusing to sign the citation. (Either may result in arrest.)
 2. Bring the citation to the transportation office where a copy can be obtained and included with the accident report file.
- F. If students are on the bus at the time of the accident are uninjured, they are not allowed to leave the scene. Students may only be released from the scene to another bus, or to the custody of their parent or guardian, and only when given authorization to do so by the responding law enforcement agency. Prior to being released, the following information about the students will be required by the investigating officer and the driver will begin gathering this student data as soon as it is practical to do so:
1. Emergency Student Roster which includes the student's name, address, phone number, date of birth, race and sex.
 2. Students' location on the bus - use the seating chart.
- G. **The driver's chief concern in any accident is the safety and well-being of the student passengers.** Drivers are to inquire **immediately** if any student is injured or feels any discomfort that can be associated with the accident. If a student complains of pain or is visibly injured, even slightly, the accident is to be reported to the appropriate law enforcement agency as an "accident with injuries". Students should be instructed to report to their school office if they feel any pain or discomfort later. Driver must fill out the appropriate paperwork.
- H. Continuously monitor radio. **ALL OTHER DRIVERS STAY SILENT. Do not call central asking if you may help! If you are needed central will contact you!**
- I. **Remember to maintain radio etiquette at all times.**

III. DEPARTMENTAL DUTIES RELATED TO SCHOOL BUS ACCIDENTS

A. Central

In most cases, Central will be the first employee besides the driver to hear of the accident. Central, interacting with the driver via radio, must:

1. Determine the exact location of the accident.
2. Determine the extent of injuries and/or damage.
3. Notify the appropriate law enforcement agency and rescue or emergency response agency.
4. Notify the Transportation Director, Safety, Supervisors, Fleet Manager and Garage Technicians.
5. Start a Log of the events transpiring.
6. Recruit other office staff to assist you.

B. Administration

The Director, Safety, Supervisors or Fleet Manager will handle these responsibilities which duties include:

1. Ensure that GSB, Risk Management & affected school's Principal is notified. In cases of multiple injuries or death(s), the Administrator will determine and request additional assistance as necessary for the situation.

C. Responding Transportation Administrator

Upon arrival at the scene, the responding Transportation Administrator will:

1. Assess the situation and direct others to respond, if appropriate. Notification to the Assistant Superintendent and Risk Management will be made.
2. Assist the bus driver and authorities on the scene as appropriate. If injured students are being transported to medical facilities, ascertain the identities and destinations of each. In such cases, the school principal or designee will be present at the scene. The Principal responds to the medical

facility. A Transportation Administrator will also go to the medical facility.

3. Issue no statements to the news media. A “no comment” is appropriate.
4. Liaison with Central for another bus if required. Assure that uninjured student passengers are safely transferred to another bus, for delivery to their normal schools or drop-off points. This transfer will only occur when given clearance by the law enforcement officer at the scene that the students are free to be released.
5. Photograph the accident scene, including each of the vehicles involved, in order to document vehicle and property damage and provide a record each vehicle’s license plate information.
6. Contact Risk Management to arrange for post-accident drug testing if required as per CFR 49 Ch. III.

IV. RESPONSIBILITIES OF THE SCHOOL PERSONNEL

In the event of an accident, parents of students who are on the bus at the time should be contacted by the affected school’s Administration and/or their staff to inform them of the crash and other information as appropriate. This function is necessary in order to allow Central to continue to carry out its regular duties and assist with the departmental response to the accident.

A. The School Principal -Because of his/her familiarity with students, the principal can be vitally important as a calming influence. By responding to the scene as quickly as possible, the principal can ascertain if additional school staff members are needed to help identify children who may be hurt.

1. After arriving at the scene, the principal will attempt to identify students being transported, and should respond to the receiving medical facility to deal with parents who may later arrive there. If more than one facility is involved, the principal must designate other school staff personnel as appropriate to assure that the school system is represented wherever students are being received.
2. The Principal will designate appropriate staff personnel to remain at the school to coordinate the response to inquiries from parents or others. The release of information from this designee will be limited to that which is directed by the Principal and/or Transportation Director.

Section 13

ESTABLISHING BUS STOPS / ROUTES

The Transportation Director is authorized to designate all transportation and non-transportation zones, and to establish school bus stops and bus routes as specified in F.A.C. 6A-3, subject to strict compliance with the criteria within this section.

I. ESTABLISHING BUS STOPS

Student safety must be maximized in the establishment of bus stops. However, in that no stop location is perfectly safe and due to the inability to stop at every student’s front door, the balance between safety and efficiency must be maintained by adhering to the following standards.

A. Safest Areas - All bus stops should be located in the safest possible areas.

1. Avoid placing stops on steep grades, blind curves, near the crest of a hill or near large signs or buildings that obstruct the view. The State recommendation for unobstructed sight distance is 400 feet in either direction. The Flagler County minimum standard is 500 feet in either direction.
2. Stops shall not be designated near railroad tracks or crossings, or within intersections on a roadway. When a stop designation identifies the stop at an intersection, the driver will stop at a point either 50 feet prior to reaching, or 200 feet after the intersection.
3. Bus stops must provide sufficient roadside right-of-way to accommodate the students who will utilize the stop without the students standing on the road.

B. Number of Students - Care should be taken to assure that a reasonable number of students board the bus at any one stop, thereby reducing the traffic congestion and potential for problems at the stop. There is no magic number - some stops serving large numbers of students are necessary due to spur considerations.

C. Road-Side Considerations - When a bus stop is designated, consideration shall be given to the walking path to the bus stop.

1. The statutory criteria for Hazardous Walking Conditions shall be the general guidelines in determining

whether or not the walking path to the bus stop is safe.

2. **The District does not require students to stand on one specific side of a roadway to await the bus in the mornings.** *Students who choose to wait on the side of the road opposite of the bus door are to be instructed to wait for the drivers' signal before crossing the road to board the bus.* The driver shall check all traffic and make sure it is safe before signaling the students to cross. When crossing the road, students should be instructed to cross at least ten (10) feet in front of the bus. SEE SECTION 16.

