

**SIMPSON COUNTY BOARD OF EDUCATION
PUPIL TRANSPORTATION**

**PROCEDURES & HANDBOOK
FOR
SCHOOL BUS OPERATION**

Administration Staff

Tim Schlosser, Superintendent

Board of Education

David Webster, Chairperson
Nancy Uhls, Vice Chairperson
Tammie Mann
Chrissy Cummings
Jill Kummer

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SIMPSON COUNTY BOARD OF EDUCATION

430 South College Street
Franklin, KY 42134

SIMPSON COUNTY PROVIDES EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITIES

“Kids Matter Most”

FORWARD

It is the commitment of the Simpson County Schools’ Pupil Transportation Department to do everything possible to provide safe and dependable transportation for the students of Simpson County, enabling each student to take full advantage of the complete range of curricular and extracurricular activities offered by the District’s schools. In order to meet the obligation, our goal is to train each staff member to be professional and proficient in all required duties and responsibilities.

Craig Delk

Director of Transportation,

Simpson County Schools

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POLICIES CLASSIFIED EMPLOYEE PUPIL TRANSPORTATION

SIMPSON COUNTY BOARD OF EDUCATION

I. SIMPSON COUNTY SCHOOL DISTRICT HANDBOOK

Civility

Employees should be polite and helpful while interacting with parents, visitors and members of the public. Individuals who come onto District property or contact employees on school business are expected to behave accordingly.

Employees who fail to observe appropriate standards of behavior are subject to disciplinary measures, including dismissal

Contracted Days - Vacations

Employees shall work the days specified in their contracts. The Superintendent or the Superintendent's designee must approve in advance the use of non-contracted days. Non-contracted days shall not accumulate. **Board Policies 03.122/03.222**

Leave Policies

In order to provide the highest level of service, employees are expected to be at work and on time every day. However, when circumstances dictate, the Board provides various types of leave under which absences may be authorized. Employees who must be absent should inform their immediate supervisor as soon as possible.

Employees on extended leave, including those on professional leave serving in charter schools, who plan to return the next school year must notify the Superintendent/designee in writing of their intention to return to work by April 1.

Authorization of leave and time taken off from one's job shall be in accordance with a specific leave policy. Absence from work that is not based on appropriate leave for which the employee is qualified may lead to disciplinary consequences, up to and including termination of employment.

Employees shall not experience loss of income or benefits, including sick leave, when they are assaulted while performing assigned duties and the resulting injuries qualify them for worker's compensation benefits. **Board Policies 03.123/03.223**

Following is general information regarding several types of leave available to employees. Please note that in many cases a written request, submitted for approval before leave begins, is required.

Personal Leave

All full-time employees are entitled to three (3) days of paid personal leave each school year. Part-time employees or employees who work for less than a full year are entitled to a prorated part of the authorized personal leave days. Personal leave days can be used for any reason. Your supervisor must approve the leave date, but no reasons will be required for the leave. Employees taking personal leave must file a personal statement on their return to work stating that the leave was personal in nature. Other limitations are set out in Policy.

Unless approval is granted by the Superintendent/Principal, personal leave days may not be used on the opening or closing day of the school year, during the first or last five (5) instructional days of the school calendar, immediately preceding or following any holidays or school break(s) occurring within the school calendar, on parent-teacher conference days, or on professional development days.

On June 30, personal leave days not taken during the current school year shall be transferred and credited to the employee's accumulated sick leave account **Board Policies 03.1231/03.2231**

Sick Leave

Full-time employees are entitled to ten (10) days of paid sick leave each school year. Part-time employees or employees who work for less than a full year are entitled to a prorated portion of the authorized sick leave days. Sick leave days not taken during the school year they were granted shall accumulate without limit for all employees. Upon return to work an employee claiming sick leave must file a personal statement 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. **Board Policies 03.1232/03.2232**

See the "Retirement" section for information about reimbursement for unused sick leave at retirement (**Board Policies 03.175 Certified and 03.273/Classified**)

POLICIES CLASSIFIED EMPLOYEE PUPIL TRANSPORTATION

SIMPSON COUNTY BOARD OF EDUCATION

II. SIMPSON COUNTY TRANSPORTATION BOARD POLICIES

The Superintendent shall develop and administer the necessary administrative regulations to implement the pupil transportation system, subject to review by the Board and consistent with 702 (KAR) Kentucky Administrative Regulations, Chapter 5.

06.1 Bus Fleet

The Board owns and operates the bus fleet exclusively for the transportation of public school pupils to and from the public schools or such other state institutions that may be required and for such other educational purposes as the board may deem advisable.

06.11 Purchase

The Board requires that all school buses purchased for use meet all the Kentucky statutory requirements and all the Kentucky State Department of Education specifications established for school buses at the time of purchase.

Every effort shall be made to retire buses from regular service when the amount calculated for annual depreciation under state regulations reaches zero (0) percent of the state bid price.

06.12 Maintenance (Bus Fleet)

At least once each month when school is in session, all school buses shall be thoroughly inspected and road-tested by a state-approved inspector to ensure satisfactory mechanical conditions. Any safety defects found shall be repaired before the bus is placed back into operation.

The Superintendent shall develop rules and regulations for the reporting of mechanical defects of school buses, by their drivers, and for the repair of such defects.

06.13 Fuel and Equipment

When drivers assume the duties of the position, the Superintendent shall furnish to each bus driver and other users of Board-owned vehicles the procedure and place for acquiring fuel, oil, maintenance, and repairs, both on a regular and an emergency basis.

06.14 Authority for Use of Buses

Any use of school buses beyond the daily routine schedules will require approval from the Superintendent or the Superintendent's designee.

06.2 Safety (Bus Scheduling and Routing)

The Superintendent or designee shall be responsible for scheduling and routing all buses in keeping with applicable statutes and regulations. This shall include a system of notifying parents, pupils, and drivers of bus schedules and routes and, for those schools serving breakfast, arranging bus schedules so that buses arrive in sufficient time to provide breakfast prior to the instructional day.

