




Bullitt County Public Schools

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Memo

To: Keith Davis, Superintendent

From: Joseph Shepherd, Director of Transportation 

Date: June 5th, 2018

Re: 2018-2019 Transportation Manual Review

Please review submitted comments for manual review. The Task Force has six (5) recommendations for suggested changes to the manual for you to consider at this time

Equal Education and Employment Institution

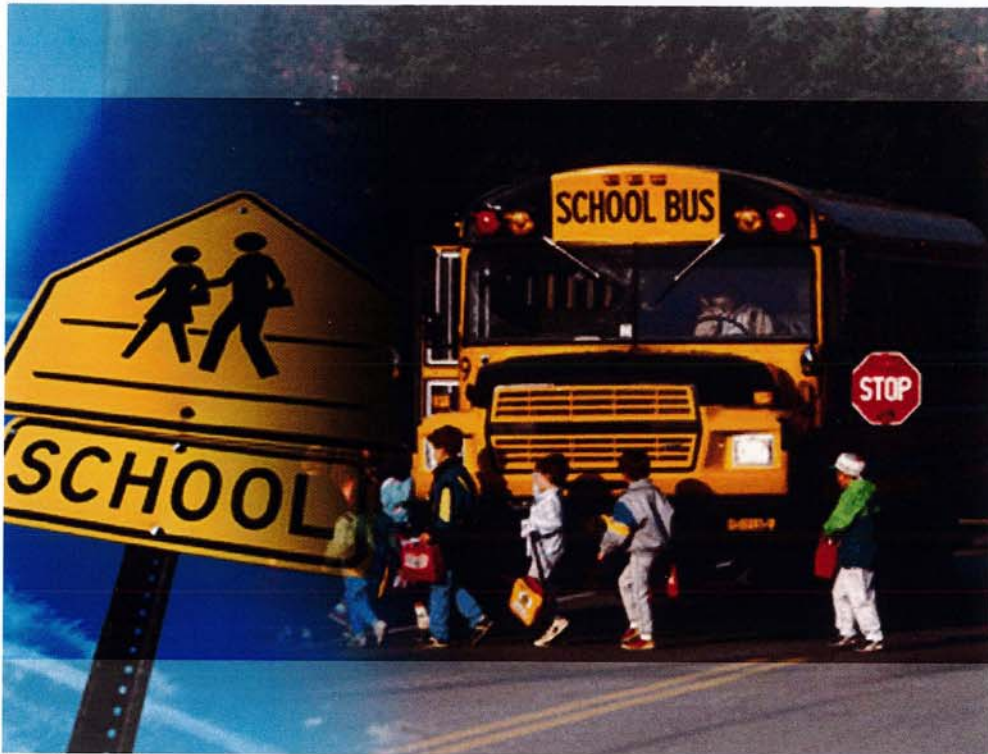
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Blyden

Bullitt County Public Schools



Transportation Manual 2018-2019



Office of Pupil Transportation
1148 C Hwy 44 East
Shepherdsville, KY 40165

Transportation Manual

Rules and Regulations for
School Bus Driver, Substitute Bus Drivers, Bus Monitors, and Substitute Bus Monitors

Staci Goedde

Director of Pupil Transportation

Keith Davis

Superintendent
Bullitt County Public Schools

Bullitt County Board of Education

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It is the mission of the Bullitt County Board of Education and Transportation Department to provide the community with a safe and efficient transportation program; being prepared for emergencies assists us in providing such an environment. The vehicle, its maintenance and the driver are the factors that determine the safety and efficiency of the school transportation program.

Many thanks and sincere appreciation to the following people who served on the review committee for the 2017-2018 school year:

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1.1 General Requirements for School Bus Drivers

All drivers must:

- Have a Social Security Number.
- Be twenty-one (21) years of age or older.
- Have a valid Kentucky CDL (Commercial Drivers License) with passenger and school bus endorsement (Refer to 1.31).
- Have an acceptable criminal records check.
- Have a good driving record. (Refer to 1.31)
- Pass a physical examination each year as prescribed by the Board of Education and the Kentucky Revised Statutes.
- Prior to acceptance into the driver-training program, be able to demonstrate driving skills judged to be acceptable by a certified driver-training instructor.
- Study and know all rules and regulations as written in the Transportation Manual and obey all traffic laws.
- Attend drivers' in-service meetings prior to the opening of, and during, the school year.
- Read and keep route records updated as necessary.
- Be able to control the students on the bus.
- Be able to work cooperatively with other transportation personnel.
- Maintain a good safety record, especially free of motor vehicle related accidents.
- Complete the DOT Checklist daily to ensure completion of all responsibilities before and after each driving assignment.
- Keep the assigned bus clean, inside and out. This includes spare buses when it is necessary to drive one.
- Keep the bus fuel tank adequately filled (at least 1/4 full at all times). Spare buses are to be filled when required.
- Take precautions to ensure that buses are never fueled with students on board.
- Maintain good attendance record and a record of getting to work on time.
- Notify the appropriate personnel when a substitute driver is needed.
- Have a high school diploma or GED certificate.

1.2 Physical Requirements for School Bus Drivers

Kentucky Administrative Regulation 702 KAR 5:080 states that: "A local board of education shall require annual medical examination of each school bus driver and drivers of special vehicles used to transport school children to and from school and events related to the schools." The medical examination shall include tests for hearing and vision disorders, emotional instability, and serious medical conditions including diabetes, epilepsy, heart disease, and other chronic or communicable diseases if indicated in the opinion of the examining physician. SB 114 – All CDL holders with a school bus endorsement will now be required to submit to an annual physical examination.

The examination shall include tests for tuberculosis upon initial employment and positive reactors shall be required to have further evaluation. Drug tests shall be conducted in accordance with state and Federal laws, as appropriate, and shall be a condition of initial employment for Kentucky School Bus Drivers, School Bus Mechanics, and other local school district personnel. Plus, any who work in jobs which are considered appropriate for testing in accordance with existing laws."

The physician at the medical facility under contract assumes the final definitive responsibility for determining eligibility.

All school bus drivers are required to immediately report to the Director of Pupil Transportation any change in medical status. Referral of any changes in medical status will be made to the medical facility for evaluation.

1.3 Driving Record

Prior to the employee's initial employment or upon return from any break in service of more than twelve (12) months (excluding summer), the Superintendent or designee shall perform a criminal records and driving history check on all school bus drivers. No person shall be employed as a school bus driver who has been convicted of driving any motor vehicle under the influence of alcohol or any illegal drug with the last five (5) years.

Current school bus drivers shall immediately report to the local Superintendent or designee any revocation of a driving license or conviction for DUI or reckless driving. This will be grounds for immediate termination.

1.4 Licenses

702 KAR 5:080, Section 7 states that "The school bus driver shall have a current driver's license that is valid in Kentucky." All Kentucky school bus drivers shall possess a valid Kentucky Commercial Driver's License, with the passenger and school bus endorsements.

1.5 Training

702 KAR 5:080, Section 8, states that "Prior to the beginning of each school year, a certified driver shall complete an eight (8) hour training update relevant to the curriculum prior to the beginning of the school year. Each district shall be responsible for planning and conducting the update based on the needs of its drivers."

Driver Training Coordinators are responsible for conducting the Driver Certification training course. Questions pertaining to any areas of bus driving or concerns about routes should be discussed with a Driver Training Coordinator.

The training course shall consist of the following instructional units and minimum instructional times:

<u>Subject</u>	<u>Time</u>
Laws and regulations	2 hour
Driving Fundamentals	2 hour
Care and Maintenance	2 hour
Critical Situations	1 hour
Accidents and Emergencies	2 hour
Pupil Management	2 hour

First aid	1 hour
Special Education Transportation	1 hour
Extracurricular Trips	1 hour
Vehicle Operations	3 hours
Vehicle Control at Speed	1 hour
Bus Route Identification	2 hours
Hands on Training (Bus Time)	<u>26 hours minimum</u>
	40 hours minimum total

“Upon successful completion of the core curriculum the school bus driver applicant shall complete the following:

- A. Driver Review I, Evaluation and Instruction – two (2) hours within the first five (5) days of driving.
- B. Driver Review II, Evaluation and Instruction – two (2) hours not less than twenty (20) days no more than thirty- (30) days.
- C. Driver Review III evaluation and instruction – one (1) hour within three (3) to six (6) months of completion of driver review II. Driver review III shall be done with students on the needs of its drivers.”

Substitute bus drivers are required to complete 44 hours of classroom and on the road driving training. Substitute bus drivers will be reimbursed for up to 44 hours of training after the completion of the course and after they have completed 60 full days of driving for Bullitt County Public Schools. The current substitute drivers beginning base pay would be used for the reimbursement amount.

Further, Section 7 (2) (a) states that:

- A person shall not be certified to teach the school bus driver training curriculum until that person has:
 - Satisfactorily completed a minimum of thirty-three (33) hours classroom and driving instruction, conducted or approved by the Department of Education and relevant to the driver training curriculum; and
 - Been issued an instructor’s certificate by the Commissioner of Education.
 - Instructors shall be required to renew their certificates annually by completing six (6) hours of update training conducted or approved by the Department of Education and relevant to the driver training curriculum.
- Discontinuance of driver employment and subsequent re-employment shall require drivers to become re-qualified by a training update within a 12-month period following his/her certification termination date.
- A driver who does not complete the training update and recertification shall be required to complete the beginning training program.

Section 10 states that “Substitute school bus drivers shall meet the same requirements as regular school bus drivers.”

The Director of Transportation will give annual evaluations with input from the Driver Training Coordinators. Any questions about the scores or validity of comments on the evaluations will be taken to the Director of Transportation.

Classified Personnel Evaluation (03.28) Each classified employee shall be evaluated at least once each year. This evaluation shall be performed by the Principal or the immediate supervisor and shall be based upon a formal procedure approved by the Superintendent for that specific position or class of positions. The administrator performing the evaluation shall share and discuss the evaluation report with the employee. The employee shall have the right to comment in writing on the evaluation report. The employee's written comments shall be attached to the evaluation report, and the report shall be filed with the Superintendent.

1.6 Reporting Traffic Citations

The Kentucky Commercial Drivers License Manual states:

- You must notify your employer within 30 days of conviction for any traffic violation (except parking). This applies to all types of vehicles.
- Also, you must notify your motor vehicle licensing agency within 30 days if you are convicted in any state of any traffic violation (except parking). This is true no matter what type vehicle you were driving.
- You must notify your employer immediately if your license is suspended, revoked, canceled, or if you are disqualified from driving.

1.7 Law Pertaining to School Buses

KRS 189.370 Passing stopped school or church bus prohibited with the following exception:

Whenever any school bus used in the transportation of children is stopped upon a highway for the purpose of receiving or discharging passengers, the operator of vehicles approaching from any direction shall bring his vehicle to a complete stop and shall not start up or attempt to pass until the bus has completed receiving or discharging passengers and has been put into motion; provided that this stop requirement shall not apply to vehicles proceeding in the opposite direction from a school bus, which is stopped upon a multi-lane highway of four (4) or more lanes.

When the bus stop sign is activated, it is to remain activated until students are seated and the bus is put into motion. When discharging students, the bus stop sign will remain activated until the students have crossed the street or moved several feet from the bus. Special Education Drivers are to follow the same procedures. Wheelchairs will be strapped down using the 4-point method and students requiring harness or lap restraint will be properly fitted and secured, and the driver will be in the driver's seat ready to pull away before pulling in the stop arm. Therefore, you, as a driver, will need to seat the children as quickly as possible, preferably from the back to the front of the bus. These procedures will also be followed on school campuses. No bus is to pass another bus while on a school campus if the arm is activated.

KRS 189.375 -- School bus stop signaling device; use; stopping regulation.

No school bus shall be licensed or operated for the transportation of school children unless it has a folding sign on the driver's side thereof with letters at least 6" in height displaying the word "STOP" on both sides. After stopping the school bus, and before loading or

discharging school children, the driver shall activate the airbrake, place the gear in neutral and activate the stop sign so that it will be plainly visible to traffic approaching from both directions. When the school bus approaches a school bus stop to load students, the school bus driver should slow down and activate the warning system 150 to 200 feet before the stop. The driver should stop the bus as far to the right as possible; yet remain on the traveled portion of the roadway. Do not stop on the shoulder.

The students shall not walk toward or in front of the bus, nor shall they board the bus until it has completely stopped, the door has been opened, and the driver has signaled to them. When the driver opens the door, the alternately flashing amber lights should deactivate, the alternately flashing red lights should activate, and the stop sign should extend. After all traffic has cleared and it is safe for the students to cross the roadway, the driver shall give a hand signal to the students. Students should board in single file, and go directly to their assigned seats.

