



North East ISD San Antonio, Texas

Transportation Department Employee Safety and Policy Guide

SY 2024-2025

NEISD Transportation Safety and Policy Guide

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CHAPTER 1

INTRODUCTION

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1. INTRODUCTION
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INTRODUCTION

Transportation employees play an integral role in the operation of the school district and represent our brand as a responsible, professional, and friendly component of the educational program. You are expected to cooperate and be dependable in order for the Transportation Department to have an efficient and safe operation in support of the overall mission of the District. In turn, Transportation employees can expect cooperation from all involved with safely transporting students. These include parents, teachers, students, peers, administrators, and supervisors.

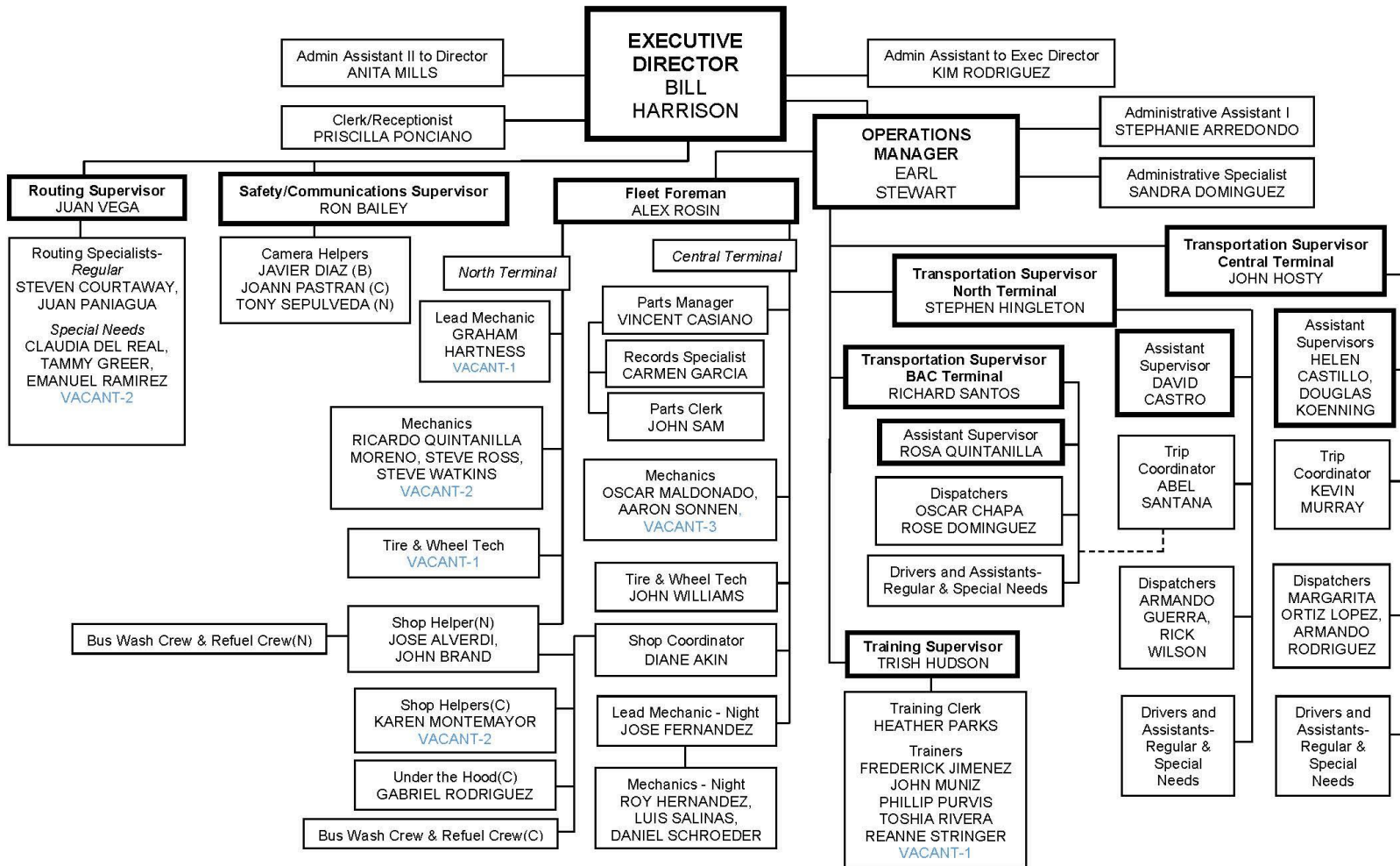
Public relations are very important. Remember you are representing all public schools, especially North East ISD. One discourteous or irresponsible act reflects a negative impression/image of the District and the Transportation Department. Develop and maintain a good working relationship with students, parents and school personnel.

It is imperative that you approach the job with professionalism, a positive attitude, and a clear understanding of your duties and responsibilities in support of student education. You are charged to be thoroughly familiar with all the policies, provisions, and stipulations of this Handbook.

PURPOSE: This Handbook is intended to provide staff of the Transportation Department with certain policies and procedures to perform functions which support the Department's mission with continuity and consistency on a daily basis during the student calendar for both regular school year and summer activities.

Transportation Department Organizational Chart

NEISD TRANSPORTATION DEPARTMENT



8/2/2024

CHAPTER 2

GENERAL DEPARTMENT INFORMATION, ADMINISTRATIVE PROVISIONS AND STIPULATIONS

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1. NEW EMPLOYEE PROBATION
2. DRIVER PHYSICAL EXAMINATIONS
3. DRIVER CERTIFICATION
4. EVALUATIONS
5. DEFINITION OF SENIORITY
6. PROGRESSIVE COUNSELING/DISCIPLINARY ACTION

GENERAL ADMINISTRATIVE PROVISIONS AND STIPULATIONS

2.1 NEW EMPLOYEE PROBATION: Newly hired employees are placed on a 90-calendar day probationary status effective the date of hire and may be terminated for any reason during this period. If the probationary period is interrupted for an extended period of time, such as summer break, counting will stop with the last day of the current school year and will resume with the first day of the new school year.

2.1.2 Drivers must have the following three documents in their possession while operating a School Bus, Regular or Special Needs:

1. A valid Texas Commercial Driver License with P & S endorsements
2. A current Medical Examiner's Certificate (MEC)
3. A current Texas School Bus Driver Safety Training Certificate

Drivers cannot drive the bus without these documents. Doing so will result in disciplinary action. Driver may be used as a bus assistant where needed.

2.2 DRIVER PHYSICAL EXAMINATIONS:

2.2.1 PRE-EMPLOYMENT PHYSICAL – Employment entrance medical examinations and drug testing are required for positions in the Transportation Department. These examinations are paid for by the District. A medical examination is required after an offer of employment has been made to an applicant and prior to the beginning of employment. The offer of employment is, therefore, conditional based on the results of the examination.

2.2.2 PHYSICAL - A physical is required annually for drivers and every 2 years for bus assistants and all driving staff. Each employee is responsible for knowing the expiration date of their physical. You will be notified when your physical is due and location of clinic. Drivers must have in their possession while driving the bus, a current Medical Examiner's Certificate. It is solely the responsibility of the employee to keep their physical current and failure to comply could result in disciplinary action that interrupts their work status.

2.3 DRIVER CERTIFICATION: Drivers will be required to successfully complete the initial 20-hour School Bus Certification Training Course in a classroom setting within 6 months of employment and attend an 8-hour Refresher Course online every 3 years. Compensation for the initial course will be made sixty (60) calendar days after completion of the course. The pay for the initial course will be minimum wage and compensation is contingent upon employment with NEISD Transportation Department. Drivers completing the Refresher Course will be paid their regular hourly pay as soon as possible upon completion of the course. Refresher Courses are completed online only; however, classroom training may be available at other locations.

All full-time staff completing the 8-hour Refresher Course will adhere to the following guidelines:

1. Day shift employees attending a daytime 8-hour Refresher Course during their scheduled workday should stay on the clock. Day shift employees attending a night Refresher Course will be OFF of the clock and will be paid supplemental pay.
2. Conversely, night shift employees attending a night 8-hour Refresher Course during their scheduled workday should stay on the clock. Night shift employees attending a day Refresher Course should be OFF of the clock and will be paid supplemental pay.

The purpose of certification training courses is to ensure employees maintain a current certificate while providing adequate safety to school children while being transported to and from school or on school-sponsored trips. If you do not attend these scheduled classes, you will be ineligible to drive a school bus and/or subject to appropriate disciplinary action which may include a recommendation for termination. Successful completion of the 20-hour and 8-hour classes is a State requirement and a condition of employment.

2.4 EVALUATIONS:

2.4.1 All employees will be formally evaluated annually on your job performance from May 1 thru April 30. Ratings will be accomplished by the Supervisor based on the knowledge of employee's attendance, punctuality and day-to-day performance of all assigned duties during the rating period. Performance data for the period may be obtained from Trainer/Evaluator, Immediate Supervisor, and other appropriate source(s).

1. Driver Performance:

A. You will be evaluated in the following areas:

1. Pre-trip/post-trip safety inspections.
2. Driving skills and physical operation of the bus. Complies with laws, driving rules and regulations.
3. Loading and unloading at schools and designated bus stops.
4. Student control, discipline and safety on the bus. Addresses and resolves discipline problems in accordance with the NEISD Behavior Leadership Policies and Procedures.
5. Follows route L/R sheet, adheres to time schedule, and completes updates and reports as required.
6. Complies with Texas Education Agency (TEA), NEISD and departmental policies and procedures.

B. Your performance in the 6 areas will be measured against performance standards established for each area. In addition to supervisor's observations/evaluation a Trainer/Evaluator evaluation may be used to supplement the above stated areas and the related performance standards.

C. Trainer/Evaluator will record observations on an evaluation worksheet. Upon completion of the driving phase, the Trainer/Evaluator will conduct a short follow up conference with the driver. The Training Supervisor will provide the results of the evaluation within three working days to the appropriate supervisor. The supervisor will discuss the results of the driving evaluation with the employee. In the event a re-evaluation is warranted, a training session will be scheduled prior to the pending re-evaluation.

D. It is important that any driving evaluation be placed in proper perspective. It is merely a portion of a large package of performance data. IT REFLECTS THE DRIVER'S PERFORMANCE ON A ROUTE DURING THE EVALUATION PERIOD WHEREAS THE ANNUAL EVALUATION IS BASED ON THE DRIVER'S PERFORMANCE THROUGHOUT THE ENTIRE EVALUATION PERIOD.

2. Video surveillance systems may be used to observe employees on a random basis as needed or annually. At minimum, the video review will specifically look for the following points of compliance by the driver or assistant:

- A. Driver standing/kneeling in seat while boarding students at campus
- B. Driver and assistant greeting students as they board or disembark the bus
- C. Driver securing bus at each bus stop with parking brake
- D. Driver and/or assistant walking/checking bus after unloading at campus in AM and after students disembarking at last bus stop in PM
- E. Driver complying with railroad crossing procedures where applicable
- F. Driver and assistant appropriate communication with students

3. Overall Performance Evaluation: The Annual Performance Evaluation conducted by the employee's supervisor will take into consideration more performance factors than just the driving evaluation. The Transportation Evaluation Form is used by the supervisor to rate the employee in the areas noted. The results will be reviewed and discussed with the employee. The employee should sign the completed form and be given a copy of the evaluation. A copy will be filed in the Department record file, and the original copy will be filed in the District Human Resource Department.

2.5 DEFINITION OF SENIORITY: The most recent date of employment/re-employment within the Transportation Department.

2.6 PROGRESSIVE COUNSELING/DISCIPLINARY ACTION (INFORMAL/FORMAL):

INFORMAL: This form of counseling and disciplinary action pertains to administrative measures using the format of a “MEMO” for record (MFR), or is a verbal admonishment. Any documentation is retained in the Department records and not forwarded to the Human Resources Department for retention in the official personnel file. However, any noted documentation may be used in support of an applicable formal counseling and/or disciplinary action.

FORMAL: Generally, when an employee infraction/incident first occurs, the severity/seriousness is assessed. Is it minor/major? Progressive counseling/disciplinary action will be considered based on the level of the offense, and/or recurring situation.

An employee may be placed on administrative leave with pay and possibly disciplined based on results of an investigation and/or review of the involved case. An employee may be administered a suspension (1-5 days) or be recommended for termination based on the severity/seriousness of a situation, or results, and disposition of other previous infractions. NO DECISION IS AUTOMATIC.

NOTE: Any administrative action affecting pay and/or time off requires coordination with the Human Resources Department.

CHAPTER 3

PERSONAL-PROFESSIONAL QUALITIES AND RESPONSIBILITIES

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1. ATTENDANCE AND PUNCTUALITY
2. DRESS AND GROOMING
3. HEALTH AND PHYSICAL FITNESS
4. TRAINING SESSIONS
5. EMPLOYEE PARKING
6. PERSONNEL, STUDENT, AND CO-WORKER RELATIONS
7. USE OF DISTRICT TIME AND EQUIPMENT
8. TRANSPORTATION AUXILIARY UNIFORM POLICY AGREEMENT

PERSONAL-PROFESSIONAL QUALITIES AND RESPONSIBILITIES

3.1 ATTENDANCE AND PUNCTUALITY: Good attendance and being punctual each day is an essential requirement for employees to fulfill their job tasks and responsibilities. Employees who are absent or tardy have a direct negative impact in accomplishing the mission of the district, the schools, and the department. Employees showing a pattern of absenteeism, tardiness or leaving work early will be subject to appropriate disciplinary action including counseling, suspension, and even termination of employment.

- A. If employee is going to be absent for any reason it is the employee's responsibility to notify their Supervisor, Assistant Supervisor, or the Dispatcher as soon as possible. Employee must indicate the reason for their absence and how long they will be absent from work (AM shift, PM shift, mid-day, supplemental duty, the entire day, total number of shifts/days). IF YOU WILL BE ABSENT FOR A FIELD TRIP, PLEASE BE SURE TO INFORM YOUR SUPERVISOR AND/OR DISPATCHER.
- B. When requesting leave, employee must give written notice to their supervisor by 12:00pm noon the workday prior to a projected absence. Employee should fill out a Punch Change Form to gain approval for the requested personal leave. If employee does not gain proper prior approval, then employee is subject to an unapproved absence.
- C. For sick leave, employee must notify their Supervisor, Assistant Supervisor, or the Dispatcher at least 30 minutes prior to their scheduled clock-in time. Upon return-to-work employee must fill out a Punch Change Form for the requested sick leave.
- D. If you call your supervisor or dispatcher outside of regular work hours to report an absence (sick or personal) you will need to leave a message detailing the reason for your absence, and your expected return date. Upon employee's return to work a Punch Change Form (PCF) will need to be filled out indicating the reason for the absence. The Punch Change Form should then be handed to the Supervisor for proper documentation.
- E. An unapproved absence is any time off not receiving prior approval within the established time frame as indicated in B, C & D and/or not having the appropriate amount of leave to cover the time off.
- F. 6 or more unapproved shifts is considered excessive and will subject employee to counseling and/or appropriate disciplinary action.
- G. One absence is recorded for each AM shift missed and one absence is recorded for each PM shift missed.
- H. Employees working a midday schedule will receive 6 opportunities to be absent without affecting eligibility for future participation in designated duties during the regular school year, extended breaks, and summer assignments. Any absences after the first 6 midday absences will start counting as one absence per occurrence.
- I. Employee must have appropriate leave time available to cover their absence(s) for the absence to be approved. Employees who do not have appropriate leave time available, and still are absent, will be subject to an unapproved absence. Each employee is expected to know if they have appropriate leave time available for the current year. Each employee can check their leave balances by logging in to the employee center on the district website.
- J. Consecutive absences of more than 5 days must be reported to the Leave Management Specialist in the NEISD Human Resources Department to determine if a Leave of Absence (LOA) is needed. It is the responsibility of the employee to contact the HR department.
- K. Tardiness (late clock-in) is any clock-in after the scheduled clock-in time.

- L. A No Call/No Show is recorded when an employee fails to call dispatch at least 30 minutes prior to their scheduled clock-in time and does not show up for their scheduled shift. If employee does not show up after their assigned time, has failed to call, and the bus has departed the terminal, employee will be recorded on the dispatch sheet as "No Call/No Show". If an employee reaches 6 No Call/No Show absences, they will be subject to counseling and/or appropriate disciplinary action.
- M. If an employee is absent 3 consecutive full workdays, without notifying their supervisor, it will constitute job abandonment (a voluntary resignation by the employee) and will result in immediate separation of employment from the district and the loss of all employment rights and privileges.
- N. Consideration or a concession may be made for individuals with absences relative to military duty, jury duty, assigned department or district business, valid subpoena, bereavement leave (funeral), Family Medical Leave (FMLA), and long-term leave which includes maternity, adoption, temporary disability, parenting, hardship, and professional development.
- O. For the transportation department to be able to provide consistent and reliable service to the students of the district absences on the list of 2024-2025 BLACKOUT/RESTRICTED DAYS will not be approved and are considered unexcused.

2024-2025 BLACKOUT/RESTRICTED DAYS

August 12 – 16; August 30; September 3; November 22; December 2; December 20; January 6; January 17; February 14; March 7; March 17; April 17; May 1; May 5; May 23.

P. WEEKLY PERFECT ATTENDANCE INCENTIVE: Department/District may provide an incentive reward in recognition of perfect attendance as the budget permits. Drivers and bus assistants are eligible to earn this incentive of \$25.00 per work week if there is no absence from a shift within that work week. Military/jury duty and assigned department or district business do not count against the Weekly Perfect Attendance Incentive. The following is the criteria for drivers and assistants to qualify for polo shirts, safety jackets, and supplemental duties. Exemptions are military/jury duty and assigned department or district business.

1. Polo shirts for Perfect Attendance of bus drivers and assistants: runs from May 1 of previous school year through April 30 of current school year and must be with transportation the entire school year.
2. Jackets for bus assistants: May 1 of previous school year through April 30 of current school year and must be with transportation two entire school years with 12 or less absences.
3. Safety Jackets for bus drivers: based on driving record from May 1 of previous school year through April 30 of current school year for two years having no accidents in the two year period.
4. Supplemental Duties: runs from May 1 of previous school year through April 30 of current school year and assignments are given out based on 1) Attendance 2) Hours available 3) Seniority.

3.2 DRESS AND GROOMING: Dress and grooming of District employees shall be clean, neat, and safe in a manner appropriate for your job assignments, in compliance with District guidelines. An employee's performance and success with students, parents, school staff and the general public are enhanced by appropriate dress and grooming. All employees must practice safe, good personal hygiene and present a neat appearance at all times while on duty and/or District property. The following Dress Code applies:

1. All employees shall be fully dressed at all times. District provided polo shirt and other uniform garments must be worn while performing bus duties and/or other official duties, refueling/wash crews may wear appropriate clothing other than the polo shirt and other uniform garments, while performing refueling/wash crew duties. Anything else is not appropriate. Clothes that may cause distraction are not acceptable. Sleeveless garments including shirts and blouses, exposed backs or midriffs and see-through garments are not permitted.
2. NEISD Employee Badges are provided to all bus drivers, assistants, office personnel, and mechanics and must be worn and properly displayed at all times during regular working hours and/or during other official duties where applicable.
3. Employee's hair should be clean, neatly trimmed and well groomed. Unconventional colored hair is not

acceptable. Men must be clean-shaven or have mustaches and/or beards that are neatly trimmed. Long hair must be pulled back in order not to obstruct the employee's view nor to be entangled or caught in any equipment.

4. Visible body piercings and other similar ornaments that are distracting and/or unsafe are prohibited.

5. Visible tattoos and similar body painting(s) that promote violence or reflect gang activity are prohibited. Visible tattoos and similar body painting(s) that are considered offensive, inflammatory, or disruptive to the learning environment are prohibited.

6. Caps and hats should be worn with the brim facing forward. Any headgear promoting violence, reflecting gang activity and that displays offensive and inflammatory information is inappropriate.

7. Clothing with indecent or inappropriate advertising or statements that are offensive or inflammatory (alcohol, sex, tobacco, drugs, gang, satanic, etc.) is prohibited.

8. Employees are permitted to wear knee length, loose fitting walking shorts, jeans, or slacks. Employees must maintain a clean and neat professional appearance at all times while on duty, regardless of the weather. Shorts may be worn year round (does not apply to full time staff).

A. Oversized clothing must not be worn--for safety purposes. Specifically, "bagging" or "sagging" pants are prohibited. All pants are to be worn at the waist. Bicycle pants, gym shorts, wind shorts, skin-tight shorts or pants of Lycra, spandex (or similar material) are not acceptable.

B. Sweat, athletic, warm-up pants/shorts or any resemblance thereof are not acceptable.

9. Shorts, dresses, culottes, skorts and skirts shall not be shorter than knee length. Dresses and skirts shall be modest in length and appearance.

10. Proper footwear must be worn at all times while on district property. Footwear must completely enclose toes, side of foot and heels (no flip flops/sandals). Dress shoes with heels cannot be more than 2 inches high, toes and heels must be completely enclosed. Shop personnel will wear district provided shoe/boot or other appropriate footwear approved by the Supervisor.

11. All service employees must wear protective eye wear while in the service area or when performing service work outside the service area. District back support belt must be correctly worn when lifting is required of objects exceeding 20 pounds.

12. District provided garments must be worn at all times while on duty. All garments must be worn in an appropriate manner. Polo shirts may be worn tucked or untucked. Other provisions are as follows:

A. Garments such as school spirit shirts; shirts/sweaters having an NEISD logo, bus emblem, a depiction pertaining to NEISD students/activities may be worn only on the last day of the week in lieu of the district provided garments. No other casual type clothing is allowed.

B. During cold or rainy weather, outerwear (jackets, coats, sweaters, pullovers, etc.) may be worn on top of the uniform garment. However, sweatshirts, thermal underwear or garments with sleeves/turtleneck, etc., must be worn underneath the uniform garment.

C. Employees are responsible for the accountability and proper care of the NEISD provided garments. See uniform policy at the end of Chapter.

13. PPE (personal protective equipment): A fluorescent/reflective Transportation Department safety vest is issued to all new drivers and assistants following initial training. This vest will be worn at all times while on District property as the uniform garment by the employee for up to 30 days until the uniform polo shirt has been issued. The safety vest is to be retained by the employee for use in any emergency situation especially where the employee must exit the bus in/near traffic to provide maximum visibility and protection for the employee.

14. PPE during a Local, State, National, or World Wide Pandemic: All policies relating to any Pandemic will be issued from the North East ISD Department of Health Services for the specific needs and requirements of that Pandemic. The items will cover:

- A. Self-screening prior to reporting to work. This is to help identify any symptoms that could be potentially caused by the pandemic virus.
- B. While at work. This will identify the steps taken to ensure the staff, students, parents, and general public are safe. This may include face coverings, distance rules, gathering limitations, and washing procedures. It will include any actions needed should symptoms begin to develop while the employee is at work.
- C. Situations to Report. You may be asked to report situations to the North East ISD Department of Health Services or Human Resources. These situations may include travel outside the immediate area, exposure to someone with a pandemic virus, or contact with fluids from someone with the pandemic virus.
- D. While the Health Services Department will gather pertinent information, you will not be asked to provide your supervisor with specific medical information. Personal and medical information submitted to Health Services will be kept confidential and only shared with those involved in decisions related to employee leave rights under the Families First Coronavirus Response Act (FFCRA).
- E. If you have any questions or concerns regarding Pandemic protocol please see your immediate supervisor for clarification. They can provide you with the necessary contact information for the Department of Health Services.

NOTE: EMPLOYEES NOT COMPLYING WITH THE APPROVED DRESS CODE WILL BE ADMINISTERED DISCIPLINARY ACTION WITH DUE PROCESS.

3.3 HEALTH AND PHYSICAL FITNESS: Before starting your workday, ask yourself this question: "**Am I physically and mentally ready to accomplish my duties?**" You must be sufficiently rested to be free from fatigue. Your state of mind must be such that you are mentally alert, ready to cope with unexpected and unusual problems/situations. You must be able to accomplish all job duties and responsibilities.

3.4 TRAINING SESSIONS: You are required to attend various safety and training sessions when scheduled, such as Post Hire training, Spring and Fall safety sessions, etc. If you fail to attend any scheduled training or safety sessions without advance approval from your supervisor, you may be subject to disciplinary action up to and including termination.

3.4.2 Transportation Leadership Classes: Although not mandatory, Transportation Leadership Classes are highly encouraged to be attended throughout the year by all transportation employees. Multiple classes, ranging in different leadership skills, are offered to advance your knowledge of the North East ISD student transportation program.

3.4.3 TAPT, TASBT and other Professional Development Classes: Opportunity to full time staff to attend certification classes that are within the employee's field of expertise. Courses are offered throughout the state which are paid for by the department up to the point of the employee completing the certification requirements for their field, and contingent to district budget.

3.5 EMPLOYEE PARKING: If you do not have an authorized, reserved parking space for your personal vehicle at BAC, Central, or North terminals, do not park your private vehicle in designated areas for any reason without specific approval from a Transportation Supervisor. This includes short stops to drop off or pick up an employee; to be dropped off or picked up yourself; to go inside the office to clock in or out; to pick up your check; or any other reasons that create unnecessary vehicle traffic congestion and potential safety hazards within these restricted areas (shop, fuel pumps, lounge, dispatch, purchasing, bus parking areas, etc.) violations will be administered with due process. Your full cooperation is solicited.

3.6 PERSONNEL, STUDENT, AND CO-WORKER RELATIONS: Department personnel are expected to respect the rights and privileges of students and District staff members. Any inappropriate, unwanted verbal or physical contact with either may be grounds for disciplinary action, up to and including termination. (See Ch. 9)

1. Verbal Contact:

- A. Limit communication with students and co-workers to that required to perform your duties in a professional and respectful manner.
- B. Use discretion in handling student management issues on the bus.

2. Physical Contact:

- A. DO NOT TOUCH ANY STUDENT OR CO-WORKER in a malicious or harmful manner.
- B. Appropriate physical contact may occur when protecting students or co-workers from harm; in self- defense; or administering first aid/CPR/CPI when working with students, during an actual situation occurring on the bus or simulated/actual bus evacuation or in the workplace.

3.7 USE OF DISTRICT TIME AND EQUIPMENT:

Transportation personnel are not authorized to work on personal vehicles or projects on District property while on or off the clock. You may not utilize or permit the use of district owned vehicles, tools, materials, supplies or other items for personal use or gain. The board of trustees of a school district or its authorized representative may refuse to allow a person without legitimate business to enter on property under the board's control and may eject any undesirable person from the property on the person's refusal to leave peaceably on request. Identification may be required of any person on the property. An unauthorized person who trespasses on the grounds of any school district of this state commits an offense under this section is a Class C misdemeanor.

3.8 NEISD TRANSPORTATION AUXILIARY UNIFORM POLICY: North East ISD provides rental garments for Transportation shop staff and policy below as applicable to others. Garments are embroidered reflecting the District Logo and designated department. THE FOLLOWING REQUIREMENTS APPLY:

- 1. Each eligible employee is required to wear his/her rental uniform garment at all times during regular working hours on district property and/or during other official duties off district property.
- 2. Altering or intentionally damaging rental uniform garments in any manner or for any reason that would preclude a professional look is prohibited. Refueling/wash crews may wear appropriate clothing other than the polo shirt/rental uniform garment, while performing refueling/wash crew duties.
- 3. Each employee will be required to return any rental uniform garments in the event of:
 - A. Resignation/Termination
 - B. Department transfer/Promotion
- 4. In the event that all rental uniform garments are not returned, the employee will be responsible for replacement cost at the discretion of the district.

CHAPTER 4

SUPPLEMENTAL DUTIES

Contents

1. PURPOSE AND TYPES OF DUTIES

Fueling
Bus Wash
Camera Helper
BAC Shuttle
Midday Routes
Off-site

2. EVENING/WEEKEND DISPATCHER

3. SUMMER EMPLOYMENT

4. SCHOOL LEAD DRIVERS

GUIDELINES FOR SUPPLEMENTAL DUTIES

4.1 PURPOSE AND TYPES OF DUTIES: Supplemental duties provide drivers and assistants an opportunity to obtain additional work hours to supplement their daily AM/PM route schedule, not to exceed 40 hour work week schedule. A Preference Form is distributed to all drivers and assistants during the month of May to indicate their preference of supplemental duties for the upcoming school year. Supplemental duties will be divided between 3 day and 2 day work schedules for the week. Selections are management decisions based on AM/PM/Supplemental Duty attendance from the last school year, aptitude and date of hire. Supplemental duty attendance will be part of the selection and retention process for future assignment of supplemental duties including an extended break assignment and summer work. Employees working midday schedule will receive 6 opportunities to be absent without affecting eligibility for future participation in designated duties during the regular school year, extended breaks, and summer assignments. Employees requesting to work beyond their midday schedule will not be charged for excused absences on non-scheduled work days. All time off must be coordinated with the supervisor in charge of the duty. **Poor attendance or performance may result in removal from supplemental duties.**

FUELING – Serve as a refueler for Transportation and other department vehicles as applicable.

BUS WASH – Serve on a team (drivers/bus assistants) washing buses based on the schedule.

CAMERA HELPER – Serve on a team to assist in maintenance of bus surveillance equipment to include cameras and/or hard drives. Duty is normally performed between routes but may be performed at other times according to the need.

BAC SHUTTLE – Serve as a driver shuttling personnel and buses between BAC and Central terminals.

SPARE BUS MAINTENANCE – Driver cleans/checks all spare buses; inside of buses when needed. Checks buses for mechanical defects and place them on maintenance line for repair.

MID-DAY REQUIREMENTS – These runs provide an opportunity for both a driver and bus assistant to earn more hours to supplement their AM/PM daily route schedule.

OFF-SITE – Work at a campus as hallway monitor, move students through locked exterior doors, provide clerical or tutoring classroom support, work in food service or custodial.

BASIC ADMINISTRATIVE GUIDELINES:

1. Must be a driver or a bus assistant, as appropriate for desired supplemental duty.
2. May not accrue more than 40-hours per work week including total route time and supplemental duties unless authorized by a supervisor.
3. Must be available to perform your assigned duties immediately following your AM route.
4. All supplemental duties are paid a minimum of 2 hours.
5. Assignment of supplemental duties is based on the following:
 - A. Attendance from the last school year, aptitude and date of hire.
 - B. In cases where there is a tie in the selection process, date of hire will be the tiebreaker.
 - C. Supplemental duties will be filled according to the preference form if the 40-hour rule does not apply.
 - D. You will not be permitted to move from one duty to another unless it increases your work hours.Example: If you are assigned a 2-day schedule you may move to any 3-day schedule when one becomes available, as indicated in your Preference Form.
6. Crew leaders will be selected based on experience, aptitude, and seniority.
7. As new employees are hired, they will have the opportunity to sign up for supplemental duties, be placed on a waiting list, and be selected in the order of their date of hire as vacancies become available.
8. If an individual relinquishes a supplemental duty during the school year, he/she will not be considered for another supplemental duty during the remainder of that school year.
9. If a change to an individual's schedule results in him/her exceeding 40-hours per work week (regular and supplemental duties combined) he/she may lose their supplemental duty.

10. He/she may be removed from their supplemental duty and from all supplemental duty lists because of violations of policies and procedures and for safety reasons.
11. In a situation of approved absence, he/she will not lose his/her supplemental duties provided the leave of absence does not exceed 30 work days.
12. Employees assigned supplemental duties are eligible for field trips provided the 40-hour work week is not exceeded. You are not authorized to accept a field trip during your scheduled supplemental duty hours.
13. All personal or medical appointments should be scheduled on days not assigned a Supplemental duty.
14. Drivers and Assistants are eligible to work off-site supplemental duties at a campus, as needed by the principal, if the following criteria is met. Employees who are interested in supporting our campuses will notify the supervisor. Employees will clock in and out of KRONOS at the campus.
 - A. You must work the Transportation shift before and after the off-site supplemental duty shift. Off-site shift will be 9:30 a.m. - 12:30 p.m.
 - B. You must sign up for Transportation supplemental duties to include field trips.
 - C. Off-site supplemental duty cannot interfere with current Transportation work schedule to include assigned field trips or mandatory meetings.
 - D. If for any reason you stop working your assigned Transportation Supplemental Duty you will be removed from the Off Site Duty as well.
 - E. Employees will be selected by attendance from previous school, date of hire and scheduled hours.
 - F. If for any reason you are unable to work the off-site supplemental duty it will be your responsibility to contact the campus.
 - G. If for any reason you are unwilling or unable to perform the duties assigned to you by campus administration you will be removed from the off-site supplemental duties.
 - F. Campus administration reserves the right to remove you from duties on the campus for any reason.

4.2 EVENING/WEEKEND DISPATCHER: Evening/Weekend Dispatcher duties require drivers to perform dispatching functions during the evening/weekend and any situation that requires a supplemental dispatcher.

1. DISPATCHER LOG: The log is an official chronological record of events that transpire. Each entry is to be logged as a clear/concise item proceeded by the time of day. Each dispatcher shall affix signature at start and end of report.
2. Dispatchers are to review the instructions contained in the DISPATCHER INSTRUCTION BOOK prior to assuming their duties. Buses assigned for out of town trips must have an out of town inspection completed in advance and an out of town fuel card assigned which coach will sign for.
3. Follow guidelines for TRANSPORTATION PROBLEMS, bus breakdown or bus accident/incident.
4. If you are opening up, make sure all necessary gates are open. If you are closing down, ensure all gates are secured, as well as the various doors that may have been used during the day.
5. Inform drivers and coaches of times Dispatcher will be on duty, and instruct how to enter and exit gates. Remind drivers to carry emergency contact card and check fuel before leaving terminal.
6. When BAC/North buses are used; drivers are to call in to the Central terminal dispatchers to advise of their arrival for the field trip.
7. At a minimum, once every two hours walk the lot, be aware of what is happening on the premises, take your bus radio. Evening/weekend bus wash is not authorized. Only driver crew personnel scheduled to work should be on site. If an unscheduled driver/bus assistant is on site annotate name, time and why in the logbook.
8. North East Police Department has keys for designated buses. Try to keep those buses available for the NEISD Police Department Dispatcher to assign after hours.