D. Safety Investigations - All traffic factors associated with a bus stop are subject to changes over time. A bus stop which is considered within the standards for safety one year may not comply with those standards later due to changes in the surrounding area. Accordingly, safety checks will be performed, if deemed necessary, to ensure that all bus stops are in compliance with the standards identified in this section.

1. Initial safety checks shall be required by a supervisor for all stops added to existing routes or new stops on new routes.
2. During the behind-the-wheel observations conducted for all drivers, the stops on routes will be safety-checked.
3. Whenever a safety concern is raised by a driver, a parent or any other person, the supervisor will investigate the site in question and make appropriate response to the complainant. If the complaint is un-resolved at that point after reviewing the findings of the supervisor, the Director will react appropriately.

II. BUS ROUTES

In accordance with School Board Policies, 811 and 813 the following restrictions and guidelines will be followed in routing of non E.S.E. buses.

- A. The Board shall provide transportation for every student who should attend school and who lives more than a reasonable walking distance from the school to which he/she is assigned. A reasonable walking distance shall be defined as two (2) miles from the school by the nearest traveled route for high school and middle school students and (1) mile for elementary students.
 1. Exceptions may be made in the case where a child is handicapped or when it has been determined that the nearest route taken will be extremely unsafe for the child to walk due to the traffic, natural hazards, or other peculiar circumstances.
 2. Determination of such unsafe conditions shall be the responsibility of the Superintendent or designee upon the consideration of findings of the Transportation Supervisor in cooperation with the bus operator, and recommendations of school administration, law enforcement agencies, or local safety groups.
 3. When it is impractical to provide bus transportation for reasons of isolation from regular school bus routes to the school of assignment, a parent, as defined by Florida Statutes, aide, or other person transporting the student may be authorized by the Board to be reimbursed at the rate provided by law.
- B. The Superintendent with the assistance of the Transportation Director shall establish bus routes.
 1. Each route shall be planned and adjusted to the capacity of the bus and, insofar as practicable, the normal capacity of each bus shall be used, without standees, to serve students whose homes are beyond a reasonable walking distance from the school center to which they are assigned, except as otherwise provided by law and regulations.
 2. Except for an exceptional child, two (2) miles shall be regarded as a reasonable distance to walk to school for high school and middle school students and (1) mile for elementary students.
 3. Each route shall serve regularly only students whose homes are beyond a reasonable walking distance to the nearest appropriate school.
 4. Any route served by a school bus shall be restricted to those areas where road conditions, the capacity of the bridges and the number of students to be served make such service economically feasible and practicable.
 5. A route shall not be extended for the purpose of accommodating students whose homes are within a reasonable walking distance or a shorter or more economical route, which is available to serve the students unless hazardous conditions exist.

6. School bus routes shall, insofar as possible, be restricted to main trunk lines operated on roads maintained by the county, city or the state and safe and satisfactory for the operation of the bus. The routes shall further be restricted to areas where the number of students to be served makes the service practicable and economically feasible, and to require the minimum time within the desired limits for any student in travel time to and from school. Any road for a bus route shall be:
 - i. A road which is free from safety hazards and passable under all weather conditions.
 - ii. Of sufficient width so that tree limbs, bushes and similar hazards shall not exist.
 - iii. A road with at least twelve (12) feet overhead clearance from ground level.
 - iv. Free of obstructions and shall have no bridge which is inadequate to support the weight of the bus when loaded to capacity.
 7. On any route where it is necessary for the bus to turn-around, a suitable turning area shall be available.
 8. Only one (1) bus shall be assigned students on any given route unless the school schedules make dual assignment of buses necessary.
 9. Where possible, student loading and unloading stops shall not be established less than one-fourth (1/4) mile apart, and shall be established so students from several homes can meet at a central point for a group pick-up, unless the welfare of the children dictates otherwise. **Buses shall make only authorized, regularly scheduled stops. Unscheduled stops for the convenience of the operator or students and not of an emergency nature concerned with the health and safety of the operator and students shall be considered in violation of School Board policy unless authorized by an Administrator of Transportation.** The location of each bus stop will conform to the requirements of Florida Statutes.
- C. A spur route from the main trunk route shall be considered only when the following conditions are present:
1. It shall be in excess of one and one-half (1/2) miles from the trunk route.
 2. An extreme hardship must exist as determined by the School Board and recorded in its official minutes.
 3. The road must be safe and satisfactory for the operation of the bus with a satisfactory turn around area.
 4. Such routing of the bus shall not result in poor scheduling, double tripping or a hardship on other students.
 5. Such routing shall not cause students who board the bus first in the morning to leave home at an unreasonable hour.
- D. A request for a change in a bus route shall be made to the Superintendent or Designee. A deviation in a bus route may be made for a good cause.
- E. After considering the recommendations of the Transportation Director, the Superintendent shall designate, by map or otherwise, non-transportation zones which shall be composed of areas in the district from which it is unnecessary or impracticable to provide transportation services. Non-transportation zones shall be designated annually prior to the opening of school and prior to the designation of bus routes for the ensuing school year.
- F. Where it is practical to extend a school bus route to serve any territory located in another school district, the School Board of Flagler County shall enter into an agreement with the School Board of the other school district to provide transportation service to students residing in such adjacent school districts. Any such agreement shall be recorded in the official minutes of each School Board. The agreement shall state in detail the responsibility of each School Board for the operation of the school bus and the maintenance of the daily schedule.
- G. Whenever a school bus crosses a district line, all rules of the Flagler County School Board shall apply to transported students unless otherwise stated in the agreement between the School Boards.

Section 14

EXCEPTIONAL STUDENT EDUCATION (E.S.E.) TRANSPORTATION

The transportation of special needs students presents many unique challenges and opportunities. The bus drivers and bus aides of special needs students must deal with medical problems, emotional outbursts, aggressive

behaviors, inappropriate language, high noise levels. They must also have communication skills and knowledge of effective intervention strategies.