When the door closes, the alternately flashing red lights should deactivate and the stop sign should retract. This action resets the amber-red system for the next stop. Before departing, check the cross-view mirror to make sure that no students are hidden in front of the bus.

No driver shall stop a school bus for loading or unloading purposes in a "No Passing" area, such as a hill or curve which does not afford reasonable visibility to approaching motor vehicles from both directions. No driver shall stop a school bus and allow it to remain standing for the purpose of receiving passengers from or discharging passengers to the opposite side of the road on a multi-lane highway of four (4) or more lanes; provided that this provision does not prohibit the discharging of passengers who desire to cross the highway at a marked pedestrian crossing after the bus has proceeded.

1.8 Driving Under Difficult Conditions

Every driver should anticipate driving under difficult conditions. Many of these conditions cannot be controlled by the driver, however, a driver must be knowledgeable in defensive driving technique – be prepared to react and adjust to critical and difficult situations.

SOME AREAS OF CONCERN ARE:

- Steering Failure
- Headlights Out
- Accelerator Sticks
- Engine Overheats
- Fire
- Evacuation Procedures
- Reduced Visibility
- Weather Conditions
- Road Conditions
- Accidents
- Tire Blow Out
- Brake Failure

1.10 Bus Pre-Trip Inspection

All bus drivers are required by Federal Safety Program, Standard No. 17 and Kentucky Administrative Regulation 702 KAR 5:080 to perform daily pre-trip inspections of their buses and to report promptly and in writing any defects discovered that might affect the safety of the vehicle operation or result in a mechanical breakdown. All bus drivers are to perform a complete pre-trip inspection that meets federal and state regulations before the first trip on each and every bus they drive that day. After the initial pre-trip inspection, all subsequent bus runs that day (on the same bus) are to be preceded by a walk-around inspection that will consist of checking steering, tires, console, dash panel, mirrors, service brake, park brake and emergency equipment. The Department of Transportation (DOT) inspection form is filed with the dispatcher on a weekly basis. If deficiencies are noted, the DOT inspection form must be filed immediately.

Any damage to a bus that is noted in the pre-trip or walk-around inspection shall be reported in writing to the Director/designee.

Drivers' timesheets should include fifteen (15) minutes for the initial pre-trip inspection.

1.11 Radio Procedures

The two-way radio is an important method of communication in the Transportation Department. The radio should be utilized only in emergency situations, or to advise of pertinent information. Radio use is regulated by the Federal Communications Commission (FCC). The purpose of these radios is to provide instant communication with the base units (located in the bus garage and the compound office) in case of an accident, mechanical problems or a misplaced child.

1.12 Basic Rules for Radio Operation

- The radio will be used for school district business only.
- Students or unauthorized persons are not to use the radio.
- Check before each run to assure that the radio is on, and the volume is set at an appropriate listening level. The driver shall keep the radio on at all times s/he is in or around the bus and tuned to a volume level where the driver can hear communication.
- Listen for conversation already in progress. Do not interrupt an ongoing conversation, unless you have an emergency.
- Remove microphone from clip and hold the microphone approximately 2 inches from your mouth. Key the microphone and pause one or two seconds before speaking.
Remember to think before you speak. Students on your bus and other buses can hear what is said on the radio. Do not yell into the microphone.
- Identify the unit you are calling, then your unit number. For example: "Bus 31 to Base one office".
- State your information as briefly and concisely as possible. State addresses and/or telephone numbers clearly. For example: 1642 should be stated as "one-six-four-two", then repeated as "sixteen, forty-two".

- Be professional. Keep the language clean. Keep the transmission pertinent to transportation business. Do not transmit personal business over the radio.
- Acknowledge messages to you with 10-4 (yes), or negative (no).
- Avoid using “CB” phrases such as, “Over and Out”, “Wilco”, “Gotcha Ears On? Keep your transmission professional.
- A driver using the radio to report an accident or breakdown shall give the following information:
 - Bus number,
 - Location of the bus,
 - Whether or not medical assistance and/or ambulance is required,
 - Whether or not a police officer is needed,
 - Whether or not a replacement bus is needed, and
 - Whether or not a wrecker is needed.
- The driver shall not attempt to repair the radio. If the radio develops a problem, it should be taken to the bus garage for repair and reported on the DOT inspection form.
- Bus drivers shall comply with requirements of KRS 281A.175 concerning use of cellular telephones while operating a school bus. Bus drivers will not use a cell phone when students are on the bus or the bus is in motion.

Employees who disregard the appropriate use of the radio system will be subject to consequences of the Progressive Discipline Policy as approved by the Board of Education. (See Appendix B)

ADDITIONAL NOTES AND COMMENTS

Be considerate of your fellow drivers in the use of the radio. Listen carefully and think before transmitting. Be alert and recognize that if another driver is asking for directions, or information, she/he is requesting this from the person that was called. If you respond without proper procedure, you may be speaking simultaneously with the person to whom the call was addressed, and neither unit would be able to convey the information. Two units keying the microphone at once, cancels both transmissions. The design of the microphone allows you to speak in a normal tone of voice. DO NOT YELL.

Holding the microphone too close to your mouth may muffle your voice. Holding it too far away, may not carry your voice loud enough. For example, some drivers attempt to talk into the microphone without removing it from the clip. This causes a very poor transmission and may permit the radio to attempt to scan while it is transmitting— an-impossible situation. Never allow students to operate the radio. Do not leave the bus, or the radio, unattended with students on board.

Remember to be professional. Our radio conversations are monitored daily by various media agencies and other parties. The FCC often checks the frequency. Inappropriate use of the radios may subject the school system to suspension from the use of the radios, being fined, or revocation of our license. Always obey FCC rules and regulations.

1.13 Procedures for Reporting Accidents

If the school bus is involved in an accident, there are prescribed procedures to follow that will meet the requirements of the state law. Because no two (2) accidents are exactly the same, the sequence reflected in the procedures listed may not be practical in every case. Therefore, reasonable judgment must be exercised and good common sense should always be the rule.

The primary responsibility of the bus driver is to the safety of his/her passengers. Drivers must remain calm at all times. If a driver is involved in an accident when a student(s) are on the bus, medical personnel will be dispatched to the scene of the accident to evaluate if anyone is injured unless directed otherwise by the Director of Transportation or other school administrator. An example of when an ambulance would not be dispatched is if a bus backs into a mailbox. If it is determined that it is appropriate to dispatch medical personnel to the scene, the driver shall not continue the route, or release any students from the scene, until everyone has been evaluated by medical personnel. The procedures below are to be followed by the bus driver if the bus is involved in an accident (with or without students on the bus) and/or an emergency situation:

1. Set the parking brake.
2. Turn off the ignition and set key to accessory.
3. Remain calm and reassure the pupils.
4. Account for all pupils.
5. Check for injury to pupils. If there is an injury, proceed as follows:
 - a. Move the person from danger and give first aid. Do not attempt to move the person if a neck or back injury is indicated. Only move if extreme circumstances warrant the move for safety.
 - b. If the injuries appear to be serious, call an ambulance.
6. Notify the dispatch/transportation office immediately. They will then notify appropriate law enforcement agencies and school administrators. In reporting the accident, give the following information:
 - a. Give the exact location of the bus.
 - b. Indicate injuries, if any, and whether or not an ambulance is needed.
 - c. Indicate if another bus is needed to transport student and/or a wrecker is needed.
7. Use emergency reflectors to “protect the scene”, as appropriate.
8. Protect the scene from traffic and people so that evidence is not destroyed.
9. Under normal circumstances, the vehicles involved should not be moved until law enforcement officers advise the driver to do so, unless the bus is on a railroad track or in danger of another collision.
10. Keep all pupils on the bus unless there is a fire, possibility of a fire, or the vehicle is in danger of further collision. Extinguish the fire, if any. However, never endanger anyone to extinguish a fire.
11. Do not discuss the facts of the accident with anyone except the investigating officer and school officials.
 - a. Make a list of all pupils’ names, ages, phone numbers and the seat they were sitting in. This information should be given to the investigating officer and the building administrator.
 - b. Provide the investigating officer with information concerning the school bus such as insurance, make model number, owner, bus

- number, driver's name, address, driver's license number and bus serial numbers.
- c. When being investigated, the driver should have patience, evaluate questions, and give clear, concise answers.
12. The driver should never admit fault or try to assign blame. Generally the less said the better. The driver may ask the other party if they are injured and that the authorities have been notified
13. Cooperate with school officials:
- a. During the accident investigation, do not release any of the pupils to anyone unless told to do so by a school administrator/or the Director of Transportation.
 - b. When authorized to do so, continue the transportation of the pupils by the present bus, if safe and operable, or a substitute bus.
14. Report the facts of the accident to the Director of Transportation and assist in completing the necessary accident report forms. All reports must be reported and completed the same day of the accident. Failure to do this constitutes negligence on the part of the driver.
15. Do not offer to pay any damages to the other party involved. If the bus driver is at fault, the Board's insurance company will handle any claims.
16. Never say, "The Board's insurance company will pay for the damage." The Board's insurance adjuster will make that decision. If the representative of another insurance company or an attorney representing the other party involved visits the driver and requests a statement either written or verbal, the driver shall refuse. The driver should tell them that he/she has filed the accident report with the Director of Transportation and they will have to see him/her or the Board's insurance agent. (This is very important in settling claims.)
17. Be sure to get the names, addresses, driver's license numbers, tag numbers, make and year, model of vehicle and insurance information of all persons/cars involved in the accident. It is very important to get the names and addresses of any witnesses to the accident.
18. The driver will give a list of names and numbers of students on the bus at the time of the accident to the principal as soon as possible who will then make arrangements to notify parents about the accident. Parent notification is required no matter how minor the accident. Keeping parents informed develops a better working relationship between the school system and parents.
19. The Director of Transportation shall forward a copy of the accident reporting form to the Personnel office to be filed in the bus driver's personnel file.
20. The driver shall remain at the scene until released by investigating authorities.

1.14 How to Report Mechanical Trouble

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Allow time for the Base or the mechanics to acknowledge the radio.

- State your location, and indicate the street name you are on and then the nearest intersecting street. If in a rural area, indicate the nearest strategic point.
- State the problem with the bus.
- Indicate whether you need another bus, if students are on board, and if you have another run to complete.
- Listen to and follow instructions.

1.15 Procedure for Clean-up of Possible Blood Borne Pathogen Contamination

The Dispatcher will request the nearest school to provide the materials to accomplish the clean-up, and the Driver/Assistant on the bus will clean up the spill and give the red bag to the custodian for disposal. The custodian at the school may volunteer to help with the clean-up.

1.16 Bus Cleaning/Washing

Drivers are to ensure the cleanliness of their assigned bus, both inside and outside. Do not hose the inside of the buses, as this will cause the electrical system to short out, and may cause warping, rotting, and rusting of the deck plates. Use a mop and bucket to clean the inside of the bus. Buses must be swept daily using a trash bag (not onto the ground).

1.17 Emergency Maintenance

In case of an emergency mechanical problem, the driver is to pull the bus to a safe place, call dispatch for help, turn off the engine set parking brake, activate the 4-way hazard lights and place reflective triangles as necessary. If a substitute bus is needed, pre-trip inspection shall be completed and signed off on DOT sheets by bus compound personnel prior to leaving the bus compound.

1.18 School Bus Evacuation Procedure

In any school bus emergency situation, the driver must use good judgment in deciding the best action to take under the circumstances. If evacuation is necessary, the procedure will depend on the particular situation. The driver should make sure that the students get off the bus safely and make sure they are safe after they get off by having them assemble 100 feet (40 paces) from the bus and away from traffic. A school bus should always be evacuated if there is a fire, if there is danger of fire, or if the school bus is in an unsafe position.

There are eight (8) Emergency Evacuation Plans or Procedures:

1. Front Door Evacuation
2. Front & Rear Door Evacuation
3. Rear Door Evacuation

4. Left Side Door Evacuation
5. Front & Left Side Evacuation
6. Rear & Left Side Evacuation
7. Roof Hatch
8. Windows

Evacuation drills (1-8) need to be explained on all special trips (including sporting teams and band groups).