SELECTION CRITERIA FOR EVENING/ WEEKEND DISPATCHER:

1. Tenure in Transportation: Minimum two (2) years.
2. Knowledge/Experience: Must be aware of all policies and procedures; performed field trips and be aware of potential problems; knows traffic patterns both within and outside of district.
3. Scheduled weekly work time: Regular duties and supplemental duties do not exceed the 40-hour rule.
4. Communication Skills: Able to follow written/verbal instructions, and possess good speaking/writing skills.
5. Mental Abilities: Able to solve practical problems, possess rational reasoning skills, use sound judgment, and be able to maintain composure during unique/unexpected situations.
6. Map Reading: Be able to read a map and identify alternate routes.
7. Assignment is based on attendance from previous school year, job performance and date of hire.

4.3 SUMMER EMPLOYMENT: Summer job assignment will be based on attendance from May 1 thru April 30, aptitude, and date of hire. Drivers and bus assistants who are interested in summer work should submit a Preference Form indicating first, second, and third choices for work. If positions have been filled for your first choice, assignment will be made from the second or third choice etc., to the maximum extent possible. Leave may not be used or earned (accrued) during the summer.

4.4 SCHOOL LEAD DRIVERS: A driver from each school will be designated lead driver for that school. The lead driver serves as a coordinator between Transportation Department management, school officials, and the bus drivers. He/she conveys information and recommendations relative to the school's bus program and procedures. The duties and responsibilities of the school lead driver should not intrude upon each driver's relationship with school and/or Transportation Department officials with respect to students.

4.4.1 DUTIES AND RESPONSIBILITIES

1. Maintains a current list of the school's drivers and buses.
2. Coordinates with school officials prior to the first day of school regarding bus loading and unloading procedures, and PM parking order of buses. Furnishes the school with a list of the drivers and buses. (Note: Buses should not have a set order. If school administrators insist, inform the Operations Manager.)
3. Prepares and issues to each driver an information sheet covering instructions for loading and unloading at the school prior to the first day of school. May include a diagram illustrating the PM bus parking order at the school. This must be accomplished immediately after the first day of school. Provide a copy of the instructions to the Operations Manager, Training Supervisor and Dispatchers.
4. Arranges a get-acquainted meeting between the drivers and school officials involved in the school's bus operations. This meeting should be held within two weeks after the school year begins.
5. Appoints an alternate lead driver and furnishes the name to the dispatcher.
6. As your schedule permits, monitors the AM arrival of buses to the school, being alert to problems such as:
 - A. Buses blocking traffic by not pulling all the way forward in the bus-unloading zone.
 - B. Interference by private cars in the bus zone. Notify school administrator or Operations Manager of any serious problems.
 - C. Delayed buses not signaling other buses as required, utilizing hazard lights.
 - D. Improper unloading procedures.
 - E. Speeding or other unsafe acts by drivers.
7. As your schedule permits, oversees the parking of the buses for the PM run. Observes drivers and buses for the following:
 - A. Punctuality. Buses are due at the elementary school ten (10) minutes before dismissal.
 - B. Availability of drivers to move buses in case of emergency.
 - C. Proper loading procedures and student control.
 - D. Premature departure. Buses must not depart earlier than ten (10) minutes after dismissal.
 - E. Delayed departure. Students at elementary schools must be loaded, seated, and the bus ready to depart ten (10) minutes after dismissal. Inform dispatcher of any delay(s).
 - F. Orderly departure from school.
 - G. Speeding or other unsafe acts by drivers.
8. Reports flagrant safety violations, such as speeding or reckless driving and records the details and reports them to the driver's Supervisor.
9. Receives and considers complaints and suggestions made by drivers or school officials relative to the school's bus operation. Makes decisions or recommendations to implement suggestions or resolve complaints in the interest of improving procedures and/or enhancing safety in coordination with school staff and Transportation Supervisors.
10. Passes information or messages to drivers from school or Transportation officials. Assists Transportation supervisors to communicate with drivers and school officials and performs other duties as assigned by terminal supervisor (immediately following the AM run on a rotating basis).

CHAPTER 5

TIME AND ATTENDANCE

Contents

1. **COMPENSATION**
2. **TIME SCHEDULE**
3. **25-HOUR WORK WEEK**
4. **TIME CLOCK PROCEDURES**
5. **SCHEDULE AND/OR PUNCH CHANGE**
6. **ABSENCES ON SCHEDULED WORKDAYS**
7. **EXTENDED ABSENCES**
8. **SAFETY MEETINGS**
9. **LEAVE ACCRUAL**
10. **EMPLOYEE CLASSIFICATION**
11. **ATTENDANCE**
12. **OVERTIME COMPENSATION**

5.1 COMPENSATION: NEISD provides a compensation structure that is designed to attract and retain the type of employees that will help to successfully accomplish the District's mission, goals and objectives.

As part of the hiring process, new employees must attend New Employee Orientation conducted by the Human Resources Department. Upon completion of all necessary paperwork, new employees are set up in the payroll system. Auxiliary personnel are paid every two weeks. Employee paychecks are distributed as soon as possible on payday. Paychecks are issued only to the employee unless written authorization to release it to another person has been provided by the employee. The person authorized to pick up the paycheck will be required to present picture identification.

Any changes to an employee's status (transfer, retirement, resignation, termination, reduction or increase in work schedule, leave of absence, etc.) must be coordinated through the immediate Supervisor. Timely notification to Time and Attendance by the Supervisor will ensure the appropriate notification goes to Human Resources, Payroll, and Employee Benefits offices for the proper calculation and routing of payroll checks. Please refer any questions or issues regarding your paycheck and pay status to the Payroll Department.

Each year, the District determines the dates of paid holidays for all employees, including bus drivers and bus assistants. In order to be eligible for paid holidays, the employee must be in a paid status for a minimum of two weeks and work the day before and day after the paid holiday. Unscheduled days are days that are outside of the 177 day school year, i.e. summer work. Bus drivers and bus assistants working during the summer cannot use leave on unscheduled days.

5.2 TIME SCHEDULE: The Transportation Time Schedule and Left/Right Sheet specify a "clock-in" time of 10 minutes prior to bus lot "depart" or "shift start" time. That time is provided for you to accomplish the following: clock in, hang key card, get bus keys, locate driver/bus assistant as applicable, proceed to the bus or work location, perform required Pre-Trip Safety Inspection of your bus, and depart scheduled out-gate time.

The Transportation Time Schedule and Left/Right Sheet specify a "clock-out" time of 10 minutes after the scheduled in-gate time in the AM and a "clock-out" time of 10 minutes after the in-gate time in the PM, so that you may accomplish the required Post-Trip inspection of your bus before clocking out.

5.3 25-HOUR WORK WEEK GUIDELINES: A bus driver who is scheduled less than twenty five hours of work per week will be paid for the entire twenty five hours only if the following conditions are met:

1. The work week consists of five full days (normal week with no holidays/non-work days).
2. The work week is part of the official District school year.
3. Bus Driver is not absent or late for work during the work week.
4. Refusal of additional work hours will result in a loss of the 25 hour per week guarantee for the remainder of the school year.

5.4 TIME CLOCK PROCEDURES: Transportation facilities are equipped with time clocks at the Central, BAC, North terminals and the Maintenance Shop. It is a District requirement for each employee to clock in each day upon reporting to work and clock out when departing work. Each employee's pay record is submitted to the Payroll Office of Accounting for issue of the pay check.

The following procedures are to be used by each employee for reporting their time using the KRONOS system. Your time is recorded by a computerized payroll and time management system. You must clock in and out by swiping the clock with the issued employee identification badge. The employee identification badge should remain in your distribution box or for full time employees, in a secure location when not in use. The clock will record all work performed by you in the Transportation Department. This includes trips, work details, bus wash crews, and other jobs assigned. When using this system, there are procedures you need to know and follow. Employees are not permitted to work off the clock except where a field trip sheet is used to account for time. You will not clock another person in or out by using his/her badge. Each individual will clock himself/herself in or out for each work period.

Fraudulent time clock entry or inappropriate use of the Punch Change/Absence From Duty form will result in disciplinary action, up to and including termination.

1. When swiping the clock, your name or employee ID number should appear in the clock window, one beep should sound and the green indicator light should flash one time only.

2. You may clock in up to but not more than 10 minutes prior to your scheduled work start time. You will not be paid, however, until your scheduled work start time. Employees who continually swipe in/out more than 10 minutes early/late will be subject to disciplinary action, up to and including termination.

A. YOU MUST CLOCK OUT NO LATER THAN 10 MINUTES AFTER PARKING YOUR BUS UNLESS APPROVED BY SUPERVISOR. Anytime an employee is more than 10 minutes later than their scheduled return time, a Punch Change Form must be completed and returned to the supervisor.

B. Check your distribution box and the bulletin board for messages each time you clock in or out. Keep your distribution box clean so that important messages will be readily noticed.

5.5 SCHEDULE AND/OR PUNCH CHANGE: If changes need to be made to your routes and/or assignments, a Schedule Change form seen below is provided for you to complete and return no later than the week in which they occur. Changes in your schedule must be approved/signed by your Supervisor. A Schedule Change form (yellow slip) is available to you for your supervisor to complete if your "scheduled" route times as printed on your left/right sheet are not consistent with the "actual" route driving times, stating the reason for the change. A Punch Change/Absence From Duty form is provided for you to complete and return when there is a variance in your normal scheduled times or for missing punches. Employees are responsible for checking their time daily for discrepancies. If a discrepancy such as a missing punch is found, a punch change form must be completed and returned to a supervisor. Failure to do so will result in incorrect payment.

SCHEDULE CHANGE (2 DAYS OR MORE)	
NAME: _____	
DATE: _____	BUS # _____
CURRENT SCHEDULE	
AM IN _____	OUT _____
MD IN _____	OUT _____
PM IN _____	OUT _____
<u>NEW SCHEDULE</u>	
AM IN _____	OUT _____
MD IN _____	OUT _____
PM IN _____	OUT _____
<u>EFFECTIVE DATE:</u>	
<u>EXPLANATION:</u>	

5.6 ABSENCES ON SCHEDULED WORKDAYS: All absences must be reported and leave documented on your timesheet, even when your leave balances have reached zero hours. A Punch Change/Absence From Duty form is provided for this purpose. Leave and time correction information should be submitted to your supervisor as they occur. This form must be completed and returned by the Friday of the week in which the absence occurs. This will allow the supervisor to comply with all payroll deadlines. Forms returned after the time frame indicated above will be considered a violation of department procedures (if employee is absent, he/she can accomplish this by calling your supervisor). Forms may be submitted in advance. All full-time employees taking any leave must submit a Punch Change/Absence From Duty form and may not use less than one hour per incident.

NORTH EAST INDEPENDENT SCHOOL DISTRICT					
PUNCH CHANGE / ABSENCE FROM DUTY					
Payroll Phone Number: (210) 407-0186		Payroll FAX Number: (210) 804-7066		Payroll Email: payroll@neisd.net	
Employee Name: _____			Employee ID #: _____		
Campus/Dept: _____		Employee Type: PARA AUX SUB			
PUNCH CHANGE / TIME CORRECTION SECTION					
DATE	IN TIME	OUT (Lunch)	IN (Lunch)	OUT TIME	REASON CODE
REASON CODES					
P1 = Failed to punch		P4 = Data base down		P7 = Failed to:	
P2 = Did not have badge		P5 = No lunch taken		S Use Soft Key	
P3 = Clock down				F Use Function Key	
				P8 = Bank Time	
Comments: _____					
(Summer School Bus Monitors: Please provide phone # in comments)					
Complete this section only for Substitutes		Name of absent employee: _____			
		Job number: _____ Budget code: _____			
ABSENCE FROM DUTY SECTION					
DATE	HOURS (enter as HH:MM)		LEAVE CODE		
LEAVE CODES					
801	LOCAL SICK (PERSONAL/FAMILY ILLNESS DEATH IN FAMILY) (Code 801 decreases Local Sick Leave balance)		DEC	STAFF DEV CAMPUS/DEPT FUNDED	
			CAM	CAMPUS/DEPT DIRECTED ACTIVITY	
			JD	JURY DUTY ***	
802	STATE PERSONAL (PERSONAL BUSINESS) *		MIL	MILITARY LEAVE ****	
998	VACATION (230 day PARA and 260 day AUX only)		SWP	ADMINISTRATIVE LEAVE	
			SWO	ADMINISTRATIVE LEAVE W/OUT PAY	
888	BANK		WC	INJURY ON THE JOB	
DEV	STAFF DEV DIST/DEPT FUNDED **		ALV	ASSAULT LEAVE	
* DEC(LOCAL) Discretionary leave may not be taken for more than three consecutive days. ** Use only if another department is directing employee to attend staff development. *** Attach certification of release and submit with this form. **** Attach a copy of orders and submit with this form.					
Comments: _____					
Employee Signature: _____			Date: _____		
Supervisor Signature: _____			Date: _____		
REVISED 07/19/2024					

5.7 EXTENDED ABSENCES: Absences for more than 5 consecutive days must be supported by appropriate documentation for an individual to be put on Leave of Absence (LOA) or Family Medical Leave Act (FMLA). Please see supervisor for assistance.

5.8 SAFETY MEETINGS: Advance notice is given to allow employees the opportunity to adjust their personal schedule. Safety Meetings are mandatory and failure to attend may result in disciplinary action.

5.9 LEAVE ACCRUAL: Bus drivers and bus assistants earn two types of leave, Local Sick leave, or 801, and State Personal leave, or 802. Local Sick leave benefits are accrued on a biweekly basis and earned at the rate of 0.028 x number of regular hours worked per day. For example, an employee on a 182-day work schedule is a 0.5 FTE (scheduled to work 4 hours a day). The max limit this school year this employee can earn for Local Sick leave is 20 hours based on the 0.5 FTE. The max limit increases based on your FTE. In a two week pay period, this employee works 40 hours (20 hours each week). 40 hours x 0.028 = 1.12 hours. This employee will earn 1.12 Local Sick leave hours for this 2 week pay period.

Benefit eligible employees are allotted state personal leave annually, typically on July 1, a maximum 40 hours (5 days) of state personal leave. The state personal leave is allotted in hours based on the expected number of annual hours worked rounded to the nearest decimal up to the maximum hours. Employees less than 1.0 FTE will be advanced state personal leave based on their percentage employed.

For 230 and 260 day employees local sick and personal business leave benefits are accrued based on local guidelines located in the District Employee Handbook (Chapter 5, page 4, para 5.8 and 5.10 para 3).

5.10 EMPLOYEE CLASSIFICATION: TRS Retirees may not be eligible for extra work assignments including field trips. Employees are classified in one of the following categories: Exempt Full Time 230-day or Non-Exempt, Full Time 230 and 260-day, Permanent Part Time Driver/Bus Assistant, and TRS Retirees.

5.11 ATTENDANCE: Schedule all appointments, personal business, auto repairs, etc. at times other than your scheduled work times. Time off other than emergencies must be scheduled in advance and approved by your supervisor as indicated in Chapter 3.1.

If an employee is absent from his/her AM/PM run, he/she will not be permitted to drive a field trip immediately following the shift where the absence occurred. Missing a Friday PM will prevent employee from driving a weekend field trip. The employee may perform his/her scheduled mid-day run/supplemental duty if absent from the AM run.

5.12 OVERTIME COMPENSATION: Overtime pay, as required by the Fair Labor Standards Act (FLSA) is applicable to all hourly, non-exempt personnel, including auxiliary staff. Non-exempt personnel as defined by the FLSA (those who work more than forty 40 hours in a completed work week) qualify for overtime compensation. The work week begins on Saturday at 12:01 AM and ends on Friday at 12:00 AM. The standard method of payment for work beyond 40 hours is overtime pay computed at time-and-a-half of the employee's regular hourly rate. You are required to notify your supervisor before you reach an overtime status because your work schedule may be adjusted to avoid such overtime. **You are responsible for keeping track of your time.** However, overtime accrued at the close of the work week will be properly recorded and compensated.

There are certain situations within a work week where the overtime provision is not applied, for example:

1. Overtime paid by Check - If employee is paid at regular hourly rate of \$6 and works 46 hours in a completed work week, the employee is entitled to \$240 regular pay and \$54 overtime pay for a total of \$294 as illustrated:

$$\begin{aligned} 40 \text{ hours} \times \$6 &= \$240 \text{ regular pay} \\ 6 \text{ hours} \times \$9 (\$6 \times 1.5) &= \$54 \text{ overtime pay} \\ 46 \text{ hours total} &= \$294 \text{ total} \end{aligned}$$

2. Work week that Includes a Paid Holiday - Using the regular hourly rate of \$6, if an employee works either extra hours during a work week that includes one paid holiday, the employee is entitled to \$228 regular pay. Note that since the employee was not physically working at the work site on the holiday, payment reflects 48 hours at straight time multiplied by the employee's regular hourly rate as illustrated.

$$\begin{aligned} 40 \text{ hours} \times \$6 &= \$240 \text{ regular pay} \\ 8 \text{ hours for holiday} \times \$6 &= \$48 \text{ regular pay} \\ 48 \text{ hours at straight time} &= \$288 \text{ total} \end{aligned}$$

3. Sick Leave Used During a Work week - Using the same regular hourly rate of \$6, if an employee has taken eight hours of sick leave within a 40 hour work week and works an extra eight hour day outside the employee's normal work schedule, payment is as illustrated.

$$\begin{aligned} 8 \text{ hours sick leave} \times \$6 &= \$48 \text{ sick leave pay}^* \\ 32 \text{ hours physically at work} \times \$6 &= \$192 \text{ regular pay} \\ 40 \text{ hours total} &= \$240 \\ 8 \text{ hours extra (worked on Sat.)} \times \$6 &= \$48 \text{ regular pay} \\ 48 \text{ hours at straight time} &= \$288 \text{ total} \end{aligned}$$

* 8 hours is reduced from sick leave balance or sick leave bank if employee qualifies.

CHAPTER 6

BUS OPERATIONS

Contents

1. **BUS INSPECTION**
2. **TOOLS OF THE TRADE**
3. **GENERAL DRIVING PROCEDURES**
4. **DEFENSIVE DRIVING**
5. **DRIVING RULES AND REGULATIONS**
6. **RAILROAD CROSSINGS**
7. **RESTRICTED ROADWAYS AND AREAS**
8. **LOADING AND UNLOADING STUDENTS**
9. **PERSONNEL AUTHORIZED TO RIDE A SCHOOL BUS**
10. **OPERATION OF A/C BUSES ON REGULAR ROUTES**
11. **“NO CHILD LEFT BEHIND” ALARM FEATURES**

6.1 BUS INSPECTION: One of your most important responsibilities is that of maintaining your bus in a safe and mechanically sound condition. Key words for accomplishing this are: INSPECT, DETECT and CORRECT. Deficiencies must be reported to maintenance as soon as possible. All body damage must be reported to the maintenance shop immediately. **Complete the Bus Damage Report Form each time you are assigned a bus.**

NEISD TRANSPORTATION DEPARTMENT

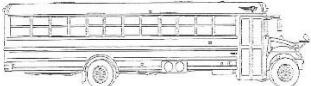
BUS DAMAGE REPORT FORM

Bus #: _____

Date: _____

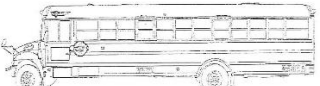
Name: _____

Terminal: _____



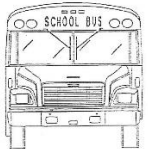
Right Side

1. _____
2. _____
3. _____
4. _____
5. _____



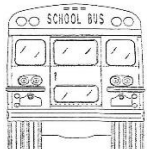
Left Side

1. _____
2. _____
3. _____
4. _____
5. _____



Front

1. _____
2. _____
3. _____
4. _____
5. _____



Rear

1. _____
2. _____
3. _____
4. _____
5. _____

Contained in this Chapter are detailed instructions for performing pre-trip and post-trip safety inspections. Rules and procedures for day-to-day maintenance of your bus are also contained herein. The sequence of the various steps in checking and inspecting the bus is up to you. The important thing is that you never miss a step of the process and that all items are checked. **You are required to perform a pre-trip safety inspection of your bus prior to all runs, including morning, midday and afternoon runs, and prior to all field trips.**

6.1.1 PERFORM A PRE/POST TRIP ACCORDING TO NEISD POLICY AND PROCEDURES IN DETAIL.

Clock-in, get SMART tag tablet, route sheet, remotes (if needed), and keys. Turn SMART tag tablet on and log in before leaving dispatch. This allows you time to check the condition of the tablet and to update any changes made to the route. **Walking to the bus: Use the designated crosswalk.** Enter Bus: check for unwanted items or damage (varmints, unauthorized people, sabotage/threats, etc.).

SAFE START AND WARMING THE ENGINE:

1. Prior to starting any bus engine, make sure all lights and accessories are off.
2. Make sure that the parking brake is pulled, and the bus is in "N" neutral, or the bus will not start.
3. Turn the key to the on position, wait for "wait to start" or "glow plug" light to go out (diesel only) before you crank the starter. The newer buses will have a coil like symbol. Do not depress the accelerator.
Gas Engines: there is no wait time on a gas engine.
4. If the engine does not start after 30 seconds of cranking, wait one minute to allow the starter motor to cool before trying to start the engine again. Once the engine starts, allow the engine to idle and check the oil pressure gauge to be sure the engine is getting lubrication. **WARNING: NEVER RACE A COLD ENGINE.** Warm-up periods should be as short as possible. During warm weather, a warm-up period of 2-3 minutes is usually sufficient. Even in very cold weather, the engine should be warm enough to drive in 3 minutes. You should drive at 25-30 mph for the first three or four blocks, then normal speed is permissible.
5. Study the Instrument Panel to ensure gauges are operational.
6. Make sure you have sufficient fuel for the trip (minimum ½ tank).

7. Check the electrical output of the alternator (12-15 volts).
8. The oil pressure gauge reading increases with the RPM's (normal 20-60 PSI). Extremely low readings should be reported to dispatch immediately. **CAUTION: If the oil pressure warning light and/or bell continues more than five seconds after starting, shut down the engine and get assistance.**
9. Your bus may have one or two air pressure gauges max between 100-120 PSI. When PSI drops below 60 the bus gives an audible and visual red warning light on gauge. Never drive with less than 60 pounds of pressure.
10. The temperature gauge registers the engine temperature. When first started it could be below 100 degrees. The needle should remain in the NORMAL TEMP (170-210 degrees) range after warm-up and during operation.
11. Turn on your interior lights/dome lights and verify that they work.
12. The Bus Radio automatically turns on once the bus is running. Report signs of operational problems, tampering and/or vandalism to your supervisor.
13. Turn on your light check feature. The turn signals, hazard light, and headlight high beam indicators should register on the instrument panel. On older buses all lights must be checked manually; turn on clearance lights, red warning lights and hazard lights.

6.1.2 PRE TRIP SAFETY CHECK (Engine running)

EXTERIOR: Exit the bus with your SMART tag tablet checking each area for defects.

Checking from the top to the bottom of the vehicle, all of the following must be clean, correct color, operational, and not damaged, before the bus is driven: headlights, high and low beams, turn signals, reflectors, taillights, brake lights, warning lights, windshield wipers, driver's window, emergency door, service door and all outside mirrors. Listen for leaks in the exhaust system and the air brake system.

1. Exit the bus and begin the walk-around inspection on the passenger's side checking the fuel tank cap and door. Position yourself along the right side of the bus and check from the top down and under the bus. Check your clearance lights, two amber, one red at the back; check windows for damage; hazard lights and reflectors. Proceed down to the right side of the bus visually checking the dual tire inflation, condition, lugs, and/or hub leaks of each tire looking for anything hanging under the bus and for leaks. Look for damage to the bus.

CHECK LIFT ON SPECIAL NEEDS BUSES. During each pre-trip you must ensure the lift works properly. To accomplish this, open the lift door, press the deploy button, let the lift extend 6-8 inches and return lift to its folded position. This ensure the lift has power and will deploy.

Continue toward the back of the bus. From the top down: 5 red clearance lights, 2 amber loading lights, 2 red loading lights, hazard lights, license plate light, taillights, and reflectors. Check the bumper for any damage. Look under the bus at the exhaust system to check for loose or broken hangers and toward the axle for anything that is broken or hanging from the bus.

2. Open emergency door to make certain it locks in the open position and there are no foreign objects or unsafe items under any of the seats.
3. Along the left side of the bus check your clearance lights; check windows for damage; hazard lights, turn signals and reflectors. The stop arm/s should be clean with 2 red flashing lights. Proceed down to the left side of the bus visually checking the dual tire inflation, condition, lugs, and/or hub leaks of each tire. Check that the battery box is secured looking for any damage along the side of the bus.
4. Continue around the left side toward the front of the bus and visually check; driver's window, the mirrors; the tire inflation, condition, lugs, and/or hub leaks tire; hood is latched; in front of the bus check the 5 clearance lights, amber and red warning (loading) lights, the windshield is not damaged, hazard lights, and head lights are working. Look for damage to the bus. Check the crossover mirrors to ensure they are secure and clean, and check under the bus for fluid leaks. Check the right tire inflation, condition, lugs, and/or hub leaks; hood is latched, and mirrors, before entering the bus.
5. Check the service door light and stair well light as you get on the bus.

INTERIOR: Every bus is different. Take the time to learn where all the switches are before departing the bus lot. Headlights, 4-ways, Loading Lights, Turn Signals, Defroster, Air Conditioner, How to Operate the Lift, etc. Check for any warning messages on the instrument panel. Turn off lamp check by turning the headlights on. Manually check each of the items below. When it is dark, look for the reflection in mirrors, through the windshield, or surroundings. If needed walk to the rear of the bus, open the rear door, lean out to check your amber warning lights, turn signals and 4-way flashers. When necessary, ask someone to help you.

The checklist is as follows:

Driver Overhead Light	Dome Lights	Bus Radio	Emergency equipment
Defrost/Heater	Door/Window Buzzers	Fans	Windshield Wipers/Fluid
Left & right Turn Signals	Headlights High/Low Beam	Hazard Lights	Amber Warning Lights
Red Warning Lights	Brake Light Back Up Alarm	Horn	

The suggested sequence for conducting your Interior pre-trip safety inspection is as follows.

1. Make sure you have First Aid Kit, Body Fluid Kit, 3 triangular reflectors, and fire extinguisher (rated, dated, and charged)
2. Turn the left turn signal on, checking the front, sides, and rear of the bus to ensure they are working and repeat for the right turn signal; hazard light/ 4-way; headlights, low beams/high beam; taillights; for the brake lights, step on your service brake looking for the reflection behind the bus. **The turn signal and hazard lights are on separate circuits and must be checked independently of each other.**
3. The backup lights/reverse lights and back up alarm. Parking brake activated, foot on service brake, put the transmission in "R" Reverse, foot off the service brake looking for the reflection of the white lights and listening for the backup alarm. Return to "N" Neutral. **Never leave the driver's seat when the vehicle is in "R" Reverse. Do not check backup lights by putting bus in reverse and going to rear of bus, inside or outside, to check them.**
4. Turn on the master switch. Activate the amber warning lights checking for front and back lights flashing; activate the red stop lights checking for the front and back lights flashing; the stop arm/s should deploy and with two alternating red flashing lights, the crossing arm will deploy. Turn off master switch.
5. Walking toward the back of the bus check the alarms for the emergency roof hatches and the rear door alarm sounds when opened. The rear door will lock, open and securely close. Check emergency window buzzers by lifting levers. Open and close emergency windows to make sure they are operable.
6. Check seats to ensure the bottom is firmly attached to frame and seat backs are secure.
7. Check condition of the floor, and for graffiti on seats. Both must be clean before picking up students.
8. Check the fans, heater, and defroster. Fans must blow air on the windshield not just on the floor. Ensure each is operational. If not in daily use, they must be checked weekly. Although there may be long periods when you do not use your heaters or other accessories it is essential that they be periodically operated
9. Turn windshield wipers on, check for damage or missing blades, check for washer fluid.
10. Adjust windows, up or down, based on temperature/weather conditions. Windows should be adjusted in the bus yard before leaving to pick up riders, taking into consideration their health and welfare. Opening and closing of the windows is your job--not that of the students.
11. If the overhead vents are used, the driver must pay particular attention to avoid low hanging tree limbs, and other low clearance items/objects which could damage the vents.
12. Adjust the driver's seat: Your line of vision is above the steering wheel, your heel is touching the floor, your arms are comfortable at 9 and 3, two inches from your side. Sitting properly your wrist should be able to touch the top of the steering wheel. Use a cushion to elevate your position, if necessary.
13. Seat belt must always be worn when driving. It must be worn properly with no slack and the shoulder/chest strap must be worn over the shoulder and snugly across chest.
14. Adjust Mirrors. Position all mirrors to provide the maximum view that each is designed to do. Crossover mirror must give a clear view of the area in front of the bus, including the student loading door, the driver's window, front tires, bumper, and 15- 17 foot in front of the bus. Side flat mirrors should be adjusted to extend 200 feet behind and along the side of the bus. Where the convex mirrors adjusted to see the rear tires, rear bumper and away from the sides of the bus as much one to two lanes of traffic. The driver's student management mirror should allow a view of the front seat to the rear seat and rear windows.
15. Headlights & clearance lights must be on when the bus is operational.
16. Check your Parking Brake by depressing the service brake, shift into "D" Drive, with the parking brake engaged, remove foot from service brake, gently accelerate the engine to 1200 RPM. The bus should not move. If the bus moves report it to the shop. Place foot on Service Brake, release parking brake to pull out of parking spot.
17. Tap the horn prior to exiting the parking spot.

18. Check your service brake by pulling forward (5 mph) and stop the bus by pressing the service brake. The vehicle should not move left or right while stopping.
19. Continue to your destination or on your route.

6.1.3 POST TRIP INSPECTION

A post trip inspection must be performed after each route and at the end of a field trip, as follows:

1. Ensure there is enough fuel to make the next run(s). There should be at least one half (1/2) tank of fuel in the bus upon completion of the last run of the day.
2. Enter SMART tag post trip information, mileage, fuel, and damage.
3. Turn off all lights and accessories. Lights and accessories should be off before the engine is turned off.
4. Turn off engine.
5. Deactivate the “no child left behind” (NCLB). As per the requirements of the bus manufacturer.
 - a. NCLB automatically activates when you activate the flasher warning lights, open and close the front door, and deactivate master switch. **DEACTIVATION:**
 - b. Deactivate within 60 seconds to prevent the horn sounding and headlights flashing.
 - c. To deactivate the system:(On Blue Bird Buses, close service door)
 - d. Turn the key to the Accessory or OFF position.
 - e. Go to the rear of the bus and raise and lower the rear emergency door lever or press the reset button above the window area, as applicable.
 - f. The system is deactivated when the alarm goes off (Blue Bird: dome lights will flash twice) and headlights should go off, move the key to the OFF position and remove the key.
6. Check the inside of the bus including under bus seats for students, cleanliness, damage, vandalism, and articles left by students.
7. Pick up all trash and sweep the floor. Take trash to the dumpster if needed.
8. Inspect camera box, camera, and Bus Radio. Report signs of tampering and/or vandalism to your supervisor.
9. Windows and Vents
 - a. Put down windows after your AM run if weather and temperature conditions permit, and there is no threat of rain.
 - b. Close all windows and overhead vents after your last run of the day, or if you are driving a spare bus. Close the bus service door at the end of the day.
10. Walk around the bus and check the tires, look for body damage, make sure all lights are off, look under the bus for leaks.
11. Open rear door checking under the seats once more for belongings and for students.
12. Gather SMART tag tablet, remotes, keys, and trash.
13. Close the service door.
14. Write up the bus for repairs, if needed. Return keys, SMART tag tablet, and remotes to proper places.

WARNING: EMPLOYEES WHO FAIL TO CHECK THEIR BUS AND LEAVE A STUDENT ON BOARD ARE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.

6.1.4 DRIVING WITH SAFETY CHECK DEFECTS - You are required to turn your bus in for repair as soon as possible after a deficiency is noted. Certain exceptions may be made, however, when the defect will not affect safety. The 11 elements of the pre-trip safety check are listed below. Exceptions are explained.

1. Headlights: You may drive a daylight run with one or both headlights out on one beam as long as both headlights on the other beam are operating. If you are driving in darkness during your run, you may not drive with either low-beam headlight out.
2. Clearance Lights: You may drive with any number of inside clearance lights out, but only one outside clearance light, at the corners, out during periods when clearance lights are required.
3. Turn Signals: All must work, no exceptions.
4. Hazard lights: All must work, no exceptions.
5. Horn: Must work. Do not operate the bus with a defective or inoperative horn. If the horn becomes defective or inoperative during operation of the bus, continue with extreme caution and turn it in for repair upon return.
6. Amber Warning Lights: All must work, no exceptions.

7. Red Warning Lights: All must work, no exceptions.
8. Windshield Wipers: You may drive a midday or afternoon run with defective wipers if there is no likelihood of rain and if you do not have unpaved roadway on your route.
9. Rear/Side Door/Window Buzzers (if equipped): All must work, no exceptions.
10. Tire Inflation: No exceptions.
11. Emergency Equipment: Must be present, no exceptions.