Bus drivers, ultimately, are responsible for the safe operation of their school buses. Bus drivers have the final authority for operation decisions that are made while the bus is on route. Bus Aides will work as a team with the driver, responding to the needs of the students, discipline, and providing assistance to the driver in the management of the bus.

Rules for Driving

Bus drivers who transport exceptional education students must comply with all rules for regular drivers described earlier. In addition, there are special rules that will aid in the transportation of exceptional students:

1. Where possible, park on the side of the street on which the student lives. Avoid having students cross the road.
2. **Turn the engine off when no students are onboard. You may turn on your engine for a/c five (5) minutes prior to students coming onboard.**
3. Allow no unauthorized persons on the bus. Para professionals and parents of students in ESE equipment (safety vest, car seat) can board the bus to assist, when necessary. Also if a student becomes aggressive or violent, the paraprofessional or parent may come on the bus to assist. Parents are only to interact with *their* students.
4. Have in the bus, at all times, a complete first aid kit as well as paper towels, baby wipes, and disinfectant. Buses will be equipped with body fluid clean-up kits. Be sure all contents are intact.
5. Keep current emergency telephone numbers available.
6. *If you have awaited your allotted time and the school has released the buses then go; do not call central asking if a student is riding.*
7. **We are not to allow ESE students off the bus until a paraprofessional or someone from the school comes to take custody of the students.** Make sure you know which students need assistance on and off the bus. Do not ask them to take the students early. If someone is late, please be patient. If it is a common occurrence, please let the Supervisor know and they will address it with the school.
NEVER ALLOW STUDENTS OFF THE BUS AT A SCHOOL IF NO ONE IS THERE TO ASSUME CONTROL OF THE STUDENTS.
8. You cannot be late. Contact Routing if you are consistently late in AM/PM for any of your schools.
9. If an ESE student falls or has an accident/incident with the wheelchair stop and contact Central for direction (whether the student says they are okay or not).

Rules for Side-Lift Buses

1. The bus driver and aide will ALWAYS work as a team when securing wheelchairs on a school bus. Each team member should check the other's work to ensure the safest possible rider for the student with disabilities. **Ultimately, the bus driver is responsible for student safety.**
2. Be sure all occupant securement and wheelchair securement devices are properly attached. *The seven point tie-down system must be properly secured for each wheelchair, including lap and shoulder belts. Please refer to specific wheelchair training materials.*
3. Students not in wheelchairs, car seats, or safety vests should be properly secured in seat belts.
4. State Board Rules require the district to provide seat belt cutters on any school bus equipped with passenger securements or restraint straps.
5. To avoid serious damage to the lift, release the switch as soon as it touches the ground. *When lowering the lift, press the up button first, then release the switch as soon as it touches the ground. Non-compliance with the above can cause serious damage to the lift.*
6. When loading wheelchair students on the bus, carefully pull them onto the lift, prior to activating the lift, drivers and aides must be sure there is adequate clearance on all sides of the chair.
7. Never leave a student in a wheelchair unattended on the bus or in a loading zone.
8. It is advised that bus drivers and aides wear close-toed, rubber-soled shoes. This will help prevent slipping on the metal lift platform when loading or unloading students.

9. If there are any questions about handling a student with a physical disability, ask for help at the school or the Supervisor.
10. Prior to lowering the side lift, the door must be hooked to the frame of the bus.
11. All forward facing wheelchairs must use occupant securement and at least 7 points of tie-down, including lap and shoulder belts. More can be used, if necessary.
12. While on a moving lift the driver will **ALWAYS** be holding the wheelchair.
13. No bus shall move before all students are seated or secured.
14. Electric wheelchairs must be disengaged when loading or unloading when the lift is in the up position. If the driver has questions concerning the equipment the student is being transported in, contact the Supervisor.
15. Ensure the lift is completely stowed and the door handle stays in the open position until the door is closed to prevent door pin damage.

Bus Aides

1. Bus Aides should become familiar with the duties and responsibilities of ESE-PI bus drivers.
2. Aides must work closely with drivers and school staff in tending to the needs of exceptional education students on the bus. The aide also assists the driver in case of emergencies, and retains familiarity with the route.
3. The Bus Aide may be required to operate the side-lift when loading or unloading students in wheelchairs, and secures the wheelchairs on the bus. The bus aide must be thoroughly instructed in these procedures. Never allow unauthorized persons to operate the lift.
4. The physical guidelines for Aides per job description is: Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.
5. Bus Aides will be sitting in rear or middle of bus and have students in view at all times.

Exceptional Education Students (ESE-PI)

1. Some Characteristic of the students and suggestions for assisting them:
 - a. Some students have physical disabilities that add to their need for assistance while on the bus. They may have poor physical coordination; speech and language abilities may be limited.
 - b. Exceptional education students may have various degrees of difficulty in one or more of the following: physical; movement; sight; hearing; self-control, and ability to learn. This may be due to accident, disease, birth defects, or the environment.
 - c. The hearing impaired student may have difficulty understanding normal speech even though he, or she, wears a hearing aid. He, or she, may turn the hearing aid off if conditions become loud or uncomfortable on the bus. When speaking with the hard-of-hearing student, speak naturally and look directly at the student while speaking. If the student misunderstands, restate the question or statement. Some words are difficult to see since they require no lip movement. Keep words to a minimum. When possible, learn basic sign language to better communicate with the student.
 - d. Visually impaired and hearing impaired students should always load and exit the bus close to their home as possible. Because the school bus driver is the person who has the best opportunity to recognize hazards at a bus stop, they have a responsibility to report any problems present to their supervisor. Drivers should never make changes in bus stops without the proper district authorization. The visually impaired student may have difficulty seeing traffic signals and oncoming traffic, and the hearing impaired may have difficulty hearing emergency sirens; therefore, they should not be permitted to cross streets without reliable assistance.
 - e. Emotionally disturbed students have difficulty in maintaining relationships with others and are sometimes unable to express their feelings or needs without creating serious difficulty for themselves and others. They may be very aggressive and/or withdrawn. They are often anxious and sometimes fearful and have low self-confidence and can be easily frustrated. Effort should be made to allow students to socialize and express themselves.