Buses shall be routed only on public roads or roads that have been formally accepted by the County Fiscal Court as school bus turnarounds. Buses shall be routed only on roads which are safe for travel, entering, or departing. The distance of a backtrack off the main route shall be .2 mile one way for pre-kindergarten through primary 1 students and .3 of a mile one way for all other students.

School buses shall serve roads or streets that are city, county, state or federally maintained.

Any new backtracks added to District school bus routes will require a circular drive that will allow the bus to complete the turn-around without backing when possible. The road and the turnaround shall be properly maintained.

06.21 Inclement Weather

The Superintendent or his designee has the authority to close schools when weather or other emergency conditions would make operating the school bus fleet unsafe.

The Superintendent or his designee shall devise a system for notifying parents, pupils, teachers, and other employees when it becomes necessary to close schools because of emergency conditions.

06.22 Bus Drivers' Responsibilities

All bus drivers shall meet the qualifications of and be in compliance with the responsibilities noted in KAR 702:080, Section 28. Bus drivers shall conduct a walkthrough of their uses at the end of each run to ensure that all students have disembarked at their designated stops. Bus drivers who fail to observe/perform their responsibilities shall be subject to appropriate disciplinary action. (If a child is left on the bus unattended the driver and monitor will be immediately dismissed.)

06.221 Bus Drivers' Use of Tobacco and Other Substances

Bus drivers shall not use tobacco products at any time while on the bus.

"Drugs" refers to controlled substances as prohibited by the Omnibus Act, including but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine(PCP).

"Alcohol" refers to the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including but not limited to, methyl and isopropyl. Alcohol use

includes the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

All employees subject to commercial driver's license(CDL) requirements shall be prohibited from:

1. The use of drugs, unless a written prescription from a licensed doctor or osteopath is provided;
2. The use of alcohol:
 - a. While on duty;
 - b. Four (4) hours before driving;
 - c. Eight (8) hours following an accident or
 - d. Consumption resulting in prohibited levels of alcohol in the system.

All covered applicants and employees shall be subject to pre-employment testing (controlled substances only), and reasonable suspicion, random and post-accident testing for drugs and alcohol. Return-to-duty and follow-up testing shall also be required.

All offers of employment with the District shall be made contingent upon testing results. An applicant who tests positive shall not be employed.

Applicants who refuse drug and alcohol testing shall be terminated immediately from employment consideration.

Current employees who test positive shall be subject to immediate disciplinary action up to and including dismissal in accordance with Board policy and administrative procedures. (Drivers found under the influence of alcohol or any illegal drugs while on duty or with remaining driving responsibilities that same day shall be dismissed from employment in accordance with Kentucky Administrative Regulation and Board policy.)

Employees who test positive shall be notified of referral services. Additionally, employees shall be subject to CDL prohibitions and penalties under the Omnibus Act and applicable Federal Motor Carrier Safety Regulations.

Current employees who refuse to comply with testing requirements will be regarded as testing positive.

06.23 Driver and Substitute Driver Training

The Superintendent shall be responsible for providing the necessary or required in-service school bus driver training which each driver shall complete annually in accordance with 702 KAR 5:080.

All training requirements include both regular and substitute drivers.

The Board shall pay the fee for the initial commercial driver's license required for all bus drivers and substitute bus drivers excluding the cost of obtaining a regular driver's license. Any license certification beyond what is required to drive school buses must be paid for by the individual.

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 road or street, 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.

Students attending preschool programs of the District shall be transported in accordance with the provisions of 702 KAR 5:150 and other appropriate laws and regulations.

The Board reserves the right to modify the one-mile distance limitation where conditions make it advisable to include certain geographic, subdivision, or neighborhood areas.

06.33 Regular Bus Stops

The bus driver shall discharge pupils at their regularly scheduled stops only, except with written authorization from the Principal to discharge a pupil at another location. Preschool students shall be transported in accordance with applicable regulations.

The Principal shall have authorization from a child's parents before permitting discharge at a location other than the regular stop.

The driver may discharge a pupil for disciplinary reasons in accordance with Policy 06.34 of this manual and with 702 KAR 5:080.

06.34 (Conduct on Bus)

The following outlines the procedures the bus driver would take before a conduct referral is turned into the Principal/Assistant Principal/Dean of Students. The severity of the problem would dictate whether they would automatically be referred to the office.

1. First offense-the driver will talk with the student..
2. Second offense-the driver will move the child to the front seat and call the parent.

Routine conduct problems that the bus driver has been unable to resolve and serious disciplinary problems shall be referred to the Principal/Assistant Principal/Dean of Students. The following procedures outline the handling of a referral.

1. A School Bus Incident Report shall be filled out for each student referred to the Principal/Assistant Principal/Dean of Students for disciplinary action.
2. The Lead Manager will make sure all procedures have been followed before the referral is turned in to the school authority.
3. The School Bus Incident Report shall be signed by the driver of that bus and given to the Lead Manager to give to the designated school official of the school involved.
4. The Principal/Assistant Principal/Dean of Students to take disciplinary action, will process the report.

5. The Principal/Assistant Principal/Dean of Students shall choose the most appropriate disciplinary action(s) listed for the violation(s). Violations shall be handled under the School Bus Incident Report disciplinary action(s), and may include disciplinary action(s) handled from the School Discipline Code/Behavior Matrix.

6. Students receiving more than one School Bus Incident Report within a school year shall be handled based upon each Simpson County School Behavior Matrix.

7. Suspensions from the bus shall begin no less than one school day after the Principal/Assistant Principal/Dean of Students has made the assignment.

8. The Principal (or his/her designee) shall inform the student and/or parent in writing and or by telephone, of the disciplinary action taken on the day the assignment is made. The parent will sign the form and return it the next day. For the most severe incidents, if all avenues of contact have failed, law enforcement may be called in to deal with the student.