Bus Evacuation drills must be completed according to the following schedule for the 2017-2018 school year:

- | | |
|-----------------------|-------------------------------|
| 1 st Drill | week of August 14 – August 18 |
| 2 nd Drill | August 21 – December 15 |
| 3 rd Drill | week of January 3 – January 5 |
| 4 th Drill | January 8 – May 25 |

1.19 Railroad Crossings

Railroad crossings represent one of the greatest hazards to a driver, a bus and the passengers. Following is the recommended procedure for safely crossing railroad tracks:

1. Carefully observe traffic and reduce speed far enough in advance of the stop to avoid trapping other motorists in panic stops or rear-end collisions with the bus.
2. The hazards are to be activated 200 feet prior to the crossing for these stops.
3. Stop the bus from 15 to 50 feet before railroad crossings, as far to the right hand lane as possible to avoid conflict with other vehicles. Apply parking brake and place gear in neutral.
4. Listen and look in both directions for trains. Open the forward door to improve your ability to see or hear an approaching train. For improved vision and hearing, a window at the drivers left should be opened, students should be quieted and all noisy equipment should be shut off until the bus has cleared the crossing. Check for clearance on opposite side of tracks before proceeding.
5. If the view of the track for a distance of 1000 feet is unclear or obstructed in any way, no portion of the bus is to be moved onto the tracks until the driver has made certain that no train is approaching. If a train has just passed over the crossing, do not drive onto the tracks until it has sufficiently cleared the crossing so that you are sure that there is no train approaching on an adjacent track that is hidden by the first train.
6. Cross in lowest gear and don't change gears while crossing the tracks.

No bus shall be driven through, around or under any crossing gate or barrier at a railroad crossing while the gate or barrier is closed or being opened or closed.

In addition to the above, the driver of any school bus which has stopped at any railroad tracks at which there are in operation any flashing lights and/or bells should not proceed across any such tracks unless by authorization from a law enforcement officer or railroad personnel. If the bus is stopped at the crossing for an extended amount of time, the driver shall contact the

Transportation Department. **However, this does not relieve the bus driver of personal responsibility for safe crossing.**

1.20 Arrival and Departure Times

It is important to note that school arrivals and closing times are regulated by the Bullitt County Board of Education in conjunction with the Superintendent, Director of Transportation and each building principal.

Buses shall arrive at school prior to the opening of school and in the afternoon prior to dismissal based on the needs of the individual buildings and in conjunction with loading/unloading times established by the Principal and the Director of Transportation. Buses are not to arrive at school more than 10 minutes prior to the established time for doors to open and unloading of students.

1.21 Transporting of Students

KRS 158.110 Transportation of Pupils: Boards of Education may provide transportation for any pupil of any grade to the school assigned by the Board of Education if the student does not live within a reasonable walking distance to the school.

BCPS Policy 06.32 Eligibility for Transportation: Pupils shall be eligible to be transported to and from school if they reside more than one (1) mile by the nearest traveled public access, from the school to which they are assigned. If traffic or other safety conditions make walking to school extremely hazardous, pupils shall be eligible for transportation without regard to the distance to their school.

In regard to transportation, students are classified by their school as follows:

- NT Non-transported (within one mile of school)
- T-1 Over one mile twice daily
- T-2 Less than one mile twice daily
- T-3 Over one mile once daily
- T-4 Less than one mile once daily
- T-5 Special Education.

The use of shuttle buses shall be kept to a minimum. All routes involving shuttles shall be verified by the Director/designee by riding the route with the driver within one month of the establishment of the shuttle bus route. Transfer of students involving shuttles shall be kept to a maximum of one transfer/student.

1.22 Regular Student Transportation

Students are expected to be at their assigned bus stop five (5) minutes prior to scheduled bus arrival and should be lined up and ready to board. The bus driver is responsible for staying on schedule and **MUST NOT LEAVE THE STOP PRIOR TO THE TIME LISTED ON THE ROUTE SHEET**. If a student misses the bus the driver shall not go back to pick up the student. The parent will be responsible for transporting the student. Mark the route sheet for any time

changes or special instructions for relief or substitute drivers. Incidents of drivers repeatedly leaving stops early shall be cause for disciplinary action. Drivers must not deliver students to school more than 10 minutes before doors open and must not arrive at school in the afternoon more than 15 minutes before dismissal.

Bus stops are located approximately 50 feet before any intersection to allow vehicles turning left or right into the street by the bus to be able to see the activated stop sign, and avoid violating the stop sign. Students shall cross in front of the bus.

Students should be instructed to wait for the bus off the roadway. They should board only after the bus is completely stopped and they have been signaled by the driver. This is especially important for students who must cross the street to load the bus. Once loaded, students may leave the bus only with the driver's permission. Students are to enter and exit the bus by means of the front door only, except in the case of an emergency.

Students must use their regularly assigned bus stops unless they have written permission from the school principal. New students will be assigned a bus stop by the Director/designee and should meet the bus at that location. This information shall be given to the driver, in writing, on the first day of transportation. Students are expected to observe the standard rules of behavior as posted at the front of the school bus.

Student safety is always the first consideration in the utilization of bus seats. While assigned seating is an option at the discretion of each driver, it is highly recommended as a first reaction to unruly students being transported. Assignment can change based on student behavior. The Director/designee shall direct assigned seating in cases where safety is an issue.

- A student must ride the bus to which he or she is assigned, and must get on and off the bus at the same stop each day unless the Principal or Assistant Principal of the school, which the student attends, grants permission in writing. Permission notes from parents, teachers, or others are not to be accepted by the drivers. When a Principal gives pupils permission to ride a different bus, the pupil is to board and de-board the bus at a regular bus stop only. Bus stops and/or routes are not to be changed without proper authority from the Director/designee.

Drivers shall be provided an initial list of kindergarten students (names, addresses, and telephone numbers) at the beginning of each school year. Kindergarten students must have a parent/guardian or older sibling present to unload at their bus stop or the student will be returned to school.

- The school shall provide a "Special Transportation Request Change" for each new child after the beginning of each school year.

1.23 Special Education Students

Transportation for special education students will generally depend on the type of disability. The following guidelines apply to special education students in general.

- The location of individual bus stops will be determined by safety factors, student's disabilities, and availability of suitable bus turnaround.
- Students must be ready five minutes before scheduled pick-up time.
- If there is no one to meet the child, first radio the dispatcher to verify that the bus is on schedule, have dispatch notify parents and then if no contact continue to deliver other students to their stops. The dispatcher will notify the student's school that the child will be returned to school as soon as the other children on the bus have been delivered. The driver shall not return to the stop. The parent will be responsible for transporting the student.
- Numerous route changes are to be expected on special education routes. Drivers are asked to work closely with parents by notifying them when a schedule change occurs.
- Students are expected to observe the standard rules of behavior as posted at the front of the school bus.
- When a parent tells you they are moving or changing day care, please advise them to contact the Transportation Office.
- If you have a student who is not at a pick-up for more than 1 week, please notify the Transportation Office in writing so we may check with the school on the student's status.
- The Transportation Office will endeavor to provide as much information as possible on a student's particular disability. All drivers and monitors shall be informed by school personnel of any special needs or health concerns that may affect the transportation of the student. This applies to both regular education students and special needs students.
- When a monitor is required for special needs students, he/she shall be on the bus prior to picking up the first special needs student on that run. If the monitor has not arrived by the time the bus is scheduled to leave, the driver shall notify the Director of Transportation/designee. Either a substitute monitor shall be used or the Director/designee shall make alternative arrangements to pick up the students.
- Special Needs Assistants shall exit the service door in preparation of loading and unloading students, even if the student is ambulatory and regardless of grade level. Special circumstances will be cleared through the Transportation Director or designee.
- The District will provide all Bus Monitors with appropriate training prior to assuming the duties of their job.

1.24 Headstart/Preschool Students

Headstart/Preschool Students are to follow the same basic guidelines as regular students with the following additional considerations.

- Each bus transporting three or four year old students must have a school bus monitor who is 16 years of age or older. Although a student may become a five-year-old during the year, a driver assistant is still required while the child is attending the Preschool Program.
- Parents should be apprised of their child's stop prior to the child's first day at school.
- Headstart/Preschool students who must cross the roadway at their stops will be accompanied by the bus monitor.
- It is the responsibility of the parent, guardian, or person authorized by the parent or guardian to provide safe supervision at the bus stop for pick-up and delivery.
- It is the responsibility of the school bus driver and bus monitor to deliver or receive the child safely.
- The Director of Transportation will assign monitors for Special Needs runs as needed. The monitor will remain on the bus for the duration of the bus run.
- No Headstart/Preschool student shall be left unattended at the time of delivery.
- **If the responsible party is not at the stop to receive the child, the child must be taken back to school.** The principal shall notify the parent that bus riding privileges may be suspended if the absence of a responsible party at the bus stop continues. The driver shall not return to the stop. The parent will be responsible for transporting the student.
- If anyone other than the authorized person is to receive the child, such arrangements must be made by the parent by contacting the principal of the school who will advise the driver in **writing**.
- The decision to assign a specific Bus Monitor to a specific bus shall be made by the School Principal/Director of Elementary Education.
- The monitor shall be picked up at a designated location (school or business). The preferable location is at a school along the designated route and is required to be located prior to the first student pick up.
- The Bus Monitor (an individual other than the bus driver) has the general responsibility of:
 - Assisting in the loading and unloading of students and
 - Administering to the needs of students while they are being transported to and from school or related functions

- Each bus that transports three and four year old children is required to have at least one Bus Monitor. In relation to three and four year old children, the Bus Monitor is responsible for:
 - Delivering and receiving each child safely to and from the parent, guardian or a person authorized by the parents or
 - Escorting any three and four year old child who must cross a roadway
 - Assisting the driver as needed in enforcing student safety rules
- The District will provide all Bus Monitors with appropriate training prior to assuming the duties of their job.

1.25 Conduct of Pupils Riding the School Bus (06.34)

The Bullitt County Board of Education requires proper conduct on the school buses in order that the driver may devote the major part of his or her time and attention to the safe operation of the bus. The Principal shall oversee the deportment of students who ride on the school bus and who walk to and from the school.

PRINCIPAL RESPONSIBILITIES

School personnel will provide a copy of the Rider Rules to all students during the first week of school. The purpose is to make the parent and student aware of the bus rules. Any time during the year that the driver is experiencing misconduct; additional leaflets may be given to individual students. The school shall collect all signed student/parent contracts and keep them on file at the school.

DISCIPLINARY ACTION

Student conduct referrals are completed by the driver and given to the principals. Disciplinary action needs to be taken within three school days and a copy of the action shall be given to the driver (within 24 hours) who will give a copy to the Transportation Department (Director) within 5 days.

Whenever the bus driver determines that an unsafe condition exists; the bus must be stopped until the unsafe condition no longer exists. Assistance may be requested from the dispatcher whenever the unsafe condition is beyond the capability of the driver to correct. Students may be taken back to the school after the bus has departed from school campus with permission from the Transportation Department Director/designee. Drivers may request removal of students who are responsible for the unsafe condition. When the driver determines police assistance is needed, base shall be contacted and police called. It is essential that the Misconduct Form be completed and given to the principal as soon as possible.

DISCHARGE OF PUPILS FROM BUS

Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver is authorized to order the offending pupils from the bus. In the event a pupil is discharged for disciplinary reasons, the driver shall remain at the location with the discharged student until someone in authority arrives to assume responsibility of the student. The driver shall immediately notify the transportation office of the situation

and ask them to notify law enforcement, the Principal of the school where the pupil attends and the student's parent or legal guardian.

WITHHOLDING OF RIDING PRIVILEGES

The Principal/designee is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld.

The Superintendent/designee may withhold bus-riding privileges up to the remainder of the school year.

RESTITUTION OF DAMAGES

The parents or guardians shall be held responsible for restitution of any damages to the bus, beyond normal usage, inflicted by their child.

STUDENTS WITH DISABILITIES

Students with disabilities who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and the legal obligations and standards adopted by the Board.

1.26 Bus Misconduct

The driver will deal with initial or minor student misconduct on the bus. Those minor infractions include but are not limited to:

- Eating/drinking
- Failure to follow directions
- Rude/discourteous/disrespectful behavior
- Unsafe behavior
- Language (profanity/abusive).

For minor infractions the driver may take any of the following actions:

- Give a verbal reprimand
- Give a student an assigned seat
- Contact the parent (Student conduct form shall be completed to document the contact and given to the Director of Transportation.)
- Complete a misconduct form
- Return the bus to school. (Department of Transportation will be notified if the bus is returning to school.)

For continued infractions or an infraction of a more serious nature, the driver will make a report to the principal or assistant principal of the school the student attends.

The driver can ask to see video to identify a student for misconduct for serious offenses. It's at the discretion of the Director or their designee whether viewing is warranted.

The driver is authorized to immediately remove students from the bus for behavior that endangers the safety of others. (References: KRS 158.150 and 702 KAR 5:080)

^ guide to possible consequences/disciplinary action resulting from bus misconduct.													
Bus Misconduct reported to the principal	Verbal Reprimand	Bus Suspension 1-5 Day	Bus Suspension 5-10 Day	Bus Suspension Remainder of year by Director of Transportation	Counseling (in-school)	Parental involvement	Behavioral contract	Behavioral modification techniques	Hold child/parent responsible for replacing damage or loss	Detention	Friday/Saturday School	Suspend right to participate in or attend extra-curricular activities	Contact with local law enforcement
1 st offense	X	X	X		X	X	X	X	X	X	X	X	
2 nd offense		X	X		X	X		X	X	X	X	X	
Subsequent Offenses			X	X	X	X			X		X	X	X
Behavior that is appropriately dealt with under other board policy should be consulted if necessary.													