- f. The actions of emotionally disturbed students are often extreme. They may become emotional suddenly with action out of proportion to the situation. You should become familiar with each individual student's behavior as each student displays "warning signals" prior to a crisis situation. (E.g. changes in body language, facial expressions, or tone of voice).
 - g. Hyperactivity is common among emotionally disturbed students. They have difficulty sticking to a task. They act impulsively. Their behavior is often abrupt and uncontrolled, with no thought for their own safety or the safety of others.
 - h. One of the tendencies of emotionally disabled students is to repeat the same action over and over again. This is a characteristic of the disability and should not be viewed as stubbornness. Those assisting the student should attempt to help the student in the development of inner controls so that he or she may regulate their own conduct.
 - i. Some students have had brain damage before, during or after birth which hinders normal development. This hurts the student's opportunities for educational success and often gives him or her feelings of inadequacy. They may have an imperfect ability to listen, think, read, write, and spell. They may display a disorganized approach to tasks. They may show poor planning and changes in ability from day to day. The mentally challenged student learns at a slow rate.
- 2. Suggestions for Working with Exceptional Students**
- a. **The beginning of an exceptional child's school day begins with the bus driver. The reception we give sets the mood of their entire day.** When they are greeted as if they are someone you are glad to see rather than someone you are paid to serve, they have a much better day. Greet them with a big HELLO and leave them with a cheerful GOODBYE. Be positive in working with them. Each student should have the opportunity for a fresh start each day. Do not hold grudges from the previous day's bus ride.
 - b. Students should be encouraged to accept as much responsibility as possible.
 - c. Encourage independence in the child. As much as the schedule permits, allow them to do as much for themselves as possible. However, remember not to allow actions that could result in injuries. Always monitor student's actions.
 - d. It is helpful to make a short list of rules for bus behavior. Confine the rules to the major issues. Make the students aware of the consequences if they break a rule. These rules will not supersede your district provision.
 - e. Do not rule the students by using fear, threats or by making unreasonable demands. Never punish the entire group for the inappropriate behavior of a few.
 - f. Aggressive behavior may be an expression of wanting attention. Give these students attention anytime they are displaying positive/appropriate behavior.
 - g. If the child explodes, wait until they have control of themselves before trying to talk with them, and only if they want to talk. Try to keep in mind that an average person's adrenaline level decreases to normal in approximately 15 to 20 minutes following a crisis. This means you as well as the student.
 - h. Do not try to talk above confusion. Always speak in a normal tone of voice.
 - i. Be consistent. Follow through with things you say you will do.
 - j. Report unusual behavior to school officials.
 - k. Be firm but fair. When correcting the student, be brief and to the point.
 - l. If a child's behavior is distracting you from driving, the student is endangering the lives of others. This type of situation must be corrected and requires the cooperative effort of the bus driver, aide, supervisor, parents, and school officials to resolve.
 - m. All students cannot be grouped or handled in the same way. A method used to control one student may not work with another one. Be resourceful.
 - n. Encourage students to help maintain cleanliness in and around their assigned seat.
 - o. Report any accident of injury of a student immediately to Transportation Safety and fill out the correct paperwork.

- p. Any students requiring a restraint (safety vest, etc.) must have it listed in their IEP. **Under no circumstances should a child be placed in any restraint without it being in their IEP. Also if a restraint IS IN A STUDENT's IEP THEY MUST BE IN IT TO RIDE THE BUS.**
- q. All disabilities, special instructions, or any other information pertaining to the child will be listed in the emergency notification form.

THE DUTIES & RESPONSIBILITIES OF SPECIAL NEEDS DRIVER & AIDE TEAM MEMBERS

The main duty and responsibility of a special needs bus aide is to enforce the bus rules set forth by State and local Board Policies and Transportation at all times working in conjunction with the driver as a "Team". The ESE-PI aide will:

- Assist in the loading/unloading of students at the bus stop and at school.
- Secure the wheelchair using the proper and approved tie down method.
- Sit where the students can be monitored at all times.
- Use Aspen on the Bus techniques as necessary.
- Treat all students, parents, staff and public with the utmost respect and fairness showing no prejudices to race, creed or religion.
- Ensure that seat belts are worn by all persons, including themselves, at all times.
- Ensure that students stay seated at all times while the bus is in motion.
- Assist the driver with emergency evacuations including drills.
- Assist with written reports and count week.
- Be certified in CPR & First Aid.
- Totem PD/ Aspen on the Bus certification and/or course completion.
- Be in proper uniform at all times to include a displayed badge.
- Perform other incidental tasks consistent with the goals and objectives as needed.
- **NO cell phone use of any kind while students are being loaded OR on the bus.**
- The aide will always sit either in the back or mid seat with back to the window to see students.

******* NEVER SHOULD AN AIDE BE IN THE FRONT SEAT
WHILE STUDENTS ARE ONBOARD. *******

SPECIAL NEEDS SKILLS EVALUATION

Transporting special needs students can be particularly challenging. There are many types of assistive equipment that you will need to be familiar with. Although most wheelchairs have standard features, rarely are two alike. It is also particularly challenging dealing with an emergency situation with students who cannot move without assistance or follow directions without supervision. For these reasons, ESE-PI drivers and aides need to demonstrate the ability to secure each piece of equipment and safely move an injured student. Refer to Flagler County's Transportation Handicapped Aide Job Description.

GUIDELINES: During initial training and annually thereafter, ESE-PI drivers, aides and substitutes drivers will have to demonstrate proficiency on the tasks which are outlined in detail in the attached instructions.

SECTION 15

USE OF SCHOOL BUSES FOR EXTRACURRICULAR TRIPS & AFTERSCHOOL ROUTES

Refer to Flagler County School Board Rules 412 covers the topic of Field Trips and Extracurricular Use of School Buses for full rules.