9. The Principal/Assistant Principal/Dean of Students shall notify the transportation department on the day of the assignment so the driver will be informed of the action(s) taken.

10. The Principal/Assistant Principal/Dean of Students shall keep a student discipline record in the office.

11. For those students with disabilities who receive transportation as a related service, designated as such on the I.E.P., the ARC will convene and determine if suspension/expulsion from riding the bus is appropriate.

06.342 Hazards in and on Bus

Passengers shall not bring any item (including band instruments, sport equipment or class projects) on the school bus that might block the center aisle, stepwell, emergency door, entrance door, or any windows, that would be dangerous in case of collision, or that would present an additional fire hazard, or that would take up needed pupil seating space or protrude onto another students space.

06.35 School-Sponsored Trips

School vehicles may be used for school sponsored trips upon the prior approval of the Principal when not disruptive to the regular transportation of pupils. Every effort should be made to have the buses back on school property by 2:30 pm. (See also School-Related Student Trips 09.36). Every effort shall be made to schedule evening trips to leave after 4:30 p.m.

06.4 Insurance (Bus Fleet)

The Superintendent shall recommend to the Board, after consulting with the proper officials within the Division of Transportation of the Department of Education, the appropriate limits of liability and collision insurance for all Board-owned vehicles.

06.5 Use of Buses by Outside Groups

The Superintendent shall develop regulations regarding the use of buses by nonschool groups.

The Board will not grant, lease or lend the use of any school vehicle to individuals, groups or organizations not providing, for the duration of the contract, adequate insurance to cover all liability and losses of the Board. The Board shall be listed as an additional insured.

09.36 School-Related Student Trips

School trips shall be for instructional or performance purposes only.

The school Principal shall forward to the Superintendent for Board approval of all requests for school-related trips.

Written requests for approval of trips must be submitted to the Superintendent in a timely manner that will allow for Board consideration prior to the trip.

On rare occasions where approval of academic, competitive, or athletic trips is needed prior to the next scheduled Board meeting, the Superintendent may approve the trips. The Superintendent shall then notify Board members in writing of the approval of these trips. Such rare occasions would not include field trips.

All District-owned vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Drivers of school vehicles and operation of District-owned passenger vehicles transporting students shall be in compliance with requirements specified in applicable statutes and administrative regulations. 702 KAR 5:130

A member of the faculty or staff shall accompany students on all school-sponsored trips. A paid non faculty coach or paid non faculty assistant also may accompany students on athletic trips. There must be at least one adult chaperone for every twenty-five students on the trip for students in grades 7-12, one adult chaperone for every fifteen students in grades 5 and 6, and one adult chaperone for every ten students in grades PreK-4. On overnight trips, there must be at least one adult chaperone for every ten students. On athletic trips, paid non faculty coaches or assistants may only supervise the students they coach.

Only Board insured vehicles or appropriately certificated common carriers shall be used for transporting students. KRS 161.185

Use of certificated common service shall be authorized by the Board on a case-by-case basis, and the reasons to justify such use shall be cited in Board minutes.

Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in school-sponsored trips.

POLICIES CLASSIFIED EMPLOYEE PUPIL TRANSPORTATION

SIMPSON COUNTY BOARD OF EDUCATION

III. TRAINING AND OPERATIONAL PROCEDURES

A.

DRIVERS GUIDELINES

1. Drivers must have a minimum of five (5) years driving experience after being initially issued a commercial driver's license (CDL).
2. Drivers must have a **CDL valid in Kentucky**, Class “B” CDL with PS endorsement. Each driver will provide a copy of their CDL before being able to drive each school year. Initial license will be paid by the Simpson County Board of Education (BOE). The renewal is the responsibility of each driver. Initial Training Commitment: After initial employment, any bus driver who has completed training and earned his/her CDL, as a result of the Simpson County schools’ training program, shall reimburse the Simpson County schools for the cost of training if he/she quits and accepts employment elsewhere that requires a CDL.
Reimbursement shall be at a justifiable rate determined by the Transportation Department. Reimbursement for training costs shall be as follows: \$175.50 Flat
Within 6 months of employment.....100% reimbursement
Within 6 months — one year..... 50% reimbursement
3. Drivers must have, and maintain, a good driving record. Drivers must report to the Lead Manager any convictions of traffic law violations that would cause a suspension of their license, regardless of when or where these occur. A driver that receives a citation while driving a Simpson County school bus will result in:

1st Offense – 3 days suspension without pay or termination

2nd Offense - Termination
4. Drivers must pass a physical examination each year (District Policy-365 days), or more often as prescribed by the BOE.

5. Drivers must attend Driver's meetings and safety meetings as required by the BOE and the State Transportation Department.
6. Drivers shall take good care of the transportation equipment assigned to him/her as outlined below.
 - a. Drivers are required to perform and document with an inspection report, the pre-trip inspection each time the bus is used to transport students. A CDL inspection will be performed on the first trip of each day. If drivers drive more than one (1) bus in a day, the driver will perform and document a CDL inspection on each bus that he/she drives
 - b. Drivers are required to sweep their bus **weekly**. Sub drivers and trip drivers sweep after each bus run **as needed**.
 - c. Drivers or designee are required to wash the exterior of their bus, at least once a month. Cleaning the interior of the bus including picking up debris, sweeping/mopping the floor, wiping upholstery, and cleaning headlights.
 - d. Drivers are to inspect for damage and insure clean mirrors, windshields, and exit door glass before each route or trip.
 - e. Drivers are required to close windows/doors and shut down all accessories on the bus after morning and evening runs and other trips.
 - f. Drivers are to check seats for wear and vandalism damage and make note on the CDL sheet, and check for any objects that might be left behind, at the end of each trip.
7. Drivers shall wear the driver's seat belt at all times the bus is operated.
8. Drivers shall not leave a bus idling.
 - a. In cold weather, bus drivers shall be allowed to idle the bus to 1,000/1,200 RPM's with limited electrical accessories on.
9. Request for bus repairs must be in writing on the bottom of CDL form, on the day the deficiencies are found and CDL form turned in.
 - a. If an Incident or Accident occurs, a report must be filled out for any damage to the bus on the CDL sheet that day. The Operations Manager or designee must be notified immediately.
 - b. Appropriate Post Incident/Accident training will occur.**
10. Drivers shall ensure at least 1/2 tank of fuel in the bus at the end of each run. **Never Fuel with students on board the bus.**