1.27 Physical Contact

The only time a driver or monitor may touch a student is to:

- 1) Prevent injury to his or herself.
- 2) Prevent injury to another rider.
- 3) Prevent injury to the rider being touched.

The following actions are considered unsafe and are prohibited on school buses:

- Fighting, scuffling, yelling, loud talking,
- Throwing items into the bus, inside the bus, or out of the bus,
- Making remarks and disrespectful signs to people on the roads, on buses, or streets,
- Changing seats or moving about while the bus is in motion,
- Failure to share seats,
- Damaging parts of the bus,
- Failure to follow the driver's instructions,
- Putting hands and head out of the windows
- Getting off the bus through the emergency door when no emergency exists, and
- Defacing or dirtying the bus in any way.

1.28 Special Contingency Actions

As the result of discussions with local law enforcement personnel, coupled with the development of internal procedures, the following contingency actions were developed for use in the transportation department.

Situations

- **A weapon is observed in the possession of a student prior to boarding the bus...**
The driver should not let the student on the bus, and should immediately notify the dispatcher. The dispatcher will notify Police, giving location and description. Then, notify the principal.
- **Weapon observed on the bus...**
The driver will immediately notify the dispatcher of the location of the bus. The dispatcher will contact Police and ask them to intercept the bus at (location). Upon arrival of the police the bus driver will assist as instructed. (It is important that the identified hazard be removed from the bus as quickly as possible.)
- **Information that a student who just departed a bus is armed...**
The driver will advise the dispatcher of the situation, providing name, location, type of weapon, and description of student. The dispatcher will notify Police. The driver will provide a written report to the principal the following day.
- **An injury or illness on the bus...**
The driver will immediately stop the bus and advise the dispatcher of the location of the bus and the nature of the injury or illness, if known, and wait for emergency medical personnel.
- **A suspected bomb on the bus...**
The driver will notify the dispatcher, give the dispatcher the location of the bus and immediately evacuate the bus. Students should be instructed to leave backpacks or any other carry-ons on the bus. Students will be moved as far from the bus as practical and preferably located behind some physical protection. The dispatcher will notify Police, giving the location of the bus.
- **A student attacking the driver or monitor...**
Drivers and monitors are permitted to act in self-defense, or to protect the safety of other students. The perpetrator should be dealt with in a fashion that will ensure the safety of the other students, the driver, and the monitor. Excessive force is never authorized. The driver shall notify the dispatcher and advise if police are needed.

1.29 Items Prohibited on the Bus

The following items are prohibited on school buses:

- Firearms or weapons, either operative or ceremonial
- Fireworks or explosive materials of any type
- Alcohol, drugs or tobacco products
- Food or drinks of any type
- Balloons of any type

- Glass objects
- Anything that would block the bus aisles or exits, and
- Any form of contraband.

Pupils must not be permitted to bring anything on the bus that might frighten other passengers or distract the driver's attention. Examples would include, but not be limited to, the following: live, dead, stuffed, or preserved animals, fowl, fish, snakes, or insects. An animal that is necessary to enable a student to safely utilize the bus transportation as documented by adequate medical evidence or a student's Individual Education Plan, and that is not a risk to other bus riders, may be allowed on the bus.

Pupils must not be permitted to bring any item on the bus that might block the center aisle, step well, entrance door, emergency door, any of the windows, which would be dangerous in case of a collision, that would present a fire hazard or that would take up pupil seating space. Footballs, basketballs, volleyballs, baseballs and softballs may be brought on the bus but must be kept in an equipment bag in the possession of the owner at all times and not tossed about inside the bus. Bows for school sponsored archery competitions may be transported in a soft case. Under no circumstances are arrows to be transported on a bus.

Since it is unsafe to have any object under the dashboard, blocking the center aisle or emergency door, the only musical instruments pupils are permitted to bring on the bus are those which can be confined to the lap of the owner. Some instruments may be transported by students on the bus with the stipulations: that the students must hold instruments on their laps during transport. The instrument cannot sit on or under the seat and the instrument must not interfere with other students sharing the seat. These instruments are:

- Violin
- Trumpet/coronet/oboe
- Viola
- Clarinet (b flat)
- Piccolo
- Alto Clarinet
- Bells
- Flute

The following instruments are allowed with the stipulations that they must sit on the floor between the student's feet:

- Bassoon
- Tenor Saxophone
- Bass Clarinet
- Trombone
- Alto Saxophone

Instruments not permitted on the school buses during the regular morning and afternoon bus runs, as they cannot be transported safely according to the state policies, are:

- Tuba
- String Bass

- Drums
- Cello
- Baritone
- French Horn

1.30 In-service/Meetings

- **MEETINGS FOR DRIVERS OF SPECIAL NEEDS BUSES**

All monitors of special needs buses shall be invited to all meetings for drivers of special needs buses. Monitors shall not be required to attend.

Required in-service training is not included in this procedure. Attendance is required at these meetings and payment for such will be made to the monitor.

- **IN-SERVICE MEETINGS**

In-service meetings shall be held for each of the three geographical areas and the special needs drivers. An agenda shall be set in advance for these meetings.

Additional meetings may be in a large or small group setting depending on the information to be distributed and will be held to satisfy regulations and contract requirements.

Full Time Drivers are required to complete 19.5 hours of extended time during the school year. Full Time Monitors are required to complete 13 hours of extended time. Extended time will include district update training and other Director approved activities.

1.31 Driver Responsibility

- **COMPLIANCE WITH ALL APPLICABLE RULES, REGULATIONS, POLICIES AND PROCEDURES**

A driver must abide by the State Laws, Kentucky Administrative Regulations, the District's regulations or policies, and the directives from the Department of Pupil Transportation that pertain to his/her responsibilities as a school bus driver to the best of his/her ability. Upon evidence that this has not been done, the Superintendent/designee has the authority to move any driver from a route at his/her discretion. Further disciplinary action may occur if the problem continues. Disciplinary action shall follow Board Procedure 03.27 AP.1 – progressive discipline.

- **MEETING WITH SUPERINTENDENT/DESIGNEE FOR DISCIPLINARY ACTION**

According to Board Policy 3.27, when the Superintendent/designee meets with an employee under circumstances for a disciplinary action, the employee may have present with him/her at any such meeting another individual who may listen and advise the employee. A meeting will not be unnecessarily delayed to allow the presence of a specific advisor.

- **STUDENTS LEFT ON BUS UNATTENDED**

It is the responsibility of the bus driver to conduct their state required walk-through of the school bus. Any driver who is determined to be guilty of leaving a student on the bus due to not conducting this requirement will be terminated immediately.

- **EMPLOYEE ABSENCES**

All absences from the job must be in accordance with established Board policies on the subject. A completed transportation absence request (affidavit) must be submitted to the Director /designee promptly following absences. Planning is essential to getting requests approved. However, it is understood that medical and emergency leave are often out of the employee's control. Refer to board policies 03.223, 03.2232 and 03.2236. Call to report absences will be made by the individual driver (not a relative) to the director/designee. If an employee is hospitalized, another person may call to report the absence. A request for personal leave shall be submitted to the Director for approval prior to the absence. Emergency leave requests shall be submitted to the Director for approval upon returning to work.

If an absence is planned, notify staff during the working day between the hours of 5:00 AM and 5:30 PM. You must call the office to speak to transportation staff at 5:00 AM the day you need a substitute. Voicemails, text, or emails are not acceptable; you must speak directly with staff for your request.

- **EXCESSIVE ABSENCES**

The progressive discipline procedure (03.27 AP.1) shall be utilized for unnecessary absences. Five (5) absences/tardies or three (3) consecutive absences/tardies shall be considered excessive and a note from a physician shall be required.

- **REPORTING FOR WORK**

A driver is not to report for work when his/her physical condition is such that it would impair the ability of the driver to carry out his/her duties effectively and safely. It is imperative that the driver contact Transportation as soon as possible to allow sufficient time to get a replacement.

- **USE OF TOBACCO PRODUCTS**

According to both state and district regulations, a driver shall not use tobacco products on a school bus, nor permit pupils to use tobacco products when on the school bus.

- **ALCOHOL/DRUG TESTING**

A driver is to refrain from the use of drug and/or alcohol at any time that would affect their safe and efficient operation of the bus. Any employee refusing to submit to a random drug test at the time of the request will be presumed to have had a positive test result and be disqualified from further employment. A driver is to comply with any directive to report immediately for a drug test in accordance with Department of Pupil Transportation guidelines.

A driver is to report to the physician designated by the District and submit to a physical exam to determine his/her physical fitness to drive a school bus. This exam must be completed

prior to the commencement of any training or driving under the provisions of the School Bus Driver Contract.

Drivers submitting to a random drug or alcohol test will be paid actual time at the regular rate of pay for each time they submit to a required random drug or alcohol test in the manner and location prescribed.

- **MONTHLY BUS INSPECTIONS AND MAINTENANCE**

The driver to which a bus is assigned will present the bus to the bus maintenance facility for the required monthly vehicle inspections to ensure the bus is maintained in a safe mechanical condition at all times. The assigned driver is to present the bus for inspection on the date when the inspection is scheduled. There are no additional hours for bus maintenance throughout the month. The following procedures should be followed:

- Bring bus to transportation department
- Park in assigned area
- Bring all paperwork into the office
- Report any problems with your bus to the office.

It is important for drivers to stay out of the service shop for safety reasons.

Bus drivers who do not bring in their buses at the designated time for service and drivers of buses that are inspected randomly and fail are subject to disciplinary action by the Superintendent/designee:

- First occurrence – Verbal Warning
- Second occurrence - Written Reprimand
- Third occurrence – Possible three (3) days unpaid suspension
- Fourth occurrence – Possible termination

Disciplinary action for the third and fourth occurrences shall be taken by the Superintendent only.

Drivers are not permitted to make any alterations, modifications or repairs to the bus.

- **DRIVER APPEARANCE**

School bus drivers are the first Bullitt County employees to greet students every morning and are an influential role model for students. School bus drivers are District representatives who are regularly seen by parents and the public. Therefore, it is important that bus drivers project a professional image.

Personal cleanliness and a neat and clean appearance are required. The Bus Driver agrees to wear clean clothes and to present a clean personal appearance when driving the school bus. The Board, at its discretion, may require a certain type of dress or uniform for the Driver. All drivers shall wear picture identification badges provided by the school district at all times while driving a school bus.

According to the Bus Driver Recruitment and Retention Work Group Recommendations which received Board approval in January 2015, drivers will wear consistent clothing with expectation of a professional and unified appearance. Five polo shirts with logo will be provided annually, along with a light weight jacket, and a heavy jacket as needed. The director will still allow dress down days with school shirts on Fridays and as announced, and for school celebration days.

GUIDELINES FOR APPROPRIATE ATTIRE FOR BUS DRIVERS

- All clothing should fit properly and project a professional image.
- Appropriate undergarments are required at all times.
- Vulgar or inappropriate words, language or displays printed on clothing (T-shirts, sweatshirts, jackets, belt buckles, etc.) are not acceptable attire.
- Lycra, spandex, tube or halter-tops, tank tops, sleeveless, and cut off shorts are not acceptable.
- Walking shorts, culottes and split skirts no shorter than three inches above the knee are appropriate.
- Costumes are not considered appropriate attire because they restrict the driver's vision.
- Sandals, flip flops, and open shoes (any shoe with openings large enough to hang on any pedal) are not appropriate footwear.

• TRAINING/LICENSE

A driver must complete all required training for a Commercial Driver License (CDL) issued by the State of Residence and any other licenses or certification required for a Kentucky school bus driver and to keep their certification or license in force at all times.

A driver must complete the training required for State certification and any other training required by the District before transporting pupils to and from school or school related events. Drivers may be required by the District to pass an examination based upon the instructional units set forth in the required training course to substantiate the qualification of the driver to carry out his/her duties.

A driver must attend bus driver training meetings prior to the beginning of school and during the school year. Not participating in required trainings for certification renewal will result in loss of opportunity to drive a bus until certification is completed.

• REPORTING STOP SIGN VIOLATION

KRS 189.370 states all vehicles will stop for school bus stop sign when loading and unloading students. If the license number is obtained or the person identified, that information shall be given to the Director of Transportation and appropriate procedures followed with law enforcement personnel.

• DRIVING OF ROUTES

Drivers may not deviate from their routes without permission from the Superintendent, Assistant Superintendent or the Director of Transportation/designee

A driver shall operate the bus to which he/she is assigned in a safe manner at all times and in a manner that will minimize mechanical wear on the parts of the school bus and to report mechanical difficulties promptly to the person designated to receive such reports.