I. IF TWO (2) OR MORE DRIVERS ARE ON A TRIP

- A. The lead driver (or who trip drivers designate on site) will be the first bus in line.
- B. At least two buses will stay together while on the road to/from the event for safety.
- C. Radio contact will be checked and maintained at all times.

II. STAFF RESPONSIBILITIES ON FIELD TRIPS

- A. **ALL FIELD TRIP DRIVERS and Aides:** It is *YOUR* responsibility to check the Trip Board. You may call and ask an office staff for assistance, but do NOT expect someone to notify you.

- B. Drivers accepting field trips are expected to fulfill their obligations for that trip. Failure to do so may result in being taken off the Trip List. It is your responsibility to contact the Trip Coordinator (or representative) if unable to take your trip as soon as possible.
- C. If a change is requested by the Sponsor, inform the Trip Coordinator (or representative) immediately.
- D. Each bus carrying passengers on extracurricular trips shall include at least one teacher or sponsor to ensure that discipline is maintained and that all bus rules are obeyed.
- E. Passengers on buses used for extracurricular trips shall be limited to students participating in the activity, teachers, and other District employees supervising such activities.
- F. The school bus driver is required to check the bus prior to driving. The trip sponsor shares the responsibility of assuring that no items are placed in the aisle of the bus, or in a position that blocks access to emergency exits.
- G. Any damage to the bus attributed to the intentional acts of passengers shall be reported and investigated promptly by your Supervisor.
- H. Board policy requires the driver to clean the bus, but you are to be compensated for this time. Do not drive to your compound with a trashed bus without first confirming with the sponsor that you consider it to be trashed excessively, unless you do not intend to add additional time to the trip sheet for cleaning the bus. Just remember – you **MUST** clean the bus you used!
- I. If you return late at night and can't see properly to make sure the bus is fully clean than return the next day to complete the cleaning. **YOU ARE RESPONSIBLE FOR RETURNING THE BUS CLEAN!!**
- J. Trip paperwork must be filled out completely **AND** correctly. Start and Return Date/Time; Destination arrival and leave times; Odometer Readings start and stop. Remember for toll roads you driver through and we will be billed by mail. Don't pay for tolls, parking or other miscellaneous costs because you will not be reimbursed for them. At the bottom is Driver Signature – **YOU SIGN**. Next is for the Chaperone to sign for Emergency Evacuation instructions were completed and the bottom line for the Chaperone also to sign that all passengers are accounted for. These signatures **MUST BE DONE** by the Chaperone / Head Coach / Person in Charge of the trip.

III. DRIVER'S CHECKLIST –Must be done PRIOR to departure for each field trip

- Introduce yourself.
- Drivers are **REQUIRED** to tell their passengers the rules for riding the bus and direct their attention to the posted rules.
- Driver must instruct passengers on seat belt use and instruct all to buckle up.
- Instruct passengers on emergency evacuation procedures being sure to direct their attention to ALL emergency exits. Explain how to use exits and what windows may be kicked out.
- Show the adults the location of the fire extinguisher, triangles and kits and how to use them.

******* DRIVERS WILL NOT LEAVE THE FIELD TRIP SITE UNLESS THEY ARE SPECIFICALLY AUTHORIZED TO DO SO BY THE LEAD PERSON FROM SCHOOL OR ORGANIZATION WHO IS IN CHARGE.**

SWAP PHONE NUMBERS WITH THIS PERSON. ****

IV. Refer to FESPA article 33.05 H. After School Activity Routes

- V. Afterschool Routes will be guaranteed a minimum of 1.5 hours. **ONE WAY FIELD TRIPS** will be guaranteed a minimum of three (3) hours.

Section 16

STOP ARM VIOLATIONS

Florida traffic law requires motorists to stop behind the swing-out stop sign when displayed by school buses. However, motorists in Flagler County and throughout the state violate this law far too much and place students in grave danger. The standard policy in Flagler County for response to stop arm violations is established in this section.

As defined previously in this document, drivers must train students who must cross the roadway to wait for the appropriate signal and to cross at least ten (10) feet ahead of the bus.

- A. The driver must scan the traffic ahead and behind the bus while slowing to a stop, and shall not disembark and cross students unless all traffic is stopped.
- B. The use of a universal hand signal when crossing the road needs to be used every time when students cross the roadway. It shall be the same hand signal for all bus drivers and students.
 1. When exiting the bus the student(s) shall walk away/from and about 5 paces or 10 feet in front of the bus on the shoulder of the road. At the same time the bus driver shall have their hand up in a “stop” position facing the student(s).



2. The bus driver shall keep their hand up while verifying that the overhead red crossing lights are flashing and that it is safe for the students to cross. The students shall stay on the side of the road during this process.
 3. When it is safe for the students to cross, the bus driver is to lower their hand out of sight of the students. This is the signal for the students to cross. No other hand signals are to be used.
 4. Students should then walk (not run) across the roadway still checking for traffic in both directions.
 5. In the case of an emergency the driver shall honk the horn and the student is to understand that the horn is a signal to stop and wait for further instruction from the bus driver.
 6. If needed, the bus driver can use the external bus P/A or an open window to communicate with the students.
- C. If frequent and regular stop arm violations occur at one location, start filling out the weekly Illegal Passing Report paperwork and turn in to Safety the following Monday morning. *DO NOT CALL RED LIGHT RUNNERS IN OVER THE RADIO! IT DOES NOT HELP. FILL OUT THE PAPERWORK AND TURN IN TO SAFETY!*

SECTION 17

EMERGENCY PREPAREDNESS

Flagler County School Board Policy 830 - Disaster Preparedness

- I. The School Board shall participate in emergency management by providing facilities and personnel necessary to staff such facilities during a state or local emergency and upon the request of the local department of emergency management.
 - A. Prior to June 1 of each year, the Superintendent shall develop, with local emergency management agencies, a list of schools to be used as emergency shelters.
 - B. The principals of the designated facilities shall be available to assist the department of emergency management in the operation of their schools as emergency shelters when requested.
 - C. The Superintendent may authorize the use of custodians, food service personnel, electricians, maintenance employees, and other School Board employees to assist in the safe operation of the emergency shelter or disaster operation.