11. Drivers should frequently glance at the gauges on the instrument panel to see that the motor is functioning properly.
12. The driver shall keep the school bus doors closed at all times the bus is in motion.
13. Buses shall not be unloaded at the schools before 7:30 a.m.
14. The driver shall exert every reasonable effort to make stops at the scheduled time, therefore a timepiece is essential. Safety first – Schedule second!
15. Drivers are to drive their route, strictly the way it is written on the “Route Description”. Route changes **must** be authorized by a Driver Training Instructor, and noted on the route description.
16. Drivers must keep accurate route records, time sheets, extra trip reports, any other reports as required by the BOE or its designee. Route records must be kept in the office and in the folder on the bus AT ALL TIMES along with Emergency Information.
17. If a bus has to make a turn-around on its route and pupils are loading or unloading at the turn-around, pupils should be kept on the bus during the turn-around procedure.
18. Bus speed around the bus lot and the schools should not exceed 10 MPH.
19. The driver will gauge the tires weekly. Tire pressure will be recorded on the CDL inspection report. Gauges will be provided with each driver responsible to turn it into the garage personnel at the end of each school session.
20. Decoration of the bus is not permissible, inside or outside.
21. All drivers will do a post trip walk around inspection of the bus; opening all doors, looking under the bus, and looking at the tires.

B.

GENERAL GUIDELINES

1. The shop area of the bus garage shall be used only for maintenance related duties.
No Loitering.
 - a. Only Transportation employees shall be allowed in the appropriate bay area.
2. Drivers/Assistants shall be certified in First Aid and CPR.
3. Personal Habits for Drivers and Assistants:
 - a. All clothing should fit properly and project a professional image.
 - b. Appropriate undergarments are required at all times.
 - c. Vulgar or inappropriate words, language, or displays printed on clothing (T-shirts, sweatshirts, jackets, belt buckles, etc.) are not acceptable attire.
 - d. Lycra, spandex, tube or halter-tops, tank tops, cut off shorts, are not acceptable attire.
 - e. Walking shorts, culottes, and split skirts no shorter than knee length.
 - f. Costumes are not considered appropriate attire because they restrict the driver's vision.
 - g. Sandals, and open shoes, (*any shoe with opening (s) large enough to hang on any pedals and shoes that do not have a back*) are not appropriate footwear.
4. Buses should have at least two student helpers to assist with emergencies, smaller children, and sub drivers. (Must have a Parent/Guardian note on file in the office.)
5. Drivers shall maintain a seating chart.
6. **DO NOT blow the horn** for students, they shall be out 5 minutes before the scheduled time for that stop.
7. All Elementary students shall be seated toward the front 1/3 of the bus with older students in the back. (Discipline of older students may require them to be seated in front of the bus).
8. Students' names and information will only be given to school administrators.
9. Sensitive matters shall be handled privately and discreetly.

(Follow Simpson County District Employee Handbook Procedures)

CONFIDENTIALITY:

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to **keep** student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual.

Employees with whom juvenile court information is shared as permitted by law shall be asked to sign a statement indicating they understand the information is to be held in strictest confidence.

10. Principals will investigate all suspicious activities on the buses.
11. Student conduct reports shall be filed in the office immediately after the route.
12. Unless absolutely necessary DO NOT call a parent or administrator to the bus.

(Follow Discipline Procedures)
 - a. Conduct reports must follow any conference with school administrators or parents.
13. Students who have CD players, (MP3, MP4, iPod, Gameboy, and DVD players) cannot share them. They must take the ear instrument off their ears at railroad crossing and when loading or unloading the bus. No other electronic equipment will be used on the bus, including cell phones (Disciplinary policies will be followed). All devices must be used with earphones or earbuds or headphones. The listening device volume needs to be low, not disturbing other passengers. The use of a music listening device is a privilege and controlled by the driver. Cell phones, Blackberries, Bluetooth, and I Phones may have the capability to play music, but are also able to communicate outside the bus. This class/type of electronic equipment should not be out or in use on the bus. No cameras/photo equipment out or in use on the bus.

C.

MONITOR GUIDELINES

I. **LOADING OF STUDENTS**

1. The monitor must exit the bus service entrance door in preparation of loading or picking up pre-kindergarten students.
2. If a three or four (3 or 4) year old student requires aid in boarding the bus, the monitor must assist or lift that student from the roadway onto the bus to a point where the student may safely negotiate on their own. (See IV, Section 3)
3. Each student is to be lifted into their seat, when necessary. The student should be placed next to the wall in the seat when possible. (See IV Section 3)

II. **STUDENT MANAGEMENT**

1. The monitor will keep all students seated at all times.
2. Drivers are to assign a seat location for each student (702 KAR 5:080, Section 13)
3. The monitor shall be responsible to deliver/receive the child to/from a parent or guardian or person authorized by the parent. In regards to a person, other than a parent or guardian accepting a student, the bus driver must have prior written authorization from the Principal. This written Principal authorization is also required for a temporary change in the location of a loading or unloading area.
4. It is recommended that windows shall remain closed by any seat that contains a preschool student.