If an unsafe defect develops while you are driving a run, you may finish that run but you must turn the bus in for repair immediately upon completion of the run. A substitute bus will be provided to make the remaining run(s).

6.2 TOOLS OF THE TRADE: The driver must ensure these items are available on the bus when in operation:

DRIVER Provided Items:

Reliable watch or clock
Flashlight
Pen/Pencil

NEISD Provided Items:

Broom
Logbook
Reflectors
First Aid Kit
Paper Towels
Biohazard Kit
Trash Receptacle
Fire Extinguisher
Cleaning Materials
Bus Radio

1. The broom will be stored flat on the floor at the rear of the bus when not in use. A Special Needs bus with a rear lift apparatus would be an exception. 2. The trash receptacle should be kept at the front of bus near service door. 3. Department items may be obtained from the Parts Section.

6.3 GENERAL DRIVING PROCEDURES

1. Keep both hands free to drive. Never drink beverages or eat while you are driving.
2. Drive with both hands on the wheel. Hands should be kept to outside of the wheel for safety reasons.
3. Secure the bus in a safe area during operation of the Bus Radio. **If you need to call the dispatch office using your cell phone your bus must be secured. Find a safe location, pull the parking brake, put in neutral, get out of the driver's seat, then make your call.**

NO AUDIO/VIDEO, WIRELESS COMMUNICATION DEVICES, OR GPS MAY BE USED ON THE BUS WHILE STUDENTS ARE ON BOARD. THE USE OF HEADPHONES, EARPHONES OR A BLUETOOTH EARPIECE BY THE DRIVER/ ASSISTANT WHILE DRIVING/RIDING IS STRICTLY PROHIBITED.

4. Avoid abrupt starts and stops. Accelerate and brake smoothly. Braking to get the students attention is a dangerous, unacceptable practice and subject to appropriate disciplinary action.
5. **Prolonged idling of more than 3 minutes on any bus is PROHIBITED.**
6. If you accidentally damage the bus, another vehicle and/or property, notify the dispatcher immediately. Conversely, if you notice damage of unknown origin to the bus, report it as soon as practicable to the dispatchers. Always check the bus closely for damage.
7. Driver/bus assistant must get on/off the bus at the designated parking slot.
8. **Leaving your bus unattended, engine running is dangerous. Secure the bus and take the key with you.**
9. No bus should ever be left outside the bus lot overnight.
10. Continually monitor your instrument gauges while driving.
11. Drive a straight course without weaving. Stay in your driving lane. No part of the bus, including the mirrors should extend over the lane boundary.
12. School buses should generally travel in the right lane. Do not make abrupt lane changes. Do not stop or drive side by side with another bus with students on board.
13. Do not drive bus with service door open. When bus is in motion, service door **MUST BE CLOSED.**

6.4 RULES OF DEFENSIVE DRIVING: The I.P.D.E. Formula and the Smith System Driving Principles will not magically transform you into a defensive driver. However, by consistently and conscientiously driving in accordance with a few rules of defensive driving, you will greatly reduce the possibility of an accident.

1. **BE ALERT** – Keep your eyes moving and continually check your mirrors. Know where all other vehicles are—front, sides, and rear. Don't be distracted by your students or let your mind wander. And never drive unless you are both mentally and physically fit. **Identify potential hazards, predict what might happen, and decide what you can do to prevent an accident.**

2. **LOOK AHEAD** – Evaluate everything you see. Anticipate the actions of other drivers and expect the unexpected. Always leave yourself an escape route in case the other driver makes a mistake. Remember, the law requires drivers to protect each other from their own mistakes.
3. **ADJUST SPEED TO CONDITIONS** – **Construction**, slick roadways, congested traffic, rain, fog, reduced visibility, road hazards—all require you to reduce your speed.
4. **DON'T TAILGATE** – Maintain a minimum of 4-second distance behind the vehicle ahead while driving on the expressway. The stopping distance of a bus is far greater than that of a car and the distance increases with the load. You are always at fault when you rear-end another vehicle. One second per 10 mph traveled will help you determine the distance you should maintain between you and the vehicle ahead. When stopping behind a vehicle ahead on the roadway, do not stop too close. Leave enough space (approx. 7-10 ft.) to go around the vehicle and avoid backing up.
5. **AVOID BACKUP SITUATIONS** – Back up only when necessary. Allowing yourself to get into a predicament where you have to back up is contrary to District policy. Many backup situations are the result of carelessness or lack of **PATIENCE**.
6. **DON'T TAKE EVEN SLIGHT RISKS** – Use common sense--**Don't take chances!** If you are forced into a backup situation, don't assume it's clear to the rear—go back and check. Yield the right-of-way when in doubt. Drive passively, not aggressively.

6.5 DRIVING RULES AND REGULATIONS: The provisions of this section are a compilation of material from the Texas Education Agency School Bus Guide; the Texas Department of Public Safety Driver's Handbook, Texas Commercial Driver License study guide, policy, rules, regulations and procedures of the NEISD Board of Trustees and Transportation Department. This applies to any person operating a District vehicle. You are responsible for being knowledgeable and to comply with these directives.

6.5.1 USE OF BUS LIGHTS AND SIGNALS

1. **Amber Warning Lights:** Used only for two purposes: A.) When approaching a bus stop to pick up or drop students, activated 300 feet from the stop. B.) When backing on NEISD property such as the bus parking lot, a school campus, etc. Activate the amber warning lights before backing up. NEISD courtesy is to stop, allowing enough space for the bus with the amber lights flashing and back up lights on to back out safely.

WARNING: IT IS A VIOLATION OF STATE LAW TO EMPLOY THE AMBER WARNING LIGHTS ON ANY PUBLIC ROADWAY FOR ANY REASON OTHER THAN AS DESCRIBED ABOVE.

2. **Red Warning Lights:** Used only when you are stopped to load or unload students on a roadway. They are not activated in a school loading/unloading zone, (except for some special needs lift buses) or for another bus loading or unloading students on a roadway. They must never be activated while the bus is moving.

3. **Hazard Lights/4 Way:** There are several situations when you must use them.

- A. When backing the bus anywhere other than in the bus parking lot, and school campus.
- B. Approaching a railroad crossing.
- C. Bus break downs.
- D. Anytime you are stopped on a roadway or adjacent shoulder for any reason, such as an accident.
- E. To warn other drivers in school loading zones that you are going to be delayed.
- F. Any other time you want to attract attention to the bus.

4. **Turn Signals:** Must be activated for all turns, lane changes, and any deviation from direct course on the roadway or in parking lots. You must signal when approaching all bus stops (**300-100ft**) and again (**before moving**) when re-entering traffic after dropping or picking up students at bus stops.

5. **Interior Dome Lights:** Used during reduced visibility when loading or unloading passengers.

6.5.2 RIGHT OF WAY - There are rules which determine the right of way but if the other driver doesn't follow these rules, you must yield to them. Courtesy is a key to safe driving. Safety comes before right of way. Always yield when in doubt. Carefully study and familiarize yourself with the right of way rules contained in the DPS Texas Driver's Handbook. **ALWAYS YIELD TO EMERGENCY VEHICLES COMING FROM ANY DIRECTION.**

1. **Right of way at intersections pertaining to:**

- **Intersections controlled by signs and signals, or not controlled by signs and signals, multi-lanes, or pavement.**
- **Single or two-lane road intersecting with multiple lane road.**

- T-intersections.
 - Entering or leaving controlled access highway.
2. Right of way to emergency vehicles: You should yield the right-of-way to police cars, fire trucks, ambulances and other emergency vehicles, which are sounding a siren or bell or flashing a red light.
 3. Right of way to School Buses: Drive with care when you are near a school bus. Obey the law and follow the rules when you approach a school bus loading or unloading students on the roadway.
 4. Right of way to Pedestrians: You should always be on the lookout for people walking whether or not they have the right-of-way. Drivers must yield to pedestrians at controlled intersections and uncontrolled intersections. Familiarize yourself with the rules and procedures pertaining to each.
 5. Right of way for merging lanes: When your travel lane is ending, engage the turn signal and merge to a continuing lane of travel well before $\frac{1}{4}$ - $\frac{1}{2}$ mile of the end of the lane. Don't wait until the last minute.

6.5.3 INTERSECTIONS - Your side mirrors create a blind spot, which may be "hiding" a vehicle or pedestrians. As you approach an intersection, lean forward, backward to look around your mirrors, "Rock and Roll". Then look left-right-left-right before proceeding through the intersection. When proceeding, look first in the direction of immediate danger. For example, on a 2-way street, the immediate danger is from the left. On a one-way street with traffic from right to left, the immediate danger is from the right.

6.5.4 INTERSECTIONS WITH FLASHING YELLOW ARROW - The flashing yellow arrow does not give right of way but indicates the oncoming traffic has a green signal. Do not turn on flashing yellow arrow unless there is no oncoming traffic.

6.5.5 TURNS - This paragraph contains procedures for setting up and executing turns. Familiarize yourself with the turning procedures and study the lane selection illustration in the CDL Handbook.

1. Prepare for the turn well in advance. Check the traffic to the front, sides and rear of the bus. Signal properly and move into the proper lane for the turn at least one-half block before the corner, if possible.
2. Activate your turn signal between 300 and 100 feet from the corner and maintain it through the turn. Look into your mirrors and check to ensure you are clear on both sides. Check for blind spots and monitor tail swing. Check for pedestrians and for oncoming traffic in the street into which you are turning.
3. Execute the turn smoothly, using the hand-over-hand or pull-push method of steering. Check your mirrors while turning. Finish in the proper lane, and steer the wheels back into position. Don't let the steering wheel spin through your hand.
4. Be alert for turn lanes marked on the pavement. You must complete your turn in the same lane. Never cross over into another lane while turning.
5. Right turns are the most difficult because of the need for the rear wheel to clear the curb. Two methods may be employed in making right turns, depending on the situation. Regardless of which method you use, you must be aware that you are responsible for executing a safe and proper turn.
 - A. Approach the corner in the right-hand lane with the turn signal on, with the bus about four feet off the curb, or close enough to it to keep a car from passing the bus on the right. As soon as the front wheels pass the corner, make a wide turn and, if necessary, swing over the center of the side street in order for the rear wheel to clear the curb.
 - B. In the other method, approach as described above, steer left far enough for the rear wheel to clear the curb, then cut sharply right and turn into the side street. This method is preferred if the side street is exceptionally narrow or heavily traveled. Make sure you do not invite a car to pass you on the right as you steer left before turning. Keep a watch for cars on the left of the bus, it is easy to hit them with the tail swing. If there is traffic on the side street and you have the slightest doubt that you can make the turn safely, stop and wait until you have sufficient clearance.
6. When turning left onto any one-way roadway, you should finish in the left most lane, or the lane in which you will not interfere with traffic already using or turning on the street.
7. When turning right finish the turn in the right lane, when turning left finish the turn in the left lane or the lane directly to the right of the center line (or center turn lane). The only exceptions are an immediate left turn after a right turn or an immediate right turn after turning left. In this case wait until all lanes are free from traffic, finish your turn in the inside lane to set up and signal for the next turn.
8. When there are two lanes turning left, use the right or outside turn lane. Do not start in the left or inside lane because you may not have enough room to safely make the turn with the body of the bus or the tail swing.

9. Right turns on red traffic lights are prohibited, with or without passengers, unless there is a regulatory signal such as a green arrow, a right turn lane with a regulatory sign, or an official directing traffic. Other exceptions to the "no right turn on red" rule are:

- A. Broadway and Sentinel intersection--from both sides--during AM and PM departure times only.
- B. Broadway at Wetmore during AM and PM departure times ONLY (32 ft. from track to white limitation line, you need minimum of 45 ft. ideally 53 ft.)
- C. Wilderness Oaks ES exit onto Wilderness Oak Road AM/PM.
- D. MacArthur View to northbound Wetmore Rd. (36 ft from track to white limitation line!)

Right turns on red as specified above may be executed only after coming to a complete stop, ensuring it is safe to proceed.

6.5.6 CENTER LEFT-TURN LANES - Many San Antonio streets have center left-turn lanes. Such lanes are to be entered only for the purpose of making a left turn. You may enter it at a point sufficient to enable you to slow down or stop to make a left turn. **You are not permitted to use the "LEFT TURN ONLY" lane for any reason but a left turn. You may not use the lane as a passing lane, through lane or means to merge into traffic.**

6.5.7 BACKING THE BUS - You should never back a school bus unless it is necessary. A high percentage of bus accidents occur while backing up the bus. If available have someone (another driver, a bus assistant, another adult) guide you. You must also check for yourself that there are no children, cars, objects, or overhanging obstructions. **Walking to the back of the bus, opening the emergency door, and looking above, beside and behind your bus is helpful. Also look for landmarks you can find in your mirrors to help you safely back up. When you are backing the bus on public property (anywhere other than the bus parking lot, school campus, etc.) use the hazard lights/four-way flashers. The driver is responsible for safely backing the bus, regardless of any other factors.**

6.5.8 TURNING AROUND - If you must reverse direction, the safest way is to go around the block, or drive into a parking lot and out. If neither method is possible, you will be forced to back up to turn around. Any of the following methods are acceptable, using proper backing procedure.

1. Use a three-way intersection with a side street to the right. Drive past the side street, looking into it for hazards, then stop, **activate hazards, and check mirrors. Back into the side street, stop, and proceed in the desire direction.**
2. Use a T-intersection. Turn left into the cross street, stop, **activate hazard lights** and then back up. Stop, turn left, then proceed.
3. Use a four-way intersection, and maneuver as in 1 above.
4. As a last resort back onto or into a driveway or alley, **checking for low hanging branches or fixed objects that could become a problem when backing. Otherwise, you may head in and then back out. By pulling in, you are unable to see cross traffic when backing out.** Proceed slowly and carefully, using all your mirrors. Beware of dragging bottom over humped driveways.
5. Do not make "U-turns" with a school bus, unless designated on your assigned route. This includes multi-lane divided roadways. If this creates a routing problem, solicit supervisory approval.
6. You may not turn around on any curve, or upon the approach to or near the crest of a hill or grade, where your bus cannot be seen by the driver of any other vehicle approaching from either direction within 500 feet.

6.5.9 SPEED LIMITS - Your field of vision decreases as your speed increases. You must observe all speed limits, including minimum limits.

1. The maximum speed allowable for a NEISD school bus is 60 mph. The minimum speed limit on the expressway is 45 mph. **For school buses the maximum speed on Wurzbach Parkway is 50 mph.**
2. The speed limit inside city limits is 30 mph, unless otherwise posted. All buses must travel 5 miles per hour below the posted speed limit in residential areas.
3. The speed limit in school zones is 20 mph, unless otherwise posted. The school zone begins at the school zone sign for your lane of traffic and extends to where a new speed limit sign is posted or you reach the school zone sign for traffic heading in the opposite direction, whichever comes first.
4. The speed limit on all school campuses is 10 mph, **unless posted otherwise.** All bus parking lot speed limits are 10 mph.
5. Construction zone speed limits are as posted.

6. No bus should exceed any posted/non-posted speed limit, particularly on district property, in loading zones/posted or lighted (flashing lights) school zones, and other areas with restrictions. Expect stringent consequences for any validated infraction.

WARNING: ANY EMPLOYEE WHO RECEIVES A TRAFFIC CITATION WHILE OPERATING A DISTRICT VEHICLE WILL BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION AT THE DISCRETION OF THE EXECUTIVE DIRECTOR OF TRANSPORTATION. FINES ARE SOLE RESPONSIBILITY OF THE EMPLOYEE.

6.5.10 PASSING - School buses are generally slower moving vehicles and should be driven accordingly. A vehicle moving slower than the normal speed of traffic must be driven in the right-hand lane, especially on freeways and highways. Passing by school buses is permitted, when appropriate, in accordance with the following basic safety rules.

1. Passing on a 2-lane, two-way roadway requires you to cross into the on-coming traffic lane and is extremely hazardous. It should only be attempted when absolutely necessary. You may not pass on a 2-lane roadway if:
 - A. Pavement markings or signs prohibit passing, such as a solid yellow/white line in your lane or a double yellow line between lanes.
 - B. You are approaching within 100 feet of, or crossing, an intersection or railroad crossing.
 - C. You are within 100 feet of a bridge, viaduct or tunnel.
 - D. You cannot complete the pass and safely return to the right lane before coming within 200 feet of any approaching vehicle.
2. On a 2-lane one-way roadway or on a two-way roadway with four or more marked lanes, you may pass in any lane on your half of the roadway. None of your wheels may leave the pavement when passing in the right-hand lane.
3. Passing on a 2-lane, two-way roadway requires you to cross into the on-coming traffic lane and is extremely hazardous. It should only be attempted when absolutely necessary. You may not pass on a 2-lane roadway if:
 - A. Pavement markings or signs prohibit passing, such as a solid yellow/white line in your lane or a double yellow line between lanes.
 - B. You are approaching within 100 feet of, or crossing, an intersection or railroad crossing.
 - C. You are within 100 feet of a bridge, viaduct, or tunnel.
 - D. You cannot complete the pass and safely return to the right lane before coming within 200 feet of any approaching vehicle.
4. When you are passed by another vehicle:
 - A. Do not increase your speed.
 - B. Keep in your lane.
 - C. When being passed on the left, and lanes are not marked, move to the right as far as you safely can.
 - D. Make it as safe and easy as you can for the other driver to pass you.

6.5.11 FREEWAY DRIVING - Higher speeds increase the risk of an accident. See freeway driving procedures.

1. Enter the freeway as follows:
 - A. Slow down and signal to enter the access ramp.
 - B. Signal continuously until you are stabilized in the freeway-driving lane.
 - C. Yield to vehicles already on the freeway.
 - D. Enter the acceleration lane (if present) and speed up. Use your mirrors and turn your head to check traffic already on the freeway and to check your blind spot.
 - E. Merge into the traffic and cancel your turn signal.
2. Procedures while driving on the freeway are:
 - A. The law requires vehicles traveling slower than the normal traffic flow to drive in the right-hand lane. The appropriate lane of travel for a school bus is the right hand lane on the freeway. You must also drive no slower than the minimum speed limit.
 - B. Never change lanes without signaling and checking your blind spot.
 - C. Maintain a minimum 4-second follow distance between you and the vehicle ahead of you. You must allow vehicles entering the freeway sufficient room to enter and merge into traffic.
 - D. Adjust your speed to conditions, rain, fog, etc.
 - E. Stay within your lane of travel always, including your mirrors.
 - F. Don't stop on the freeway for any reason other than bus breakdown. Being in the right-hand lane will aid you in getting off quickly.

- G. Prepare to exit well in advance to avoid last-second maneuvering.
- H. Slow down when entering the exit ramp until you have reached the posted exit ramp speed before you get to the service road.

6.5.12 STOPPING, STANDING OR PARKING - This paragraph contains regulations governing parking, stopping and standing your school bus. Temporarily stopping to comply with signs, signals, etc. is not considered parking or standing.

1. As a rule, restaurants, grocery stores, gas stations, fast food establishments, shopping centers, etc. are not included as part of your route. Refrain from stopping at these places. This constitutes an unauthorized stop and will be subject to disciplinary action. In the case of an emergency, such as a medical issue, please notify the dispatcher or Supervisor.
2. Outside a business or residential district, you may not stop, stand or park on the traveled portion of the roadway. You must move the bus completely off the roadway in a position where it is clearly visible for at least 200 feet from either direction. At night, activate your hazard lights, clearance lights and parking lights.
3. Do not park, stop or stand your bus:
 - A. On the roadway side of any vehicle stopped or parked at the edge or curb of a street.
 - B. In a cross walk, on a sidewalk, **or within 20 ft of a crosswalk**
 - C. Within an intersection.
 - D. Within 30 feet upon the approach to any flashing signal, stop sign, yield sign, or other traffic control signal located on the side of the roadway.
 - E. Between a safety zone and adjacent curb or within 30 feet of points on a curb immediately opposite the end of a safety zone.
 - F. Alongside or opposite any street excavation or obstruction where stopping, standing or parking would obstruct traffic.
 - G. Upon a bridge or other elevated structure or within a tunnel.
 - H. On any railroad track **or within 50 ft of a railroad track. You may stop as close as 15 ft from the track when negotiating a railroad crossing.**
 - I. In front of a public or private driveway. This does not apply to loading or unloading students in residential areas.
 - J. Within 15 feet of a fire hydrant.
 - K. Within 20 feet of the driveway entrance to any fire station, or on the side of a street opposite the entrance to any fire station within 75 feet of said entrance.
 - L. At any place where an official sign prohibits stopping, parking or standing.
5. When parking alongside a curb, place both your front and rear wheels as close as possible to the curb to minimize the chance of being sideswiped. It is unlawful to park with the wheels more than 18 inches from the curb.
6. When parking on a downgrade, turn the front wheels toward the curb or the side of the roadway.
7. When parking on an upgrade with curbing, turn the front wheels away from the curb.
8. When parking on an upgrade or downgrade without curbing, turn the front wheels toward the side of the roadway.
9. Never leave your bus unattended without shutting down the engine, setting the parking brake and taking the key with you.
10. You must park your bus only in a designated parking area.

6.6 RAILROAD CROSSINGS: (Highway-Rail Grade Crossings): You must stop at all railroad crossings, whether or not you have passengers on board. As you approach a rail grade crossing, when possible be in the right or outside lane when stopping at a railroad crossing, activate your hazard lights 200 feet from the crossing. **Turn off the master switch**, the radios, any noisy equipment, and silence the passengers. Stop 15 to 50 feet from the track. **Pull the parking brake**, place the transmission in Neutral keeping your foot on the service. Open the service door and driver's window. Look and listen for an approaching train. When all is clear in both directions, **close the service door, put transmission in Drive**, release parking brake, proceed across the tracks and deactivate the hazard lights after the bus crosses the tracks. Close the driver's window and reactivate master switch if necessary. When at railroad crossings:

1. **When you are in the left lane with vehicles passing on the right side of the bus KEEP THE DOORS CLOSED when checking for trains.**

2. Doors must be closed before moving the bus.
3. Do not stop, change gears, or change lanes while your vehicle is proceeding across the tracks.
4. DO NOT drive around crossing gates. If the gate comes down after you have started across, drive through it even if it means you will break the gate.
5. When turning from Wetmore onto Broadway, you must use the right lane when stopping for the rail grade crossing.

6.7 RESTRICTED ROADWAYS AND AREAS: Except when driving your routes, you are required to travel on main well-traveled streets. You are not allowed to take shortcuts through residential areas.

1. Unless they are a part of your route, the following streets are off limits: Astronaut, Fox Hollow, Danbury, Sagebrush, Titan Drive, Mayfair, Lovelace, Wagon Wheel, Sommers, Mopac, Tesoro Drive and Honeysuckle.
2. When returning to the Central Terminal from Loop 410 use either the Harry Wurzbach/Nacogdoches, Broadway or Wetmore Road exits. You may turn right from Wetmore onto either MacArthur View or Broadway. You may not from MacArthur View onto Mopac. You may not turn left from Sommers onto Broadway.
3. At the Central Terminal you may enter and exit the main complex through the Broadway/Sentinel gate. When exiting, yield to vehicles that need to enter. Only exit the main bus parking lot across Broadway via Sentinel. Do not make a left turn into the bus parking lot across Broadway--only a right turn. Work, wash, and fuel crews may turn left into the bus parking lot at the gate nearest to the church.
4. Route buses may not turn left on to Broadway from the main complex during am/pm departure times.
5. Buses entering the BAC Terminal must do so only from Jones-Maltsberger or from Starcrest on Bartholomew Way (the road next to the tennis courts). Proceed between the gym and the stadium. **Cutting across the BAC lot in front of the gym is strictly prohibited.**

6.8 LOADING AND UNLOADING: Most student fatalities involving school buses occur during loading and unloading. This section details the required procedures to be followed when loading and unloading students. It is essential that you be thoroughly familiar with these procedures and that you familiarize your students. You must be strict and insist that the correct procedures be followed at all times, **for their safety. The Seat Belt Policy must be enforced. A school district shall require a student riding a bus operated by or contracted for operation by the district to wear a seat belt if the bus is equipped with seat belts for all passengers on the bus. A school district may implement a disciplinary policy to enforce the use of seat belts by students. If the student refuses to buckle up they will not be permitted to ride. Parents will be called to pick up the student. If student unbuckles during route and refuses to buckle up they will be written up and riding privileges removed next day.**

6.8.1 RESPONSIBILITIES

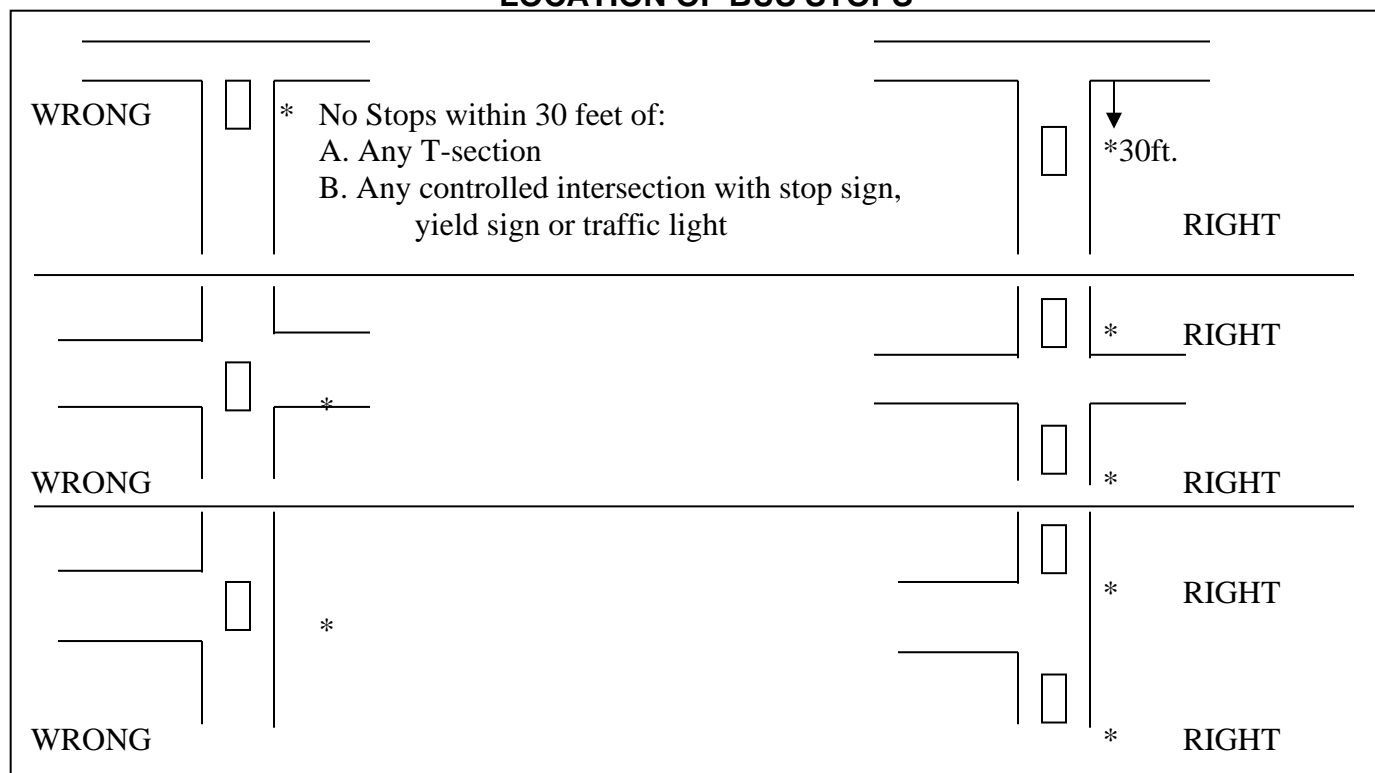
1. You are responsible for training your students in the correct loading and unloading procedures, including the crossing of roadways. You must begin the training the first day they ride. Be repetitious and demanding. You must insist that they load, unload and cross the roadway safely and correctly. Students who fail to cooperate must be treated as disciplinary cases according to the Behavior Leadership Policies and Procedures (BLT). **For disciplinary action you will need to complete a "BIRMS" and file it with your terminal supervisor.** Students are required to load and unload at the same stop, unless written permission has been furnished by the parent, approved by school administration and forwarded to the bus driver. **In some cases, the changes need to be reported to routing and made in SMART tag.** YOU WILL BE CRITICALLY EVALUATED ON THESE PROCEDURES DURING YOUR DRIVING EVALUATION.
2. You are responsible for the safety of all students who must cross the roadway when boarding or after getting off the bus. A bus assistant may cross kindergarten and lower elementary students if safety warrants it.
3. You must learn and comply with the loading/unloading procedures of the school(s) for which you drive. Acquaint yourself with the school faculty, bus monitors and administrators and cooperate with them.

6.8.2 LOCATION OF BUS STOPS – Safety is always your first consideration when positioning your bus at the designated bus stop. All other factors are secondary to safety. Bus stops will be established by Routing Personnel and annotated on the L/R sheet. **Do not add/delete stops unless reviewed by your Supervisor and routing personnel.** If you determine a bus stop is unsafely located, even though it may have been there for years, bring it to the attention of your Supervisor immediately. If your immediate Supervisor and routing

personnel agree, they will issue an updated L/R sheet to indicate the changes and current date. **Do not change your route until you receive updated L/R sheet or are instructed to do so by a supervisor or routing personnel. Do not deviate from your assigned route. It will subject you to disciplinary action.**

1. Stops may not be located within thirty (30) feet of a T-intersection or any controlled intersection with a stop sign, yield sign, or traffic light.
2. A bus stop located at any intersection should allow sufficient room (30 ft.) for students to cross the street safely without being in the intersection itself.
3. Left/Right sheets or **SMART tag tablet** that show a bus stop at an address in a T-intersection must be reported to the Routing Section so that necessary changes can be coordinated. Any bus stop designated on a corner must be made at least 30 ft. from the intersection.
4. Neither the front nor the rear of the bus may protrude into an intersection while you are loading or unloading students.
5. Your red warning lights must be visible to vehicles coming from any direction, including perpendicular side streets, when you are loading or unloading students. Stops must be located 30 feet from corner.
6. Designate a spot at each stop where the first student is to stand. This spot must be at least six (6) feet from the curb. All other students must line up behind the first student. You are never to use your bus to attempt to physically block traffic. The following examples (see Fig. 1) illustrate the right and wrong way of positioning your bus at designated stops.

LOCATION OF BUS STOPS



*DENOTES BUS STOP

Figure 1

6.8.3 LOADING AT DESIGNATED BUS STOPS

1. Activate the amber warning lights approximately 300 feet from the stop. Turn on the right turn signal **300 to 100 feet** from the stop.
2. As you approach the stop, the students should be lined up in a single file, with the first student 6 feet from the curb or edge of the roadway for loading. If they are not in proper order, or they approach the bus before it stops and the door opens, stop and wait until they get into proper order. If you are consistent in this practice, your students will quickly learn to do it right. (See figure 2)
3. It is not necessary to pull up directly to the curb, especially in congested areas. Stop the bus within a safe margin from parked cars, mailboxes, etc., not allowing moving vehicles to pull up on the right between the bus and the curb, and not allowing room for students to stand or play in the street, stop the bus so the front door is

10 feet at an angle (See figure 2) from the first student in line. **Keep the brake pedal depressed, set the parking brake, place the gear shift in neutral, check mirrors for traffic and open the door.**

4. When it is safe for students to board, open the door and let students on the bus. Turn on the dome lights, if necessary. Account for the students as they enter the bus. Look for students running to catch the bus.

5. The students should be at the stop 5 minutes before pickup time. However, if one arrives late and must cross the street, the student must wait for your signal to cross, then cross in front of the bus.

6. Under normal conditions, students are expected to be at the bus stop on time and should be there waiting for the bus when it arrives. However, during bad weather (when it is raining hard or is unusually cold), you should wait a few seconds, anticipating that students may be slow arriving at the stop.

7. After all students have boarded and are sitting down, close the door, check the mirrors and traffic, turn on the left turn signal and, when it is safe to do so, re-enter the traffic and proceed to the next stop. **ALWAYS CHECK YOUR CROSSOVER MIRROR JUST BEFORE YOU MOVE THE BUS!**

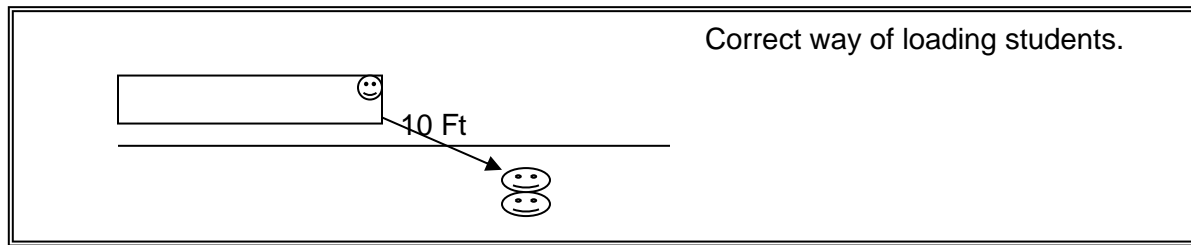


Figure 2

6.8.4 UNLOADING AT DESIGNATED BUS STOPS

1. Activate the amber warning lights approximately 300 feet from the stop. Turn on the right turn signal **300 to 100 feet** from the stop.

2. Stop the bus within a safe margin from parked cars, mailboxes, etc., not allowing moving vehicles to pull up on the right between the bus and the curb. It is not necessary to pull up directly to the curb, especially in congested areas. Keep the brake pedal depressed, set the parking brake, place gearshift in neutral; check for traffic and open door. All students must remain in their seats until the bus stops.