II. Transportation assistance provided by the School Board shall be coordinated with the department of emergency management. The Superintendent may authorize the use of bus drivers and assistants as needed to provide emergency transportation services.

III. Compensation

- A. Hourly personnel asked to perform emergency-related duties will be paid according to current School Board pay schedules. Overtime will be paid consistent with the federal Fair Labor Standards Act.
- B. Salaried personnel will be allowed to earn compensatory time or will be paid at the individual's hourly rate, at the Superintendent's discretion, for time worked beyond the normal workday. However, if the emergency is officially declared an emergency by the federal government, the salaried employee will receive his/her hourly rate of pay for the time the Superintendent has directed the person to work in addition to his/her regular work schedule.

IV. The Superintendent and local emergency management agencies shall develop a shelter operations plan and annual training that will clearly identify staff roles and responsibilities for the safe administration of the school as an emergency shelter and for emergency transportation services.

V. **FOR SCHOOL EMERGENCIES REQUIRING STAGING OF BUSES:**

- A. MHS – park along Old Belle Terre Pkwy.
- B. ITMS & BTES – park in the lot at the Indian Trails Sports Complex.
- C. OKES – Wadsworth Park
- D. FPC & Main Compound – Town Center and the Target/Olive Garden parking area
- E. BES – Old Moody Blvd by old jail
- F. BTMS & WES & RES – along Royal Palms Pkwy

Departmental Duties:

- A. The Transportation Director will maintain and update annually a roster of volunteer bus drivers whose duties in a natural or man-made disaster (i.e., hurricane, flooding, school violence, etc.) would include:
 - 1. Assigned volunteers who will respond in a school bus to the emergency evacuation shelter as directed.
 - 2. The bus driver who will utilize the bus as directed to transport citizens from areas to be evacuated to the appropriate shelter.
 - 3. The bus driver volunteer who will agree to stand-by at a designated location in order to respond to transportation needs that may be identified by Emergency Management officials.
- B. The Transportation Director will distribute the updated rosters to department personnel as appropriate.

SECTION 18

Bidding on Routes - FESPA Article 33.12 A. & B. Article 33.13 D.

- A. When regular bus routes become open because of resignation, transfer, or dismissal, those routes will be posted within fifteen (15) days of the Board's acceptance of the resignation or action on a dismissal or transfer. Both sides acknowledge that the School Board retains the sole authority to decide when it is no longer necessary to fill a previously open position. In the event that a decision is made not to fill a position, such decision will be conveyed via written notice within the specified thirty-day period, in the same location and in the same manner as a job opening/ posting would be.
- B. If a driver is on leave, or absent for three (3) months or more, his/her route shall be declared open and up for bidding.
- C. Please refer to current FESPA contract pages in effect.

SECTION 19

Bus Keys

- A. All bus keys are to be removed from the bus at the end of the day or an after-hours field trip.
- B. If you and your bus are staged at the Main Office, it is required that you secure the bus keys when the bus is not in operation. Keep positive key control. These are YOUR keys!
- C. Under no circumstance is there to be a spare key made or used unless issued to you by your Supervisor.

D. Failure to comply with this procedure could result in disciplinary action.

SECTION 20

ROUTING, SCHEDULING & FTE-FEFP FLDOE (COUNT WEEK)

- A. School bus drivers are *required* to follow the route sheets provided, and to report any errors identified or changes that are needed.
- B. **Only Safety, a Supervisor or Transportation Director may make a routing change on routes.** Bus drivers may indicate a request for a change but may not implement the change unless authorized to do so.
- C. Student stops will be made at the times indicated on the official route sheet. You have +/- 5 minutes for each stop, however it is better to be late than early.
- D. If you fall behind on the scheduled pick-up times, do not attempt to get back on schedule by exceeding the posted speed limits or driving in an unsafe or reckless manner.
- E. Radio Central anytime you are ten or more minutes behind schedule, either in the morning or afternoon.
- F. Every aspect of the route sheet is to be followed (turns, stops, instructions) unless special circumstances are happening and you have spoken with your Supervisor or contacted Dispatch.
- G. **Count Week is extremely important for all employees to do correctly. EVERY PART OF THE COUNT WEEK PAPERWORK IS A LEGAL DOCUMENT. YOU MUST FOLLOW THE INSTRUCTIONS EXACTLY.**
- H. ***Because Count Week is critical to our mission (count week goes to the state which calculate what funds are given to us to buy new buses) it is imperative that drivers & aides DO NOT TAKE OFF DURING THIS PERIOD OF TWO WEEKS!!!***

SECTION 21

Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse



I. What is the Drug and Alcohol Clearinghouse (Clearinghouse) and what information does it contain?

- A. The Clearinghouse is a secure online database that gives employers, the Federal Motor Carrier Safety Administration (FMCSA), State Driver Licensing Agencies (SDLAs), and State law enforcement personnel real-time information about commercial driver's license (CDL) and commercial learner's permit (CLP) holders' drug and alcohol program violations.
- The Clearinghouse contains records of violations of drug and alcohol prohibitions in 49 CFR Part 382, Subpart B, including positive drug or alcohol test results and test refusals. When a driver completes the return-to-duty (RTD) process and follow-up testing plan, this information is also recorded in the Clearinghouse.

FYI ~ How will State Driver Licensing Agencies (SDLAs) use the Clearinghouse?

SDLAs will be able to query the Clearinghouse prior to completing licensing transactions, such as the issuance, renewal, transfer, and upgrade of a commercial driver's license (CDL)....

SDLAs currently have the option to voluntarily query the Clearinghouse.