III. **FIRST AID**

1. The monitor should evaluate the situation and the extent of the injury(s) to a student.
2. The monitor shall report all injuries to the bus driver who shall be responsible for the administration of first aid with help from the monitor if the situation calls for additional aid.

IV. **UNLOADING OF STUDENTS**

1. Each pre-K and entry level student is to be lifted from their seat, when necessary.
2. The monitor must exit the bus service entrance door in preparation of unloading a pre-kindergarten student.
3. The monitor must assist or lift, when necessary, a preschool student from the bus level which the student cannot negotiate safely on their own. Each student is to be lifted by placing both hands under the arm areas only. Three and four (3 & 4) year old children who must cross a roadway, shall be escorted by the driver assistant. Entry level students shall not be discharged from the bus unless the responsible person is visible from the stop or at the stop. Pre-K students require a parent or guardian (that is listed on the approved student list) to be at the bus stop waiting. **We must deliver these Pre-K students using the hand-to-hand method!** When you discharge an entry level or pre-K without adhering to these policies, you could be liable for injuries caused by negligence.

The degree of care a driver or monitor must use, ranges from ordinary and reasonable to extraordinary and highest degree, and also depends on the type of duty. Courts tend to require more care when younger children are involved. **When you have an entry level student and no responsible person, parent or guardian is *visible* at the stop for the student, then call on the radio and we will inform the school, parent, or guardian that you will be returning the student back to the school or the bus garage. When you have a pre-kindergarten student, and no *designated* responsible person, parent or guardian is at the stop to hand the student to, then call on the radio and we will inform the school, parent, or guardian that you will be returning the student back to the school or bus garage.**

To help us better identify those students who will be going to a different authorized stop, Franklin Elementary will be using a note on the child. Franklin Elementary staff will continue to remind the driver of a different stop, but this method should also help us if that little one slips through the crack. Be alert, when you see a student get on the bus with a note then stop that student and check it out.

D.

GUIDELINES FOR BUS GARAGE MECHANICS

1. There will be two fifteen (15) minute breaks per day--one in the morning and one in the afternoon. These breaks should be at a set time.
2. The head Mechanic is responsible for ordering parts from sales people.
3. Cleaning responsibilities:
 - a. The shop floor should be swept daily before quitting time.
 - b. Keep rags, and extra parts picked up and in order. Clean up the shop area after doing each job.
 - c. Keep the parts-washer and pan clean and in order.
 - d. Help keep the washroom and sink clean.
 - e. Keep the surrounding area of the bus garage clean.
4. The head Mechanic has the primary responsibility of assigning the jobs and the order of priority in which they should be done.
 - a. If buses come in from the afternoon route and need to be repaired, try to make these repairs if possible or leave the bus in the bus garage.
 - b. If there are no vehicles to work on, mechanics should clean the shop, equipment, and area surrounding the bus garage, or other things that need to be done.
5. Keep all required records of maintenance of each bus and BOE vehicle.
6. Keep an up-to-date inventory of parts used and tools on hand. (twice a year, manually)
7. Use safety equipment as needed.
8. All vehicles will be inspected and repaired as needed according to the preventive maintenance schedule.
9. In case of a bus breakdown, get a spare bus to the location as soon as possible. Check to see if the bus can be repaired faster than transferring students to another bus.
10. Efforts should be made to have **at least one mechanic** in the bus garage while the buses are out on the route unless special situations arise.

E.

PROCEDURES OF OPERATING 2-WAY RADIOS

The 2-way mobile radios placed in the school buses operated by the District can be an important safety device if properly used. The purpose of these radios is to provide instant communication with the base units (located in the bus garage and the Central office) in case of an accident, mechanical problems, or a misplaced child.

The 2-way radios are licensed to the Simpson County Board of Education by the Federal Communications Commission and is an open air broadcast station. Since it is licensed by the FCC the following operation procedures will be followed at all times.

The following procedures are designed especially for buses with 2-way radios.

1. Each radio has a regular on-off switch and a volume control. **DO NOT** turn the radio off using the on-off switch. The radio is wired to your ignition and will go on and off using your ignition key. **In order for you to talk, the ignition key must be in the on position and the "noise kill" switch is off.** Make sure your volume control is turned up loud enough so you can hear when the bus is running.
2. When you transmit, be sure the TALK button on the mike is pressed down and held for two seconds, then proceed with the bus **number and your location first** and then your message. Release the TALK button, when you have finished talking, and listen to the response from the other person.
 - a) Pick up the mike, making sure no one else is on the radio and say "Bus # ___ to ___." give full details of your business or emergency. **DO NOT** try to transmit if someone else is talking. Only **two units** should be talking at a time. When you have finished your conversation, make sure you clear your unit. "Bus # ___ clear."
 - b) REMEMBER - the radio is installed in your vehicle for the exclusive purpose of business or emergencies. **AT NO TIME** can there be temper flare-ups, foul language or personal problems discussed on the radio.
3. EMERGENCY OPERATIONS - During all broadcasts to bus drivers detailing emergency procedures, **messages will be broadcast by supervisors or administrators only in charge of the operation.** In cases of emergency all units are to stay clear of using the radios until the emergency is cleared.
4. For all practical purposes, you, your bus and your radio are under the supervision of Transportation and its supervisory staff at all times. Students or unauthorized persons are not to use the radio/phone.
5. Misuse of the FCC regulation or the Simpson County Board of Education radio procedures will result in disciplinary action.

6. A driver using the radio to report an accident or bus breakdown shall give the following information:

- a) The location of the bus.
- b) Whether or not medical assistance and/or ambulance is required.
- c) Whether or not a police officer is needed.
- d) Whether or not a replacement bus is needed.
- e) Whether or not a wrecker is needed.

7. The bus number shall be used when the driver is talking with another vehicle.

8. The driver shall keep the radio on at all times she/he is in or around the bus.

9. The driver shall not attempt to repair the radio if it develops a problem, it should be reported and noted on the CDL inspection sheet.