3. When all traffic has stopped from all directions, open the bus door and allow the students to unload. They must unload in an orderly manner and move away from the bus. **Students must get on and off the bus at the designated bus stop, unless an approved bus ride permission form is given to driver.**

4. Students living on the right side of the roadway will go approximately three feet perpendicular to the bus and then go directly home.

5. Students living on the left side of the roadway **MUST** cross after they unload the bus. This includes all elementary, middle school and high school students. Students crossing the roadway will walk 10 steps (15 feet) to the front of the bus where they will wait in a group at the curb. When it is safe for them to cross, the driver will give them a distinct hand signal to cross. They will walk across the roadway together looking right and left for oncoming cars. If a vehicle drives past your warning lights while students are crossing, instantly honk your horn. The students must be trained to immediately stop on your horn signal, and be prepared to get out of the way of the vehicle. **Any student who does not cross the roadway as described, is guilty of a serious safety violation and should be dealt with according to the Behavior Leadership Policies and Procedures.** If a student drops an article while crossing, it must be left for you to retrieve and take across the roadway to the student. If this situation occurs, place the gear shift in neutral, set the parking brake, put on 4-way hazard lights, shut engine off, and take key with you.

6. When all students have unloaded from the bus and all students crossing the roadway have reached the other side--close the door; check the mirrors and traffic turn on the left turn signal and, when it is safe to do so, re-enter traffic and proceed to the next stop. Always check your mirrors to look for students who might be in the danger zone before moving your bus.

7. When each bus run has been completed, turn off the warning light master switch and close the door before checking the bus to make sure no student remains (see **WARNING**, Ch. 6 Post-Trip Inspection). Always close the door before inspecting the bus. Inspect for students, damage, litter, forgotten personal articles, and for cleanliness--both on and under bus seats. Pick up litter, clean dirt off seats, and adjust the windows, if necessary. Prepare for the next run, if applicable.

6.8.5 LOADING AT SCHOOLS

1. You must arrive at the school for your first PM run at least 10 minutes before student dismissal.
2. Turn on the right turn signal after you have entered the school campus and are approaching the bus-loading zone, **position your bus near the curb, no less than 18" no more than 36"**. Pull as far forward in the loading area as possible even though no bus is behind you. If there is a bus ahead of you, pull within approximately 3 feet of the rear of the vehicle, leaving sufficient space for the Emergency Door of that bus to be opened, if necessary, in case of an emergency. If the bus ahead of you is displaying flashing hazard lights, leave sufficient room to safely pull out and pass that bus after you load or are ready to depart.
3. Set the parking brake, put the transmission in neutral. Shut the bus engine OFF at campuses. Your bus should not idle for more than 3 minutes. This uses expensive fuel, and adversely affects the environment. Air conditioned buses should not idle with the air conditioning running for more than 3 minutes when waiting for students at campuses. The air conditioning is for the health and welfare of the student riders--not for the benefit of the driver and/or bus assistant.
4. School buses waiting at schools for afternoon pickups are an impediment to emergency vehicles. Therefore, all drivers must remain on the school grounds and be available to move their bus on a moment's notice in the event of an emergency. Never back up in the school loading/unloading zone unless you have adult guiding you while you are backing.
5. Be **on the bus greeting students** as they arrive for loading.
6. Supervise loading from inside the bus. You must be facing the students and either standing up or kneeling in the driver's seat. **YOU ARE NEVER TO SUPERVISE LOADING WHILE SITTING.** Do not allow unauthorized students to get on the bus, and do not permit students to bring unauthorized items on the bus. Check who is getting on the bus and what is being brought onto the bus.
7. Students must load in single file, walk to their seats, sit down, and remain in their seats until time to get off at their stop. Do not allow students to exit the bus once they have loaded except for emergencies.
8. You must be ready to depart no later than 10 minutes after dismissal, or as directed by a school official. You may not leave earlier than that time, even though you may have all your students, unless directed by a school official.
9. If you are going to be delayed for any reason, warn the driver behind you and assist him in getting around you if necessary. Activate your hazard lights as a warning to others that you are delayed.
10. When you are ready to depart, turn on your left turn signal and depart when it is safe and clear to do so. You may pass other buses if it is safe to do so **WITHOUT BACKING UP.** Watch for students and cars around you. After you depart the loading/unloading area, **DO NOT STOP** to pick up a student(s) even though you are still on school property, unless directed to do so by a school official.

6.8.6 UNLOADING AT SCHOOLS

1. Unload only in the designated unloading area. Do not unload Elementary students until your scheduled arrival time, unless instructed to do so by a school official. If a faculty bus monitor is directing buses at the school, follow their directions.
2. Turn on the right turn signal after you have entered the school campus and are approaching the bus unloading zone. Pull as far forward in the unloading area as possible, even though no bus is behind you. If there is a bus ahead of you, pull within approximately 3 feet of the rear of the vehicle, leaving sufficient space for the Emergency Door of that bus to be opened, if necessary, in case of emergency. You must wait for that bus to depart before you move your bus. **DO NOT BACK UP TO PASS.** If the bus ahead of you is displaying flashing hazard lights leave sufficient room to safely pull out and pass that bus after you unload or are ready to depart.
3. If another bus is unloading short of the end of the unloading area and there is sufficient room ahead for you to safely pass it, you may do so. Position your bus near the curb, **no less than 18" no more than 36"** and leave sufficient room for the other bus to pull out and pass you. **IF THE SCHOOL UNLOADING PROCEDURE PROHIBITS THIS PRACTICE, THEN YOU MAY NOT DO IT.**
4. Position your bus near the curb, **no less than 18" no more than 36"** or loading zone. **During inclement weather park closer so that the students do not step onto water after getting off.**
5. **Set the parking brake and put the transmission in neutral.**
6. **Students are to remain seated until the door opens so that unloading can be done in an orderly manner.**
7. **Supervise unloading from inside the bus. You must be either standing up or kneeling on the driver's seat, facing the students.**

8. Make sure students move safely away from the bus after getting off.
9. When unloading at each school campus has been completed, ALWAYS close the door and inspect the bus. **Before you leave the campus inspect for** students, damage, litter, cleanliness, and forgotten personal articles both on and under bus seats. Lost articles found by the driver on a bus should be left on the bus and returned as soon as possible to the student(s) who left them. Unclaimed items should be turned in to the appropriate school for their "lost/found." **DO NOT BRING THESE ITEMS TO THE DRIVER'S LOUNGE OR OFFICE AREA,** except for valuable items, which may be stored in the office until the next run/day when they are to be returned to the bus, student or school.
10. If you are going to be delayed in departing, activate your hazard lights to warn other drivers not to box themselves in behind you. If you have to wait at the school (this includes restroom breaks, talking to school staff, or waiting for the next run, etc.), move your bus to the forward end of the loading area or to an appropriate location so you do not block or delay other buses.
11. When you are ready to depart, turn on your left turn signal, check to make sure it is clear and safe to do so, then depart. **If safe to do so you may pull out and go around other buses except were instructed not to. DO NOT BACK UP TO GO AROUND UNLESS IT IS ABSOLUTELY NECESSARY.**
12. Students are not allowed to enter, or exit from the emergency door except during an emergency. Loading or unloading band, athletic or other equipment through the emergency door is permitted only with driver supervision. The emergency door **and aisle** must not be blocked at any time.

6.9 PERSONNEL AUTHORIZED TO RIDE A SCHOOL BUS: Allowing unauthorized persons to ride your bus is a serious offense. You are not authorized to permit any friend, relative or acquaintance to ride your bus unless you obtain written or verbal approval from a school official or transportation supervisor. Students frequently attempt to bring their friends on the bus. The friend must have parent permission to ride your bus. You must have a written form authorized by parent and school official, or a school official granting verbal permission to ride. **It is your responsibility to ensure that no unauthorized students ride your bus.**

Persons authorized to ride your bus are limited to:

1. Eligible students contracted and assigned to your bus.
2. Transportation Department employees on duty.
3. People authorized by school official to ride your bus, when space is available, written or verbal.
 - A. Written approval must be signed and dated by parent and school official. A Student Bus Ride Permission Form may originate with a parent or a school official.
 - B. Verbal approval may be given by a campus bus monitor or other school official. Accountability and responsibility lies with the school official.

6.10 AIR CONDITIONED REGULAR ROUTE BUSES: The following guidelines are for operation of A/C buses on Regular routes. Your attention and diligence to comply with these guidelines and idling policy will improve standardization and uniformity making daily operation of the fleet more economical.

1. When the temperature is less than 78 degrees, A/C should not be operated.
2. Start buses and operate A/C when students leave the building. Please do not run A/C with door or windows opened.

6.11 "NO CHILD LEFT BEHIND" (NCLB) ALARM FEATURE:

SYSTEM ACTIVATION - After starting the bus the "No Child Left Behind Alarm System" automatically activates when you activate the flasher warning lights, open and close the front door, and deactivate the flasher warning lights.

SYSTEM DEACTIVATION – **You must deactivate the NCLB within 60 seconds to prevent the horn sounding and headlights flashing.** To deactivate the system (On Blue Bird Buses, close service door):

1. Set the parking brake, turn the key to the ACCESSORY or OFF position.
2. Go to the rear of the bus and raise and lower the rear emergency door lever, or press the reset **button above the window area**, as applicable.
3. The system is **deactivated when the alarm goes off (Blue Bird: dome lights will flash twice).**
4. **Headlights should be off.** Move the key to the OFF position. Remove the key if exiting bus.

CHAPTER 7

BUS MAINTENANCE AND BUS REPAIR PROCEDURES

Contents

1. **SERVICING THE BUS**
2. **BUS MAINTENANCE/REPAIR AND WORK ORDERS**
3. **CLEANLINESS AND APPEARANCE OF THE BUS**
4. **BUS WASHING PROCEDURES**

GENERAL MAINTENANCE RULES AND PROCEDURES

7.1 SERVICING THE BUS: When your bus needs fuel (gauge shows less than 1/2 tank, as a general rule): At BAC Terminal sign the re-fueling list immediately after your AM run. At the Central Terminal hang the "NEEDS FUEL" tag on the keyboard over your bus key upon completion of your AM run. Refueling crews will normally refuel your bus between the AM/PM runs. Exceptions may be if your bus is in for maintenance, on a field trip, etc. North Terminal drivers are responsible for re-fueling the bus assigned to them. Re-fueling may take place before or after any run. It is your responsibility as the driver to check your fuel-gauge before driving the bus to ensure that you have adequate fuel to complete the run. If not, you must refuel your bus yourself at the fuel pumps. Make sure the correct fuel is put in your bus, especially if fueling at other than District pumps. You must never park your bus overnight with inadequate fuel. Running out of fuel is a result of negligence (failure to check fuel gauge) and is inexcusable and will cause appropriate administrative action.

1. Fueling procedure when you refuel your bus:

- A. Park bus at desired fuel pump. Ensure you know which fuel to use.
- B. No cell phone usage during fueling.
- C. Place reminder cone on front step inside entrance door.
- D. Open fuel door and inspect for any fuel leakage issues (report to service if conditions require repair).
- E. Remove fuel cap.
- F. Fuel bus to correct level ensuring not to over fill.
- G. Install and secure fuel cap.
- H. Remove cone only after re checking that fuel cap is tight and correctly installed.
- I. Park bus in desired location.

To all Central & BAC bus drivers: The following fueling procedure will be mandatory procedures going forward.

- a. The bus driver must turn bus in for fueling when fuel level is at desired level (usually ½ tank).
- b. Bus drivers are not to fuel their buses unless they are on an out of town trip where refueling is required.
- c. If bus driver is on trip and fuels the bus do not fill any further once, the fuel level sensor on nozzle shuts fuel pump off.
- d. If bus driver forgets or for any reason bus does not get fueled then spare bus will be used.

2. Obtain glass cleaner from the designated location at your assigned terminal.

7.2 BUS MAINTENANCE/REPAIR AND WORK ORDER PROCEDURES

1. Mechanics are always on duty during regular driving hours. In addition, at the Central Terminal a night crew works until 11:30 p.m. If you encounter problems with your bus before your AM run, contact the dispatcher for assistance.

2. Periodic maintenance, such as oil change, lubrication, tune-ups, etc., is performed as required. You will be directed to turn in your bus for scheduled maintenance. Use the form at end of chapter.

NOTE: DO NOT WAIT UNTIL FRIDAY OR THE DAY BEFORE A HOLIDAY TO TURN IN YOUR BUS FOR REPAIR.

3. Procedures for the Central Terminal

- A. Back your bus onto the maintenance line located west of the fueling area. Perform post-trip procedures. Close the windows, remove the key, and check the odometer reading.
- B. Take the key to the garage and place on the "out of commission" (OOC) board.
- C. Notify the dispatcher, and place an "OOC" tag on the appropriate key hook.
- D. When your bus is repaired, it will be parked either on the ready line in front of the maintenance garage or in its regular parking space. If the key is not on the dispatch keyboard, check for the bus on the ready-line. If your bus cannot be driven for any reason, and the "OOC" tag remains on the key hook, coordinate with the dispatcher for a spare bus.
- E. At no time are drivers permitted to move a bus off the maintenance line without the approval of the Fleet Foreman.

4. Procedures for the BAC Terminal

- A. Park your bus in the assigned parking slot. Perform post-trip procedures. The shuttle crew will transport your bus to Central terminal for repair.
- B. Take the key to the driver's office and place on the key board hook. An "OOC" tag will be placed on the same hook by the dispatcher, if necessary.
- C. Prepare a Work Request for repairs needed or discrepancies to be corrected. Provide as much information as possible to aid the mechanic. Be specific, e.g. left rear outside clearance light or right inside dual tire, etc. Complicated problems may require you to speak with maintenance personnel directly.
- D. Place the Work Request form in the basket provided for maintenance work request.
- E. When your bus is repaired, it will be returned to BAC by the shuttle crew and parked in the assigned parking slot. If the key is not on the keyboard and the "OOC" tag is still on the hook, check the "OOC" board for a spare bus. If it is not listed on the "OOC" board, coordinate with the dispatcher to find out if the bus is being returned or whether you need to use a spare bus.

5. Procedures for the North Terminal

- A. Park the bus on the east side of the shop.
- B. Go to the parts room and shop staff will make a work request.
- C. At no time are drivers permitted to move a bus off the maintenance line without the approval of the Fleet Foreman.

6. Turn in your bus for seat repair after the morning run. Seat repairs are not done at night. Prepare a Work Request and place in top row of maintenance work order rack. Notify the dispatcher, and place an "OOC" tag on the appropriate key hook. If a damaged seat poses a potential safety hazard, e.g. cracked or broken frame, the bus will be turned in to maintenance following the run on which the problem occurred. If damage is found prior to a run or following the afternoon run, a spare bus will be provided for the next run.

7. If you discover deficiencies on a spare bus, write them up and turn in the bus for repair after you have cleaned it.

8. If your bus has oil, fluid, coolant, grease from the axle, wheel hubs and/or differential leaks, turn bus into shop for repairs, immediately.

9. Your bus windows, doors and roof vents must be closed when the bus is parked overnight. (The windows may be left open no more than the first adjustment notch.)

WARNING: CLOSE WINDOWS "ONLY" FROM INSIDE THE BUS.

10. All equipment; accessories, warning lights, bells and buzzers must be in good working order.

11. Fire extinguishers, sealed first-aid kit, sealed bio-chemical kit, emergency reflectors, brooms and trash cans may be obtained from the Parts Section at the Central and North Terminals and the Dispatchers at the BAC Terminal.

7.3 CLEANLINESS AND APPEARANCE OF THE BUS: You are responsible for keeping your bus clean and presentable, both inside and out. Items such as decals/stickers will not be placed on windshield, service door, driver's window, rear windows, and/or dash board and/or to the top of the roof of the bus. This includes but not limited to seasonal decorations, i.e. holiday lights, garland, spray snow, streamers, etc. Seat assignment tags of an appropriate nature are permissible. They must be mounted above the window seal. Drivers can only use blue painters masking tape as provided by dispatchers or magnetic strips to secure name tags in place.

1. Exterior: The outside of the bus, including the windows, must be kept free of dirt and mud. During periods of rainy weather you obviously cannot avoid mud splashes. Buses are scheduled for cleaning by the Bus Wash Crew. Keep the windshield, rear glass, driver's window, service door, all lights, mirrors and reflectors clean by spot washing.

2. Interior: Keep the interior clean by sweeping, dusting and mopping.

- A. Sweeping is required daily. Spills, foot tracks and dirt must be wiped off the seats/seatbacks. All trash and litter must be swept from the floor. The route schedule allows time for checking and cleaning the bus after you return from your run. **NO STUDENT SHOULD EVER HAVE TO RIDE IN A DIRTY BUS.**
- B. Dust must not be allowed to accumulate on the inside surfaces of the bus, especially in the driver's area. Wiping down the inside once a week will prevent dirt from building up.
- C. District approved cleaning agents are provided at each terminal. **NO OTHER CLEANING OR CHEMICAL AGENTS SHOULD BE USED OR STORED ON THE BUS.**

7.4 BUS WASHING PROCEDURES: All bus exteriors are washed on a scheduled basis by bus wash crews.

7.4.1 EXTERIOR WASHING

1. Wash crews will wash buses according to a master wash schedule. Buses will be washed during regular work hours Monday through Friday.
2. Your mirrors will need adjusting after the bus is washed.
3. Do not try to have your bus washed by dealing with the wash crew.
4. Only designated personnel are authorized to operate the automatic bus washer(s).

7.4.2 INTERIOR CLEANING - Mop the interior of your bus at the designated area for each terminal. The procedure for utilizing the designated area and equipment follows:

1. As you approach the wash area, look for hoses and equipment in the area.
2. Drive all the way into the wash area.
3. Sweep the bus before mopping inside. Keep the wash area clean and orderly.
4. **DO NOT use the degreaser-high-pressure wand, or water hose when cleaning the interior of the bus.**
5. Dump/rinse the buckets and wash the brushes after you are finished. Coil the hoses and secure the equipment. Clean wash area and turn off the water.
6. You are authorized a maximum of 30 minutes pay per week for mopping your bus. Remain on the clock and provide a Punch Change Form. If there is any question regarding your time, check with supervisor.

Date _____

Bus Number _____

Mileage _____

Bus Location _____



Engine Heat Warning light

Engine is beginning to overheat



Engine Shut down Light

Engine has overheated shut down



Malfunction in emission system

Take to shop for service



Diesel Particulate Filter

Turn bus in for regen asap



High exhaust temp, regen has begun

Normal operation do not worry

Issue (Circle any light icon above that is on or has illuminated) _____

Driver _____

CHAPTER 8

ROUTING

Contents

1. **BUS STOPS AND TIME SCHEDULES**
2. **NAME TAG PROCEDURES FOR ELEMENTARY STUDENTS**
3. **EARLY DISMISSALS**
4. **STUDENT COUNT**
5. **STUDENT COUNT PROCEDURES FORM**
6. **REGISTER OF ELIGIBLE RIDERS INSTRUCTIONS**
7. **ROUTING FORMS**

ROUTING

8.1 BUS STOPS AND TIME SCHEDULES: Bus stops, time schedules and driving directions for all regular bus routes are determined by the Routing Office. This information is posted on the Internet for school personnel, parents and students. Driving directions (L/R sheets) and time schedules for each route are printed for the dispatcher and the assigned driver.

1. When you are assigned to a route you will be given a chance to practice the route before you begin transporting students. It is best to practice the route during the actual time to get a feel for traffic and potential trouble spots. Get as familiar with the area as possible and look for alternate routes to be used in case of flooding or other emergencies.

NOTE: NEVER MAKE A PICKUP ON ANY RUN EARLIER THAN SCHEDULED.

2. Your first pickup for each run should always be on time. If it becomes obvious that you cannot make your next run according to the schedule, you must contact dispatchers.

3. Check for "SPECIAL INSTRUCTIONS" on the time schedule for extra assignments that may not be reflected on the L/R sheet.

NOTE: ANY PROPOSED CHANGES TO L/R SHEET MUST BE REVIEWED BY SUPERVISOR AND ROUTING OFFICE BEFORE BEING IMPLEMENTED. YOU WILL BE PROVIDED UPDATED L/R SHEET AND TIME SCHEDULE IF THE CHANGE HAS BEEN MADE. FAILURE TO COMPLY WILL RESULT IN APPROPRIATE ADMINISTRATIVE ACTION.

8.2 NAME TAG PROCEDURES FOR ELEMENTARY STUDENTS:

8.2.1 START OF SCHOOL AND SUMMER SCHOOL PROCEDURES:

1. All elementary students must have name tags all year.

2. While students are loading and before leaving the school campus the bus driver should check each student or his/her name tag. Should a student not have a name tag, bus driver should immediately notify a school administrator for assistance to obtain the needed student data.

3. Check each student's name tag with route sheet before a student(s) depart the bus.

IF STUDENT DATA CANNOT BE OBTAINED STUDENT SHOULD NOT BE PERMITTED TO BOARD THE BUS AND TURNED OVER TO A SCHOOL ADMINISTRATOR.

NOTE: Should a Pre-Kindergarten/Kindergarten student not be met or released to a parent/guardian/grandparent, authorized responsible individual, not accompanied by an older sibling/student, or if something seems out of normal order, immediately notify the dispatcher for proper delivery instructions for student.

8.2.2 PRE-KINDERGARTEN/KINDERGARTEN PROVISIONS:

1. Bus stops and directions for mid-day Pre-Kindergarten routes are established by the Routing Office and the same criteria applies as regular routes, with a few exceptions.

2. Eligible Pre-Kindergarten students receive transportation between home and school while ineligible students only receive shuttle service between home school and receiving school before and after school. Parents are responsible for ensuring that ineligible students are provided a means of getting to/from home, school, and residence.

3. While students are loading and before leaving the school campus: check each student for his/her name tag. Should a student not have a name tag, bus driver should immediately notify a school administrator for assistance to obtain the needed student data.

4. Check student's name tag with route sheet before student(s) depart the bus.

5. Should the student not be met or released to parent/guardian or designated/responsible individual or not accompanied by an older sibling/student as reflected in the NEISD Bus Stop Supervision form or when something seems strange or out of normal order, notify the dispatcher for disposition instructions. Students not able to be delivered will be returned to the appropriate campus as indicated below.

A. Eligible Student: Student(s) will be taken back to his/her home school after completion of the run.

B. Ineligible student: Student(s) will be turned over to a school administrator in the loading zone or taken into the office as appropriate at the receiving school.

6. Continue required procedures above until further advised.

NOTE: Any Pre-Kindergarten/Kindergarten student having been returned to his/her home campus 3 times will be considered for possible loss of his/her bus riding privilege for safety reasons, pending the results of a review and assessment of the situation by the Transportation Department in coordination with the student's assigned and/or home campus administrators.

8.3 EARLY DISMISSALS: There are several times during the school year when elementary, middle, and high schools dismiss early. In support of these dismissals, the normal daily scheduled route times have to be altered to accommodate the early dismissal requirements.

8.3.1 Elementary/Middle School Procedures

1. Clock back in at the designated time and depart terminal to arrive at the campus in a timely manner.
2. After completion of runs for the elementary and middle school early dismissals, buses should return to their assigned terminals or proceed to the next school served. Others will continue and complete their extensions, shuttles, and/or trips as scheduled before the regular high school release.

8.3.2 High School Procedures

1. Clock back in at the designated time and depart terminal to arrive at the campus in a timely manner.
2. After completion of high school early dismissal, buses will continue their PM routes to be in position to start their elementary school PM runs or continue their extensions, shuttles, and/or trips as scheduled before the elementary or middle school PM runs.

8.4 STUDENT COUNT: The Texas Education Agency (TEA) requires the school district to report the number of riders on school buses in order to get reimbursed for the cost of transportation. Drivers are required to collect that information on the "Register of Eligible Riders" form. Instructions on how to do the count will be provided with the "Register of Eligible Riders" form.

1. Drivers/spare drivers retrieve a list of students printed on a "Register of Eligible Riders" form for each run, from the designated file cabinet.
2. On count day mark each student who rode your bus as either "E" (eligible) or "X" (hazardous). Do not use checkmarks! Information on how to determine eligibility will be placed in the Student Count folder located in the designated file cabinet. Record the appropriate code for each student on the bus from the list below:
 - In Column A are the names of all students assigned to your route.
 - In the Column F Header - enter the month in which the count is being conducted.
 - Enter "E" for students who are Eligible riders (reside 2 or more miles from the school)
 - Enter "X" for students who are Hazardous area riders (reside less than 2 miles from the school, but in an area deemed hazardous). These student names are in BOLD type.
 - Leave BLANK if student did not ride the bus on count day.
 - In row H, Column F - record the total number of 2-mile eligible riders (E).
 - In row I, Column F - record the total number of hazardous riders (X).
 - Sign and Date the "Register of Eligible Riders."
3. The student count may be obtained by one of several methods:
 - A. Pass out slips of paper to students as they board the bus, instructing them to write their names on them. Collect the slips as students get off the bus.
 - B. Check off student names on the roster after you arrive at school in the AM and prior to departing school in the PM.

Student Count Procedures

- Student count will be conducted on the first Wednesday of the reporting month.
- Student count forms are in your student count folder in the Student List drawer.
- Your student count must be completed by the Friday after count day.
- You will receive 1-hour pay for the initial count in November and 30 minutes pay for each subsequent count.
- DO NOT stay on the clock or fill out a Punch Change Form.
- Complete your student count forms and return them to the student list file. They will be checked to ensure they are complete and accurate. Your name will then be given to Time and Attendance for pay.
- Please conduct a student count for regular route and Pre- k midday runs.
- Please conduct a head count for all shuttle runs and enter the number of students who ride your bus (i.e. SAT, ISA, DATA, ELP, AEROSPACE, etc.). All students on the shuttle runs are considered Eligible(E).



Department of Transportation

North East Independent School District

10333 Broadway – SAN ANTONIO, TEXAS 78217

NEISD BUS RIDE PERMISSION FORM

Parent/Guardian: Complete and submit this form to the campus administrator who will sign and send to Transportation if needed. Please select one of the options below.

SELECT ONLY ONE:

#1. _____ Permanent Transportation request for a different bus or bus stop location that will be either to a state recognized childcare facility or grandparent's home on an existing route within your campus attendance area, based on state guidelines, and approved by Transportation. The facility license or grandparent's proof of residence and driver license/ID must accompany the completed form before services will begin. subject to availability, and approval. request may take up to 5 days from date of receipt from campus. Your campus will notify you of approval.

OR

#2. _____ Temporary Transportation request for a different bus or bus stop location. This form can be used by the campus administrator for one bus ride one day, approved with campus administrator signature and provided to the bus driver. Do not forward to Transportation office.

School/Grade _____ effective date _____

Student _____ is requesting to ride bus # _____ to

bus stop location _____

Student home address _____

Parent/Guardian Printed Name, Signature & Phone:

_____ Date _____

Campus Administrator Printed Name, Signature & Title:

_____ Date _____

Approved / Disapproved _____ Date: _____

Campus will email to Juan Vega at jvega@neisd.net.

Updated 5/5/2020



North East Independent School District

10333 Broadway – SAN ANTONIO, TEXAS 78217

Department of Transportation

NEISD BUS RIDE PERMISSION FORM - JOINT CUSTODY

SCHOOL NAME

DATE OF SUBMISSION

STUDENT NAME (Print)

STUDENT ID#

is authorized to ride home on

Bus # _____ to _____
PARENT ONE PRIMARY HOME ADDRESS (Print) Days of the week

AND Bus # _____ to _____
PARENT TWO SECONDARY HOME ADDRESS (Print) Days of the week

REASON: JOINT CUSTODY ONLY

Parent/Guardian 1: _____ / _____ Date: _____
PLEASE PRINT AND SIGN

Parent/Guardian 2: _____ / _____ Date: _____
PLEASE PRINT AND SIGN

Phone Number(s): (_____) _____ (_____) _____
(PARENT ONE) (PARENT TWO)

Campus Administration: _____ Date: _____

This form is to be used for students whose parents have joint custody and will notify the bus driver of both buses that the student has permission to ride. **The address of both parents must be a qualifying address in the Skyward system for the attending school.** Students and families should comply with and continue to use the original bus route schedule to travel to/from school until notified by the Transportation Department.

Approved / Disapproved _____ Date: _____

Campus will email to Juan Vega at jvega@neisd.net.

Updated 8/12/2020



Department of Transportation

North East Independent School District

10333 Broadway – SAN ANTONIO, TEXAS 78217

PRE-KINDERGARTEN / KINDERGARTEN BUS STOP SUPERVISION WAIVER FORM

Parent/Guardian/Grandparent: Please identify the person(s) authorized to receive the student in the form below.
Mother, Father, Grandma & Grandpa do not need a waiver to pick up their child.

Complete and submit this form to the school administrator who will send it to Transportation for processing. You are giving permission for the District to release your Pre-Kindergarten or Kindergarten bus riders at their assigned bus stop without a responsible person to receive them OR to identify the person(s) authorized to receive the student other than you. Be sure to fill out completely and sign.

School _____ Bus Number _____

Student Name: _____ Pre K Kinder

Student ID Number: _____

SELECT ONE OF THE FOLLOWING:

_____ I authorize the North East ISD Transportation Department to drop off my student at his/her bus stop without any responsible individual's supervision.

OR

_____ I authorize the North East ISD Transportation Department to drop off my student at his/her bus stop under the supervision of the designated person(s) below.

If designated person(s) (LIMIT TWO) listed below is the older sibling(s) they must be in the first or higher grade. If the older sibling stays after school, or not on the bus for any reason, other arrangements must be made for your younger child to have proper supervision when released at the bus stop.

1. _____
Name and Relationship / Student ID if Sibling Phone Number
2. _____
Name and Relationship / Student ID if Sibling Phone Number

If designee above is not present at the bus stop, driver will return your student to school. If student is returned 3 or more times, bus riding privileges will be reviewed and may be discontinued.

Signature of Parent(s) / Guardian(s) / Grandparent(s) _____ Date _____

Signature of School Administrator _____ Date _____

Signature of Transportation Department _____ Date _____

BEFORE THIS TAKES EFFECT, THE TRANSPORTATION DEPARTMENT REQUIRES ATLEAST 3 SCHOOL DAYS TO PROCESS.

As of: April 2, 2024

Email: scourt@neisd.net

CHAPTER 9

BEHAVIOR LEADERSHIP POLICIES AND PROCEDURES

Contents

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- 9. REPORT OF GOOD BEHAVIOR**
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- 11. BEHAVIOR LEADERSHIP TECHNIQUES**
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TRANSPORTATION BEHAVIOR LEADERSHIP POLICIES AND PROCEDURES

9.1 BEHAVIOR LEADERSHIP PHILOSOPHY: Your primary responsibility as a Transportation Department employee is the safe and punctual transportation of students. Distractions jeopardize your ability to carry out this responsibility. Any infraction of the School Bus Standards of Safety and Conduct constitutes a safety violation and will be addressed in accordance with the Student Behavior Leadership Policies and Procedures.

9.2 STUDENT SAFETY MANAGEMENT RECORD:

1. You will be issued a log book to be used daily. **THIS LOG IS TO BE KEPT ON THE BUS.** All incidents will be recorded in the Log, whether or not they pertain to student misbehavior. If there are no incidents, the term "No Incidents" will be entered for that run. Spare drivers must make entries in the regular driver's log along with his or her name. **DAILY ENTRIES MUST BE MADE DURING/AFTER EACH RUN/TRIP AND WILL BE SUBJECT TO SUPERVISOR REVIEW.**
2. Copies of all documents and proceedings initiated in accordance with Behavior Leadership will be kept in a route folder in the designated file cabinet in the driver's office. Records will be disposed of at the end of the school year. Blank safety action forms are available in the lounge.

9.3 DUE PROCESS:

1. Every student **MUST** be treated fairly. Do not take action unless you personally see the violation, hear the violation, or the student admits guilt to you. If there is reasonable doubt, give the student the benefit of the doubt. Deal only with facts and give careful thought to an issue before you make a decision. Do not fabricate or use hearsay information to strengthen your case. Action must be taken without delay when unsafe or inappropriate issues occur.
2. Explain the step process of addressing unsafe conduct and then inform a student when you record an incident against him/her (see Chapter 9). Sometimes this acts as a deterrent to further unsafe conduct. Review the standards periodically to make sure they understand them.

9.4 STUDENT CONTROL: This section contains standards and guidelines for establishing and maintaining student control. The process begins the first day the students step onto the bus and is continuous. Be firm, fair, consistent, and friendly from the start.

1. As a professional school bus driver, it is your responsibility to make sure the rights and privileges of every student are observed. Harassment of others is a problem that needs to be dealt with and not tolerated by a driver. When it is noticed or brought to the driver's attention, it needs to be dealt with quickly and effectively to keep another student's rights from being violated. Immediately report incident to your Supervisor and to the school administration.
2. Be available every day and be punctual. Maintaining continuity is next to impossible when spare drivers operate the bus every few days. Drivers who are frequently absent historically have a higher rate of discipline issues/incidents on their bus.
3. Make sure both you and the students know and understand the School Bus Standards of Safety and Conduct outlined in the Student/Parent Handbook. The purpose of standards is to enhance student safety and to assure that order prevails on the bus. Beware of setting bad precedents. Be consistent. If you can get every student riding the bus to obey the standards you will not have discipline issues/incidents on the bus. Should you have any question regarding the standards, obtain clarification from your supervisor.
4. You are responsible for the continuous training of your students, such as loading and unloading at schools and bus stops, crossing the roadway, remaining seated while the bus is enroute, emergency evacuation of the bus, etc.
5. Be proactive, not reactive. Spotting the unsafe issues and taking early action can head off problems before they get out of hand. The worst thing you can do is to do nothing. Refer matters to your supervisor before a situation/matter escalates or gets out of control.