The driver shall operate the school bus or special type vehicle to which he/she is assigned to a speed no greater than the posted speed. If the bus is being operated on school property where there are no posted speed limits, the speed shall be no greater than 10 miles per hour.

A driver may, with Director's approval and the absence of passengers, stop at a store, market or shop if it is a convenience for the driver and not an additional expense for the district. The stop must be on route to the next stop destination.

A driver may NOT drive his/her bus to another place of employment.

- **COMMUNICATION**

All transportation staff will have a district email account. Each staff member will be required to agree to follow the Access to Electronic Media (Acceptable Use Policy) 08.2323 and sign the Electronic Access/User Agreement Form 08.2323 AP.21 annually. Weekly memos and important information/reminders will be sent via email. It is the employee's responsibility to check email at least once a week. Each driver and monitor will have a mailbox in the compound office. The mailbox needs to be checked at least once a week.

- **MOBILE PHONE USE**

Mobile phone use is prohibited while the bus is in motion. Disciplinary action could be taken if it is determined that a driver used a mobile phone while the bus was in motion. The Federal Motor Carrier Safety Administration has ruled that the use of a hand-held mobile telephone means:

1. Using at least one hand to hold a mobile phone to make a call (text);
2. Dialing a mobile phone by pressing more than a single button; or,
3. Reaching for a mobile phone in a manner that requires a driver to maneuver so that he or she is no longer in a seated driving position.

1.32 Bus take home procedures

A driver may request to keep his/her bus at home rather than leaving it at the transportation compound. The employee shall submit the requested addresses on the Bus Take Home Request Form and submit it to the Director of Transportation. If the total take home mileage is no more than three (3) additional miles than the total compound mileage, the driver may be approved to take the bus home. Each driver shall sign a form that has specific guidelines by which this privilege may be revoked. The progressive discipline policy will be utilized if the following conditions are not met.

- failure to perform pre-trip inspection,
- failure to report needed repairs,
- failure to keep the bus clean,
- failure to close windows at the end of the day,
- picking up students at a time in which their arrival at school is more than ten (10) minutes before the doors to the school open,
- failure to have your bus at the compound by the required time on scheduled service days, and
- failure to check the driver's mailbox at the compound on a weekly basis for information distributed by the Director.
- Prescheduled day off driver will bring route bus in for sub driver to use. Driver will not be able to take spare bus and will need to find a ride home. (excluding the five (5) hybrid buses)
- Prescheduled morning or afternoon off driver will not need to bring route bus in for sub driver to use.

- Driver calling in sick does not have to bring bus in that day. If more than one day off, driver needs to notify transportation so mechanics can pick up route bus at compound for sub driver to use. Route driver will need to pick up route bus at compound.
- Sub buses will need to be left at compound if driver's is taking off work.
- Sub drivers do not have to come to driver's house to pick up route bus.
- If sub driver wants to pick route bus up at driver's house transportation needs to be notified for its approval.
- Driver finding out over the weekend he/she will be off work on Monday will need to bring the bus to the compound and/or coordinate for pick-up.
- Drivers not following these rules will lose their take home privileges. First time will be a warning; second time will be loss of privileges for one week; and third time will be loss of privileges for the rest of the year.

An increase in fuel price or other conditions affecting the economical benefits of the drivers keeping a bus at home can result in a reevaluation of this procedure.

1.33 Employee Pay

- **CONTRACT TIME**

Contract time will be based on 6 ½ hours/day beginning with the 08-09 school year.

Drivers that do not meet contract time may request from the Director of Transportation and/or Personnel a revised contract for that school year.

Drivers shall not be given mid-day runs if it puts the driver into overtime. Drivers may not bid on a mid day run if the duration of the route would put the driver into over time status. In order to assume a route that would otherwise place the driver into an overtime status, the driver may officially relinquish an appropriate number of his/her existing route assignments or be reassigned by the director to maintain hours below 40 hours/week.

Hours may not be taken from a less senioreddriver and given to a more senioreddriver to maintain contract status of the more senioreddriver above 6 ½ hours/day.

- **OVERTIME WORK**

Drivers are not normally authorized overtime (time worked beyond 40 hours pr week). Hourly employees required to work in excess of forty (40) hours per week will be paid at the rate of 1 ½ times the regular rate for all hours beyond 40 as provided by law for overtime work. Overtime will only be allowed when deemed essential, and then only if approved by the Director of Transportation or if it occurs within the guidelines of the Administrative Policies and Procedures of the Bullitt County Schools. An official "week" is defined as Sunday through Saturday.

1.34 Bus Routes

- **KENTUCKY SCHOOL FOR THE BLIND (KSB) AND KENTUCKY SCHOOL FOR THE DEAF (KSD) ROUTES**

Friday Routes – Friday routes to pick up students at KSB and KSD shall not be considered as regular field trips. KSB and KSD routes will be assigned by the Transportation Director annually to a driver who can accommodate the route during his/her regular times and routes.

Sunday Routes – Sunday routes shall be posted for bid by regular full-time employees. The seniority bidding process shall be used annually to fill these (KSB and KSD) positions.

- **VOCATIONAL SCHOOL ROUTES**

As openings occur, the seniority bidding process shall be considered to fill these positions. However, to be cost efficient, vocational routes will be assigned to drivers already in the area. Drivers may not go into overtime by driving the vocational school routes.

- **MID-DAY ROUTES**

All full-time drivers (not substitutes) may sign up for a midday route. The runs shall be offered, by seniority, to those drivers who can complete the run without going into overtime status. If no full-time drivers are available, substitute drivers may be offered the opportunity to sub on a midday route. Midday routes may be split between drivers as needed to avoid overtime.

Midday routes will be assigned and will become a part of that driver's 6.5 hours of daily contract time. If a driver is absent, the midday route will be driven by the substitute for that route bus or if necessary, driven by another driver assigned by the transportation office. Leave time must be used when a driver does not complete the midday route.

A regular driver with a midday route will only be able to accept full-day field trips on the days preschool is not in attendance.

1.35 Determination of Seniority

The hire date as a regular (not substitute) employee shall be used.

Seniority is based on experience in your job class within the Transportation Department.

If two employees have the same hire date, the sum of the last four digits of the social security number shall be used. The highest sum is considered the most senior employee.

Both regular and special needs bus drivers are considered equal in the seniority determination process.

1.36 Route Vacancies

When an open route becomes available:

- Bus and route stay together.
- Posting of the route shall include the beginning location of the route based on the area of the county (north, central and east).
- New postings will be emailed to all drivers as they occur.

USE OF SUBSTITUTES FOR VACANCIES DUE TO ILLNESS

- If severe injury or illness of a driver occurs, a substitute driver shall be selected for the position for the remainder of the school year or until the driver/monitor returns. Prior to selection, the Director/designee shall consider and evaluate which driver/monitor is best suited to fill the vacancy. Criteria considered will be job performance, dependability, seniority availability, special skills and or attributes, parental complaints and accident reports. The Director has final authority in assigning substitutes.

1.37 Posting of Vacancies

INTERNAL POSTING OF VACANCIES

Prior to posting from the Personnel Department, all available routes shall be placed in a secure, public location in the transportation office for bidding from regular bus drivers (not substitute drivers). Bidding shall occur for three (3) work days from date of posting which shall be indicated on the job sheet. Both the posting date and the closing date shall be on the job vacancy sheet.

POSTING FROM PERSONNEL DEPARTMENT

Upon completion of the internal bidding and assignments, the remaining position shall be posted following district job posting procedures. The job posting notice shall be placed in a secure location, accessible to the Director only, in the transportation office.

- All response sheets must be received in the personnel department by the end of the closing date indicated on the vacancy posting.

1.38 Bidding Process

If a driver is interested in a vacant route, they must so indicate in writing prior to the deadline of the posted route. The written request shall be directed to the Director of Transportation. The vacant route will be awarded based on seniority. No driver on a corrective action plan may bid on an open position.

When a driver/monitor is awarded a full-time position from the bidding process, he/she shall remain on that route for the remainder of the fiscal year in which the route was awarded. If a driver/monitor is awarded a route after the last school day of the current fiscal year and before the start of the next fiscal year, the driver will remain on the route for the entire upcoming fiscal year. If a route is not filled through the internal bidding process, the Director has the option to rebid the position and include all full-time drivers for eligibility even if they have been awarded a route in the fiscal year.

1.39 Extracurricular Field Trips

BUSES USED FOR FIELD TRIPS

- Drivers are responsible for the coordination of finding buses with undercarriages for trips. When a driver is assigned a trip, he/she should plan ahead to make sure the bus has

the necessary equipment. Do not wait until the day of the trip and expect the Transportation personnel to make the arrangements. If this happens and the driver does not have ample time to get a bus, the trip can be issued to another driver. Personnel in the Transportation Office shall determine the number of buses needed based on the number of students listed on procedure 09.36 AP 212.

FIELD TRIP CANCELLATION BY DRIVER

- If a driver accepts a field trip, he/she is expected to drive it. Trips will only be turned in due to emergency situations and/or if the driver must take sick leave in the AM or PM on the day of the trip. The transportation director reserves the right to suspend field trip driving privileges to anyone who fails to follow these guidelines.
- A driver shall not give assigned field trips to other drivers. If a driver takes a trip out of the rotation from the seniority list, both the driver who takes the trip and the one who gave the trip away or cancelled, within 24 hours prior to the trip date, shall move to the bottom of the list.
- Any reassignments shall be done by the Director/designee. If a driver has been found to have given a field trip to another driver without the Director's knowledge, both driver and recipient of the trip shall suffer consequences. For the first offense, both drivers shall be pulled from the field trip list for 60 school days. For the second offense, both drivers shall be pulled from the field trip list for the remainder of the school year and this information shall be included in the evaluations of both individuals. Drivers shall start with a "clean slate" relating to this issue with the beginning of the next school year. If offenses continue in subsequent years, this shall become an evaluation issue with the development of a corrective action plan for both drivers.

ASSIGNMENT OF FIELD TRIPS – IN SESSION

Each year a sign-up sheet will be posted for drivers/monitors interested in county-wide field trips when school is in session.

The first round of field trips during these sessions shall be assigned by using seniority lists of regular full-time drivers/monitors. After the initial set of trips has been assigned, the trips will be given out according to hours worked from the previous trip(s). This will keep the number of hours each driver receives more balanced.

Field trips and/or special activities/program trips that last for an extended period of time shall be assigned by seniority and will be included in the total number of hours received for field trips.

All field trips shall be assigned by using the three areas of the county (Central, East, and North) and seniority lists of regular full-time drivers/monitors.

Substitute drivers may be considered after the regular full-time seniority list has been exhausted.

Field trips shall be assigned according to the following procedures:

- In session field trips will be divided into daytime and night time trips with sign-up sheets for each.
- Field trips requests are to be submitted from the schools no less than two (2) weeks in advance. All requests must be first submitted to the Transportation Director. The

Superintendent will work with the principals to discourage and prevent late field trip requests. Last minute requests will be approved on a case-by-case basis, using applicable and established seniority lists.

- Once the selection process is completed, personnel in the Transportation Office will distribute the field trip assignment trip ticket to the assigned driver by placing it in their designated mail box.
- Regular Ed drivers may sign up for special needs trips if prior to the annual meeting they demonstrate both written and practical competence of special needs job skills and are approved by the director/designee. The competency test will be required every year and approval will not “roll over”. Due to the fragile medical conditions of some of our students, the director/designee reserves the right to assign special needs trips as needed for the benefit of the student.
- Special needs field trips will be divided by area using the same procedure as regular education field trips. Special needs drivers may drive both special education and regular education trips. Regular education drivers may drive regular education field trips and special needs trips provided they pass a special needs assessment prior to the start of the school year.
- The Director reserves the right to deviate from the assignment process in extenuating circumstances to ensure smooth operations and provide good customer service.

All field trips shall be assigned by using the three areas of the county (Central, East and North) and seniority lists of regular full-time drivers/monitors.

ASSIGNMENT OF FIELD TRIPS – OUT OF SESSION

Each year a sign-up sheet will be posted for drivers/monitors interested in county-wide out of session (fall, Christmas, spring and Summer Breaks) field trips (See Appendix D).

All field trips during these sessions shall be assigned by using the seniority lists of regular full-time drivers/monitors. Substitute drivers may be considered after the regular full-time seniority list has been exhausted.

DISTRIBUTION OF DAYTIME FIELD TRIPS

If a regular driver with a mid-day run accepts a full-day field trip, that driver shall be responsible for notifying the Driver Trainer Coordinator and finding another driver from within that area of the county for the mid-day run.

If no drivers are available, the Director of Transportation shall be notified at least 24 hours prior to the time of the field trip to assign a substitute driver for the mid-day run.