Query Type	Reason for Query	Consent Requirements	Consent Responses and Required Actions	Query Results and Required Actions
LIMITED QUERY 	Annual check on currently-employed driver OR Ad hoc/periodic check on driver	Outside the Clearinghouse May be electronic or wet signature Limited consent form must specify time range	Consent refused <ul style="list-style-type: none"> Query cannot be conducted Driver removed from safety-sensitive functions Consent provided <ul style="list-style-type: none"> Retain via paper or electronically in driver's qualification file Request limited query in the Clearinghouse 	No records found in the Clearinghouse for queried driver <ul style="list-style-type: none"> No action required Records found in the Clearinghouse for queried driver; full query needed <ul style="list-style-type: none"> Full query must be conducted for violation and/or return-to-duty (RTD) details to be released If full query is not conducted within 24 hours, driver is removed from safety-sensitive functions, including operating a CMV
FULL QUERY 	Pre-employment check on prospective driver OR Limited query returned records found for queried driver OR Ad hoc/periodic check on driver	Electronically within the Clearinghouse, for each full query for individual driver	Consent refused <ul style="list-style-type: none"> Employer notified of refused consent Query cannot be conducted Driver cannot perform/removed from safety-sensitive functions Consent provided <ul style="list-style-type: none"> Query conducted Full violation and/or RTD details released, if any 	Prohibited <ul style="list-style-type: none"> If driver has a violation and no negative RTD test result, driver is removed from safety-sensitive functions Not Prohibited <ul style="list-style-type: none"> If a driver has no violations, or a violation and a negative RTD test result, no action required

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TRANSPORTATION AFTER HOURS & WEEKEND PHONE NUMBERS FOR FIELD TRIP EMERGENCIES

Bus Mechanical / White Fleet / Safety Issues	1 st contact	David Bowman – Fleet Lead Mechanic	386-569-4086 (c)
	2 nd contact	Mike Robinson – Fleet Manager	386-931-2117 (c)
Accident / Injuries	1 st contact	Vicki Turner – Training and Safety	540-287-0312 (c)
	2 nd contact	Tina Hutto or Geri Drayton - Supervisors	TH- 386-285-0830 GD- 386-627-5187
	3 rd contact	Don Rowls - Director	
Trip Issues	1st contact	Vicki Turner – Training and Safety	540-287-0312 (c)
	2 nd contact	Tina Hutto or Geri Drayton - Supervisors	TH- 386-285-0830 GD- 386-627-5187
	3 rd contact	Dr. Don Rowls - Director	

BUS ACCIDENT / EMERGENCIES

SOP for PROFESSIONAL BUS DRIVERS

DRIVER CONTACTS CENTRAL THERE HAS BEEN A CRASH/ EMERGENCY

Report to Central Immediately:

- A. Report nature of the event, *i.e.* car, truck, pedestrian, flat tire, mailbox, tree, illness, etc.
- B. Initial call to Central who will then let Driver know if to further communicate over radio or use cell phone.
- C. **DO NOT LEAVE THE IMMEDIATE SCENE UNLESS NEEDED FOR SAFETY.**
- D. Check on all students, tell Central of status.
- E. Keep in contact with Central, or have a suitable designee do so.
- F. Central will contact all needed personnel. Keep students calm.
- G. Follow necessary emergency procedures for the situation.
- H. Gather seating chart and student roster. Conduct headcount.

CONTINUOUSLY MONITOR RADIO:

Keep in contact with Central & follow Admins & Law Enforcement Officer's directions.

- A. **CENTRAL DECLARES EMERGENCY ON RADIO. ALL OTHER DRIVERS SHOULD STAY SILENT.**

- B. Central will call you if help is required. Do not call central asking this.

DO NOT LEAVE THE SCENE UNLESS GIVEN INSTRUCTION FROM AN ADMINISTRATOR:

- A. Director, Safety Specialist, Fleet Manager

YOU MAY BE REQUIRED TO SUBMIT TO DRUG SCREEN / BREATHALYZER.

- A. An Administrator or trained designee will determine if required.

FILL OUT ALL REQUIRED ACCIDENT AND INCIDENT REPORTS AND TURN IN TO SAFETY SPECIALIST THE DAY OF THE ACCIDENT/INCIDENT.

AFTER HOURS MECHANICAL EMERGENCY CALL FLEET MANAGER.

**AFTER HOURS ACCIDENT CALL SAFETY SPECIALIST AND DIRECTOR
BUS ACCIDENT SOP for CENTRAL**

DRIVER CONTACTS CENTRAL THERE HAS BEEN A CRASH/ INCIDENT

CENTRAL WILL:

- Ask driver if he/she is involved and the nature of the crash, *i.e.* car, truck, pedestrian, mail box, tree, etc.
- Ask driver if there are any injuries aboard bus or outside of bus.
- If crash is serious in nature (with or without injuries) keep driver calm.
- Obtain exact location? Example: SR 100 & Belle Terre parkway.
- Clear frequency for emergency traffic only.

EMERGENCY CONTACTS:

- 9-1-1 Sheriff's Dept. - Give Central all pertinent info.
- Dr. Don Rowls – Director of Transportation Operations.
- Mike Robinson – Fleet Manager
- Vicki Turner – Safety Specialist
- Tina Hutto, Geri Drayton - Supervisors
- School Principal/Assistant Principal
- David Bossardet – Risk Manager

PRIOR TO ADMINISTRATORS LEAVING FOR CRASH:

- Print out student list of names for the route involved to be taken to scene.

ADVISE STAFF IN BUILDING OF CRASH SO THEY CAN ASSIST YOU:

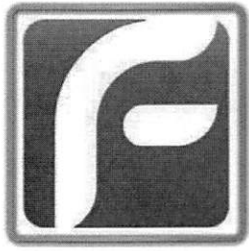
- Start a log immediately with times and info given.
- Have someone assist you in the booth with phone calls, etc.
- Have someone get a replacement driver and bus if needed to be brought to scene.
- Email list of student names to respective school so parents can be contacted.
- Have someone man phones in case of influx of calls.

BE READY TO CONTACT EMPLOYED FOR DRUG/ALCOHOL TESTING:

- Wait for confirmation from one of the administrators on scene to confirm if testing is necessary.
- Have Specimen Collection and Custody form ready for person taking driver for testing.