6. Know the limits of your authority and act within those limits. Explain rules and expectations, and don't debate with or threaten your students.

7. Learn your students' names as soon as possible. Students appreciate it when you call them by name. You should require them to address you by title and name, e.g. Mr. Jones, Mrs. Smith or Miss Brown. Such a minor formality encourages respect.

8. To help maintain control, monitor students frequently. Glancing into your inside passenger mirror every few seconds will assist you in monitoring student behavior. If a student stands up, reaches across the aisle, switches seats, or commits any other violation, you will usually spot it if you are properly observing your students. Once the students realize that you are watching them, you will have fewer problems.

9. Vandalism will be discovered if you are doing your job properly by inspecting the bus after each run. Investigate the incident.

10. Praise your students as a group when their general behavior warrants it. Treat everyone fairly and equally at all times.

11. Seat assignments (charts) are required for Elementary and Middle School students and are an invaluable aid in maintaining student control. Special requested seat assignments by parents or school officials will be coordinated with your Supervisor as required. School administrators can assist you to identify students for seat assignments. Seat assignments will be made for High School students as required. Seat assignments will expedite loading and may pinpoint interior bus damage/vandalism.

12. A copy of the seating chart will be turned in to your supervisor by the end of the third week of school. Listed below are several methods of seating that may be utilized by drivers and/or bus assistants. They are offered as suggestions to aid you in student control.

A. Load in the AM by filling the bus from front to rear.

B. On the PM run, assign seats according to departure from the bus, e.g. those who get off first sit in the front.

C. Let the students decide where they want to sit and assign them to that seat.

D. Seat the girls on one side of the bus and the boys on the other.

E. Seat the girls in the front half of the bus and the boys in the rear.

F. If you have an unusually large group of students at one stop, assign a specific block of seats to them.

DO NOT USE STUDENTS AS BUS MONITORS. NO STUDENT MAY BE GIVEN AUTHORITY OVER OTHER STUDENTS ON A DISTRICT BUS.

9.5 DISTRICT BEHAVIOR LEADERSHIP FOR STUDENT TRANSPORTATION

1. INTRODUCTION: A team approach was used for the development of the North East Independent School District Behavior Leadership for Student Transportation. Representatives serving on the team included the Executive Director of Transportation, the Director of Transportation, the Bus Driver Supervisors, bus driver trainers, bus drivers, school administrators, students, and parents. Subcommittees developed the Rights and Responsibilities, School Bus Standards of Safety and Conduct, Removals, and alternative Behavior Leadership Techniques.

2. RIGHTS AND RESPONSIBILITIES OF THE STUDENT: All eligible students who ride school buses have a right to do so free of abuse or harassment, either verbal or physical. Bus riding privileges are conditional based upon appropriate student behavior in accordance with the Student Code of Conduct and the School Bus Standards of Safety and Conduct. All students who ride on a district school bus are responsible to:

A. Be familiar with and obedient to the School Bus Standards of Safety and Conduct.

B. Be familiar with the assigned bus number, schedule, and route.

C. Be at the bus stop at least five minutes before the scheduled pickup time.

D. Conduct themselves in accordance with the provisions of the Student Code of Conduct while proceeding to and from the bus stops and while waiting at the bus stops. This Code prohibits loitering, littering, trespassing, or creating a nuisance for residents of the community.

E. Get on and off the bus at the appropriate stop unless written authorization from a school official permits otherwise.

F. Respect the personal and property rights of others.

G. Cooperate in investigations of disciplinary cases. Help by volunteering information.

3. **RIGHTS AND RESPONSIBILITIES OF THE PARENT/GUARDIAN:** The parent/guardian can rely on the personnel of the Transportation Department to transport their son or daughter safely. Their son or daughter will be treated with firm, fair, and consistent discipline in an effort to make their ride safe. It is also important that the parent/guardian assume certain responsibilities. The parent/guardian is responsible to:

A. Discuss with the student the importance of being a safe bus rider and explain why it is important to cooperate with the bus driver.

B. Explain to the student the safety reasons for standing six feet from the curb or loading point.

C. Make sure that the student(s) are at the designated bus stop at least five minutes before the scheduled pickup time.

D. Supervise small children at the bus stop.

E. Read and understand the NEISD Behavior Leadership for Student Transportation.

F. Explain all parts of the plan to your son or daughter.

G. Make sure that the student does not leave home with play items or other things that may lead to a standard violation.

H. Provide written authorization to the school administrators when a student is to be picked up and/or dropped off at another stop on the regular bus route or when the student has a legitimate reason to ride another school bus. Authorizations that have been approved will be delivered to the bus driver. An NEISD Bus Ride Permission Form can be retrieved from the parent portal, Transportation Home Page or a hard copy can be provided by the school administrator.

I. Be legally liable for property damage caused by the student.

J. Observe loading and no parking zones posted at the school. Extra vehicles, other than buses, pose a threat to the safety of students.

K. Report to the transportation supervisors any unsafe unlawful incidents performed by school bus drivers. Also report to the supervisors when driver has been conscientiously performing his/her duties.

4. **RIGHTS AND RESPONSIBILITIES OF SCHOOL ADMINISTRATORS:** The school bus is an extension of the classroom and discipline will be administered by the School administrators with assistance from bus drivers and transportation staff. School administrators have the responsibility to:

A. Provide appropriate support for bus drivers in dealing with student behavior problems.

B. Assist in developing a cooperative working relationship among bus drivers, parents, and students.

C. Ensure student safety in loading and unloading areas by assigning qualified faculty bus monitors.

D. Orient students to bus assignments, routes, safety procedures, and appropriate behavior.

E. Develop policies and procedures that will allow students to ride other than assigned school buses when deemed appropriate by school authorities.

F. Review and approve parental written authorization when a student is to be picked up and/or dropped off at another stop on a regular bus route or when a student has a legitimate reason to ride another bus. Authorizations that have been approved will be delivered to the bus driver. Extended time periods concerning unique and/or hardship situations must be coordinated with the Transportation Department before granting approval. Additionally, requests for transportation services involving non-eligible students must be coordinated with and approved by the Transportation Department. A request may be approved pending space availability on a bus. NEISD Student Bus Ride Permission Form can be retrieved from the Parent Portal or hardcopy provided by the school administration.

G. Suspend bus rider privileges for persistent or severe misbehavior.

H. Provide assistance to students helping them become more mature and self-disciplined.

5. **RIGHTS AND RESPONSIBILITIES OF FACULTY BUS MONITORS:** Faculty bus monitors serve an important part in the safe and expedient loading and unloading of students on the school grounds. Faculty bus monitors can expect bus drivers to follow the established loading and unloading procedures. They can also expect the cooperation of students and drivers. Faculty bus monitors have the responsibility to:

- A. Become familiar with Transportation Behavior Leadership.
- B. Maintain control over the students in loading and unloading zones.
- C. Be on duty before the first bus arrives. Remain in the loading and unloading areas to supervise students during bus arrivals and departures.
- D. Assist the bus driver when a student displays any inappropriate behavior on the bus while on campus prior to departure. This includes authority to remove students from the bus.
- E. Make sure that the loading and unloading of students is safe and expedient. This will enable the drivers to maintain their schedules.
- F. Inform the Transportation Dispatcher when buses have not arrived as scheduled.
- G. Assist in keeping all unauthorized vehicles out of the bus loading and unloading zones. This is very important especially during PTA meetings, parent days, voting days, and other extracurricular activity days.

6. RIGHTS AND RESPONSIBILITIES OF SCHOOL BUS DRIVERS: The school bus driver can expect cooperation from all the personnel involved with safely transporting students. These individuals include the parents, teachers, administrators, supervisors, aides, and students. The driver has the right to be treated with impartiality and fairness when completing his or her assigned tasks. The driver has the responsibility to:

- A. Operate the bus in a safe manner according to schedule, in compliance with Texas Motor Vehicle Laws and NEISD Transportation Departmental policies.
- B. Develop and maintain a working relationship with parents and students. Explain to them the standards for riding the bus safely. Immediately refer concerns, and improper unsafe/inappropriate behavior to your supervisor. Do not confront parents at bus stops.
- C. Develop and maintain a positive working relationship with school personnel.
- D. Maintain assigned bus routes and schedules. Keep supervisors and dispatchers informed of situations regarding bus routes, pickup times, maintenance problems, and student situations, (DO NOT DEVIATE FROM ROUTE WITHOUT APPROVAL).
- E. Treat each student firmly, fairly, equally and with consistency.
- F. Maintain a positive, firm and calm attitude when redirecting challenging behavior. Avoid verbal or physical confrontation/altercation with a student.
- G. CPI training techniques must be followed and applied when dealing with student behavior.
- H. Report challenging behavior/misconduct and alternative Behavior Leadership Techniques used in redirecting the behavior/misconduct to your supervisor.
- I. Notify your supervisor/dispatcher promptly when inappropriate student behavior/misconduct occurs or other improper situations happen. If the situation can be addressed and corrected at the moment, Behavior Leadership Techniques should be used.
- J. Report to work on time, dressed according to department guidelines and policies.
- K. Perform pre-trip and post-trip inspections of the bus.
- L. Keep the interior and exterior of bus clean.
- M. Know emergency and accident procedures.

NOTE: NO STUDENT MAY BE REMOVED FROM THE BUS AND TAKEN TO SCHOOL ADMINISTRATION AT SCHOOL OR DURING THE ROUTE WITHOUT FIRST CONTACTING THE DISPATCHERS.

7. RIGHTS AND RESPONSIBILITIES OF SCHOOL BUS ASSISTANTS ASSIGNED TO REGULAR EDUCATION BUSES: The School Bus Assistant can expect cooperation from all the personnel involved with safely transporting students. These individuals include the parents, teachers, administrators, supervisors, aides, students and the bus driver. The bus assistant has the right to be treated with impartiality and fairness when completing his/her assigned tasks.

- A. Primary duty – Student Management (sit in the middle on the right side of the bus).
- B. CPI training techniques must be followed and applied when dealing with student behavior.
- C. Remain seated at all times(except in an emergency). Walking on the bus when in route is prohibited.
- D. Assist with the pre/post operation check of the bus.
- E. Monitor students during the ride to ensure all are safe.
- F. Check bus after unloading on all runs to include unloading on campuses.
- G. Maintain a daily log.
- H. Submit incident reports on all student injuries or illnesses no later than close of business the second school day of the incident.

- I. Follow established loading/unloading procedures (IAW Employee Handbook) in neighborhoods and on campuses.
- J. Check all student bus tags and assist with the loading/unloading of students and ensure the Pre-Kinder/Kindergarten students are delivered to the appropriate individual or get off the bus with the authorized older student or sibling.
- K. Assist with the seating chart when applicable.
- L. Teach students the safety rules (expectations of the safety rules), respect for other student riders, driver and bus assistant.
- M. Provide CPR/First Aid only as trained and when required.
- N. Assist with keeping the bus clean.
- O. Transmit/receive calls with the bus radio.
- P. Perform bus assistant duties only on the bus you are assigned by a supervisor and dispatchers.
- Q. Do not discuss student's behavior with anyone except supervisors, involved driver, parents of the involved student(s), and or campus administration.
- R. Communication between driver, bus assistant and supervisors is a must.
- S. Do not make on the spot decisions, WHEN IN DOUBT CALL THE DISPATCHER OR A SUPERVISOR.
- T. Avoid physical contact with students other than providing First Aid, protecting student's safety and or protecting yourself.
- U. DO NOT attempt to take a weapon from a student/parent/hijacker, e.g. knife, gun, razor, ball bat, etc. Remain calm, follow the instructions of the student /parent/hijacker and try to reason with the individual. SAFETY OF THE STUDENTS IS MOST IMPORTANT!
- V. Stay calm, remain professional in all situations.

8. RIGHTS AND RESPONSIBILITIES OF FIELD TRIP SPONSORS: The Field Trip Sponsor can expect transportation to be available at the time and place requested and can expect a safe ride to and from the location of the field trip. The Field Trip Sponsor is responsible to:

- A. Be familiar with the School Bus Standards of Safety and Conduct.
- B. Plan trips to avoid the necessity of eating on the bus. If unavoidable, provide plastic trash bags.
- C. Make sure that each bus has chaperons who are familiar with the School Bus Standards of Safety and Conduct and are responsible for supervising the students.
- D. Inspect the bus upon the completion of a field trip for forgotten items and cleanliness. Dispose of litter properly.
- E. Coordinate with the driver concerning the placement of signs, placards or written slogans on the windows or the body of the bus. The placements must not create a safety hazard or mar the bus.
- F. Be aware that the bus driver is responsible for the safety of the passengers and the operation of the bus. Obey any reasonable request made by the driver.

9. GENERAL SAFETY PROCEDURES:

- A. Students should obey the instructions of the bus driver. At no time will a student act toward or address comments to a bus driver in a disrespectful manner or refuse to cooperate with the driver. Unnecessary conversations or talking back to the bus driver or bus assistant are prohibited.
- B. The driver may assign a seat to any student as necessary.
- C. Students will board and leave the bus at designated stops only.
- D. Students are not permitted to ride home on another bus without a note signed by a campus administrator. Students must be bus eligible students to receive permission to ride on another bus. The request may be approved if space is available on the school bus.
- E. It is the responsibility of the parent/guardian to provide transportation to or from school if a child misses the bus.
- F. Parents/guardians will not board the bus to discuss student problems with the driver on the bus. The route schedule will not permit the time to do so. Failure to comply may result in a disruption of transportation (\$500.00 fine). The school administration or the Transportation Department should be called for assistance. Immediately refer any parental incident/situation to your supervisor.

10. PROCEDURES FOR WAITING FOR THE BUS:

- A. Students will be at their bus stop five minutes before scheduled pickup time. Drivers will not wait or honk. Certain courtesies may be given during inclement weather.
- B. Students should stand on the sidewalk or back from roadway at least 6 feet while waiting for bus.

- C. When bus approaches, students will form a line prepared to load immediately in an orderly method.
- D. Students will stand clear of the bus until it comes to a complete stop.
- E. If a student misses the bus, there will be no attempt to stop the bus, nor will the student run after it as it pulls away from the bus stop.
- F. Parents/guardians will instruct their children on what procedures to follow if the bus is missed.

11. LOADING THE BUS

- A. Do not push or shove.
- B. Use the handrail and steps.
- C. Go immediately to the assigned seat. The bus will not move until all students are safely seated.
- D. Students must be ready to depart the school campus no later than 10 minutes after dismissal time. Students will not be permitted to board the bus after the monitor or administrator at the campus has signaled the bus to depart or after the bus has started to move away from the school loading area.

12. CONDUCT ON THE BUS

- A. A student will not refuse to sit in his/her assigned seat or deny another student a place to sit.
- B. State Law mandates that all students must be seated while the bus is in motion. Each student should remain properly seated for the duration of the trip until the bus door opens to unload.
- C. To provide maximum protection from injury in the event of an accident, students must be properly seated. Students will face forward for the duration of the trip and shall keep their feet on the floor in front of them and out of the aisle. Students are not allowed to put their feet and legs on the seat or in the aisle, lie down in the seat, or to be out of the seat.
- D. Normal conversation is permitted. Any loud noises, such as but not limited to: yelling, loud whistling, unsupervised singing, rapping or other sounds that may distract the driver and create an unsafe condition are prohibited.
- E. Verbal abuse directed to other persons, the use of obscene, vulgar or profane language and gestures are forbidden.
- F. Students are not permitted to throw objects inside or out of the bus.
- G. Students are not permitted to mark, cut, or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible.
- H. The emergency doors, emergency windows, hatches and exit controls should be used by pupils only during supervised drills or actual emergencies.
- I. Students will not attempt to operate the passenger door or other driver controls except in cases of extreme emergency or as directed by the driver.
- J. Scuffling, fighting, and other physical contact between students is prohibited on the school bus.
- K. Spitting in the bus or out the bus window is prohibited.
- L. Any weapon as described in the Student Handbook is prohibited on the school bus.

13. UNLOADING PROCEDURES

- A. Students will stay seated until the bus is completely stopped.
- B. Students will use handrail and take one step at a time when leaving the bus.
- C. Students will wait for his/her turn to leave the bus; pushing and crowding will only slow exiting and may cause an accident or injury.
- D. Students must get off at his/her designated bus stop. To get off at a different bus stop, a student must have a signed note from a parent/guardian and school Administrator. The note must be given to the driver when boarding the bus.
- E. Students will immediately move away from the bus after getting off of the bus. Students should not chase or hang on to the bus at any time.
- F. If any article drops or rolls near or under the bus, the student will not go after it but instead should ask the driver for help or wait for the bus to depart to retrieve the item.

14. CROSSING THE STREET OR HIGHWAY AFTER GETTING OFF THE BUS

- A. All students who must cross the roadway must cross in front of the school bus. Students will never cross behind the school bus.
- B. All students who must cross the roadway shall exit the bus and move to a point at least 15 feet ahead of the right front fender of the school bus and wait for the driver to signal that it is safe to cross.
- C. Upon signal from the bus driver, students will look in both directions and walk directly across the road. Students will STOP if the driver sounds the horn while they are in front of the bus. This may prevent students from being hit by a vehicle that is not stopping for the bus loading lights.

15. PROHIBITED ITEMS ON THE BUS

- A. All tobacco products and alcoholic beverages
- B. Weapons, explosive devices, drugs, or chemicals
- C. Matches or cigarette lighters
- D. Glass containers
- E. Open food or drinks. No eating or drinking on the bus is permitted.
- F. Dead or live animals, birds, or reptiles are not permitted on the school bus without written permission from the school authorities.
- G. Any item prohibited on campus is prohibited on the school bus, e.g. radios, tape and CD players, video games.
- H. Band instruments or bulky items for class projects must be held on the student's lap or placed on the floor between the student's legs. The items must not take up space required to seat another student.
- I. All telecommunication devices must be on a non-audible tone and used appropriately.

NOTE: VIOLATION OF CERTAIN STANDARDS WILL RESULT IN IMMEDIATE SUSPENSION OF SCHOOL BUS TRANSPORTATION SERVICES.

16. ACCIDENTS OR EMERGENCIES ON THE BUS

- A. Students are required to follow the driver's instructions.
- B. In most cases, students will remain on the bus, seated quietly until directed by the driver to do otherwise.
- C. If students must leave the bus, the following procedures shall be used for evacuation of the bus in emergency situations:
 - 1) The student (door assistant) nearest the emergency door will open the door and hold it open.
 - 2) Students will leave the bus quietly, calmly, quickly, and in single file.
 - 3) All books, bags, instruments, and other loose items will be left in the bus.
 - 4) Evacuation will start with the seat closest to the danger.
 - 5) Once outside the bus students will stay in a group and follow driver's instructions completely.
- D. Drivers are required to conduct scheduled emergency evacuation drills to familiarize students with emergency procedures.

17. EXTRACURRICULAR TRIPS ON THE SCHOOL BUS

- A. Bus rider standards apply to all school sponsored events.
- B. Discipline will be the responsibility of the school administrators and/or the trip sponsor.
- C. The bus interior should be cleaned and swept upon completion of the trip.

18. STUDENT MISBEHAVIOR ON THE SCHOOL BUS: The bus driver shall address minor misbehaviors occurring on the school bus. Drivers will use the following techniques:

- A. Redirection of behavior.
- B. Verbal warning.
- C. Call student by name or ask student to correct behavior.
- D. Have the student move to the front of the bus where he/she can be closely monitored.
- E. Separate students causing the issue.
- F. Driver conference with supervisor.
- G. Assign student or students permanent seats.
- H. Have student change topic of conversation.
- I. Use other appropriate alternative Behavior Leadership Techniques. The driver will keep a daily log of misbehavior and corrective actions taken.

19. REPORTING VIOLATIONS OF THE STUDENT CODE OF CONDUCT: If a student's behavior is characterized as persistent misbehavior or serious misbehavior, the driver will complete a Safety Violation Record, seen below, and submit it to their Supervisor. The campus administrator will address the reported behavior with the student and parent/guardian. Serious misconduct, as outlined above, may result in immediate removal from the bus for a period of time to be determined by the school administrator. Any administrator addressing a bus referral, which is also a violation of the Student Code of Conduct, may take additional actions for the specific type of infraction.

The same behavior expectations and disciplinary actions will be taken with special education students unless an ARD committee has developed alternative standards and consequences for the individual student. The incident and action taken is recorded in the Daily Log and on the Safety Violation Record.

<i>NORTH EAST INDEPENDENT SCHOOL DISTRICT</i> <i>TRANSPORTATION DEPARTMENT</i>		
BUS NO. _____ SAFETY VIOLATION RECORD		
STUDENT _____ SCHOOL _____ GRADE _____		
DATE	RUN SAFETY VIOLATION	ACTION TAKEN

9.5.20 BEHAVIOR LEADERSHIP POLICIES AND PROCEDURES

Behavior Leadership is a Transportation Student Plan developed from the Student/Parent Transportation Guidelines (9.5.1 Introduction). Driver's responsibility is to know and maintain their route (9.5.6D). Driver needs to know the Rights/Responsibilities of Students (9.5.2), Parents (9.5.3), and Administration (9.5.4). Driver needs to know and follow NEISD Policies and Procedures (9.5.1).

THE PLAN

DRIVER RESPONSIBILITIES FOR STUDENT DOCUMENTATION

- Assign seats & maintain a seating chart for Elementary and Middle School Students. (9.4.11)
- Maintain & update the red bus folder which should include the following:
 - Copy of the seating chart (9.4.11)
 - Waiver form information for all Pre-K/Kindergarten students (8.2.3)
 - Updated left/right sheets with student roster (8.2.3)
 - Any special student instructions such as medical forms

STUDENT CONTROL

1. Set-up student waiting time & loading procedures (9.5.10,11):
 - A. Students must be at bus stop 5 min prior to pick-up time.
 - B. They should be waiting 6 feet from road way.
 - C. Students must wait until bus comes to a complete stop and driver gives direction to proceed to load.
2. Set-up unloading procedures at the school:
 - A. Driver is to secure bus and stand-up facing students.
 - B. Students are to remain seated until driver directs them to unload.
 - C. Driver should dismiss students by seat number.
3. Set-up loading procedures at school:
 - A. Driver should be standing by drivers' seat in bus.
 - B. Driver must look for elementary student name tags (8.2).
 - C. Students must go to their assigned seats. NOTE: Pre-K/Kinder must sit in front seats.

- D. Driver should make sure waiver form information matches Pre-K/Kinder on bus.
- E. Middle school students must go to their assigned seats.
- 4. Set-up Unloading procedures at student stops (9.5.13 & 14):
 - A. Driver must make sure it is safe to let students off bus before opening door.
 - B. Drivers must make sure students are getting off at their designated stop per L/R sheet.
 - C. Driver must make sure Pre-K/Kinder are getting off at the right stop with the designated person to receive them on the waiver form.
 - D. Drivers must continuously train students to unload the bus safely to avoid the danger zones of side, front, and crossing in front of the bus.

STUDENT CONDUCT Strategies for drivers dealing with student conduct issues:

1. Remind students their responsibility is to follow the “School Bus Standards of Safety and Conduct”.
2. When at school, call for campus administration for assistance if needed.
3. **Deal with these serious safety issues immediately:**
 - A. Throwing objects
 - B. Continuous standing or moving from seat to seat during the bus run
 - C. Fighting or scuffling
 - D. Opening the back door
 - E. Inappropriate sexual contact/ conduct
 - F. Objects blocking the aisle way
 - G. Weapons on the bus
4. **Suggestions to use for safety violations**
 - A. Use your authority to reassign a seat.
 - B. Call dispatch to let them know you are having problems and to document student violation.
 - C. Pull bus over in safe place, take time to calm down, let students realize the bus will not move until the violation stops. Address the violation and remind students the camera is recording. Give reasonable choices with consequences. By providing choices, you are acknowledging that you cannot force the student to behave in a certain way, but you are also informing him of the consequences of his actions. Stress the preferred choice. If safety violations continue call dispatch and have them call NEISD police to meet the bus. Ensure students understand you are calling for police assistance.
5. **Suggestions for dealing with other violations not of a safety factor** Examples: Feet in aisle, not sitting correctly, chewing gum, profanity, yelling or making loud noises. etc.
 - A. Use “one on one technique”. Have student remain on bus in the morning at the school and sit in the third seat on the passenger side of the bus so the camera can view student. Stand up, but lean more to the right (right knee on driver’s seat). Remind the student that the camera is on. State the violation and your expectation. Always remind the student of Safety. Place the responsibility back on the student by asking “are you going to follow the rules”. If they don’t cooperate restate the consequences, do a write-up and inform your supervisor.
 - B. Re-assign seats.
 - C. Get support.
 1. In the A/M, call dispatch for support as needed.
 2. In the P/M, at middle & high schools, police support can be contacted by dispatch for urgent or emergency situations.
 3. Talk to your Supervisor about behavior issues.
 4. Document, Document, Document in your driver’s log book all violations in detail.
 5. Write up BIRMS.

NEVER:

- A. Threaten a student or bully a student.
- B. Yell at students in anger.
- C. Touch a student.
- D. React negatively to their actions.
- E. Debate with a student.

9.6 HANDLING CONFLICT AND ACTS OF VIOLENCE ON THE BUS

1. While dealing with threats of violence, it is critical that the school bus driver remains calm and maintains self-control. The primary goal in dealing with such threats is to preserve the driver's own safety and the safety of the student passengers. Over-reacting to the situation will only compound the problem. Drivers should behave in a non-threatening way through both voice and action.
2. When there is a potential threat of violence on board the bus, the driver should first look for a way to diffuse the situation. At the same time the driver should be looking for a way to alert their dispatcher and/or law enforcement of the potential for on-vehicle violence.
3. Include radio communication that would not further escalate the potential for violence but not alert the antagonist. Other ways of communicating the need for emergency response might be to employ four-way flashers or amber lights, to flash the high beams, or to turn on interior vehicle lights if it is dark outside.
4. The bus should not be operated when threats of violence are occurring inside and, if it is possible, the bus should be parked in a public and well-lit place and the doors opened. This will discourage the threat of violence from occurring and will allow the antagonist to escape the vehicle with a minimum of difficulty. If the person does leave the bus, no attempt should be made to pursue that person; instead, the incident should be immediately reported to the appropriate officials. It is always desirable to make every effort to allow student passengers to exit the vehicle whenever possible, including asking the antagonist to allow de-boarding. When all the students are off the bus, the driver should be looking for all opportunities to exit the bus.
5. If an individual is on the bus with a weapon, the school bus driver should never try to grab weapon or make any sudden movements. If the driver is operating the vehicle he/she should let the assailant know verbally each move being made, such as turns, lane changes, stops, etc. Every effort should be made to make the assailant feel that the driver is cooperating and not making any attempt to resist.
6. When requesting emergency response it is critical that the school bus driver identify himself/herself, provide an exact location and any other information about the vehicle as may be appropriate, as well as relay what assistance is required. Emergency responders will be interested in a description of the antagonist, the number of people involved, any injuries and the nature of those injuries. If a weapon is being used, identify the type of weapon.
7. Once an event has taken place and has been resolved, it is critical that the driver complete all reports and forms that may be required in order to completely document the event that took place. This is critical even if the perpetrator has been arrested or taken into custody; it is even more critical if the person was able to escape and information is needed in order to find and arrest him.
8. In dealing with threats of violence, bus drivers should:
 - Remain calm and maintain control
 - Look for ways to diffuse the situation
 - Look for ways to alert emergency responders
 - If possible, park the vehicle in a public place and do not operate it
 - Open vehicle doors
 - If a weapon is involved, do not attempt to grab it or make sudden movements
 - Make every effort to make the assailant feel that you are cooperating

9.6.1 BEHAVIOR LEADERSHIP FOR FIGHTING ON THE BUS Driver Responsibility in dealing with a fight between students on the bus:

1. Driver needs to remain calm and in control.
2. Driver's primary goal is the driver's and the student's safety.
3. Driver must notify dispatch immediately.
4. Driver should never try to break-up a fight by placing hands on students or by getting in-between students fighting.
5. Driver must secure bus.

6. Driver must confront students using stern voice to stop fighting. Do something to distract students such as slamming a book against the seat or blowing a whistle.
7. Driver must remove other students away from fight but not off bus.
8. Driver must keep other students calm.
9. Driver must continue to command students to stop fighting pointing out NEISD police may be called.
10. Driver should move to left or right of aisle as to not block view of camera to document the situation.
11. Driver must keep dispatch informed especially when injuries occur.
12. When students stop fighting driver must separate students which were fighting, restore order, then continue on route.
13. On AM runs driver must call dispatch to have administrator meet the bus at school.
14. On PM runs driver should relay student names so dispatch can notify the school.
15. Driver must document incident in log book, write up a BIRMS, and request video immediately.
16. Keep Supervisor informed.

IT IS ALWAYS IMPORTANT FOR SCHOOL BUS DRIVERS TO REMEMBER THAT PROTECTING THEMSELVES AND THE STUDENT PASSENGERS IS THE NUMBER ONE PRIORITY.

9.7 PROHIBITED PRACTICES

1. Returning a bus load of students to school unless their behavior constitutes an extreme unsafe situation. If students are being distracting, locate a safe place to stop the bus if necessary for not more than 10 minutes to restore order, and notify the dispatcher. Record the name(s) of the violator(s) continue the run. **DO NOT DISCHARGE STUDENT UNDER ANY CIRCUMSTANCE OTHER THAN AT PROPER DISCHARGE POINT.**
2. **USING ABUSIVE OR PROFANE LANGUAGE.** Be firm and positive when dealing with students. Sometimes a student will test your patience but you must maintain your composure.
3. Using your brakes for corrective purposes, to gain the attention of students, or as a student Behavior Leadership Technique, may result in appropriate disciplinary action.
4. Opening/closing bus windows, turning off AC will not be used to correct discipline issues. Opening and closing windows is the responsibility of the driver/bus assistant, not the students.
5. **TOUCHING ANY STUDENT IN A MALICIOUS OR HARMFUL MANNER MAY RESULT IN APPROPRIATE DISCIPLINARY ACTION TO INCLUDE TERMINATION.**

NEVER UNDER ANY CIRCUMSTANCE TAKE PICTURES OF ANY STUDENT ON YOUR BUS, AT ANY CAMPUS OR IN THE NEIGHBORHOODS IN WHICH YOU PICK UP/DELIVER STUDENTS AT THEIR HOMES. DO NOT DISPLAY STUDENT PICTURES ON YOUR BUS, EVEN IF GIVEN TO YOU BY STUDENTS.

9.8 RECOGNITION OF SAFE RIDERS: To stop unsafe behavior, consider using the following techniques. If we want good behavior to be repeated, then the good must be recognized.

1. Use positive verbal reinforcement. Tell individuals or the entire bus they are contributing to a safe bus. Praise them for what they are doing correct.
2. If a student (generally elementary) is a safe rider and consistently follows the safety standards, recognize the behavior with a "Report of Good Behavior". The reason behind this is to:
 - A. Recognize good behavior.
 - B. Other students will model safe behavior for similar recognition.
 - C. A "Report of Good Behavior" is part of a student's record. How often? You decide, once a month, as needed.
3. For continued good behavior over a semester or grading period the "Bus Safety Commendation Report" in this section may be completed (primarily for elementary students) and turned in to your supervisor who will complete the report in BIRMS and provide copy to campus administrator. Refrain from rewarding students with gifts to include food, beverages, CD(s), etc. The reports may be used for middle schoolers, but generally do it one-on-one. For high schoolers, verbal commendation should be enough to reinforce safe behavior. The driver and students should work as a team. The driver is still in charge and you may not use student monitors.

DRIVERS WHO ARE CERTAIN OF THE DISTRICT'S SAFETY RULES AND REGULATIONS ARE AN ASSET TO THE TRANSPORTATION DEPARTMENT AND ENSURE THEIR OWN SAFETY AS WELL AS THE SAFETY OF THEIR STUDENTS!

REPORT OF GOOD BEHAVIOR

To the Parent/Guardian of:

STUDENT NAME _____ SCHOOL _____ GRADE _____

_____ has contributed to the overall safety of the school bus by following all School Bus Standards of Safety and Conduct.

_____ concern for the safety of others has been noteworthy and you as a parent or guardian can be justifiably proud.

We want to thank you for your efforts in supporting the School Bus Safety Standards. Your efforts are instrumental in helping all the children enjoy a safe and fun time on the bus!

DRIVER SIGNATURE _____ BUS# _____ DATE _____

Copies to: School Principal's Office
Discipline Management File

BUS SAFETY COMMENDATION REPORT

To the Parent/Guardian of:

STUDENT NAME _____ SCHOOL _____ GRADE _____

_____ has continued to be a positive influence on the bus by following all the School Bus Standards of Safety and Conduct for the past _____.

The District's Transportation Department is proud of _____ and his/her concern for personal safety as well as the safety of other students on the bus.

Bus safety is a community effort and takes the cooperation of the parents, the School Administration, and the bus driver. We sincerely appreciate your part, as parents/guardians in that effort.