DRIVER NOTIFICATION OF FIELD TRIPS

A driver shall be contacted that a fieldtrip is available. The driver will accept or turn down the trip by notifying personnel in the Transportation Office. The date, time, and method that contact was made with the driver concerning the trip shall be documented. Individuals with valid reasons for turning down a field trip will be left open for the next available trip. A valid reason will include those board approved sick leave, personal leave and emergency leave days as approved by the Director, consistent with Board policy.

When a driver has a trip (which is more than a one (1) hour trip) cancelled, and the driver is not notified until he/she gets to the school for the trip, the driver will be given 1 hour pay and will remain at the same placement on the seniority assignment list.

If a driver does not show up to drive a trip he/she has been assigned and does not call the Transportation office for a replacement driver: 1st offense – letter of warning and 2nd offense – the driver will to be removed from the field trip driver list for the remainder of the school year.

FIELD TRIP TIME DOCUMENTATION

Full-time drivers shall submit a trip sheet along with their regular time sheet. The trip time sheet must include the signature of the sponsoring faculty member or coach. The driver is responsible for submitting the proper paperwork to the Director for approval and submission for payment.

EXTRACURRICULAR FIELD TRIPS SHALL BE ASSIGNED USING THE PROCEDURE BASED ON EEOC RULING 241-2004-02091

Ask for volunteers from the complete list of drivers for each specific area of the county who want to drive extracurricular trips during the school year.

From those who have indicated a desire to participate in driving extracurricular trips, a list will be developed of drivers by seniority (hire date) with most senior having first priority.

All extracurricular trips will be listed (by area) with the sport/activity with the first date of competition being listed first. The sport with the next consecutive date of competition would be listed next. This would continue until all sports are listed.

Fall sports would be listed first, winter sports would be second and spring sports would be last.

From the list of drivers, the most senior would be offered the first sport on the list (for the specific area of the school district). If the driver rejects this offer, the next most senior would then be asked. This process will continue until all sports have had a driver assigned to them.

All assignments are for the season of the particular sport - not for individual games.

Dependent upon the number of volunteers and the number of sports, any driver could be asked to participate in more than one sport.

The procedure will be repeated each school year, with new seniority lists and sports lists developed by the Director of Transportation (as submitted by the Office of Personnel (seniority lists) and the individual high schools (sports lists)).

EEOC ruling 241-2004-02091 applies to high school extracurricular field trips. This shall be extended to include middle school extracurricular field trips.

1.40 Holidays and Leaves

PAID HOLIDAYS (BULLITT COUNTY BOARD OF EDUCATION POLICY – BCPS 03.222)

Classified personnel shall be paid for four (4) holidays, which shall be designated annually in the official school calendar.

SICK LEAVE (BCPS POLICY 03.2232)

All full-time classified personnel shall be entitled to ten (10) days of prorated sick leave with pay per year. Days are earned at the rate of one (1) day/month. Persons employed for less than a full year contract shall receive a prorated part of the authorized sick leave days calculated to the nearest ½ day. Persons employed on a full year contract but scheduled for less than a full workday shall receive the authorized sick leave day's equivalent to their normal working day.

Sick leave days not taken in the year in which they were granted shall accumulate without limitation to the credit of the employee to whom they are granted.

Sick leave can also be taken for illness in the immediate family or for the purpose of mourning a member of the employee's immediate family. Immediate family shall mean employee's spouse, children (including stepchildren), parents, spouse's parents, grandparents, and spouse's grandparents, without reference to the location and residence of said relative and any other blood relative who resides in the employee's home.

Upon return to work, an employee claiming sick leave must file a personal affidavit or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill. As a point of emphasis, sick leave requires a personal affidavit or physician's statement. Absences for which sick leave is claimed without justification will result in disciplinary action. The Director of Transportation or his/her designee may require a physician's statement or other appropriate validation for anyone having excessive absences.

LEAVE WITHOUT PAY (BCPS POLICY 03.223)

Authorization of leave shall be made in accordance with specific leave policy. Unpaid Leave requested for reasons other than those authorized in Policy 03.2231 through and including 03.2238 shall not be freely given. An absence from duty not associated with an approved leave may result in discipline up to and including termination of employment.

SICK LEAVE BANK (BCPS POLICY 03.22321)

All classified employees are eligible to voluntarily participate in the Employees Sick Bank. Detailed information is provided at initial employment or prior to the opening of a new school year. For more information, contact the Bullitt County School Treasurer.

EMERGENCY LEAVE (BCPS POLICY 03.2236)

All full-time classified employees shall be entitled to three (3) days of emergency leave with pay each school year. Emergency leave shall be granted for bereavement, disasters, job related court/legal appearances and other reasons of an emergency or extraordinary nature as approved by the Superintendent or designee.

PERSONAL LEAVE (BCPS POLICY 03.2231)

Full-time classified employees shall be entitled to three (3) days of personal leave with pay each school year. The Superintendent or designee must approve the leave date prior to the leave, but

no reasons shall be required for the leave. Approval shall be contingent upon the availability of qualified substitute employees.

Refer to the Personnel Policies for Classified Staff for further information.

RESOLUTION OF CONCERNS

The employee shall discuss concerns relating to the transportation department with the Director.

The meeting shall be documented on the Employee Conference Form.

Both parties shall retain a copy of the form.

Following the meeting, the employee may contact other central office employees to resolve the issue if not resolved at the Director level.

This meeting shall also be documented on the Employee Conference Form (from 03.27 AP 2) and shared with all appropriate parties.

Any action deemed necessary as a result of the conferences shall be taken by the Superintendent/designee.

Copies shall be retained by both the Director and employee.

All references to the Bullitt County Public Schools Policy and Procedure Manual can be found at www.bullittschools.org. Click on the faculty/staff link and then open the link titled “policy manual”.

APPENDIX A

Base 2 Garage Rules

Base 2 Garage Rules

Sub drivers will drive a sub bus instead of a route bus for a total of twenty (20) full days. After a total of twenty (20) days driven without incidence, the new sub can start driving route buses. New sub drivers are responsible for keeping track of when the twenty (20) days are completed.

Sub drivers still in the twenty (20) day training period can keep the sub bus checked out all day if assigned to drive both AM and PM runs, even on different routes. If assigned a route the following morning, keep the bus checked out until not needed to drive a route, check bus back in Wendy's office before leaving compound for the day.

All route drivers are responsible to do a "walk around" after another driver has driven their bus. The driver needs to check the bus top to bottom and front to back to see if there are any damage/marks added to the bus. At that time the driver must call Base 2 Garage and report the damage/mark before driving the bus.

All drivers are responsible for their bus being dropped off for service; the bus needs to be parked in the service area (outside door 4) **the night before or before the 1st run starts the day of the scheduled service.** Buses used on trips the night before service can be brought in after the

morning run and not be considered late. The Director/designee will be given the names of drivers who are late for service.

Special needs buses need to be dropped off after the morning run for service. Park in the service parking (outside door 4), bring key into shop and hang it on the rack over the light switch. (Keys for Monthly Service)

If a driver calls in sick for all day, he/she does not have to bring the bus in that night for service. The bus must be brought in after the morning run the day of the service. (Excluding the five (5) Hybrid buses)

If a driver has a scheduled day off, the bus must be brought in for the sub to use. Failure to bring in the bus will result in losing take home privilege. If a driver has a prescheduled morning or afternoon off, the bus does **not** have to be brought in for the sub. (Excluding the five (5) Hybrid buses)

Keys should be brought into the office every day after each runs. Do not take keys home.

There is no parking around the garage unless directed by Base 2 Garage. Make sure you park in your assigned parking spot when leaving bus. **Office visits only** park in the two (2) spots outside door 1 or in the bus parking in front by fuel pumps. **Parking in front is only short time parking, not all day between runs.**

Use the front entrance to the garage (the office); **No one is permitted to walk through the garage area.** Always enter through the office door to the shop for bus problems.

Always radio Base 2 Garage for bus problems. Garage personnel will tell you which door to pull up to for assistance. Never radio for assistance and a door until you are in the parking lot. Base 2 or Base 1 will assist with school issues.

If no one is present in Wendy's office, ring the buzzer for assistance. Do not enter her office.

Never park a route bus in the service area if it is not due for service or repair.

Do not park personal vehicles in the bus parking. Do not park in the reserved or visitor designated parking spots in front of the office.

After work is complete on your bus the key will be available in the Base 2 office.

When conducting bus evacuation drills, do not allow school personnel or students to close the emergency door. They do not know how to do this correctly without damaging the safety slide.

DOT sheets must be turned in by the end of the second (2nd) work day of the next week if four (4) or more days have been used. The Director will be given names of drivers who are late with DOT sheets.

DOT sheets – Make sure you **print your full name** for each day driven. **Do not initial.** If DOT was used on the same day by another driver, print your name to the left on the same day. Do not use the next line on the DOT.

DOT sheets must have listed what is wrong with the bus in the comment/note section with driver signature and a short note. For small repairs, the DOT will be signed by the mechanic and returned to the driver to use the rest of the week. For major repairs, the mechanic will keep the DOT and the driver will start a new sheet when the bus is repaired.

Buses will not be saved in Base 2 Office for drivers.

Idling of buses should never be over 5 minutes. During cold weather, morning warm up of buses should only be fifteen (15) minutes because the bus has been plugged in overnight and the motor is already warm. (Buses should be plugged in overnight when the temperature will reach 38 degrees or colder.) **All spare buses should be plugged in every time they are returned and checked back in with Base 2 Office.**

Buses with **A/C should be started no more than ten (10) minutes before students board.** This is plenty of time for the bus to be cooled down for students.

Big buses do not need to be started until ready to leave the school. Make sure the key is turned on five (5) minutes prior to students being released from school in order to have radio contact with Base 1 or other buses.

When signing out a spare bus, **print your first and last name (no initials)** on the clipboard. Make sure you write down the magnet number you are taking. Drivers should take the DOT, inspection sheet, and magnet. The magnet with the bus route number goes over the spare bus number on the side of the bus, not by the entry door.

When returning a spare bus, make sure to fuel, sweep, and check the bus in with a mechanic. Do not radio a mechanic to check in the bus until the bus has been fueled, cleaned, and parked at the back door. Make sure the bus is signed in on the clipboard and return the DOT, inspection sheet, and magnet to Wendy's office.

When sub drivers return route buses, make sure to fuel, sweep, and park in spot indicated on tag located over drivers left shoulder. Route drivers need to make sure bus is fueled and clean when taking off.

When putting windows up, always push in on both window locks and lift with both hands to the top. Never close the windows by pushing up from the outside or the bus or by using a stick. This causes damage to the locks and the window won't stay up.

Drivers should let bus idle after a run for cool down time after parking. Keep bus turned off until the next run starts (high fuel cost).

When school has been cancelled for any reason, services will be rescheduled. **Never drive a bus on cancelled day.**

Drivers should park bus in bus parking spot assigned to that bus. **Never park a spare bus in your route parking spot.**

Drivers should never pick up route bus until mechanic has completed work, or until the spare bus has been turned in for next driver to use.

When parking at compound, when extension cords are out for winter parking, always plug the bus in every time it is parked. The garage will control the electric to the bus when needed. Always hang the cord up on the fence or pole before leaving compound.

When a bus is in service, drivers cannot use another route bus, only a spare. When a driver is on a field trip he/she cannot trade buses with another driver. Special need drivers taking trips needing a big bus need to contact Eddie with all the information of the trip. He will determine if the driver has time to check out a big spare bus.

Drivers need to radio Base (2) garage for assistance instead of calling on their cell phone. That alerts all mechanics of the problem or Emergency.

Drivers need to start their own bus so they can do a pretrip while bus is warming in cold weather. **Buses can only be started by whoever is driving the bus.**

Drivers need to radio the garage with problem instead of calling Eddie's cell phone. Only call Eddie's cell phone if it is an emergency and you can't reach Base 1 via the radio or he asked you to call it.

Buses must be kept clean, swept, with no garbage or trash bags hanging on switches, transmission shifter, or door handles. **MECHANICS CAN REFUSE TO WORK ON A BUS IF IT IS NOT CLEAN INSIDE.** Drivers will be responsible to clean the bus if requested by garage supervisor/designee.

07-25-2017

Garage 2 is the renovated "old" bus garage where the Mechanic 2s will be working. They will be rebuilding engines, replacing engines, repairing engines, and doing miscellaneous repairs.

NO ONE IS ALLOWED TO GO TO GARAGE 2 UNLESS INSTRUCTED BY THE GARAGE SUPERVISOR, DIRECTOR, OR LEAD MECHANIC 2. All drivers are to radio the bus garage for repairs. At that time, they will be told to pull to a door or park in the service line for later repair. Bring the key and DOT into the garage and put both in the garage supervisor's desk tray. Write in detail what is wrong with the bus in the bottom right hand corner of DOT.