10. Drivers are not to wear or use Bluetooth/wireless communication devices while operating the bus. Under extreme circumstances, when the bus radio is non functional, the driver may pull over at a safe spot if a monitor is present, they may use the cell phone to contact the bus garage.

- BASE I - Transportation Manager
- BASE II - Dispatcher
- BASE IV - Head Mechanic
- BASE V - Mechanic

F.

DRIVER SPECIAL TRIPS OPERATIONAL PROCEDURES

1. Drivers will be directly responsible for servicing and safeguarding the bus. Drivers driving special trips must clean the bus inside and outside before trips are taken and cleaned up inside at the end of each trip, regardless of the time he/she returns. The Trip Driver will fuel the trip bus (1/2 tank). If the trip bus is unacceptable before the assigned trip, another bus will be assigned.
2. Drivers, before going out of the district, shall point out to the students: emergency exits and instruct them about emergency procedures. At the beginning of each quarter, every organization's first field trip for the High School and Middle School must do an emergency evacuation. Each driver must determine if this has to be done for their trip. Driver must document the completed evacuation on the trip sheet.
3. In order for drivers to receive the pay for special trips, the transportation copy and driver copy of the special trip request form shall be filled out and returned to the data assistant. The driver should document the actual time of departure and return, and thirty minutes added for servicing and inspecting the "trip bus" (unless the driver is on the actual route-bus driven on the route). Only one pre-trip will be paid per bus, per day. Overnight trips are paid at a flat rate. No "pre-trip" is paid for an overnight trip. The transportation copies shall be returned to the data assistant the day of the trip, or the next morning of the next working day. Payment for special trips shall be rendered by the report printed by the data assistant and then verified by the driver, who does the special trip. After the driver verifies the report, it is given to the Assistant Transportation Manager.
4. If a driver or trip sponsor wishes to take another adult or child on a special trip, the student must be enrolled in the Simpson County Schools. The trip driver will make a request to the Trip Coordinator, at the time of trip assignment, if they wish a guest to come on the trip. The Coordinator will request permission from the sponsor of the trip. The trip sponsor must have permission from the Principal and the Superintendent to bring a guest. If permission is granted by both, the persons names will be listed on the bus request form. **Drivers will not make the request directly to the sponsor.** If permission is granted, the requested adult shall be willing to accept chaperone responsibilities and *meet requirements established by the Board of Education*, any child is expected to follow all rules and regulations applying to any other student on the trip.
5. If more than one bus is required for the trip, then the buses should stay in the same order **and maintain proper following distance**, if possible, for the entire trip. The back bus sets the pace for all. Each driver will watch the bus behind them and if that bus starts dropping back, or trouble occurs, then the hazard, or 4-way lights should be turned on, all buses slow down and come to a halt on the shoulder of the highway in a safe place.
6. Drivers will stay with the bus or the students on all trips unless the Sponsor indicates otherwise. Driver is expected to eat at the same place as students unless Sponsor indicates otherwise. Drivers' meals are the responsibility of the trip driver.

7. Drivers should take care of all tolls, parking fees, and other bus expenses, and submit the receipts, along with a standard invoice, to the Assistant Transportation Manager. Fuel receipts need to be on a separate standard invoice with the original receipt.
8. Responsibilities of trip driver include:
 - a) Obeying all safety regulations.
 - b) Maintaining passenger control.
 - c) See that there is a student list with seat numbers.
 - d) Control of emergency situations.
 - e) Maintaining a safe and clean bus.
 - f) Assisting in selecting rest stops, food stops, and fuel stops.
 - g) Find out about trip destination, route, and route hazards at least 24 hours before leave time of trip.
 - h) If going to a county you are not familiar with, call the Transportation Department in that county at least 3 days ahead of time to check on the route hazards and get your directions. Report route hazards to the Trip Coordinator who will report to the Lead Manager.
 - i) Drivers are required to review with the students the emergency evacuation before the beginning of the trip or if needed conduct an evacuation drill.
9. In the case of an accident, follow local BOE procedures for accidents.
10. If the trip driver fails to follow procedures, then they will not be allowed to take trips.
11. Trip driver will be at the pick up location of the trip 15 minutes before trip leave time.

G.

TRIP ROTATION

1. A list of trips for the upcoming week will be posted on **Monday** morning at 9:00 a.m. This list will be removed from the bulletin board at 9:00 a.m. **Wednesday**.
2. Each trip will have: date of trip, destination, time of departure, return time, total estimation of hours for trip, and school/group/class.
3. Space will be provided for the driver to put a name. If a driver is unable to view the list, or post name, that driver can have a Trip Coordinator or Lead Manager sign a trip sheet for them.
4. Trip drivers will only sign up for trips that they can take.
5. The Trip Coordinator will have an alphabetical list of all trip drivers in good standing; which will be followed.
6. Trip Coordinator, on **Wednesday**, will take the list of trips that drivers have signed up for and an alphabetical list of drivers and begin assigning.
7. The Trip Coordinator will be provided an uninterrupted time and space to do his task.
8. The Trip Coordinator will start at the top of the driver list and their first picked trip, and assign trips. Next driver in order is signed up for a trip, assigned trip. Move on down the alphabetical drivers list. If no one signs up for trips the Trip Coordinator will ask regular route drivers and subs to take the trip... If he can find no one, the trip will be assigned to the next trip driver in the rotation....
9. If a trip comes in for the week that has been assigned after **Monday** posting, the next available driver in line will be asked to take a trip/or re-posted for volunteers..
10. When a driver has maxed out on work hours, that driver will be passed over.
11. If a driver becomes ill and has a sick leave form on file, the trip will be reassigned.
12. If a driver turns a trip back in, after posting, that driver will be taken out of rotation for one month, per trip turned in...
13. If a trip request comes in that needs special training, the trip Coordinator, Lead Manager or Operations Manager will select the appropriate driver for the trip.