DRIVER SIGNATURE _____ BUS # _____ DATE _____

SUPERVISOR SIGNATURE _____

Copies to: School Principal's Office

*** BEHAVIOR LEADERSHIP TECHNIQUES ***

STOPPING Disruptive BEHAVIOR

1. Calmly ask, ***“What are (were) you doing?”***
2. Ask, ***“Are you supposed to (identify the behavior) on this bus?”***
3. Ask, ***“What happens when you (behavior) on this bus?”***
4. Say, ***“If you do not change inappropriate behavior, consequences will be administered.”***

WHEN A STUDENT CHALLENGES OR BREAKS A RULE

The Four Steps of Giving Directives

1. Give a Polite DIRECTIVE: ***“(student’s name), Please.....”***
2. Set the EXPECTATION: ***“You are expected to.....”***
3. State the CONSEQUENCE: ***“If you fail to.....then.....”***
4. Present the CHOICE: ***“It looks like you have a decision to make. You’re right, you can (negative behavior) (Pause) and what will happen is (negative consequence) or you can (desired behavior) and (positive outcome).”***

SCHOOL BUS STANDARDS OF SAFETY AND CONDUCT

1. Students are authorized to ride only the bus assigned to the route in which they reside. Exceptions may be made only by a school authority after receiving a written, dated, and signed note from the parent. After authorized, the note will be given to the driver.
2. Pickup and drop off of students will only be at stops designated by the Routing Section.
3. Students are required to be at their stop 5 minutes before the scheduled pickup time.
4. Before boarding the bus, students must line up one behind the other with the first student at least 6 feet from the curb or edge of the roadway. They must remain there until the bus comes to a stop and the door opens.
5. Students must cross the street at least 15 feet in front of the bus when directed by hand signal from the driver.
6. Student must sit in assigned seats when directed by the bus driver/assistant. A student may not deny another student a seat.
7. Students are required to obey the bus driver, bus assistant and/or assigned door assistants during practice or an actual emergency.*
8. Obey the instructions of the bus driver/assistant. Disrespectful, inappropriate, abusive language or obscene gestures directed to the bus driver/assistant is prohibited. Unnecessary conversation or talking back to the bus driver/assistant is prohibited. Verbal abuse or obscene gestures directed to other students is prohibited.*
9. Students must not touch controls, switches, or other equipment. They should not sit in the driver's seat. The rear emergency door and emergency exit windows may be opened only during an emergency evacuation of the bus.*
10. Standing or changing seats while the bus is enroute is prohibited. Standing to exit before the bus is completely stopped and the door has opened is prohibited.
11. Students must keep their hands to themselves. Students must not hit, push, annoy harass, or pick on other students. Scuffling, fighting and other physical contact between students is prohibited.*
12. Students must keep all parts of their body inside the bus at all times.
13. Students are not allowed to put their feet and legs on the seats, lie down on the seats or be out of the seat. Students must remain seated with their feet on the floor and face forward while on the bus.
14. Students may not eat or drink on the bus.
15. Spitting while on the bus or out of the bus window is prohibited.
16. The bus aisle must be kept clear at all times; no legs, backpacks, etc. blocking passageway.
17. Damaging or defacing the bus is prohibited.*
18. Profane or abusive language, yelling, whistling, unsupervised singing or other distracting noises are prohibited.*
19. Students are expressly forbidden to be a bus monitor. The only exception is the student door assistants who assist in practice or actual emergencies.
20. Trash and other objects must be disposed of correctly. They will not be thrown/on the floor, or the seats. /*or in or out of the bus.*
21. Any item that presents a safety hazard or causes a disturbance on the bus is prohibited, e.g. tape/CD players, video/card games and cellular phones.
22. Band instruments or bulky items for class projects must be held on student's lap or placed on end on floor between the student's legs.
23. Dead or live animals, birds, or reptiles are not permitted on the bus without written permission from the school authorities.
24. Prohibited items that may not be brought onto the bus include but are not limited to: firearms, knives, explosives, fireworks, cigarettes, or other forms of tobacco, matches, cigarette lighters, illegal drugs, or any other weapon or article of a dangerous nature.*

*CONSTITUTES SERIOUS MISCONDUCT AND AN IMMEDIATE BUS SAFETY REPORT TO SCHOOL ADMINISTRATOR.

This represents a page from the Daily Log, which is required to be maintained by all drivers, including spare drivers. Note that an entry is made each day the driver drives the route and for each run driven, such as AM and PM. If there are no incidents, the remark "No Incidents" will be entered. The Daily Log must remain on the bus.

September 1, 2011	A.M. Windcrest	NO INCIDENTS
	Krueger	<i>Joey Standing Up, verbal warning</i>
	Roosevelt	<i>Moved Sue to front to avoid conflict</i>
	P.M. Windcrest	<i>Billy hit Mario, moved Billy to the front</i>
	Krueger	NO INCIDENTS
	Roosevelt	NO INCIDENTS
September 2, 2011	A.M. Windcrest	<i>No problems-great run!</i>
	Krueger	<i>Joey threw several large paper wads</i>
		<i>out of bus window. Unacceptable</i>
		<i>behavior, will monitor student for</i>
		<i>continued compliance</i>
	Roosevelt	NO INCIDENTS
	P.M. Windcrest	<i>Students loud and rowdy!!</i>
	Krueger	NO INCIDENTS
	Roosevelt	NO INCIDENTS
September 3, 2011	A.M. Windcrest	<i>Reminded all students about proper</i>
		<i>Unloading & street crossing.</i>
	Krueger	NO INCIDENTS
	Roosevelt	NO INCIDENTS
	P.M. Windcrest	<i>Johnny, misbehaving again, annoying</i>
		<i>other students, etc. Counseled and</i>
		<i>Warned.</i>
	Krueger	NO INCIDENTS
	Roosevelt	<i>Had to have 2 students finish their</i>
		<i>Soda before boarding the bus.</i>

**NORTH EAST INDEPENDENT SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT**

BUS No. _____

BIRMS/SAFETY VIOLATION RECORD

STUDENT _____ **SCHOOL** _____ **GRADE** _____

[illegible]

SCHOOL: _____

Seating Chart

2	1
4	3
6	5
8	7
10	9
12	11
14	13
16	15
18	17
20	19
22	21

“PROTECT YOUR RIDING PRIVILEGE!”

FOLLOW THESE RULES

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not use tobacco.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. Bus driver is authorized to assign seats.

CHAPTER 10

BUS RADIO/SURVEILLANCE SYSTEMS PROCEDURES

Contents

1. RADIO POLICIES/PROCEDURES
2. OPERATIONS
3. ADMINISTRATIVE ACCOUNTABILITY
4. VIDEO REQUESTS
5. TECHNIQUES FOR VIDEO DELIVERY
6. **SMART TAG**

BUS RADIO AND CELLULAR TELEPHONE USAGE

10.1 RADIO POLICIES/PROCEDURES: Transportation Department buses are equipped with two-way radios and a Global Positioning System (GPS) tracking system. Today's environment demands that radios are working properly and dispatchers/staff know where the buses are at all times and are able to communicate with each bus. They are to be used for school district business only. The radio communication line must be kept open at all times. Bus numbers are programmed per radio for monitoring of all communications which are archived and stored for future reference. Profanity, personal, and unnecessary conversations are prohibited. Improper use of radios will result in disciplinary action including termination. Keep all liquids away from the radio systems. Due to the nature of the two way radio system and its operation, employees will be on an open channel which means sharing a channel with other buses from the terminal. Do not respond to another driver or assistant, or comment on what another said. Only the Dispatcher/Supervisor can respond to employees. If private information such as the name of a student, an accident, or a medical emergency needs to be communicated with the Dispatcher, say the bus number and that a private channel is needed. The Dispatcher will use a private channel for communication.

10.2 OPERATIONS: The following rules and procedures must be adhered to when using the two way radio.

1. Always make sure the radio in your bus is on and operating properly. It is wired into the bus for its power supply and turns on when bus is running. The equipment is mounted on/under the dash and is not removable.
2. The radios will power up when you start the bus. It will automatically power down after a pre-set time period when the bus is turned off. The radio can be powered up when the bus is not running and will turn itself off after the pre-set timer expires. Contact Dispatch if the radio does not power up when you start the bus.
3. If you experience any problems with the radio systems during your route, turn the bus into maintenance on the maintenance line for repair. Radios must be operational at all times.
4. Spare buses will be equipped with Two Way Radios.
5. Be brief, speak slowly and distinctly when transmitting. Identify your bus number and the person you are calling. Do not sing, whistle or make any other noises on the two-way radios. To use the radio, push and hold the Mic button; a beep indicates you are on-air and can now speak. Let go of the Mic button to receive the response of the dispatcher. There will be a minimum volume on the radios and will not be muted at any point.
6. The term "over" shall be used to indicate that you have stopped talking and are waiting for a reply. Make sure to let go of the Mic button when not talking. The term "out" shall be used to indicate that you have finished your conversation and no other transmission is expected. PRESS TO TALK - RELEASE TO LISTEN.
7. If you encounter any major situation that may adversely affect traffic, e.g. an accident, flooded crossing, etc., call it in to the dispatcher, giving location and details.
8. NEISD police should only be called if it is a major emergency and you are unable to reach a dispatcher or supervisor. Call 911 from your personal cell phone to reach the closest emergency responder.
9. If you cannot contact the dispatchers at your terminal, change the channel and call dispatchers at any terminal until you get an answer.
10. THE WEAR/USE OF HEADPHONES/EARPHONES OR BLUETOOTH EAR PIECE BY THE DRIVER/BUS ASSISTANT WHILE DRIVING/RIDING IS STRICTLY PROHIBITED.

NOTE: EFFECTIVE SEPTEMBER 1, 2005, SB 1237 STATES THAT - A PERSON MAY NOT USE A WIRELESS COMMUNICATION DEVICE WHILE OPERATING A PASSENGER BUS WITH A MINOR PASSENGER ON THE BUS EXCEPT IN CASE OF AN EMERGENCY OR IF THE PASSENGER BUS IS NOT IN MOTION.

10.3 ADMINISTRATION/ACCOUNTABILITY

1. You are responsible for the **bus** radio/equipment and its proper use. Do not allow unauthorized personnel access to your radio. Radios are not to be altered or enhanced in any way by anyone other than maintenance.
2. If the bus radio/equipment is missing, it is the responsibility of the driver/bus assistant to report the theft immediately to the appropriate supervisor. Driver/assistant negligence based on an investigation may result in employee responsibility.
3. If the bus radio/equipment is damaged, it is the responsibility of the employee to report the damage immediately to the appropriate supervisor.
4. If the bus radio/equipment is lost, the loss must be reported immediately to the appropriate supervisor. It will be the responsibility of the involved employee(s) to pay for the replacement.

10.4 VIDEO REQUESTS: The following personnel are authorized to request videos.

1. Board of Trustees/ Executive Staff
2. Transportation Supervisory Staff
3. NEISD Police Officers investigating incidents on the bus and other applicable District departments
4. Campus officials to include Principal and Assistant Principals
5. Drivers, with Supervisor approval
6. Parents and outside agencies must make their request through the Associate Superintendent of Operations/Public Information Office using the Open Records Request process.
7. Requests may be made in person, by phone or e-mail (preferred method) with the following information.
 - A. Name, contact information and title of person requesting the video
 - B. Bus Number
 - C. Campus
 - E. Date and time (am, mid-day, or pm)
 - F. Brief explanation of the incident

Every effort will be made to honor all legitimate requests for videos, within 48 hours or sooner upon receipt of the request. Digital recordings are available for 8-10 days on a DVR depending upon bus usage. Requests will be honored as indicated above.

10.5 TECHNIQUES FOR VIDEO DELIVERY: Videos will be shared via the Google Drive or DVD-R using the requestor's school email address. Sharing of the video will be made from the terminal camera section to the requestor using the Google Drive. When a DVD-R is requested, it is the responsibility of the campus official to safeguard the digital contents. The campus may have the privilege to retain the digital footage for their records. Employees working in the terminal camera section as a mid-day helper must adhere to FERPA regulations as well as any proprietary instructions of the Camera Staff.

10.6 SMART TAG: SMART tag is an asset to all drivers and will address most of their needs. It increases the safety and security of students riding the bus. When used properly, SMART tag will allow dispatchers, parents, and school administrators to know if a student has gotten on or off the bus, what location they have gotten on or off the bus, and when you have discipline issues it will be easier to submit a BIRMS/Safety violation record. It will help keep an accurate student count which can help keep the bus student ratio numbers balanced. **FAILURE TO COMPLY WILL RESULT IN APPROPRIATE ADMINISTRATIVE ACTION.**

1. Driver cards and PINS - Drivers are issued a SMART tag driver card for logging on to the back of the tablet. The driver card is also used for starting route selections, pre and post trip inspection or logging out after post trip inspection. All drivers need to set up a PIN in case they forget their card or if your card is damaged. On the login screen, touch the yellow button at the bottom of the screen labeled "log in with your PIN". Use your employee ID number in ID field. All drivers will use default "1234" for the first time. The driver then will be prompted to change their PIN. The driver creates a PIN that is 4-6 numbers long. They will be asked to type their new PIN a second time to confirm the number. This PIN is unique to you. Use something you will remember.
2. Route Review - Check the stop boundary of each stop location listed on your tablet. Stopping within that boundary is the difference between unloading without any issues and the wrong stop location warning sound. The stop boundary is a yellow circle around the stop number. Let your dispatcher know if the boundary for your stop location is not in the right area. For example, if the stop location has you stopping at the first driveway, but the actual stop is at the third driveway that needs to be changed by the routing department.
3. Route Names - When checking the route name, check for your assigned routes both AM and PM start time, start location, stop location, directions, end time and location. Make sure that your last stop is listed to advance to the next tier.
4. It is the drivers responsibility to load and unload students. Allowing students to manually load themselves results in errors to include wrong student entered, wrong drop location, wrong guardian entered, just to name a few. Drivers should continually remind students to have their SMART tag card in their hand ready to scan on and off the bus. As the driver opens the door at the pickup stop, and when coming to a drop off stop the driver should announce: *"Have your tag in hand ready to scan."* When drivers follow this practice daily, they will train their students to scan on quickly and efficiently.

CHAPTER 11

EMERGENCY AND BREAKDOWN/ACCIDENT PROCEDURES

Contents

1. **EMERGENCY PROCEDURES**
2. **MECHANICAL BREAKDOWN PROCEDURES**
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PREVENTABLE ACCIDENT ADMINISTRATIVE ACTION**
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6. **PERSONAL INJURY OR ILLNESS ON THE BUS**
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8. **EMERGENCY SERVICES ADDRESSES**
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EMERGENCY AND BREAKDOWN/ACCIDENT PROCEDURES

11.1 EMERGENCY PROCEDURES: This section details the procedures to be followed in case you are involved in an accident, your bus breaks down, or you must evacuate your students from the bus. Remember that in any emergency situation, the safety of the students is your first concern.

11.2 MECHANICAL BREAKDOWN PROCEDURES

1. Move bus off roadway whenever possible.
2. Secure the bus by setting the parking brake, turning off the ignition switch, removing the key and activating the hazard lights.
3. Set up the triangular reflectors.
4. Students should remain on the bus in most cases. Evacuate only if a safety hazard exists. If students must be evacuated, give precise instructions as to where they are to go when they leave the bus (See Para 11.4).
5. Call in using your bus radio to the appropriate dispatcher. Give the following information:
 - A. Bus number
 - B. Location
 - C. Brief explanation of the problem
 - D. Does the bus have students on board and from what school
 - E. Whether there are runs left to be made
6. The relief bus should pull directly behind the disabled bus, but no closer than approximately 3 feet from the rear of the disabled bus, leaving sufficient space for the emergency door of that bus to be opened, if necessary. The red loading lights on both buses must be activated while students make the transfer as follows:
 - A. Both drivers stand outside beside the service door.
 - B. The students walk single file to the relief bus and get aboard. After all students have departed the disabled bus, the driver must walk to the rear of the bus, checking on and under bus seats for students and/or articles left by students.
 - C. The drivers exchange buses and the regular driver continues the run. NOTE: The regular driver must take the bus radio to the spare bus.
 - D. The relief driver assists in getting the relief bus onto the road, and then remains with the disabled bus.
7. If your brakes fail while you are driving, your first action is to apply the parking brake. The system is designed so that you can make a stop if the air brakes fail. If the bus is slow to stop, down shift to first gear to allow the transmission to assist you in slowing down.
8. If the bus is disabled and cannot be moved completely off the roadway, activate the hazard lights, and put out your emergency reflectors (if safe to do so). If you have passengers, they must be unloaded.
9. If you break down on a freeway and if the bus is disabled and cannot be moved completely off the freeway, activate the hazard lights, and put out your emergency reflectors (if safe to do so). Passengers should not be unloaded unless they are in greater danger by remaining on the bus. This should be in emergency procedures.

11.3 ACCIDENT PROCEDURES: If you are involved in a non-injury accident both you and the other vehicle should move off the roadway, if possible, to a safe location to minimize the possibility of additional collisions. If you are involved in a more serious accident and/or injuries are sustained, caution must be exercised if a determination is made to move the bus off the roadway. If you are involved in an accident; the following information must be gathered from each student: name, date of birth/age, gender, seat number, to include aisle, center or window designation and type of injury.

STUDENTS CAN ONLY BE RELEASED BY THE INVESTIGATING POLICE OFFICER. In the absence of a Police Officer the responding on site Supervisor can release the students to parents or guardians.

The procedures listed below are to be followed in the event of an accident. The sequence of your actions depends on the particular situation.

1. Move the bus off roadway to a safe location if possible. **DO NOT LEAVE THE SCENE OF AN ACCIDENT.**
2. Secure the bus by depressing the service brake pedal, placing the gear shift in neutral, and setting the parking brake, turning off the ignition switch, removing the key and activating the hazard lights.
3. Check for fire, or the possibility of fire. DO NOT open the hood if there is a sign of smoke and/or fire.
4. Reassure students and check each one for any injury. Administer first aid to anyone in immediate need.

5. Keep students on the bus, unless a safety hazard exists. Evacuate the bus only if necessary (see para 11.4). You should remain with the bus except in an extreme situation.
6. Call in using your bus radio to the appropriate dispatcher. Give the following information:
 - A. Bus number
 - B. Location
 - C. Description of the accident including any injuries
 - D. Whether there are students on the bus and if so, from what school
 - E. Whether there are any runs left to be made
7. Place your triangular reflectors as required.
8. Discuss the facts of the accident only with investigating officers and school officials. Present the facts relating to what happened. **DO NOT ADMIT LIABILITY TO ANYONE.** Refer media personnel to school officials at the scene.
9. You are required to give your name, address, driver's license number and vehicle information to others involved in the accident. You should obtain the same information from others involved in the accident, including telephone numbers. Get the names, phone numbers, and addresses of any witnesses to the accident. Any bus involved in a minor/major accident must be turned into the maintenance shop for damage assessment upon returning to the terminal.
10. Failure to report an accident and/or damage to the bus may result in disciplinary action being taken to include suspension without pay or termination.
11. You must complete a written accident report as soon as possible, and submit to the appropriate supervisor (See Fig. 1).

NORTH EAST INDEPENDENT SCHOOL DISTRICT			
DRIVER ACCIDENT REPORT			
Driver: _____	Bus No. _____	Date: _____	
Time: _____	AM MD PM	Trip _____	
Passengers Aboard: Yes No		EMS Required: Yes No	
Location: _____			
Closest Cross Street: _____			
Describe How Accident Occurred: _____			

Figure 1

12. If your accident is determined a "preventable" accident, and you wish to appeal this decision to the Accident Review Committee, the procedure to follow is stated below:
 - A. Address a letter to the Accident Review Committee stating your reason for appeal. A meeting will be arranged with the Committee so you can present your case orally, in writing, or both.
 - B. This letter needs to be sent to the Director of Risk Management.
13. In addition to the NEISD driver point system, the Department has incorporated a system to provide certain administrative consequences for preventable accidents based on guidelines for Formal Progressive Counseling/Disciplinary Action.

Based on a recent review and concurrence by the Human Resources Department, the following criteria are submitted for further review and approval. These new standards will supplement the stipulations and consequences of the current NEISD Driver Point System to provide more stringent punitive action associated with school bus preventable accidents. Further, applicable consequences will be considered and administered to be consistent with the current driver's point system guidelines. A 10-day time frame will be provided for a driver employee to appeal the point assessment and appropriate administrative admonishment, pending results and closure of the case file investigation.

School Bus Preventable Accident Administrative Action

Concerned driver employee will undergo remedial training immediately following the closure of the accident investigation to address the infraction(s) that caused the accident. Related consequences are as follows:

Accidents involving no bodily injury

1. Accidents involving no bodily injury and total property damage to any vehicle or object up to \$999.99: Removal from field trip and supplemental duties for one day and one hour of remedial training.
2. Accidents involving no bodily injury and total property damage to any vehicle or object between \$1,000.00 and \$4,999.99: Removal from field trip and supplemental duties for two days and two hours of remedial training.
3. Accidents involving no bodily injury and total property damage to any vehicle or object above \$4,999.99: Removal from field trip and supplemental duties for three days and three hours of remedial training. The driver must also complete the 8 hour Texas D.P.S. Bus Certification course to return to supplemental duties.

Accidents involving bodily injury

1. Accidents involving bodily injury (when person(s) seeks care substantiated by a clinic, hospital, physician, or other licensed medical provider) and/or total property damage to any vehicle or object up to \$999.99: Removal from field trip and supplemental duties for two days and two hour of remedial behind the wheel training.
2. Accidents involving bodily injury (when person(s) seeks care substantiated by a clinic, hospital, physician, or other licensed medical provider) and/or total property damage to any vehicle or object between \$1,000.00 and \$4,999.99: Removal from field trip and supplemental duties for three days and three hours of behind the wheel remedial training.
3. Accidents involving bodily injury (when person(s) seeks care substantiated by a clinic, hospital, physician, or other licensed medical provider) and/or total property damage to any vehicle or object above \$4,999.99: Removal from field trip and supplemental duties for four days and four hours of remedial behind the wheel training. The driver must also complete the 8 hour Texas D.P.S. Bus Certification course to return to supplemental duties.
4. A Preventable fatal accident will result in immediate termination.

11.4 EMERGENCY EVACUATION PROCEDURES: You should not evacuate the bus unless the students would be in greater danger by remaining on board. (Refer to example of Emergency Evacuation Procedures at the end of chapter). You will be required to conduct an Emergency Evacuation Drill periodically. Pre-Kindergarten evacuation drills will be performed through front door only. (Refer to Chapter 15 for Special needs bus Evacuation guidelines). For each emergency evacuation drill, you will receive in your box the following.

1. Memo of notification to driver (see example at the end of chapter). The memo of notification provides the driver with necessary information concerning the upcoming evacuation drill.
2. Packet of 60 letters to elementary school parents (see example at the end of chapter). A copy of the letter to parents should be distributed to each elementary student on your bus by the date specified. Middle and High school students will be notified verbally.
3. Record of Emergency Evacuation Drill form - Conduct the drills IAW this form. Complete the Record of Emergency Evacuation Drill form, sign and return to the dispatcher by the suspense date.
4. Field Trips: Prior to departing the loading zone, the driver will brief the students, teachers and/or chaperones on emergency evacuation using a script. The lead driver will have each driver sign the trip sheet indicating the briefing was completed. (Refer to the Field Trip form for the script). It is imperative that students be prepared for an actual emergency and can carry out the evacuation without confusion and disorder.

11.4.1 DOOR HELPER - Door helpers must be assigned by the driver for all runs, except pre-kindergarten and special needs runs. Three rear door helpers and an alternate will be assigned to the last two seats in the bus. A front door helper and an alternate will be assigned to seat 1 or 2. If the bus is equipped with a side emergency door, three side door helpers and an alternate will be assigned to appropriate seats in close proximity to the side door. The driver should familiarize the door helpers with their assignments to evacuate the bus. The door helpers and the alternates should be instructed how to evacuate the bus in case the driver is incapacitated.

11.4.2 FRONT DOOR EVACUATION - Normally used when there is no urgency, or the rear door is blocked, preventing its use.

1. Place gear shift into neutral, set the parking brake, activate 4-way hazard lights, shut engine off, take key, and instruct the students to evacuate the bus using the front door, leaving all belongings on the bus.
2. The front door helper leads the students off the bus to a safe place, as designated by the driver/bus assistant remaining with them and keeping control until the driver takes charge.
3. The students follow the door helper off the bus in numerical order, i.e. seats 1 through 24 or as the situation dictates.
4. After all the students are off the bus, the driver walks to the rear of the bus checking on and under bus seats to make sure that all the students have departed.
5. Ensure the bus radio, fire extinguisher, triangle reflectors, the first-aid kit and body fluid kit are removed from the bus.
6. Make sure the students are in a safe area and behaving in an orderly manner.
7. Set out the triangle reflectors.
8. Stay with the students until the emergency has been resolved.

11.4.3 REAR AND SIDE DOOR EVACUATION - Used when the front door is damaged or blocked.

1. Place gear shift into neutral, set the parking brake, activate 4-way hazard lights, shut engine off, take key, and instruct the students to evacuate the bus using the rear and side door, leaving all belongings on the bus.
2. The two rear/side door helpers exit the rear/side emergency door; stand one on each side of the door, to assist the rest of the students off the bus. The third rear/side door helper leads the rest of the students to a safe place designated by the driver/bus assistant and remains with them until the driver/bus assistant can take charge.
3. All students from the first seat to the side door will exit out the side door. All students directly behind the side door to the back door will exit out the back door.
4. Follow procedures described in sub-paragraphs, Front Door Evacuation, 4 through 8 on page 4 and 5.

11.4.4 FRONT AND REAR DOOR EVACUATION - Used when the bus must be evacuated as quickly as possible.

1. Place gear shift into neutral, set the parking brake, activate 4-way hazard lights, shut engine off, take key, and instruct the students to evacuate the bus using the front and rear door, leaving all belongings on the bus.
2. Follow the procedures previously described for front and rear door helpers.
3. The students in seats 1 thru 12 depart through the front door and seats 24 thru 13 depart through the rear door.
4. Follow the rest of the evacuation procedures previously described in Front Door Evacuation sub-para 2 through 8.

NAME _____ BUS # _____

RECORD OF EMERGENCY EVACUATION DRILL

This drill should be done IAW NEISD Transportation Department Employee Handbook: Procedures, Ch. 11. Drills should be conducted in the AM on school campuses whenever possible. An alternate place that removes the bus from the flow of traffic may be used. Conduct the drill as specified. Complete the section below and return to the dispatcher NO LATER THAN _____.

_____ I certify that I have conducted a FRONT, REAR/SIDE OR FRONT/REAR DOOR emergency drill on the dates below.

SCHOOL

DATE

1ST Run _____

2nd Run _____

3rd Run _____

4th Run _____

(Driver's Signature) _____

Figure 2

11.5 AIDING A DRIVER IN DISTRESS: If you see another bus stopped with its hazard lights activated and/or its emergency reflectors set out, notify the dispatcher. Relay the following information if needed and follow dispatcher instructions. A. Bus number. B. Location.

11.6 PERSONAL INJURY OR ILLNESS ON THE BUS: First aid is the immediate and temporary care given to the victim of an accident or illness until qualified medical personnel can be obtained. The seriousness of the injury or illness dictates the measures taken by you.

1. When a student is injured or becomes ill while on the bus:
 - A. If the injury or illness is not serious enough to require immediate treatment by professional medical personnel, continue on with your run. When you get to your destination, release the student to a responsible individual. If no responsible person is there to receive the student, it is not advisable to leave the student unattended. Contact the dispatcher for further instructions.
 - B. If the injury or illness is serious and requires immediate medical attention, stop the bus at a safe location and call 911. When time permits, notify dispatcher of the situation.
2. Any passenger injury or illness that occurs on or around your bus must be reported to the Transportation Department as soon as possible. The incident will be reported on a Passenger Injury/Illness Report (Fig. 3).

<p align="center">NORTH EAST INDEPENDENT SCHOOL DISTRICT DEPARTMENT OF TRANSPORTATION PASSENGER INJURY/ILLNESS REPORT</p>	
Student Name:_____	School:_____
Driver/Assistant Name:_____	Bus No._____
Date of Incident:_____	
Parent Name(s):_____	
Address:_____	
Telephone No: Home_____	Work_____
Location of Incident:_____	
Description of Injury/Illness:_____	

Action Taken:_____	

<p align="right">_____ Driver/Assistant Signature</p>	

Figure 3

11.7 PROCEDURE FOR RELEASING IN AN EMERGENCY: The employee shall release the student only to the parents, the parents' representative, school authorities, Transportation authorities, law enforcement officers, or medical personnel. If he/she releases the student to anyone other than the parent, he/she must obtain name, badge number, EMS unit number, the name of the medical facility, and other necessary information. A member of the Transportation Department or school authorities will contact the parent as quickly as possible.

1. Procedures for Student Medical Emergencies: Employees will have to decide the severity of an emergency before making a decision on how the emergency will be handled. If the emergency appears to be non-life threatening, he/she can take the student home or back to school. If the emergency appears to be life threatening, the employee may attempt the following course of action:

- A. Do not move the student unless the student is in danger.
- B. Perform necessary first aid.
- C. Request assistance by calling 911.
- D. Call the dispatcher at the first opportunity.

2. Because each emergency situation is different, the employee will have to take what appears to be the best course of action for that situation. The employee cannot be held legally liable for his or her actions if he or she performs a course of action in good faith.

(Date): _____

MEMO TO: REGULAR ROUTE DRIVERS

FROM: OPERATIONS MANAGER

SUBJECT: Emergency Evacuation Drills

You are required to perform an emergency evacuation drill on all runs, except Pre-K, the week of (date)_____.

Students must be informed of the drills on (date) _____. You will provide elementary school students a written Letter to Parents notifying them of the upcoming drill. These letters are attached and bundled 60 each. Middle and high school students will be informed verbally.

Also, attached is the Record of Emergency Evacuation Drill. Conduct your drills as specified, complete the Record, sign and return by the requested date.

Questions may be directed to the Training Section.

(Date)_____

MEMO TO: Parents/Guardian of Elementary School Bus Riders

FROM: Executive Director

SUBJECT: Emergency Evacuation Drill Notification

While school buses are the safest mode of ground transportation, there are occasions when it may become necessary to evacuate the bus. Advance practice of what to do in an emergency will increase the likelihood of performing a real evacuation smoothly. This is similar to the fire drills practiced at each school campus. Emergency Bus Evacuation Drills are recommended by the U.S. Department of Transportation and National Highway Traffic Safety Administration.

During the week of (date) _____, an emergency evacuation drill will be conducted on your child's school bus. Activities may include front door exits, rear door exits, side door exits, use of front, rear and side doors, position of students after exit, familiarity with emergency window exits, roof hatches and use of student assistants. This normally takes 10-15 minutes to conduct the complete drill. Your student may be up to 15 minutes late arriving home on the day of the emergency evacuation drill. Female students may want to wear slacks for the week shown above. Your cooperation and understanding are appreciated.

EMERGENCY SERVICES

SAN ANTONIO AREA FIRE & POLICE LOCATIONS

STATION #	ADDRESS	NEAREST CROSS STREET
1	801 E. HOUSTON ST	BOWIE
14	2515 THOUSAND OAKS	HENDERSON PASS
17	8545 JONES MALTSBERGER	RECTOR
19	1310 VANCE JACKSON	I-10
23	1750 SKYPLACE BLVD	JONES MALTSBERGER
24	1956 AUSTIN HWY	LANARK
28	815 EL MONTE	BLANCO ROAD
31	11802 WEST AVE	SILVER SANDS
37	11011 VANCE JACKSON	WURZBACH
38	6000 DISTRIBUTION	RITTIMAN RD
39	10750 NACOGDOCHES	WURZBACH PKWY
40	14331 O'CONNER	EDGEMONT
43	2055 W BITTERS	HUEBNER
46	1165 EVANS ROAD	STONE OAK PKWY
Bexar-Bulverde VFD	23103 Bulverde Road	SOUTH OF JOHNSON HS
48	18100 BULVERDE	¼ MILE NORTH OF 1604
WINDCREST (Police & Fire)	8601 MIDCROWN DR	BET WALZEM & CRESTWAY
CASTLE HILLS (Police)	209 LEMONWOOD DR	HONEYSUCKLE LN
HOLLYWOOD PARK (Fire)	2 MECCA DR	THOUSAND OAKS & HWY281
LIVE OAK (Police & Fire)	8001 SHIN OAK DR	ENCHANTED OAKS
NORTH (Police)	13030 JONES MALTSBERGER	CROSS CANYON

HOSPITALS

NAME	ADDRESS	CROSS STREET
NORTHEAST BAPTIST	8811 VILLAGE DRIVE	IH410 & STARCREST
NORTH CENTRAL BAPTIST	520 MADISON OAK	STONE OAK PKWY
NORTHEAST METHODIST	12412 JUDSON ROAD	IH35
NETHODIST STONE OAK	1139 E. SONTERRA BLVD	HARDY OAK BLVD
BAPTIST EMERGENCY HOSPITAL	16088 SAN PEDRO	BET 1000 OAKS & BROOK HOLLOW
UNIVERSITY HOSPITAL	4502 MEDICAL DRIVE	BABCOCK

SAFE USE OF FIRE EXTINGUISHER

TYPES OF FIRE EXTINGUISHERS

Fire extinguishers are labeled according to the types of fires they are designed to fight.

- | | |
|-----------------------------|---|
| A. Ordinary
Combustibles | Fires in paper, wood,
drapes and upholstery. |
| B. Flammable
Liquids | fires in fuel, gasoline, oil,
grease in frying pans, and
solvents. |
| C. Electrical | Fires that start in wiring,
overheated fuse boxes and
other electrical sources. |

An extinguisher that is labeled TYPE ABC may be used on any of the fires listed above. The extinguishers in all school busses are of this type.

WHEN TO USE THE FIRE EXTINGUISHER

Fight the fire only if all of the following are true:

- The bus has been evacuated
- The fire is small and confined to the immediate area where it started
- You can fight the fire with your back to a safe escape route
- Your extinguisher is rated for the type of fire you are fighting
- If you have any doubts, wait for the Fire Department - don't put yourself in danger

HOW TO USE A FIRE EXTINGUISHER

Always remember **P.A.S.S.**

1. PULL

Pull the pin - some types of fire extinguishers require the release of a locking latch, or pressing a puncture lever.