If you need a bus other than your assigned bus, check out a spare. NO ROUTE BUSES WILL BE USED FOR MIDDAY ROUTES.

We have a new computer program for work orders in the garage that gets all the mileage information from the fuel master computer when you fuel the bus. When fueling, if the fuel system tells you the mileage is too high then you must STOP, GET BACK ON THE BUS RECHECK THE DASH MILEAGE. Let the garage supervisor know if the mileage is still wrong. Your fuel key will be needed to reprogram the computer.

Car parking will be in front of ditch by grass between the two orange cones and also by the gate in the stripped parking spaces. No cars will park in the middle by the fuel pumps. This area is for short time bus parking during office visits. Buses must be parked in assigned spot between runs.

When entering the garage for repairs or a broom/cleaning supplies, never walk past the yellow caution tape on the floor. DRIVERS ARE NOT ALLOWED TO WALK THROUGH THE GARAGE FOR ANY REASON.

Spare keys are in Wendy's office and route keys are in the garage by Eddie's desk. DRIVERS ARE NOT ALLOWED TO TAKE A KEY OFF THIS BOARD. Ring the bell in Wendy's window for assistance.

SERVICE HAS CHANGED

Drivers who park at home will continue to bring their buses in the night before the scheduled service day. All drivers who park at home or another location, those buses will be ready for pick up after the morning run unless something is found needing repair.

Drivers parking at the bus compound will have service done after the morning run on service day therefore no spare bus will be needed. Simply park your bus in the service parking after the completion of your morning run. The bus will be ready for pick up before the PM afternoon run unless something is found needing repair. If you have a midday route, you will need to use a spare if your bus is not ready.

Drivers with perfect attendance that park at home or another location, can bring the bus in after the morning run on the service day for "MONTHLY SERVICE WHILE YOU WAIT". See Eddie for details.

APPENDIX B

Progressive Discipline Policy

PERSONNEL

03.27

- CLASSIFIED PERSONNEL -

Discipline, Suspension and Dismissal of Classified Employees

DISCIPLINARY OPTIONS

Classified employees may be subject to the following actions, to include, but not be limited to:

1. Verbal warning or reprimand by Superintendent/designee
2. Written warning or reprimand by Superintendent/designee
3. Probation imposed by Superintendent/designee
4. Reassignment (temporary or permanent) by Superintendent
5. Suspension with pay by Superintendent
6. Suspension without pay by Superintendent
7. Nonrenewal by Superintendent
8. Dismissal (termination of contract) by Superintendent

Classified employees may be terminated or suspended with or without pay only by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel actions shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

Dismissal of a full-time classified employee may take place on a two (2) week notice by the Superintendent.

Classified employees who are terminated for cause shall not be compensated for unused sick, personal, or vacation days remaining on their contract.

An employee may be relieved from duty for the remainder of the work day by the immediate supervisor, pending action by the Superintendent, when drugs, alcohol, and/or the safety of students or staff are involved.

An employee shall be suspended with pay only when the Superintendent determines there is a justifiable need to protect the safety of students and staff or to prevent significant disruption of the workplace and/or educational process. The period of suspension with pay shall not exceed the time needed to determine whether the employee is to return to active service or face disciplinary action. However, suspension with pay shall not exceed ten (10) working days. If circumstances arise that require an investigation or other proceedings that may extend beyond ten (10) days, the Superintendent may lengthen the period of suspension, not to exceed an additional fifteen (15) working days.

Employees suspended with pay shall remain available to immediate recall to active service.

The Superintendent shall see that documentation to support the grounds for suspension with pay is provided to the employee and retained on file in the District.

RESIGNATION

Classified employees shall give a minimum of two (2) weeks' notice prior to resigning.

PERSONNEL

03.27
(CONTINUED)

Discipline, Suspension and Dismissal of Classified Employees

CAUSES FOR ACTION

Any classified employee shall be subject to appropriate disciplinary or job action for one (1) or more of the following reasons:

1. Dishonesty, neglect of duty, incompetence, inefficiency or insubordination.
2. Reporting to work under the influence of or use or possession of alcohol while on duty, or the illegal use or possession of controlled substances at any time.
3. Unsatisfactory evaluation of any factor on the employee's performance evaluation report.
4. Repeated unexcused absence, tardiness, absence without notification or abuse of sick leave.

5. Violation of or refusal to obey local policies or state regulations adopted by the Kentucky Board of Education or by the Board.
6. Refusal to comply with safety directives.
7. Falsifying information supplied to the District including information on application forms, absence reports, or any other information.
8. Violation of local policy, state, or federal statutes or regulations that apply to assigned duties.
9. Conviction of a felony or any crime involving moral turpitude.
10. Immorality or other unprofessional conduct.
11. Loss of licensure or certification required for the position.
12. Failure to maintain the confidentiality of information about students or staff obtained in the course of employment, unless disclosure serves a legitimate job-related purpose or is required by law.
13. Engaging in any sexually related behavior with a student with or without consent, including, but not limited to, behavior such as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape, threats of physical harm; and sexual assault.
14. Physical or mental disability, consistent with applicable laws protecting employees with disabilities.¹

DUE PROCESS PROVISIONS

When an employee is to be terminated under [KRS 161.011](#) or suspended without pay, the Superintendent shall give the employee written notification of charges against him/her, to include a statement of the right to meet with the Superintendent to discuss such charges, and a form, the signing and filing of which will constitute a demand for the meeting and a denial of charges. The employee may request the meeting by filing the proper form with the Superintendent within six (6) calendar days after receiving the notification of charges.

PERSONNEL

03.27

(CONTINUED)

The Superintendent shall develop procedures to implement due process provisions.

Discipline, Suspension and Dismissal of Classified Employees

DUE PROCESS PROVISIONS (CONTINUED)

If it becomes necessary for the Superintendent to terminate the employment of an employee a terminating interview with the Superintendent may be scheduled on District time.

The termination date of an employee shall be the last actual working day.

OTHER DISCIPLINARY ACTIONS

When charges result in disciplinary actions other than termination or suspension without pay and employees wish to contest the charges, they may submit a written response, which shall be placed in their file along with the written charges.

REFERENCES:

¹Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008,
42 U.S.C. Section §12111 et seq.; KRS Chapter 344

[KRS 160.380](#); [KRS 160.390](#); [KRS 161.011](#)

[OAG 76-290](#); [OAG 92-135](#); [OAG 96-3](#)

Consolidated Omnibus Budget Reconciliation Act

RELATED POLICIES:

03.212, 03.23251; 03.26; 03.271; 03.2711; 07.162, 09.14, 09.42811

Adopted/Amended: 07/19/2011

- CLASSIFIED PERSONNEL -**Notice of Employee Discipline**
WARNING NOTICE**Employee's Name** _____**Work Location** _____

Reason(s) for Notice:

- ☐ Dishonesty, neglect of duty, incompetence, inefficiency or insubordination
- ☐ Reporting to work under the influence of or use or possession of alcohol while on duty, or the illegal use or possession of controlled substances at any time.
- ☐ Unsatisfactory evaluation of any factor on the employee's performance evaluation report.
- ☐ Repeated unexcused absence, tardiness, absence without notification or abuse of sick leave.
- ☐ Violation of or refusal to obey local policies or state regulations adopted by the Kentucky Board of Education or by the Board.
- ☐ Falsifying information supplied to the District including information on application forms, absence reports, or any other information.
- ☐ Violation of local policy, state or federal statutes or regulations which apply to assigned duties.
- ☐ Conviction of a felony or any crime involving moral turpitude.
- ☐ Immorality or other unprofessional conduct.
- ☐ Loss of licensure or certification required for the position.

Specific Description of Offense:

(Additional pages may be attached as necessary.)

Disciplinary Action Taken:

1. ☐ Verbal warning or reprimand by Superintendent/designee
 2. ☐ Written warning or reprimand by Superintendent/designee
 3. ☐ Written warning with probation imposed by Superintendent/designee
 4. ☐ Reassignment (temporary or permanent) by Superintendent
 5. ☐ Suspension with pay by Superintendent
 6. ☐ Suspension without pay by Superintendent
 7. ☐ Non-renewal by Superintendent
 8. ☐ Dismissal/termination of contract by Superintendent.
-

CLASSIFIED PERSONNEL -

Notice of Employee Discipline

WARNING NOTICE

Action Plan:

_____(Additional pages may be attached as necessary.)

Employee Response (not required):

_____(Additional pages may be attached as necessary.)

I have received a copy of this notice. I understand that my signature does not necessarily constitute agreement with its contents and I have the opportunity to respond if I disagree. Continuation of this problem or my refusal to conform to the plan of action to alleviate this problem may result in additional disciplinary action, including termination.

Supervisor's signature

Employee's signature

Date

Date

Review/Revised: 2/15/11

APPENDIX C

Classified Evaluation Forms

CLASSIFIED EMPLOYEE EVALUATION

Employee's Name

Date

School Year

Worksite/School

Position

EXPLANATION OF THE SCALE

Meets (M) Growth Needed (GN) Does Not Meet (DNM) Not Applicable (NA)

CRITERIA FOR EVALUATION

	M	GN	DNM	NA
1. DEPENDABILITY				
A. Is regular in attendance and punctual.				
B. Maintains a neat appearance.				
C. Completes duties promptly.				
D. Works through organizational ladder when solving problems.				
E. Maintains a proper student/staff relationship.				
F. Follows policies of school and District.				
G. Maintains accurate records submitted on time.				
H. Meets deadlines when they exist.				

	M	GN	DNM	NA
2. SPECIFIC JOB PERFORMANCE OR PERFORMS DUTIES REQUIRED BY JOB DESCRIPTION				
A. Demonstrates effective job skills.				
B. Demonstrates a satisfactory quality of work.				
C. Plans and organizes to accomplish job.				
D. Possesses technical knowledge/skill to handle job.				
E. Uses proper equipment to accomplish job.				
F. Demonstrates independent action.				
G. Works well as a team member.				
H. Performs quantity of work expected.				
I. Is complete and thorough in paperwork.				

	M	GN	DNM	NA
3. INTERPERSONAL RELATIONSHIPS				
A. Deals with students, other staff members and parents in a positive, constructive manner.				
B. Cooperates in accomplishing school and board objectives (mission/vision).				
C. Accepts school and district policies, procedures and rules in a positive way.				
D. States opinions and disagreements in a way conducive to group consensus.				
E. Interprets policies, programs, and activities to parents and community.				
F. Handles problems in a constructive and fair manner.				
G. Keeps information about students confidential.				

☐ Classified Improvement Plan developed as needed.

EVALUATOR'S COMMENTS:

EVALUATEE'S COMMENTS:

Evaluator

Date Signed

Evaluatee

Date Signed

(CONTINUED)

Classified Improvement Plan

Name _____ Date _____

Work Site _____ Position(s) _____

1. List the specific problem(s), item(s) or standard(s) that need improvement.

2. List specifically what job task or behavior the classified employee needs to change, do, or improve.

3. List specifically how the evaluator will assist in the improvement.

4. Improvement plan will be reviewed by _____.
(Date)

Signature of Employee Date Signature of Employer

IMPROVEMENT PLAN		
<input type="checkbox"/> Achieved	<input type="checkbox"/> Revised/Continued	<input type="checkbox"/> Not Met
_____ Signature of Employee	_____ Date	_____ Signature of Employer

Review/Revised:5/19/09

APPENDIX D

Transportation Manual Review Forms

TRANSPORTATION MANUAL REVISION PROCESS

1. Review meetings will be conducted two times a year. (March & October to begin in 2009) with mid-year review changes (pending Board approval) to take effect January, 2013.
2. Written notice will be given one month in advance of scheduled meeting to all stakeholders (i.e., drivers, monitors, directors, secretaries, driver training coordinators, and mechanics).
3. Form will be given with directions of manual review and a space for suggestions on changes, deletions, or additions to the manual.
4. The form will be submitted to the Director of Transportation no later than two weeks prior to the scheduled meeting date. Deadline will be clearly noted on the form.
5. One week prior to scheduled meeting, the forms will be submitted to the Task Force members for review of recommended changes.
6. Task force reviews items submitted.
7. Recommendation for changes will be submitted to the Superintendent for review.
8. After review by the Superintendent, he will submit a recommendation to the Board for consideration.

TRANSPORTATION MANUAL REVIEW FORM

Dear Transportation Staff:

As part of our on-going mission to improve our department's operation, we will be conducting semi-annual reviews of our transportation manual. We want your suggestions and input for changes and/or additions to our current manual.

Please read and review the Transportation Manual. List any changes, deletions, or additions you may have in the space below. All requests must be submitted to **the Director of Transportation** no later than _____.