14. In special situations, the Lead Manager/Operations Manager will make adjustments as needed.
15. Tournaments will be handled as one trip. The driver assigned the trip will drive each trip in the tournament. (Adjustments may be made to trip assignments if overtime is possible.)
16. If no one signs up to do a special trip, the Coordinator will ask for volunteers from our other driver staff. If no one volunteers, the next trip driver in line will be offered the trip.

H.

ALLOWABLE ITEMS ON SCHOOL BUSES

Kentucky Administrative Regulations, relative to design and operational parameters of school buses, restrict the transportation of all items carried on board which would likely block the bus aisle or exits in case of emergency.

The Kentucky Department of Education, Division of Pupil Transportation staff advises that students should only be allowed to carry on a school bus those items which they can securely hold and contain in their lap without imposing into another passenger's area. Items may include, but not necessarily limited to such things as lunch boxes, books, purses and small musical instruments.

It is important that items are not placed on school buses that could block the school bus aisle, restrict access to any of the emergency exits, nor become an airborne projectile should the vehicle be involved in a collision. School bus seats are designed to provide compartmentalization protection for students only. Any additional items transported by a student reduces the compartmentalization protection afforded by a school bus seat. School bus seats are designed to transport three (3) students per seat based upon a thirteen (13) inch rump and a one hundred twenty (120) pound student weight.

Department of Transportation enforcement officers and the Kentucky State Police are prepared to issue courtesy warnings if they observe school buses improperly loaded.

I.

KDE TRANSPORTATION DUNNAGE POLICY

It is the intent of this policy to address those items which may be transported on a Kentucky school bus when transporting school children to and from school or school related trips. Attention should be given to items permitted to be carried in a student's lap while being transported to guard against interfering with the compartmentalization and collision protection afforded by school bus seat design.

The Kentucky Department of Education cannot advise Kentucky school districts to transport school children in any manner that would make that transportation less safe. Then National Traffic and Motor Vehicle Standard to which all motor vehicle manufacturers, including school bus Passenger Seating and Crash Protection became effective April 1, 1977. This standard specifies seating, restraining barrier and impact zone requirements for school buses. It is the intent of the standard to protect passengers through compartmentalization between well-padded and well-constructed school bus seats.

School bus seat design and development through the guidelines of Federal Motor Vehicle Safety Standard No. 222 provides for occupancy protection for school children only and does not take into consideration the transportation of items to be carried in the occupancy area other than between well-padded and well-constructed seats augmented by a forward control bend of seat backs to absorb energy.

Should school children carry on board a school bus an item that would interfere with the padded construction of the impact control bend of the school bus seat back, that item would reduce the safety afforded by compartmentalization. Any item transported must be of a size and construction that would not become an object of injury to the student carrying the item or any other student must be in the compartmentalization area or the school bus.

J.

THE EMERGENCY DISASTER PLAN FOR EVACUATING PUPILS AWAY FROM SCHOOLS - SPECIFIC EMERGENCIES

If any of the listed disasters should occur in our area, all drivers will be put on alert for special assignment. The buses may be needed to remove pupils from one school to another or to their homes, or to a pre-arranged evacuation point. The transportation department will contact necessary drivers. If all the communication systems such as radio, telephone and television are out of operation, each driver should report to the bus garage.

A. TORNADO

Definitions

Tornado Watch means that conditions are such that tornadoes may occur; however, no tornado has been sighted.

Tornado Warning means that a tornado has been sighted; take cover immediately.

Recommended Procedure

Students will be kept at school during a **TORNADO WARNING** if the alert comes at dismissal time and students cannot reach home before the storm strikes. No bus shall leave the school until the "all clear" signal is given.

If you spot a tornado while en route with pupils, keep calm. If time warrants, immediately call the dispatcher to report your location and plan of action. Unload all pupils and proceed away from the school bus. Keep students in a group and find the lowest area (ditch if possible, but be aware of the danger of rising water). Instruct the pupils to get down on their knees, lie face down, and cover their head with their hands. Avoid areas that are likely to be subjected to fallen power lines. Check with someone for clearance before proceeding en route to school in the morning, or home in the afternoon. In the event of a **TORNADO WARNING** all drivers should clear the radio channel for communication. Only in an **EXTREME** emergency or in case of injury, should the driver try to communicate by radio. If a driver has an emergency, the bus number, location, type of emergency or injury should be given to the radio operator. In the event of an injury, remain where you are and have the emergency vehicle or police come to you. In the event that the communication system is knocked out, blink headlights, activate hazard lights, and sound the horn to alert drivers of buses that do not have a communication source.

B. EARTHQUAKE

Students should be instructed in earthquake procedures. If you notice an earth movement en route with pupils, stop the bus as quickly as possible in an open area away from falling objects. Stay away from electrical wires, overpasses, and openings in the ground. Inform dispatcher of location and plan of action. Keep all pupils on the bus. Instruct the students to assume a safe body position; lean forward, head down with arms over the head. After the tremor stops, first check for injuries to any student. Check around the bus using mirrors. If evacuating the bus, take the first-aid kit and fire extinguisher. Check with someone for clearance before proceeding en route.

C. SEVERE WEATHER

If severe weather occurs while en route with pupils, inform the dispatcher of location and plan of action. Park the bus in an area away from the hazard of falling objects, and remain there until the storm is over. Then proceed to school in the morning or home in the afternoon.

D. NUCLEAR DISASTER

If you should be advised there has been a nuclear attack or accident while you are en route with pupils on the bus, reverse your route; return pupils to their homes. If the advisory occurs in the afternoon, continue all routes, taking pupils to their homes.

E. FLOODS

Do not attempt to drive through deep water with a school bus. Never drive through water if there are "Road Closed" signs posted, or if you are unable to see the roadway for the full distance of the area covered. Know your route and the areas that water might get over the road. Have a plan of an alternate route if this should occur. Inform the Lead Manager in the event an alternate route is used.