2. AIM

Aim the fire extinguisher at the **BASE** of the fire.

3. SQUEEZE

Squeeze or press the handle - do not test the fire extinguisher away from the fire.

4. SWEEP

Sweep from side to side at the **BASE** of the fire. Watch for the possibility of the fire to re-flash. Leave a small amount of content in case this occurs.

Most of the portable extinguishers work according to these directions - make sure you read the directions on your particular fire extinguisher.



CHAPTER 12

INCLEMENT WEATHER

Contents

1. **DRIVING IN INCLEMENT WEATHER**
2. **RAINY WEATHER**
3. **WINTER WEATHER**

DRIVING IN INCLEMENT WEATHER

12.1 INCLEMENT WEATHER DRIVING: The District schools are seldom closed because of inclement weather. Infrequent closures that do occur are usually caused by heavy rain and accompanying flash flooding or icy road conditions.

1. If you are off duty and severe weather conditions are forecast you must keep yourself informed of developments. If school is to be cancelled or dismissed early, the District will inform the media and it will be broadcast. Radio station WOAI 1200 AM provides current updates, as do the public service weather channels on cable television and the District website and social media. You also may call the dispatcher/supervisor for information.
2. School schedules are not disrupted unless conditions threaten the safety of the students. Therefore, you must expect to drive in severe weather from time to time.
3. Under normal conditions, students are expected to be at the bus stop on time and should be there waiting for the bus when it arrives. However, when it is raining hard or is unusually cold, you should anticipate that the students may be slow arriving at their stop. Good judgment and common sense will be appreciated by students, parents and school administrators.

12.1.1 RAINY WEATHER

1. Be prepared for flash flooding. The driver is responsible for knowing alternate routes for your runs if you have low water crossings. Learn the location of low water crossings along your route.
2. Drive slowly through water. Stay out of the curb lane if water is running in it. Check frequently for wet brakes. Dry out your brakes by lightly riding the brake pedal. Use lower gears to assist in stopping.
3. Observe water depth markers at low water crossings. If water is flowing across the road, or the road is barricaded, do not attempt to cross. Be aware that water depths can increase in seconds and your bus may be swept away.
4. Never enter a low water crossing filled with water; use an alternate route. If that is not possible, park your bus so as not to create a hazard. Keep your students on the bus unless evacuation is necessary for the students' safety. Call in and inform the dispatcher of the situation, if possible.

DO NOT REMOVE, GO THROUGH OR AROUND ANY BARRICADES.

5. Police and City Public Works erect barricades at hazardous locations. **DUE CAUTION WILL BE EXERCISED AT THESE LOCATIONS**, including locations with flashing yellow lights.

12.1.2 WINTER WEATHER

1. Anticipate weather problems and report early, if necessary, to run route on time. You may require assistance in starting your engine on very cold mornings, if so, call the dispatcher.
2. Dress appropriately for winter weather.
3. Ice or frost must be removed from the windshield, rear windows and door, the service door, driver's window, and the outside mirrors before your bus may be moved. Use only de-icer provided by the dispatcher. Do not use scrapers to clear ice/frost from glass.
4. If roads are icy, slow down and increase your following distance. Beware of overpasses, as they will freeze before the rest of the roadway. Icy hills are difficult to negotiate. Use an alternate route, if possible. Use 1st and 2nd gear going down icy downgrades.

IF YOU EXPERIENCE ANY PROBLEMS DRIVING IN INCLEMENT WEATHER CONTACT DISPATCHERS IMMEDIATELY.

CHAPTER 13

SPARE DRIVERS

Contents

1. SPARE DRIVERS
2. HALF DAY DRIVERS

SPARE DRIVERS

13.1 SPARE BUS DRIVERS: Spare drivers are required to substitute for absent drivers or to drive relief buses in case of breakdown. Inspection, maintenance and operation of the bus are the same as for a regular bus route driver. Duties and responsibilities of the spare driver when assigned to drive a route are noted below.

1. Obtain route L/R sheet and time schedule from the dispatcher. Check with the Routing Office (Central) and file folders (BAC/North) and/or red folders on the bus for seating charts, special exceptions, or other documents specific to that route.
2. Read the time schedule for each run and look for any "SPECIAL INSTRUCTIONS."
3. If not driving the bus assigned to the route, obtain window sign from the dispatcher. Display the sign in the right front window (Seat #1). Remove sign at end of route and return to dispatcher.
4. Perform pre-trip & post-trip safety inspection, if any defects are found, turn bus into the Maintenance Shop.
5. If the bus is dirty, clean it as best able before leaving and notify supervisor upon return.
6. Enforce the School Bus Standards of Safety and Conduct.
7. Return bus key, L/R sheet, remotes, and valuables found on the bus to the dispatcher.
8. Ensure that after the run the floor, seats, and driver's area are free of mud, dirt, trash or other debris; includes sweeping as necessary.
9. Coordinate with the regular driver on any discipline problems that arise. Furnish names and documentation of the unsafe conduct/behavior. The spare driver makes required entries in the Daily Log after each run.
10. When not assigned to a route, spare drivers will perform any and all duties as directed by dispatchers or supervisors.
11. The field trip scheduling of spare drivers will be based on a 35 hour work week.

NOTE: WHEN NOT ASSIGNED A ROUTE, SPARE DRIVERS WILL REMAIN IN THE LOUNGE AND READY FOR DEPLOYMENT AS DIRECTED BY DISPATCHERS OR SUPERVISORS.

13.2 "Half" Day Drivers (AM or PM): This category may be available for newly hired or experienced drivers. To properly manage drivers in this category, the number assigned will not exceed 6 at Central, 4 at North, and 3 at BAC. Assignment to AM or PM only shift requires the following criteria are accepted:

1. Driver accepts assignment as a spare and is willing and able to drive any route assigned by the Dispatcher on the shift.
2. Driver may accept assignment to mid-day routes or work crews in accordance with supplemental duty guidelines.
3. Drivers on a half day schedule are not eligible for field trips. Half Day Drivers are not guaranteed a 25-hour work week.

CHAPTER 14

ROUTE/FIELD TRIP ASSIGNMENTS

Contents

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ROUTE AND FIELD TRIPS

14.1 ADMINISTRATIVE ASSIGNMENTS: Administrative assignments are made in the best interest of the program. You may be assigned to any route or bus and may be changed at any time. Every NEISD bus driver, from date of hire throughout tenure with the District, must be willing and able to drive any bus in the fleet. You may be required to make extra runs in addition to your regular route. Absence from an assigned route for 30 days may result in the assigned driver/bus assistant losing his/her route.

14.1.1 Buses are assigned to routes and not to drivers or bus assistants. Route bus assignments may be changed due to the arrival of new buses, elimination of a route and/or addition of a route and/or relocation of routes between terminals.

14.2 ROUTE ASSIGNMENTS

14.2.1 REGULAR ROUTES - Criteria utilized will be mission requirements, employment history/performance, exhibited employee aptitude, seniority and current employee preference form.

14.2.2 SPECIAL NEEDS ROUTES - Assignment will be made from special needs employees and those on the special needs driver waiting list. Criteria utilized will be mission requirements, employment history/performance, exhibited employee aptitude, an interview, employee preference form and date of placed on special needs waiting list. Employees who wish to have their names placed on the special needs route driver waiting list may do so by submitting a signed and dated statement to the Special Needs Office. Refer to Chapter 15, Special Needs, for more operational guidelines.

14.2.3 SUPPLEMENTAL ROUTES - Criteria utilized will be mission requirements, employment history/performance, exhibited employee aptitude, current AM/PM route assignment, seniority, and employee preference documentation. The requirement for not exceeding 40 hours per week will also be utilized.

14.3 FIELD TRIPS: Field trips are scheduled in support of extracurricular school activities. Every effort will be made to ensure a fair and equitable distribution of "time" consistent with the primary objective of providing safe and timely transportation to our student passengers.

1. To the maximum extent possible, trips will be assigned utilizing the following priorities:
 - A. Ensure a driver/bus assistant is available at the time requested.
 - B. Field trips will be assigned based on **your scheduled hours in KRONOS**.
 - C. **Transportation Personnel must be able to arrive at the pick-up point on time.**
 - D. During extended holiday periods, **trip assignment is based on ranking from the previous school year.**
2. Every effort will be made to ensure an equitable distribution of trips.
3. When assigning Special Needs field trips, bus drivers and assistants will be assigned as a team to the field trip when a bus request is made for an assistant. Note: It is possible that an assistant would be reassigned from their regular duty for that day if the team assistant is unable/willing to take the trip.

14.3.1 ASSIGNMENT AND PROCEDURES

1. At the beginning of the school year, **all bus driver and bus assistants will complete the Field Trip Availability Form seen at the end of this section.** If there is a change to their availability during the school year, the Trip Coordinator should be notified with an updated **Field Trip Availability Form.**
2. Field trip assignments are **printed on blue or pink trip sheets.** Because field trips are subject to changes, trip sheet placed in your distribution box must remain there until the trip is taken. **Drivers and Assistants are responsible for checking their Field Trip sheets for changes before and after every run.**
3. Trip assignments will be made a minimum of three (3) **business** days in advance or, upon late receipt, as soon as possible.

4. Employees will clock in for trips in accordance with the trip sheet **whenever possible**. **No 10 minute window for Field Trips.**

5. For pay purposes, all employees will be paid for time worked, with a 2-hour minimum during the week as well as weekends. An exception is a continuation trip. The regular run plus the trip will be combined to determine **actual trip time**.

6. Employees are responsible for completing the "Trip Sheet" immediately after each trip. **If a dispatcher is on duty, trip sheets need to be returned to the Trip Coordinators Box. If no dispatcher is on duty, place the trip sheet in the box outside the entrance to the Terminal.** The data entered on the "Trip Sheet" is the basis for billing the agency requesting the trip and determining YOUR pay.

7. Drivers and Assistants are required to be on time for all Field Trips.

DRIVER & ASSISTANT FIELD TRIP AVAILABILITY FORM	
<i>(PLEASE PRINT)</i>	
Date: _____	My assigned bus is: _____
Name: (Last) _____	(First) _____
Position (Circle One): Driver Spare Driver SPED Driver SPED Assistant Spare Assistant	
Terminal (Circle One): CENTRAL TNT BAC	
Please indicate your availability by checking all that apply :	
<input type="checkbox"/> I am available for field trips ANYTIME . (Between AM & PM Route, After PM Route & Weekends)	
<input type="checkbox"/> I am available for field trips between the AM and PM ROUTE .	
<input type="checkbox"/> I am available for field trips after the PM ROUTE .	
<input type="checkbox"/> I am available for field trips on WEEKENDS .	
<input type="checkbox"/> I am available for FOOTBALL GAME field trips . (Thru The End Of November)	
<input type="checkbox"/> I DO NOT want Field Trips.	
I understand that I must submit an updated Field Trip Availability Form if/when my availability changes.	
Signature: _____	Phone: _____
<i>PLEASE CONTACT YOUR TRIP COORDINATOR ON ANY CHANGES TO YOUR ASSIGNED SCHEDULE.</i>	

14.3.2 DETERMINING PAY

1. Calculating Time For Less Than 24-Hour Duty (Over 2 Hour Minimum): Employees will be paid for actual time worked--Clock In to Clock Out. Example: An out-of-town trip: Depart San Antonio at 6:00 AM and return at 2:00 AM the following day employee will be paid from the Clock In to Clock Out time.

2. Calculating Time For More Than 24-Hour Duty: When an employee's trip exceeds 24 hours, up to 8 hours of sleeping time per day can be excluded from compensable working time if:

- A. An expressed or implied agreement excluding sleeping time exists, and
- B. Adequate sleeping facilities for an uninterrupted night's sleep are provided, and
- C. At least 5 hours of sleep is possible during regular sleeping periods, and
- D. Interruptions to perform duties are considered hours worked.

14.3.3 DETERMINING TIME AND MILEAGE ON THE TRIP SHEET: Employees will **fill out** the appropriate blanks for time and mileage. **Please follow the directions in the example below.**

NORTH EAST INDEPENDENT SCHOOL DISTRICT
DRIVER'S INFORMATION SHEET & TRIP REPORT

07/18/2022

TRIP INFORMATION

BUS DRIVER: LEON, ADELA

BUS ASSISTANT:

DATE OF TRIP: 07/15/2022 Friday

BUS NUMBER: 099 C

REQUEST NUMBER: 2023000112

LEAD BUS NUMBER:

Transportation Driver # Of Reg Buses: 1

DRIVER CLOCK IN TIME: 7:50 am

CAMPUS: White Middle School

TIME BUS NEEDED AT PICK UP POINT: 8:30 am

GROUP: GEN FIELD TRIP

ESTIMATED RETURN TIME: 1:15 pm

SPONSOR: Kevin Murray 210 356-9209

PICK UP POINT: White MS Pick up in front of school

DESTINATION: Alamo 300 Alamo Plaza San Antonio TX

SPECIAL INSTRUCTIONS:

DRIVER'S TIME:

ODOMETER READINGS (do not record tenths)

CLOCK IN TIME: 7:50

TIME AT PICKUP POINT: 8:30

TIME AT DROP OFF POINT: 1:40

CLOCK OUT TIME: 2:05

BEGINNING ODOMETER: 97,432

ENDING ODOMETER: 97,468

TOTAL DRIVERS TIME:

TOTAL MILEAGE:

This section for office use ONLY

COMMENTS: (INCLUDE ANY BUS DAMAGE, VANDALISM, ACCIDENTS, ECT.)

I CERTIFY THE DRIVER TIME AND ODOMETER READINGS LISTED ABOVE ARE CORRECT.

DRIVER'S SIGNATURE: Adela Leon

DATE: July 19, 2022

PRINT NAME: Adela Leon

CENTRAL DISPATCHER: 210-356-9212
BAC DISPATCHER: 210-356-6940n TNT DISPATCHER 210-356-9000
CENTRAL MAINTENANCE SHOP : 210-356-9238 (FOR EMERGENCIES ONLY)
NEISD POLICE 407-0911
RETURN DRIVER'S TRIP REPORT AND KEY TO DISPATCHER'S OFFICE

CAMPUS / SPONSORS ARE RESPONSIBLE FOR TOLL ROAD AND ANY PARKING FEES

SPONSOR'S SIGNATURE

Routefinder Pro 12.13

Cust_FT05.rpt

1

The Driver Clock In Time and the Time Needed at Pickup Point should be copied **EXACTLY** with the following two exceptions:

- 1) IF students board the bus and the contact requests you leave **EARLIER** than noted in **Time Bus Needed at Pickup Point**.
- 2) Due to a TRANSPORTATION issue- the trip leaves **LATER** than noted in **Time Needed at Pickup Point**.

2

Time at Drop Off Point is the time recorded when Field Trip students return to their originating campus. This time is "called" by the lead driver if there are multiple buses. If time is "called" it should be the same on all driver's trip sheets.

3

CLOCK OUT TIME is the recorded time based on one of two following scenarios:

- 1) Time noted when employee returns to the Terminal Lounge.
- 2) Time noted when employee arrives at their beginning campus for their PM route.

4

BEGINNING ODOMETER is recorded based on one of three following scenarios:

- 1) recorded **PRIOR** to bus departing from the bus yard
- 2) recorded **AFTER** unloading students at your last Route campus in the AM
- 3) recorded **AFTER** final drop of students in the PM.

5

ENDING ODOMETER is recorded based on one of two following scenarios:

- 1) recorded upon **ARRIVAL** to the bus yard
- 2) recorded upon **ARRIVAL** at your beginning campus for your PM route.

14.3.4 FIELD TRIP GUIDELINES – Information below is from the handout distributed to all Drivers and Assistants who take Field Trips.

FIELD TRIP GUIDELINES

Field Trip Mission Statement: Working together to provide safe and efficient transportation with great customer service.

1. Please be on time and properly attired in our NEISD uniform which includes our district issued identification badge.
 - Appropriate Uniforms:
 - Wednesdays = Current year perfect attendance shirt
 - Fridays = Spirit shirts or any NEISD logo shirt
 - Any other day = Current year uniform shirt ONLY
2. Please do not leave the field trip location unless otherwise directed or given permission by the lead driver, chaperone, police, Trip Coordinator or Supervisor.
3. Please leave your bus key in the cup holder when leaving the bus area.
4. Please communicate with your Lead Driver, or your Trip Coordinator, on any questions and/or issues that you may have.
5. Please do not idle the bus or run the accessories on battery power (lights, fans, A/C, etc.) during any field trips unless given permission by a supervisor.
6. Please use blue or black ink when filling out your trip sheet. Do not use pencil because it does not show up when scanned.
7. Please always keep your trip sheets in your assigned box at the terminal until the shift before your trip or, in the case of a weekend/holiday trip, the end of the day before your trip.
8. Please return your completed trip sheets immediately after the assigned trip or at the conclusion of the day the trip was taken.
9. Please verify and indicate the bus used on the field trip.
10. Please sweep and take out the garbage on the bus you use on the trip. Also, fuel the bus if fuel pumps are accessible.
11. Please fill out the Field Trip Unavailable Slip a week in advance of the day or days you will not be available.
12. Please review your trip sheet as soon as you receive it. Let your Trip Coordinator know, as soon as possible, if you're not available for that trip.

Your Field Trip Coordinators and Supervisors are here to support you in any way possible.

*******By signing below, you indicate that you understand and agree with the above guidelines*******

Print Name: _____

Signature: _____

Date: _____

14.3.5 For Adult Personnel on Field Trips – The Student Standards of Safety and Conduct for Field Trips is written below. It appears on the back of all Field Trip sheets. Bus Drivers, Bus Assistants, and all other adult personnel on the bus are required to be familiar with and follow this information.

INFORMATION FOR FIELD TRIP SPONSORS, TEACHERS, COACHES AND CHAPERONES

1. *School Day Field Trips are unable to start prior to 9:10 AM and are expected to conclude and students be back on campus by 2 PM so the Field Trip Driver can proceed with his/her afternoon Elementary School, Middle School, and High School routes. After school weekday field trips will not be scheduled prior to 5:15 PM.*
2. Please exchange cell phone numbers with the driver of your Field Trip so that you can easily communicate with them in the event of an emergency or when pick-up times or locations change unexpectedly.
3. While on the bus, the transportation department requests that adults spread out throughout the bus and are required to monitor and correct unsafe student behavior to ensure safe transport of all individuals.

Please help make sure the following Standards of Safety and Conduct for Field Trips are being followed:

1. Passengers must address the Bus Driver in a respectful manner.
2. Passengers must not touch the bus controls, switches, or other equipment. They must not sit in the driver's seat. The rear emergency door and exit windows may only be opened in the event of an emergency evacuation or when directed by the driver to do so.
3. Passengers may not eat or drink on the bus.
4. Standing or changing seats while the bus is in motion is prohibited by Texas Law.
5. No profane or abusive language, yelling, whistling, unsupervised singing or other distracting noises.
6. Passengers must keep their hands to themselves.
7. Passengers must stay seated and always keep all parts of their body inside the bus.
8. The bus aisle must always be kept clear: no legs, backpacks, instruments, or ice chests blocking the passageway.
9. Damaging or defacing the bus is prohibited.
10. Trash and other objects must be disposed of in the trash can. **KEEP FLOORS CLEAN OF TRASH.**
11. Prohibited items that may not be brought on the bus include but are not limited to knives, explosives, fireworks, cigarettes or other forms of tobacco or vaping pens, matches, cigarette lighters, illegal drugs or any weapon or article of a dangerous nature.

On the day of the Field Trip, the School Bus Driver will present a quick safety briefing to the students and will ask that a School Sponsor, Teacher or Coach sign and date the bottom of the trip sheet.

SAFETY BRIEFING INFORMATION FOR STUDENTS PRESENTED BY FIELD TRIP DRIVERS

Hello, my name is _____ and I will be your field trip driver today. Your safety is very important, and to ensure all are prepared in the event of an emergency, please pay attention to this short safety briefing.

1. This bus has several emergency exits: the passenger door, 2 emergency exit windows on each side of the bus, the back door and 2 roof hatches.
2. The emergency brake nob is **YELLOW** and is located here. Pull firmly to apply the emergency brake.
3. This bus has a two-way radio. Press and release the side button to contact dispatch.
4. If the bus is equipped with seatbelts, seatbelts must be worn by all passengers.

In the event of an EMERGENCY: STOP, LOOK and LISTEN:

STOP what you are doing. **LOOK** at the driver. **LISTEN** to the driver's instructions.

Signature of Sponsor, Teacher, or Coach _____ Date: _____

Field Trip Contact Information by High School Cluster

MacArthur/Madison/Roosevelt Cluster Schools

Trip Coordinator Kevin Murray
(210) 356-9209 kmurra3@neisd.net

Administrative Assistant Anita Mills
(210) 356-9223 amills3@neisd.net

LEE/Churchill/Johnson/Reagan Cluster Schools

Trip Coordinator Abel Santana
(210) 356-9004 asanta1@neisd.net

14.3.6 PERSONNEL AUTHORIZED TO RIDE ON A FIELD TRIP - Allowing unauthorized persons to ride your bus is a serious offense. You are not authorized to permit any friend, relative or acquaintance to ride your bus unless you obtain approval from a supervisor to do so. Campus must clear any extra rider using RAPTOR system. Persons authorized to ride your bus are limited to the following:

1. Eligible students assigned to the field trip.
2. Adult personnel participating in sponsored field trips or other extracurricular activities requiring bus transportation.
3. Transportation Department employees other than drivers must have prior supervisor approval.

14.3.7 SPARE/STAY DRIVERS - Football games, parades and other activities require many buses. During such periods one or more drivers may be assigned as spare drivers. Spare driver assignments are **printed on a green punch change form**. Two spare drivers are usually assigned during the above events. One is designated as a spare driver and the other as the stay driver. The spare driver is normally dismissed after all buses have reached the destination point, or after two hours **during weekdays and three hours on weekends**, whichever is longer. The stay driver remains until the last bus has returned to the assigned dispatch point. Regardless of the scheduled time on **the green punch change form**, both the spare and the stay drivers will remain until released by the Dispatcher on duty. The duties of the spare/stay driver are:

1. Report to the dispatcher at the time specified on the **green punch change form**.
2. Remain in the Driver's Lounge **ready to be called into driving duty as determined by dispatcher**.
3. Perform duties directed by dispatcher **to include assisting Coaches, opening gates, fueling buses**.

14.3.8 FIELD TRIP LEAD DRIVERS - When two or more buses participate in the same field trip, a lead driver will be designated. The designation will normally be based on experience and knowledge of the area of the field trip. Selection of Lead Driver will be made by the Trip Coordinator.

1. Duties and Responsibilities

- A. Plan the route **and share with the other drivers on the Field Trip**. A simple strip map or sketch will make it easier to understand the route.
- B. Supervise the bus line-up at the pickup point.
- C. Notify the dispatcher if any buses are late in arriving at the pickup point.
- D. Brief the drivers prior to departure for the trip.
- E. Lead the buses. Adjust your speed as necessary to allow the buses to keep up.
- F. **Inform the sponsor of the time the buses must leave the Field Trip location to be back at their campus so drivers can make it to their PM runs on time.**
- G. **It is recommended that drivers exchange cell phone numbers with the lead sponsor of the Field Trip**
- H. **If the group has not started boarding the bus in sufficient time to get back to their campus by the 2 PM deadline, call Dispatch so the campus can be notified.**
- I. **After returning to the pickup point, make sure all buses arrive back.**
- J. **Report to a Supervisor any egregious student behavior that occurs on the Field Trip. Also report to the Supervisor any unsatisfactory performance by a Bus Driver or Bus Assistant.**

2. Convoy Procedure - **A bus convoy is a group of more than 4 buses organized for the purpose of control and orderly movement. The primary goal is to ensure its safe transit and timely arrival at destination/return to origin.** District policy directs that all buses participating in the same extracurricular activity will depart at the same time, travel by the same route, and arrive at the destination close to the same time. This also applies when departing the activity to return to the school. The lead driver will determine the route unless the sponsor or school official specified otherwise. Any deviation from this policy requires advance clearance by school officials.

A. Route Restrictions - Know the requirements and restrictions on length, width, height, and weight restrictions on different roads, bridges, and culverts on your route path.

B. Convoy Timing - All convoy buses will depart together, arrive and depart from the Field Trip destination together, and arrive at the end drop off point within a 5 minute window of each other.

C. Travel Procedures - A convoy driver shall never disregard traffic signals or signage for the purpose of staying in the convoy or keeping it together. All traffic signals and signage must be obeyed at all times. The lead driver will have a fuel card (if issued by a Dispatcher) for the purpose of fueling buses traveling out of town. Refueling can never be done with passengers on board. A district fuel card can only be used for fuel. If a district fuel card is used, each bus must be a separate transaction and those receipts must be placed in the envelope provided and turned in to your Trip Coordinator at the completion of the Field Trip.

D. Radio Usage- Radios are to be used to communicate with the dispatcher and other drivers on the Field Trip. The lead driver of a convoy will contact the dispatcher when all buses are ready and departing their originating Terminal. The lead driver will also radio into dispatch when: the convoy has arrived at the pickup point, the convoy has arrived at their destination, the convoy is leaving the destination, the convoy is arriving at the drop off point and when the convoy has arrived safely back at the terminal. Radios are not to be used for unofficial communication between drivers. Excessive unofficial communication between drivers should be reported to a Supervisor.

E. Vehicle Break Down- Follow procedures outlined in Chapter 11.

3. Football Game **Lead Drivers** – Supervisors and Trip Coordinators will determine the **Football Game** lead drivers at the beginning of each football season. Selections will be based on certain criteria including but not limited to attendance, work performance, experience, and hours scheduled for current school year. **Every effort will be made to rotate Football lead drivers each year to give all individuals who express an interest the opportunity to become a Football lead driver.** NOTE: The lead driver's duties are significantly increased due to the large number of buses involved. For this reason, football game lead drivers receive 30 minutes of extra pay for each trip. The extra 30 minutes is not entered on the trip sheet. **Your Trip Coordinator will prepare you a punch change form and attach it to the field trip sheet for you to return with your trip sheet at the completion of the Football Field Trip.** Time and Attendance will enter the extra 30 minutes on your time sheet.

CHAPTER 15

SPECIAL NEEDS

Contents

1. SPECIAL NEEDS
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SPECIAL NEEDS - DRIVERS AND ASSISTANTS

15.1 SPECIAL NEEDS: Special Needs drivers and assistants are subject to the same policies and procedures that govern all transportation employees. There are additional policies and requirements associated with transporting Special Needs students. Special Needs routes change frequently and it is your responsibility to report to the supervisor the need to complete the yellow “Schedule Change Form” when there is too little or too much time difference.

15.2 CLOCK-IN PROCEDURES: The clock in time for Special Needs drivers and assistants will be the same as scheduled on your L/R sheet. After clocking in, the driver and assistant will proceed immediately to their assigned bus. Tardy clock in causes late departure of the route and will be grounds for disciplinary action.

15.3 PRE AND POST TRIP INSPECTIONS: The driver and assistant will conduct Pre and Post Trip Inspections as required (see Chapter 6).

15.4 LEFT/RIGHT SHEETS: The bus driver is responsible to assist management in the proper maintenance of and following the left/right sheet for the route as approved by the Supervisor. The assistant should be knowledgeable of the route. Guardians should be notified by the special needs driver/assistant of route time changes affecting their student. An example route sheet is provided (see end of chapter). When a change is required, the driver will inform the Special Needs Office immediately for review and approval. The L/R sheet should be edited in a timely manner. Failure to comply with the above may result in disciplinary action, up to and including termination.

15.5 BUS INFORMATION BOOK: Each Special Needs bus driver/assistant team will be provided a 3-ring binder to maintain current information as follows:

- Up-to-date L/R Sheet
- Transportation Request Form (for each student assigned to your route)
- Supervision Waiver Form (if needed)
- Seating Chart (for each school)
- Student Attendance Form
- Written Emergency Evacuation Plan (for each school)
- Characteristics of Recognized Disabilities/Abbreviations
- Emergency Services Locations

15.6 DAILY DUTIES AND RESPONSIBILITIES: Work as a TEAM to provide safe and efficient service to the students based on paragraph 15.6.1 and paragraph 15.6.2.

NOTE 1. The route is subject to change at any time, may increase or decrease in hours and/or area, or may be eliminated according to requirements of the route.

NOTE 2. Special Needs staff are expected to work as a team in a professional manner. In the event of a discord between a Special Needs Driver and Bus Assistant an investigation will be conducted. Either the driver or assistant or both may be reassigned based on the outcome of the investigation.

Student Behavior Leadership Policies & Procedures and CPI training techniques must be followed and applied.

15.6.1 Behavior Leadership Techniques for the Special Needs Teams - Public Law 94-142 states: “Transportation will be provided as a relative service if a child requires such service in order to benefit from special education”. This means student whose disabilities require special transportation must be provided transportation. It should be noted that writing up special needs student for a behavior that is relative to their behavior is inappropriate. It is our job as the transportation department and its employees to find the best way to provide safest transportation for these students. Special needs students provide us with unique and challenging situations when it comes to behavior leadership. These techniques should be followed when dealing with special needs students.

1. Know each student's disabilities and particulars as noted on the ESPED Transportation form.
2. The transportation Special Needs team must know how to work and attach special equipment on the bus.
Note: There are two Trainers at each terminal to provide assistance.
3. The special needs team must know physical contact with special students may be necessary. In Chapter 3 it states that appropriate physical contact may occur when protecting students or co-workers from harm; in self-defense; or administering first aid/CPR, CPI, or working with special needs students. Therefore, it is important to know what kind of physical contact is acceptable. These are the acceptable physical contacts that can and should be used with special needs students when needed:

- A. To Assist – “To give help” (Webster’s New College Dictionary Fourth Addition PG 85)
Example: Hand on arm going up or down the steps of the bus
Hand in their hand walking through the aisle of the bus
- B. To Lift – “To pick up and move or set. To bring up to higher level” (Webster New College Dictionary Fourth Addition PG 829)
Example: Place hands on student’s waist raising him/her up into seat
Placing hand on leg raising it up on steps of the bus
- C. To Redirect – “To direct again or to a different place” (Webster’s New College Dictionary Fourth Addition PG 1201)
Example: Using open hand to redirecting student’s hand from grabbing or hitting
Using open hand on one side of student with light push to move student in the direction you need them to go
- D. To Hold – “To take and keep with the hands and arms; or by other means; grasp; clutch; seize
To restrain or control; to keep from falling; to bear the weight of
To keep from advancing or attacking
To sustain or satisfy for a time; to maintain
To keep from getting an advantage
“To get and keep control of” (Webster’s New College Dictionary Fourth Addition PG 679)
Example: To place closed hands around student’s arm if he/she tries to run; To place closed hands around student’s arms kept him/her in place while attaching equipment

4. The special needs team must know that any time they have to hold a student they must contact the Special Needs Supervisor and fill out a Student Incident Report that day.
5. Communication between the special needs team (driver/assistant) and Special Needs Supervisor, Teachers and parents is a must. (Transportation Handbook Chapter 9.6 H, 9.7 Q,R) Note: Never tell a special needs parent you are going to write a discipline report on their child. Let the Special Need Supervisor deal with the parents.
6. If a child loses self - control and begins to become violent use CPI principles; letting the child release, before any intervention. Notify Special Needs Supervisor immediately.

15.6.2 DRIVER RESPONSIBILITIES

1. Follow the operational policies and procedures of the Transportation Department/School District.
2. Perform any other related duties as assigned by supervisory personnel.
3. Operate the bus radio communications equipment IAW Department Policies and notify dispatcher of any injuries.
4. Provide CPR, First Aid, and other related procedures such as VNS and Diastat only as trained and as required, given the situation.
5. **You must report potential safety challenges, traffic incident or situations that warrant action using incident report forms to the Terminal supervisors or Special Needs Supervisor. Unreported situations/incidents will warrant appropriate administrative action.**
6. Follow all instructions on the Supervision Waiver Form which matches ESPED information exactly relating to the transfer of custody of a student including what to do if no one is home and how child is to be left.
FOLLOW IT EXACTLY!

7. Be professional in all communications. **NEVER DISCUSS STUDENT INFORMATION WITH ANYONE INCLUDING SITTERS AND DAYCARES WITHOUT SUPERVISOR'S APPROVAL. NEVER DISCUSS SCHOOL MATTERS WITH PARENTS, GUARDIANS, OR SITTERS. SERIOUS CONCERNS MUST BE GIVEN TO THE SUPERVISOR.**

8. Assist bus assistant to keep accurate and current student seating charts and emergency evacuation plans.

9. Complete Student Incident Reports by end of day of the incident. Submit report to Special Needs Supervisor relative to unsafe student behavior, serious injuries, and any incident, disturbance or behavior that significantly affects bus safety.

10. Meet in conference as required with parents and special education personnel at the school when dangerous or unsafe student behavior persists on the bus. Coordination must be done with supervisory involvement. Additional training may be provided for specific children.

11. Driver and bus assistant are expected to work as a team to keep the bus interior clean.

DRIVER IS AUTHORIZED A MAXIMUM OF 30 MINUTES PER WEEK FOR MOPPING YOUR BUS.

12. Follow established procedures during the loading, securing, transporting and exiting of all students with wheelchairs or those who use similar mobility aids (scooters, carts, walkers, crutches, canes, leg braces or leg prostheses). Driver and bus assistant must both be present at the lift during loading/unloading.

13. Comply with the Family Education Rights and Privacy Acts of 1974 (FERPA) to assure student record, behavior and ridership confidentiality.