Request for review: Section _____ Page # _____

Comments:

Name

Date

TRANSPORTATION COMMITTEE REPRESENTATIVE GUIDELINES

The Transportation Task Force will be composed of the following:

- Five Bus Driver Representatives - Elected by the drivers
(3 – One year terms; and 2 – Two year terms)
- Monitor Representative – (1 – One-year term) – Elected by the monitors
- Mechanic Representative – (1 – One-year term) – Elected by the mechanics
- Director of Transportation
- Assistant Superintendent for Support Services
- School Principal – Selected by the Superintendent
- Driver Training Coordinator – Elected by the drivers
- Board Member – Selected by the Board

The following terms will be elected in July of each year to serve on the Transportation Task Force:

Driver Member A: Two-Year term

Driver Member B: Two-Year term

Central Area Driver Member: One-Year term

East Area Driver Member: One-Year term

North Area Driver Member: One-Year term

Monitor Representative: One-Year term

Mechanic Representative: One-Year term

Driver Training Coordinator: One-Year term

April, 2011

APPENDIX E

Job Vacancy Forms

Transportation Department

JOB VACANCY RESPONSE SHEET

Name: _____

Bus # _____

Date: _____

Current Bus #: _____

Route applying for: Bus # _____

Signature: _____



TRANSPORTATION DEPARTMENT

JOB VACANCY SHEET

BUS # _____

NORTH ____ EAST ____ CENTRAL ____ SPECIAL NEEDS ____

POSTING DATE: _____

CLOSING DATE: _____ @5PM (THREE DAYS)

If a driver is interested in a vacant route they must so indicate in writing prior to the deadline of the posted route. The written request shall be directed to the Director of Transportation. The vacant route will be awarded based on seniority. No driver on a corrective action plan may bid on an open position.

Field Trip Sign Up Sheets



Transportation Department

IN-SESSION FIELD TRIPS - EVENING

[illegible]

Transportation Department

IN-SESSION FIELD TRIPS - DAY

SIGN-UP SHEET FOR: CENTRAL EAST NORTH

2017 - 2018

PRINT NAME

SIGNATURE



Moving Forward

61

SIGN-UP SHEET FOR: CENTRAL EAST NORTH

2017 - 2018

[illegible]

Transportation Department OUT-OF-SESSION FIELD TRIPS

2017 - 2018

[illegible]

APPENDIX G

Bus Take Home Forms



**Bullitt County Public
Schools**

1040 Highway 44 East
Shepherdsville, Kentucky 40165

502-869-8000
Fax 502-543-3608
www.bullittschools.org

To: _____

From: Director of Pupil Transportation

RE: Approval to Keep Bus at Home

Date: _____

Your request to keep your bus at home has been approved. Permission can be revoked at any time if the following procedures are not followed:

1. Failure to perform pre-trip.
2. Failure to report needed repairs.
3. Failure to keep the bus clean and windows closed at the end of the day to prevent mold.
4. Picking up students too early in the AM. (You should leave at a time that allows you to pick-up your students and arrive at school no more than 10 minutes before the doors open.)
5. Failure to bring the bus to the compound when you have a pre-planned absence.
6. Failure to have your bus at the compound by the required time on scheduled service days.
7. Failure to check your mailbox at the compound on a weekly basis for necessary information.

Please note that an increase in fuel price, or other conditions affecting the economical benefits of keeping your bus at home, may result in re-evaluating the decision to approve your request.

I have read and understand the conditions of taking my bus home included with this memo.

Signature

Bus Take Home Request Form

Name: _____ Bus# _____

If you are a special needs driver, your monitor must be picked up on route to your
first AM student stop and your PM high school.

Monitor Pick Up Address:
Street: _____ City: _____ Zip Code: _____
Make sure city and zip code are included. MapQuest calculations will be completed by the director. If the route you take is different than the one MapQuest will provide, please submit the MapQuest map with this form.
1. Home Address/Address Bus Parked:

Street:	City:	Zip Code:
2. Address of 1st AM High School Student Stop:		
Street:	City:	Zip Code:
3. Name of AM Elementary School:		
4. Name of PM High School:		
5. Address of last PM Elementary Student Stop: (name of school if dropping off monitor)		
Street:	City:	Zip Code:
6. Compound Address:		
Street:	City:	Zip Code:
1148C HWY 44 East	Shepherdsville	40165

Note: If you are a special needs driver and your 1st AM student stop or last PM student stop is not in your designated area, that mileage will be excluded from this calculation. For example: A central area driver transports students to and from Brooks Elementary; the AM Elementary to home and Last Elementary Stop to home will be excluded.

Take Home Mileage	Compound Mileage
1+2= Home to 1 st stop	6+2= Compound to 1 st stop
3+1= AM Elementary to Home	3+6= AM Elementary to Compound
1+4= Home to PM High School	6+4= Compound to PM High School
5+1= Last Elementary stop to Home	5+6= Last Elementary stop to Compound
Total Mileage:	Total Mileage:

The Bus Take Home Request will be approved if the Total Take Home Mileage is no more than 3 additional miles than the Total Compound Mileage.

Director's Signature: _____ Date: _____

This request has been **approved/denied** for the current school year.

APPENDIX H

Bus Driver Recruitment and Retention Work Group Recommendations



Bullitt County Public Schools


1040 Highway 44 East
Shepherdsville, Kentucky 40165

8.(k.)

502-869-8000
Fax 502-543-3608
www.bullittschools.org

MEMO

To: Board Members

From: Keith Davis 

Date: January 9, 2015

Re: Bus Driver Recruitment and Retention Work Group Recommendations

Attached are the recommendations of the Bus Driver Recruitment and Retention Work Group. This collegial group has met six times over the past three months to discuss and develop these recommendations which we have unanimously approved and we ask that you give them consideration and grant approval so they can be implemented.

Group Members:

Jerry Clark, Bus Driver
Brenda Cotton, Bus Driver
Keith Davis, Superintendent
Staci Goedde, Director of Transportation
Becky Sexton, Assistant Superintendent
Denise Smith, Director of Finance
Wes Stafford, Bus Driver
Kim Thompson, Bus Driver
Linda Toy, Bus Driver
Kevin Whelan, Bus Driver
Jennifer Wooley, Director of Human Resources

I would like to note that the bus drivers were elected by their peers to serve on this group and I would also like to express my sincere appreciation for and admiration of the sincere, open, and reasonable manner in which this group conducted its work. It was truly a pleasure working with every one of them.

Approved by the Board
January 26, 2015

Equal Education and Employment Institution



Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

502-869-8000
Fax 502-543-3608
www.bullittschools.org

January 7, 2015

Dear Board of Education Members,

We, the members of a work group assembled for the purposes of making recommendations to the Board regarding the recruitment and retention of BCPS bus drivers have, after lengthy deliberation and collegial discussions, submit for your consideration the following 11 recommendations. Each recommendation has an approximate cost and implementation date at the end of the description. We believe that by implementing these recommendations, BCPS will be better positioned to recruit and retain high quality and professional bus drivers that we all agree are critical to safety and success of our community's children. Sufficient resources will be available in next year's budget to support those recommendations scheduled for next year. Those recommended for immediate implementation will be funded through line-item changes in the Transportation department's existing, approved budget and will primarily come from excess funds in the area of diesel fuel made possible by recent and unforeseen price decreases. It must be stated that these recommendations are based on demonstrated necessity and realistic supply and demand issues. Thus, they apply only to bus drivers, which is where the shortage is evident.

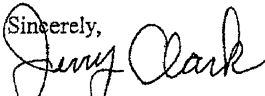
1. Raise bus driver pay by 50 cents per hour across the salary scales. This will make the starting wage \$15.34 per hour (this includes the required 2% raise for 2015-16), which computes to \$18,347 for 9 months of driving/training at 6.5 hours per day (equivalent to \$30,732.80 for a year-round position at 8 hours/day). Drivers earn additional pay if their work time exceeds 6.5 hours per day – which most do – and by driving extracurricular trips. The cost of the 50 cent/hour increase is approximately \$120,000. The additional 50 cents/hour is in addition to any percentage adjustments to the salary scales. Implemented: 2015-16
2. Longevity bonus for bus drivers starting at \$50 for five years and \$10/year for each year thereafter to retirement. The cost is approximately \$18,000. Implemented: 2015-16 school year.
3. Implementation of candidate ride-along, where drivers-in-training will be assigned to ride with an experienced driver to get a sense of what being a bus driver entails. This will depend on a simple change to Board policy. There is no cost. Implemented: Immediately.
4. Recruitment bonus of \$100 to recruiting driver upon hire of candidate as a sub driver. The cost is approximately \$2,000/year. Details will be specified and disseminated by the Director. The first year cost will be approximately \$1,000. Implemented: Immediately.
5. Creation of five (5) full-time sub bus driver positions at 180 days per year (regular driver contract is 184 days). The cost is approximately \$10,000 per year, which is the potential cost of additional paid leave days offset by the reduction in contract days. First year cost will be approximately \$5,000. Implemented: Immediately.
6. Accident avoidance bonus of \$50 paid twice per year to drivers who have no accidents. In cases where the driver was clearly not at fault, they would not forfeit the bonus. The final arbiter of this will be the Director of Transportation. The cost will be approximately \$7,000 per year. First year approximate cost will be \$3,500. Implemented: Immediately for the second half of the year.
7. Allowing drivers who do not have take-home privileges, but live within the district, to take buses home one weekend per month for cleaning. This will cost no extra pay; the only added cost will be fuel. It will occur on consistent weekends as determined by Director. The cost is approximately \$5,000. First year cost is approximately \$2,500. Implemented: Immediately.

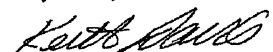
Equal Education and Employment Institution

8. Provision of consistent clothing with expectation of a professional and unified appearance. Five polo shirts with logo will be provided annually, along with a lightweight jacket and a heavy jacket as needed. Jacket colors will be black with yellow lettering/logos and will be personalized with the driver's name. Director will still allow dress down days with school shirts on Fridays and as announced, and for school celebration days. The approximate cost is \$20,000/year. Implemented: 2015-16 school year.
9. Provision of up to four "teacher work days" off for bus drivers as paid bonuses for perfect attendance in previous period. A driver will be off during the October work day for having absolutely perfect attendance (defined as not being absent for any amount of time for any reason) during August and September. A driver will be off during the January work day by having absolutely perfect attendance for October, November, and December. A driver will be off during the March work day for having absolutely perfect attendance during January and February. A driver will be off during the May work day for having absolutely perfect attendance during March, April, and May. There is no additional cost, and may in fact result in cost saving through use of fewer substitute drivers. Implemented: Immediately for the March and May work days.
10. Set up a Driver Mentoring Program where the Director will assign voluntary mentors to welcome new substitute drivers and full-time drivers, answer any questions, and "show them the ropes." There is no cost. Implemented: Immediately.
11. Implement a Driver of the Month designation, one per area, to recognize outstanding service. Nominations may be submitted by anyone, including administrators, fellow drivers, parents, or students. The driver will be recognized in the newsletter, and schools will be urged to include such recognition in their communications. Implemented: Immediately.


The total cost to be budgeted next year will be approximately \$182,000 in additional expenditures. This is a conservative estimate and may actually be lower. This was an item listed for possible expenditure during the 2014 tax rate setting process and is an effective use of funds. By approving this plan, in addition to the built-in benefits of working in our community with our students, we believe that BCPS will be able to recruit high-quality bus drivers and will contribute better morale and an increased sense of pride and professionalism among our existing drivers. Taken together, this plan will ultimately improve the service we provide to our community and enhance the safety of our students.

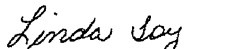
Sincerely,

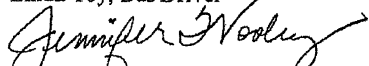

Jerry Clark, Bus Driver


Keith Davis, Superintendent

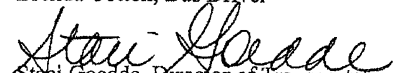

Becky Sexton, Assistant Superintendent

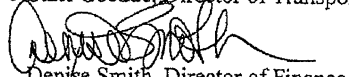

Wes Stafford, Bus Driver

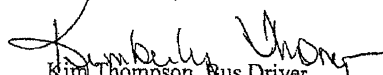

Linda Toy, Bus Driver


Jennifer Wooley, Director of Human Resources


Brenda Cotton, Bus Driver


Staci Goedde, Director of Transportation


Denise Smith, Director of Finance


Kim Thompson, Bus Driver


Kevin Whelan, Bus Driver

Transportation Manual Signature Page

Please complete this form, sign, date and return to the Transportation Department after reviewing the Transportation Manual. This form is due prior to the first day of school.

EMPLOYEE _____

EMPLOYEE # _____

POSITION _____

My signature certifies that I have read the Transportation Manual for the 2017-2018 school year and understand the contents.

Employee Signature

Date