CONTINUOUSLY MONITOR RADIO:

- At 2 minute intervals, contact the driver for a 10-4 check.
- Keep frequency clear.
- Once given the "OK", clear frequency from emergency traffic back to normal traffic.



BUS INSPECTION REPORT

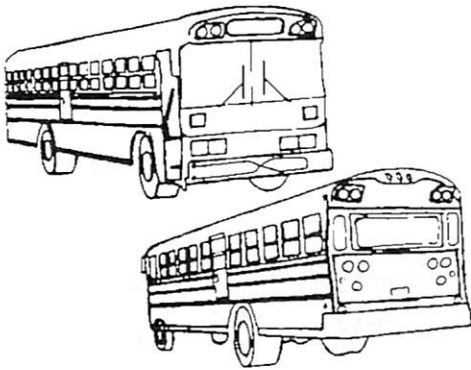
All operators are required to complete this form and maintain it on bus.

Keep a running track of any damages. Fill out paperwork when damage is found and turn it into Fleet.

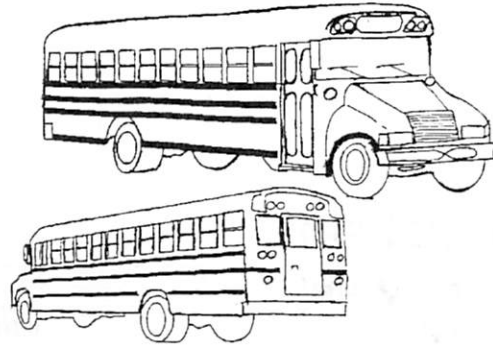
PRINT Driver's Name: _____ Bus #: _____ Date checked: _____

Mark an X in the box pertaining to the make of the bus and record all scratches and dents.

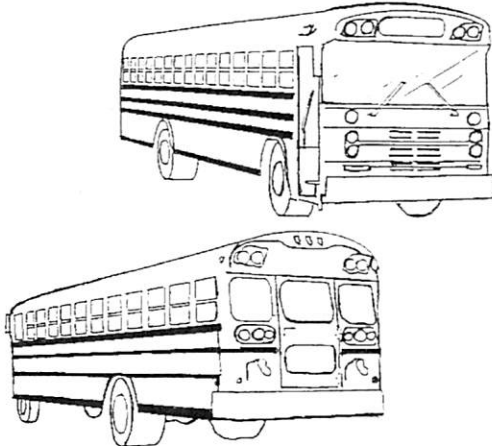
-THOMAS SAF-T-LINER



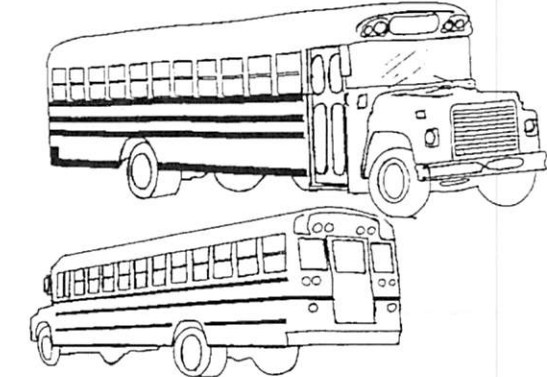
-VISTA



-BLUE BIRD AAFC



-CONVENTIONAL



Body Damage Abbreviations

S – Surface scratch

D/S – Deep scratch down to metal

D – Dent B – Bent T – Torn M – Missing

Internal Inspection

Item	Unsatisfactory	Date	Printed Driver's Name	Comments
Dash				
Floor				
Driver's Area				
Windshield				
Ceiling				
Side Walls				
Seat Belts (include seat number)				
Windows				
Air Conditioning				

Seat Vandalism

Seat Number	<i>(Check One)</i>			Top Seat	Bottom Seat	Back Seat
	Cut	Tear	Writing			

Remarks:

Driver's Signature

Date

"DO NOT LOSE YOUR BUS PRIVILEGE"

FOLLOW THESE RULES

1. Obey the bus driver.
2. Remain seated.
3. Talk quietly.
4. Keep your hands to yourself.
5. NO EATING or drinking on bus.
6. No horseplay or fighting.
7. No profanity.
8. Keep head, hands, and feet inside bus.
9. Throwing objects is prohibited.
10. Keep bus clean.
11. Tobacco & E-Cigs, or alcohol in any form are prohibited.
12. Do not damage or tamper with bus equipment.
13. Possession of illegal drugs or weapons prohibited.
14. The bus driver is authorized to assign seats.
15. Be courteous and have a safe trip.

SCHOOL DISTRICT: FLAGLER COUNTY (018)

DATE OF ACCIDENT: _____

Location Code: _____

TIME OF ACCIDENT: _____

ACCIDENT LOCATION: _____

ROAD CONDITION: _____

WEATHER CONDITION: _____

SCHOOL BUS NUMBER: _____

DRIVER'S NAME: _____

AGE: _____

ADDRESS: _____

PHONE NUMBER: _____

CDL NUMBER: _____

WAS DRIVER INJURED: _____

OF STUDENTS ON BUS: _____

WERE ANY STUDENTS INJURED: Y / N

WAS BUS DAMAGED: _____

SPEED: _____

WAS ANYONE ELSE ONE THE BUS (AIDE OR RIDER?): Y / N NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

WAS PROPERTY DAMAGED OTHER THAN VEHICLES: Y / N

WHAT OTHER PROPERTY WAS DAMAGED: _____

Diagram of accident. Use space to sketch the scene of the accident. District vehicle is vehicle # 1. Other vehicles is #2

Description of Accident:

THIS IS A LEGAL DOCUMENT. BE FACTUAL AND COMPLETE IN DESCRIPTION.
THIS DOCUMENT WILL BE USED AT THE ACCIDENT REVIEW COMMITTEE.
PLEASE PRINT LEGIBLY!

USE BACK OF THIS REPORT IF YOU NEED MORE SPACE