F. HAZARDOUS MATERIAL ACCIDENT

Common sense and caution are needed to deal with hazardous material spills on the highway. Notice the warning placard identifying the contents. Be familiar with these federal warnings. If you come upon an accident involving hazardous materials, pull over and stop. If possible, get onto another road. If you are unable to stop and you do drive on through, keep the children on the bus, call the highway patrol or police department and make sure that nothing was coming from the truck that could have harmed the children. If there was, take everyone to the hospital and have him or her checked out. Report immediately to the transportation director or superintendent. Remember your first responsibility is to the children on the bus.

K.

SIMPSON COUNTY SCHOOLS



INCLEMENT WEATHER OR EMERGENCY SCHOOL CLOSING PROCEDURES

I. CLOSING OF SCHOOL

Winter weather can bring unsafe conditions for transporting Simpson County school students. Schools may be closed or the opening delayed by the Superintendent or his designee whenever weather or other emergency conditions make operating the school bus fleet unsafe.

- A. In the event of a threat of severe weather conditions or emergency, the Superintendent or his designee and the Operations Manager will inspect roads and highways in the most hazardous areas of the county, monitor existing weather conditions and be aware of predicted weather conditions. The Operations Manager will be in contact with the City, County, and State police, in addition to road crews to verify road conditions. Information may be gathered from surrounding districts.
- B. Information will be gathered in the evening hours and prior to 4:45 a.m. The Operations Manager will report findings to the Superintendent or his designee. If in their judgment, road conditions are too hazardous to safely operate the buses, the decision will be made to close or start school late. If a decision can be made the night before an anticipated snow day, an announcement will be made during the 10:00 p.m. newscast.
- C. A two-hour delay plan may be considered when roads are unacceptable early but weather conditions are forecast to improve by 8:30 a.m. In this case, the normal review will be made early with an announcement of a two-hour delay. Another review will be made later with an announcement made by 7:25 a.m. on whether school will be attempted for the day.

If there is a delayed start, parents, students and employees should listen to radio and TV stations for upgraded information.

- D. In the event of a sudden change of weather conditions which would make it extremely unsafe to continue on after buses are on the road, drivers will inform the Director or Superintendent of the road conditions and the decision would be made whether to abort. An emergency bulletin will be made on bus radios to abort. Media and schools would be informed. Elementary students would not be returned to homes where they would be alone without parent notification.

L.

ACCIDENT PROCEDURES

If you are involved in an accident, there are prescribed procedures to follow that will meet the requirements of the State Law and local regulations. Remember to always report incidents no matter how small to the Lead Manager.

Always remember that no two incidents are exactly the same. The sequence of things in the suggested procedure may not be practical in every case. Good, common sense should always be the rule. Remember your primary responsibility is to your passengers. Therefore, your first responsibility is to remain calm. If you are physically unable to perform your duties, direct others to do them for you. Should this be the case, ask your oldest and most responsible pupil to help you.

The following procedures are recommended, should you be involved in an accident or an emergency situation:

1. Key on / Engine off / Set parking brake / Turn on four (4) ways
2. Call base two (2) and give location and nature of the accident.
3. Check for injuries to pupils, notify base two (2) if EMS is needed, and also have police called.
4. Use the emergency reflectors to “protect the scene”, and must be done within 10 minutes.
5. Account for all pupils, make a list with name, full date of birth, address and school.
6. Keep the pupils on the bus except if there is a fire or a danger of further collision or the possibility of rolling over a cliff or into water.
7. **DO NOT** move the vehicle unless on the railroad tracks or danger of further collision.
8. **DO NOT** discuss the accident with anyone except the police. **DO NOT ADMIT TO ANY FAULT.**
9. If witnesses were present, get names, addresses, or license plate numbers.
10. Stay in contact with base two (2) or transportation staff until cleared by police or Administration.
11. When released from an accident notify transportation Lead Manager to fill out necessary forms.
12. **DO NOT** release pupils to guardians at the scene of an accident, unless released by school officials.
13. Accidents will be followed by drug and alcohol testing **when required by law or the discretion of the District.**

14. All accidents will be reviewed by the Accident Review Committee (ARC) and chargeable offenses will be followed by the recommendation of the committee.

PROPER PLACEMENT OF REFLECTORS

- A. Two-Lane Highway
1. 1st – 100' or 40 paces to the left rear.
 2. 2nd – 10' left rear.
 3. 3rd – 100' or 40 paces to the left front.
- B. Curve or Hill
1. 1st – 100' – 500' or 40 – 200 paces to the left rear.
 2. 2nd – 10' left rear.
 3. 3rd – 100' or 40 paces to the left front.
- C. Divided Highway
1. 1st – 100' or 40 paces to the left rear.
 2. 2nd – 10' left rear.
 4. 3rd – 200' or 80 paces to the left front.
- D. If a bus is blocking a traffic lane, a reflector should be placed in the lane.
If the bus is on the shoulder, reflectors should be placed on the edge of the roadway.

ACKNOWLEDGEMENT FORM

2023-2024 School Year

I, _____, agree to review the

(Employee Name)

Employee Handbook in detail via www.simpson.kyschools.us

(forms and links) tab; and to consult District and school policies and procedures with my Supervisor if I have any questions concerning its contents.

I understand and agree:

1. that this handbook is intended as a general guide to District personnel policies and that it is not intended to create any sort of contract between the District and any one or all of its employees;
2. that the District may modify any or all of these policies, in whole or in part, at any time, with or without prior notice; and
3. that in the event the District modifies any of the policies contained in this handbook, the changes will become binding on me immediately upon issuance of the new policy by the District.

I understand that as an employee of the District I am required to review and follow the policies set forth in this Employee Handbook and I agree to do so.

Employee Name (please print)

Signature of Employee

Date

Return this signed form to ***Director of Transportation***