15.6.3 BUS ASSISTANTS

1. Ensure that all students on the bus are safe. Remain seated toward the rear of the bus and behind seated students. Unless an emergency exists, walking on the bus while the bus is in motion is prohibited.

2. Provide all necessary student assistance outside the bus and at the bus stairwell, as students board or depart. The student's safety during loading and unloading is YOUR TOP PRIORITY. (See loading/unloading procedures.)

3. Provide support and instruction to students for their understanding and compliance with bus safety rules. Request assistance from supervisory staff if uncertain about student safety issues.

4. Monitor students throughout their bus ride and address individual needs.

5. Be professional in all communications. **DO NOT DISCUSS STUDENT INFORMATION WITH ANYONE INCLUDING SITTERS AND DAYCARES WITHOUT SUPERVISOR'S APPROVAL.**

6. Keep accurate student seating charts.

7. Release students to the appropriate campus personnel upon arrival. No student is to be left alone. If school staff does not come to bus or staying to assist, notify your Dispatcher or the Special Needs office.

8. Submit an incident report on all student injuries and/or illnesses—no matter how minor—to the appropriate campus personnel and Special Needs Office immediately. If they occurred on the bus during the ride home, inform parents/guardians. Also complete an incident report and submit to the Special Needs Supervisor upon return to the terminal.

9. Complete Student Incident Reports by end of day of the incident. Submit report to Special Needs Supervisor relative to unsafe student behavior, serious injuries, and any incident, disturbance or behavior that significantly affects bus safety.

10. Meet in conference as required with parents and special education personnel at the school when dangerous or unsafe student behavior persists on the bus. Coordination must be done with supervisor involvement.

11. Driver and bus assistant are expected to work as a team to keep the bus interior clean.

12. During pre-trip ensure all necessary equipment is present and Biohazard Kit/First Aid Kit are sealed. Operate all bus adaptive equipment as well as store/secure all student personal equipment transported on the bus and ensure it is in good condition. This includes transporting extra or spare wheelchairs, mobility aids and other equipment essential for the welfare of the child. You must be proficient in the operation of the lift. Upon completion of run, the assistant must inspect the interior of the bus, both on and under bus seats, for any children or articles left on the bus and ensure all equipment and securement devices are properly stored. Keep seat belts on seats, not hanging over back of seats.

13. Provide CPR, First Aid, and other related procedures such as VNS and Diastat only as trained and as required, given the situation.

14. Follow established procedures during loading, securing, transporting and exiting of all students with wheelchairs or those who use similar mobility aids (scooters, carts, walkers, crutches, canes, leg braces or leg prostheses). Driver and bus assistant must both be present at the lift during loading/unloading.
 15. Comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) to assure student record, behavior and ridership confidentiality.
 16. Perform related additional duties as directed by the Special Needs Supervisor and staff.
 17. Report potential safety challenges, traffic incidents or situations that warrant action using incident reports.
 18. Follow all instructions on the Supervision Waiver Form which must match ESPED information exactly relating to the transfer of custody of a student including what to do if no one is home and how child is to be left.
- FOLLOW IT EXACTLY!**
19. Complete Student Attendance Record on a daily basis and turn into Special Needs Office last work day of the month. Both the driver and assistant must sign.
 20. For midday attendance, one per route with at least one team's signature is required. Do not have 2 sets of sheets.
 21. Operate the bus communications equipment IAW Transportation Department Policies.

15.7 ROUTE PROCEDURES:

1. Ensure student pick-up and drop-off locations are on **DOOR SIDE ONLY**. **ANY EXCEPTIONS** must be approved by the Special Needs Transportation Supervisor or Assistant Supervisor. For permanent changes, add to the L/R sheet after gaining approval from the supervisory staff.
2. When picking up students, approach the bus stop with the ambers and right turn signal activated. Ambers and right turn signal remain activated during the waiting time for the student. You are required to wait at least three (3) minutes after the assigned pick-up time. **DO NOT ARRIVE EARLY!** Do not leave if you see the student approaching the bus. The driver will open the bus door to activate the alternating red loading lights when student starts towards the bus.

NOTE: THE ALTERNATING RED LOADING LIGHTS ARE USED WHEN LOADING/UNLOADING ALL STUDENTS.

3. Do not honk the horn or use your personal cell phone to call parent/guardian when waiting for a student. If student has not appeared within the allotted time, notify the Special Needs Office for disposition instructions with the student's name and scheduled time of pick up and drop off and continue route as directed. Always notify your Dispatcher or the Special Needs Office of an issue that may significantly delay the route.
4. The instructions on the Supervision Waiver Form must be followed, without exception, for student drop-off. Make sure it matches ESPED Form citing how student is to be left when no one is home.
5. Maintain attendance records on the Monthly Student Attendance Form. Both Driver and Assistant must sign this form at the end of the month. If a student does not ride for three (3) full consecutive days without notification, report this to the Special Needs Office on appropriate form wait for further instruction.
6. For midday attendance, one per route with at least one team's signature is required. Do not have 2 sets of sheets.

15.7.1 LOADING/UNLOADING PROCEDURES - These procedures are to be followed when loading or unloading Special Needs students:

1. When loading a student, the assistant must get off the bus and greet the student at the bottom of the bus steps. This will provide an additional safety measure while the student is going up the bus steps. When loading at a school campus and an adult brings a student to the bus, the assistant may meet the student at the bus stairwell. Any exception must be approved by the Special Needs Supervisor and noted on the L/R sheet.
2. Assist the student to their seat and ensure that all adaptive equipment is used properly. This includes the seat belt, safety vest, car seat, etc.

IF STUDENT IS UNWILLING TO BOARD BUS VOLUNTARILY FROM HOME OR CAMPUS, BUS TEAM CANNOT TRANSPORT. BUS TEAM MUST CONTACT OFFICE FOR INSTRUCTIONS.

3. The driver should not move the vehicle until both the student and the assistant are properly seated.
4. The assistant or student should not stand up until the bus has come to a complete stop.
5. When unloading, precede and assist the student to the door and down the steps holding the handrail. The assistant must exit the bus prior to the student.

6. Ensure that you are following the instructions on the Supervision Waiver Form exactly. If you have any doubt about the instructions. Contact the Special Needs Office for instructions about releasing the student.
7. Following each run inspect the interior of the bus, including under the seats, for sleeping children and/or articles that may have been left.

15.8 LIFT BUS LOADING PROCEDURES:

1. Approach the bus stop with the ambers and right turn signal activated. Keep them activated during the 3-minute waiting time for the student.
2. **STOP THE VEHICLE IN A LOCATION WHERE THE LIFT PLATFORM WILL REST ON A FLAT SURFACE TO PREVENT DAMAGE TO THE LIFT.**
3. When the student approaches the bus, the driver will open the bus door to activate the alternating red loading lights, exit the bus and lower the lift. The assistant will wait inside the bus to receive the student. Both the driver and assistant must be present at the lift.
4. When the student approaches the lift, the driver will inspect the wheelchair for the following safety items:
 - Seat belt
 - Tires
 - Brake
 - Frame
 - Remove lap tray (if equipped) once on bus
Place in pocket provided.
5. The driver will then back the wheelchair onto the lift platform and set or apply the wheelchair brakes. Do not load/raise until assistant is at the lift.
 - A. If the lift is equipped with a safety strap, the wheelchair must be centered on the platform, and the safety strap secured around the student's chair.
 - B. Electric wheelchairs must be disengaged prior to lift operation.
6. The driver's hand is to remain on the wheelchair at all times while the wheelchair is on the lift platform.
7. Raise the platform only high enough to be level with the floor of the bus. This facilitates moving the student into the bus.
8. The driver must move to the front of the lift and guide the wheelchair into the bus as the assistant pulls the wheelchair from inside the bus.
9. After stowing the lift, the driver will enter the bus and help the assistant in securing the wheelchair. Together they will double-check the security of the wheelchair for safety. Wheelchairs are the responsibility of both driver and assistant.
10. Continue with route being certain bus assistant is seated, activate the left signal, check traffic and depart when safe to do so.
11. Procedures for unloading are the same--only reversed. Securement systems will be removed one wheelchair at a time.
12. **AT NO TIME SHOULD TIE- DOWN WEBBING REMAIN ON THE FLOOR.** All tie down straps must be removed from the floor and properly stored, when not being used to secure a wheelchair.
13. Do not allow anyone, including the bus staff, to ride up or down on the lift unless approved by the supervisor.

THE DRIVER IS ULTIMATELY RESPONSIBLE FOR THE SAFETY & SECURITY OF EVERYONE ON THE BUS. THE DRIVER MUST PHYSICALLY DOUBLE CHECK THE SECURITY OF WHEELCHAIRS PRIOR TO MOVING THE BUS.

15.9 SPECIAL NEEDS FORMS & DOCUMENTS

15.9.1 SUPERVISION WAIVER FORM - A Supervision Waiver Form is NOT required for every student that receives service from an educational setting to either home or a caregiver. The release instructions on this form are to be followed exactly. Make sure it matches ESPED Form as to what to do if no one is home. Failure to maintain current information will result in disciplinary action. Please copy and send to Special Needs office.

15.9.2 SAFETY VEST - Some students utilize a safety vest. Use of this vest requires parental permission, and must be listed on ESPED Form. The decision must come from the school.

15.9.3 SEATING CHART - Assigned seats are required for ALL Special Needs students. This facilitates good student management, and provides documentation in event of an unusual occurrence. A separate seating chart will be maintained for each campus. Please update as changes are made and ensure the Special Needs office has a current copy.

15.9.4 SPECIAL NEEDS BUS EVACUATION PLANS: Working together, driver and assistant will formulate an emergency evacuation plan in writing. It is a document that shows an emergency evacuation scenario has been thought through. List a plan for each student. A new plan must be written and placed in the “Bus Information Book” within 5 days of beginning of the school year. When a new student is added, or in the event of a change of driver or assistant a new plan must be formulated and turned in to the Special Needs Office.

15.10 DAILY LOG - A separate daily log should be maintained by both the driver and assistant. An entry should be made for each run. Note any occurrence or problem situation that happens during the run, including information relating to any of the students assigned to the bus, students that are assigned to the run that did not ride, timing of the route (late start, breakdowns, etc.).

15.11 SPARE ASSISTANT: ALL spare assistants will be trained and become proficient in all equipment including lifts. Spare assistants can be assigned to any bus as needed and may need additional training as required.

15.12 ADAPTIVE EQUIPMENT: Both driver and assistant must know how to use all adaptive equipment.

15.12.1 CHILD SAFETY RESTRAINT SYSTEMS (car seats, booster seats, and infant seats) – Will be secured on buses IAW manufactures specifications or guidelines.

15.12.2 WHEELCHAIRS - Lap trays removed from the wheelchair are to be secured in the panel behind the rear-most seat on the lift bus.

15.13 TRANSPORTING OF MEDICATION: Medication is not to be transported by the bus team unless approval is granted by a Transportation Supervisor. If you are asked to transport medication, contact the Special Needs Office for instructions.

PROHIBITED PRACTICE: NEVER, UNDER ANY CIRCUMSTANCES, TAKE PICTURES, VIDEOS OR VOICE RECORDINGS OF STUDENTS ON YOUR BUS, AT ANY CAMPUS, DURING ANY ACADEMIC EXTRA CURRICULAR ACTIVITY, FIELD TRIP OR IN THE NEIGHBORHOODS IN WHICH YOU PICK UP/DELIVER STUDENTS AT THEIR HOMES. DO NOT DISPLAY STUDENT PICTURES ON YOUR BUS, EVEN IF GIVEN TO YOU BY STUDENTS.

15.14 SERVICE ANIMALS:

Should a service animal be required by a special needs student on your bus, district policies and procedures will need to be followed.

The school will determine the purpose of this animal and how it will assist student. There will be a veterinarian's certification to be sure dog is properly vaccinated and does not have a contagious disease.

Before a service animal is introduced to a school bus, specific instruction will be provided in regards to:

- Safe procedures for loading and unloading student and animal.
- Safe riding position for this animal and whether restraints should be used.
- Animal behavior management. These animals should be well trained and behave appropriately in a public setting. They are not “pets”.
- Emergency procedures including evacuation of student and animal.
- Alerts...if the animal is trained to alert adults when their child is experiencing a problem such as seizures, instruction will be provided to recognize those alerts and how bus team would respond to the students' crisis.
- Basic commands for the animal if the student is unable to communicate these in an emergency.

CHAPTER 15-A

SPECIAL NEEDS FORMS

Contents

1. **Supervision Waiver Form**
2. **Seating Chart**
3. **Evacuation Plan & Seating Chart Instructions**
4. **Evacuation Plan**
5. **Common Disability Abbreviations**
6. **Characteristics of The 13 Recognized Disabilities**
7. **Emergency Services**
8. **Parent Letter**
9. **3-Day No Ride**
10. **Passenger Injury/Illness Report**
11. **Driver/Assistant Incident Report**
12. **Student Incident Report**
13. **NEISD Campus Codes**
14. **Safe Use of Fire Extinguishers**
15. **Sign Language Guide**



North East Independent School District

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Department of Transportation

DATE: ____/____/____

BUS # _____ CAMPUS SERVED: _____

DRIVER: _____ ASSISTANT: _____

DRIVER	DOOR	
	2	1
	4	3
	6	5
	8	7
	10	9
	12	11
	14	13
	16	15

35 & 47 PASSENGER



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Department of Transportation

NORTH EAST ISD TRANSPORTATION SPECIAL NEEDS EMERGENCY EVACUATION PLAN AND SEATING CHART

The evacuation plan should list each student along with issues that would affect the evacuation of the bus. Each student on each run must be listed in the plan. This plan needs to be regularly updated to reflect the students actually assigned and riding your bus.

A sample evacuation plan is as follows. The evacuation plan for a lift bus would need to indicate who is able to walk, who has to be carried, who is too heavy to be carried, and any severe medical needs that would need to be attended to during the evacuation.

EVACUATION PLAN

After the decision is made to evacuate the bus, the Bus Assistant will use sign language and verbalize to all students if there are any injuries and what is happening. The bus driver will get the first-aid kit, radio and put the phone (if equipped) out of the bus window.

The Bus Assistant will sign and verbalize: "We need to get out of the bus. We need to leave our backpacks on the bus. We will be going out the back door—do not jump"

The Driver will go to the back door and assist the students while the assistant frees the students from their seat belts/car seats/safety vests.

Bus Assistant will ensure the bus is empty and assist the driver in moving the students to the designated meeting place that is at least 100 feet away from the vehicle.

NEISD Special Needs Emergency Evacuation Plan

Bus 747 School Tejeda Middle School # of Students 4 AM/MD/PM Page 1 of 1

Seat	Student Name	Equipment/Disability	Evacuation Instructions and Concerns
3	Johnny Jumpup	<u>AU</u>	Should be last student of the bus.
		<u>VI</u>	
		<u>Equipment</u>	Requires constant supervision. Possible runner.
		<u>WC</u>	
7	Suzzy Surelock	<u>CS</u>	
		<u>SV</u>	Assistant will help student from the bus.
		<u>AC</u>	
		<u>OH</u>	Disability Codes
7	Suzzy Surelock	<u>OH</u>	Disability Codes
		<u>Equipment</u>	Evacuate in wheelchair if possible
		<u>WC</u>	Brittle Bone Disease. Must be handles genby and with great cars.
		<u>CS</u>	
2	Sammy Small	<u>SV</u>	Both Driver and Assistant should assist student from the bus.
		<u>AC</u>	
		<u>MR</u>	Disability Codes
		<u>OHT</u>	Evacuate in Car Seat.
2	Sammy Small	<u>Equipment</u>	Driver will remove student from the bus.
		<u>WC</u>	
		<u>CS</u>	
		<u>SV</u>	
2	Sammy Small	<u>AC</u>	
		<u>CS</u>	
		<u>SV</u>	
		<u>AC</u>	



Department of Transportation

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COMMON DISABILITY ABBREVIATIONS

Listed below are the most common abbreviations that are used on the *Special Needs Transportation request Form*. If you have any questions about what the impairment is or what is implied by the impairment, please do not be afraid to talk to the child's teacher, parent or someone in the Special Needs Office.

ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
AH	Auditory Handicapped
AI	Auditory Impaired
ALE	Applied Learning Environment
ARD	Admission, Review, Dismissal Committee
AU	Autism
CP	Cerebral Palsy
ED	Emotionally Disturbed
HI	Hearing Impaired
LD	Learning Disabled
LRE	Least Restrictive Environment
MI	Mentally Impaired
OH	Orthopedic Handicap
OHI	Other Health Impairments
OJT	On the Job Training
OT	Occupational Therapy
PASS	Personal Adjustment and Social Skills
PDD	Pervasive Developmental Disorder
PPCD	Pre-school Program for Children with Disabilities
PT	Physical Therapy
SH	Speech Handicapped
SLH	Speech / Language / Hearing
VI	Visually Impaired



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CHARACTERISTICS OF THE 13 RECOGNIZED DISABILITIES IDENTIFIED BY IDEA <97

AUTISM – a developmental disability that affects both verbal and non-verbal communication and social interaction. Other characteristics include repetitive activities and stereotyped movements (rocking), resistance to change (including environmental and daily routines), and unusual responses to sensory experiences.

DEAF-BLINDNESS – combined hearing and visual impairments that adversely impact communication and learning.

DEAFNESS – a hearing impairment that restricts the ability to process linguistic information through hearing, with OR without amplification (hearing aids) that adversely affects communication and learning.

EMOTIONAL DISTURBANCE – a student that exhibits one or more of the following characteristics over a long period so severely that educational performance is affected.

- An inability to learn that cannot be explained by intellectual, sensory or health factors.
- An inability to build or maintain satisfactory interpersonal relationships with peers or adults.
- Inappropriate types of behavior or feelings under normal circumstances.
- A pervasive mood of unhappiness or depression.
- Development of physical symptoms or fears associated with personal or school problems.

HEARING IMPAIRMENT – a permanent or fluctuating impairment in hearing that adversely affects a child's educational performance.

MENTALLY IMPAIRED – behavior or learning that is marked by significant sub-average general intellectual functioning, existing concurrently with deficits in adaptive behavior.

MULTIPLE DISABILITIES – combined impairments (such as deafness and mental impairment) that severely limit educational learning – requires more specialized educational opportunities.

ORTHOPEDIC IMPAIRMENT – impairments caused by congenital anomaly (birth defect), disease or other causes (amputation, severe burns, etc.). Educational performance is adversely affected due to limited mobility or physical impairments (writing, etc.).

OTHER HEALTH IMPAIRMENTS – daily activities are adversely affected due to limited strength, vitality or alertness, to include heightened alertness to environmental stimuli. Impairments can include, but are not limited to asthma, acute health problems, ADD, ADHD, diabetes, epilepsy, heart conditions, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever and sickle cell anemia.

LEARNING DISABILITY – a disorder in one or more of the basic psychological processes involved in the understanding or in using language (spoken or written), that may manifest itself in an imperfect ability to listen, think, speak, read, write, and spell or to do mathematical calculations.

SPEECH IMPAIRMENT – a communications disorder, such as stuttering, impaired articulation, language impairment or voice impairment that adversely affects a child's educational performance.

TRAUMATIC BRAIN INJURY – an acquired injury to the brain caused by an external physical force resulting in a partial or total functional disability or psychosocial impairment. This term applies to both open and closed brain injuries and could be caused by falls, motor vehicle accidents, gunshot, etc.

VISUAL IMPAIRMENT – including blindness means impairment in vision that, even with correction, adversely affects a child's educational performance.



North East Independent School District

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Department of Transportation

EMERGENCY SERVICES

SAN ANTONIO AREA FIRE & POLICE LOCATIONS

STATION #	ADDRESS	NEAREST CROSS STREET
1	801 E. HOUSTON ST	BOWIE
14	2515 THOUSAND OAKS	HENDERSON PASS
17	8545 JONES MALTSBERGER	RECTOR
19	1310 VANCE JACKSON	I-10
23	1750 SKYPLACE BLVD	JONES MALTSBERGER
24	1956 AUSTIN HWY	LANARK
28	815 EL MONTE	BLANCO ROAD
31	11802 WEST AVE	SILVER SANDS
37	11011 VANCE JACKSON	WURZBACH
38	6000 DISTRIBUTION	RITTIMAN RD
39	10750 NACOGDOCHES	WURZBACH PKWY
40	14331 O'CONNER	EDGEMONT
43	2055 W BITTERS	HUEBNER
46	1165 EVANS ROAD	STONE OAK PKWY
Bexar-Bulverde VFD	23103 Bulverde Road	SOUTH OF JOHNSON HS
48	18100 BULVERDE	¼ MILE NORTH OF 1604
WINDCREST (Police & Fire)	8601 MIDCROWN DR	BET WALZEM & CRESTWAY
CASTLE HILLS (Police)	209 LEMONWOOD DR	HONEYSUCKLE LN
HOLLYWOOD PARK (Fire)	2 MECCA DR	THOUSAND OAKS & HWY281
LIVE OAK (Police & Fire)	8001 SHIN OAK DR	ENCHANTED OAKS
NORTH (Police)	13030 JONES MALTSBERGER	CROSS CANYON

HOSPITALS

NAME	ADDRESS	CROSS STREET
NORTHEAST BAPTIST	8811 VILLAGE DRIVE	IH410 & STARCREST
NORTH CENTRAL BAPTIST	520 MADISON OAK	STONE OAK PKWY
NORTHEAST METHODIST	12412 JUDSON ROAD	IH35
NETHODIST STONE OAK	1139 E. SONTERRA BLVD	HARDY OAK BLVD
BAPTIST EMERGENCY HOSPITAL	16088 SAN PEDRO	BET 1000 OAKS & BROOK HOLLOW
UNIVERSITY HOSPITAL	4502 MEDICAL DRIVE	BABCOCK



North East Independent School District

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Department of Transportation

Dear Parent,

The Staff of the North East ISD Special Needs Transportation Office strives to make sure your child's/children's transportation trips to/from school/home are pleasurable and safe. Please find below our important points of interest that will assist us to achieve that goal.

ROUTINE GUIDELINES

- All changes in pick-up or drop-off locations must be coordinated with your student's campus Special Education Office.
- It may take up to five school days for the Special Needs Office to process new starts after the transportation request is received from the campus or to make changes in current bus service for your student(s).

PICK-UP TIME RESPONSIBILITIES

- If your student will not be riding the bus, please call the 210-356-9000(Reagan/Johnson cluster), 210-356-6940 (Churchill/Lee cluster) or Special Needs Transportation Office at 210-356-9201.
- Failure to ride for three (3) consecutive days without notifying the Transportation Office will result in suspension of bus service. You must contact our office to reinstate bus service if three consecutive days have gone by.
- Please have your student fully clothed, toileted, and ready at the stop five (5) minutes before the assigned pick-up time and be watching/waiting for the bus, as weather permits.
- Bus team will only wait 3 minutes for student to board the bus. After that time Bus must proceed with route.
- The bus assistant will greet your student at the door of the bus. They will accept responsibility for your student(s) at the bus stop as he/she boards the bus in the morning.

DROP-OFF RESPONSIBILITIES

- It is your or your authorized representative's responsibility to be at your student(s)' stop by the scheduled time. Failure to do so, or to communicate with our office in case of emergency, may disrupt other student's transportation needs. Continued non-compliance of guidelines could result in possible discontinuation of your student(s)' transportation services.
- Ensure that an accurate *Supervision Waiver Form* is on file with the bus team so they can release your student only to individuals you have authorized to receive him/her/them.
- It is important that the Special Needs Transportation Office has accurate and current contact information of the responsible individuals in case there is no authorized individual(s) to meet the bus.
- You or your responsible designated individual(s) must meet the bus at the bus stop so that custody of your student may be properly transferred. If your student(s) is/are to be taken to a daycare, please instruct the responsible person or other designated parties to meet the bus, accordingly.

We are looking forward to the opportunity to be of service to your student(s) starting with another new school year. Please feel free to call our offices any time you need assistance and/or any information. Our number is 210-356-9201.

Regards,

Special Needs Transportation



North East Independent School District

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3-Day No Ride Instructions

- Driver notifies Routing Office when student is no-show...every time.
- If student is no-show three days in a row, driver completes the 3-Day No Ride form and leaves a yellow copy at residence and turns in white copy into Routing Office.
- Driver continues to make the stop until Routing Office determines if stop is temporarily suspended or removed from the route.
- Routing Office contacts the school or parents to determine if there are extenuating circumstances (i.e. illness, camp, out of town, hospital, etc.).
- If there is reason to believe the absences are temporary, the Routing Office reminds parents of their continuing responsibility to call the office for no-pick-up.
- If absence is more permanent, parents must call the school Special Needs Coordinator so they can input the proper paperwork to remove the student from the route.
- Routing Office informs driver of decision to continue with the stop (with interim instructions) or removal from the route.
- **PLEASE CALL SPECIAL NEEDS OFFICE AT 210-356-9201 TO RESUME TRANSPORTATION.**

3-DAY NO RIDE

THE **FOLLOWING STUDENT** HAS NOT RIDDEN FOR 3 CONSECUTIVE DAYS. NEITHER THE PARENTS, SCHOOL, NOR OFFICE HAVE NOTIFIED THE BUS DRIVER/ASSISTANT THAT THIS STUDENT WOULD BE ABSENT:

STUDENT NAME: _____

BUS# _____ SCHOOL _____

CIRCLE ONE: AM PM BOTH

Additional Information: _____

Driver/Assistant _____ Date: _____

NOTICE LEFT AT RESIDENCE: YES or NO (circle one)



Department of Transportation

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*****Passenger Injury/Illness Report*****

Student Name: _____

Driver/Assistant Name _____ Bus # _____

Date of Incident _____

Location of Incident _____

Parent Name(s): _____

Address: _____

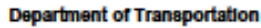
Telephone #: Home: _____ Work: _____

Closest Cross Street: _____

Description of Injury/Illness: _____

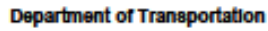
Action Taken: _____

Driver/Assistant Signature



10333 Broadway – SAN ANTONIO, TEXAS 78217

Prepared by: _____ Date: _____



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Prepared by: _____ Date: _____



North East Independent School District

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Department of Transportation

	Elementary Schools
142	Bulverde Creek
118	Camelot
140	Canyon Ridge
101	Castle Hills/ Magnet
145	Cibolo Green
119	Clear Spring
102	Coker
103	Colonial Hills
104	Dellview
105	East Terrell Hills
121	El Dorado
129	Encino Park
130	Fox Run
136	Hardy Oak
106	Harmony Hills
123	Hidden Forest
135	Huebner
107	Jackson-Keller
108	Larkspur
146	Las Lomas
134	Longs Creek
122	Montgomery
127	Northern Hills
109	Northwood
110	Oak Grove
131	Oak Meadow
111	Olmos
128	Redland Oaks
120	Regency Place
112	Ridgeview
139	Roan Forest
138	Royal Ridge
113	Serna
125	Stahl
141	Steubing Ranch
133	Stone Oak
126	Thousand Oaks
144	Tuscany Heights

147	Vineyard Ranch
114	Walzem
115	West Avenue
137	Wetmore
143	Wilderness Oak
116	Wilshire
117	Windcrest
124	Woodstone
	Middle Schools
053	Alternative MS/MSRC
048	Bradley
050	Bush
049	Driscoll
041	Eisenhower
042	Garner
058	Harris
059	Hill
045	Jackson
043	Krueger/ KSAT Magnet
057	Lopez
044	Nimitz /STEM
056	Tejeda
046	White
047	Wood
	High Schools
008	ACE
012	Alternative High School
026	Automotive Tech Acad
	BSSP/NETS
003	Churchill
013	Evening High School
009	ISA
014	Johnson
001	Lee /STEM/ NESA
002	MacArthur /Elec Sys Tech
005	Madison / Agriscience
007	Reagan /DATA
004	Roosevelt / ETA
222	Non-School Locations



Department of Transportation

North East Independent School District

10333 Broadway – SAN ANTONIO, TEXAS 78217

SAFE USE OF FIRE EXTINGUISHERS

TYPES OF FIRE EXTINGUISHERS

Fire extinguishers are labeled according to the types of fires they are designed to fight.

- | | |
|--------------------------------|--|
| A Ordinary Combustibles | Fires in paper, wood, drapes, and upholstery |
| B Flammable Liquids | Fires in fuel, gasoline, oil, grease in frying pans, and solvents |
| C Electrical | Fires that start in wiring, overheated fuse boxes and other electrical sources |

An extinguisher that is labeled **TYPE ABC** may be used on any of the fires listed above. The extinguishers in all school busses are of this type.

WHEN TO USE THE FIRE EXTINGUISHER

Fight the fire only if all of the following are true:

- The bus has been evacuated
- The fire is small and confined to the immediate area where it started
- You can fight the fire with your back to a safe escape route
- Your extinguisher is rated for the type of fire you are fighting
- If you have any doubts, wait for the Fire Department – don't put yourself in danger

HOW TO USE A FIRE EXTINGUISHER

Always remember **P.A.S.S.**

1. PULL

Pull the pin – some types of fire extinguishers require the release of a locking latch, or pressing a puncture lever.

2. AIM

Aim the fire extinguisher at the **BASE** of the fire.

3. SQUEEZE

Squeeze or press the handle – do not test the fire extinguisher away from the fire.

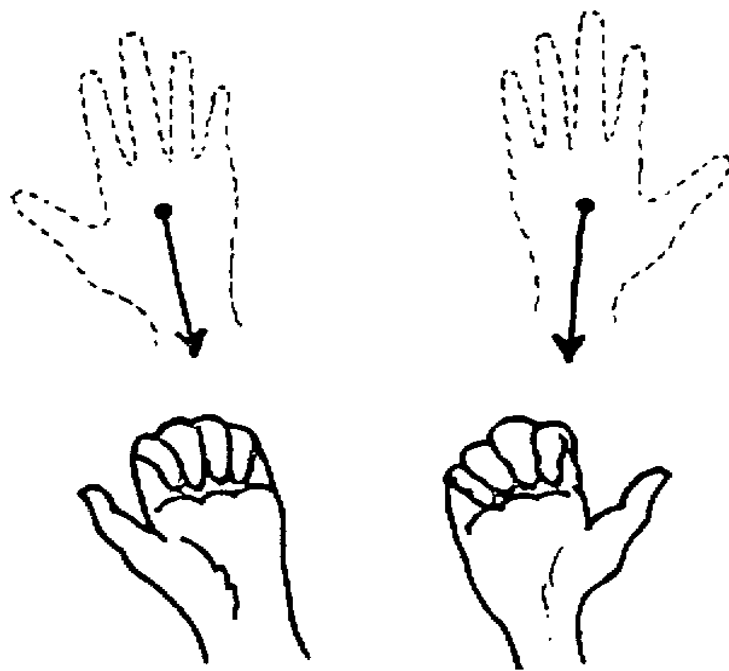
4. SWEEP

Sweep from side to side at the **BASE** of the fire. Watch for the possibility of the fire to re-flash. Leave a small amount of content in case this occurs.

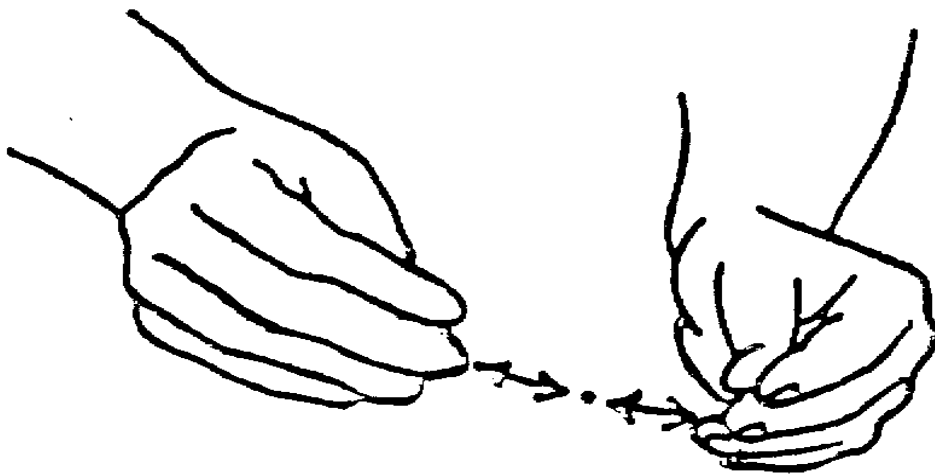
Most of the portable extinguishers work according to these directions – make sure you read the directions on your particular fire extinguisher.



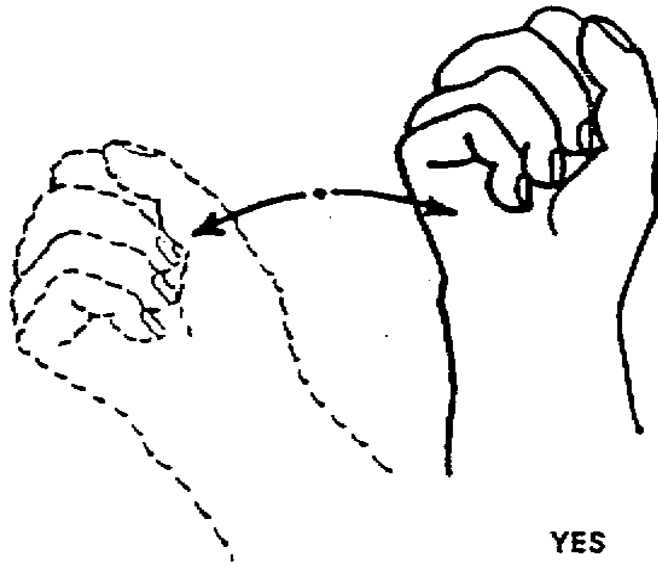




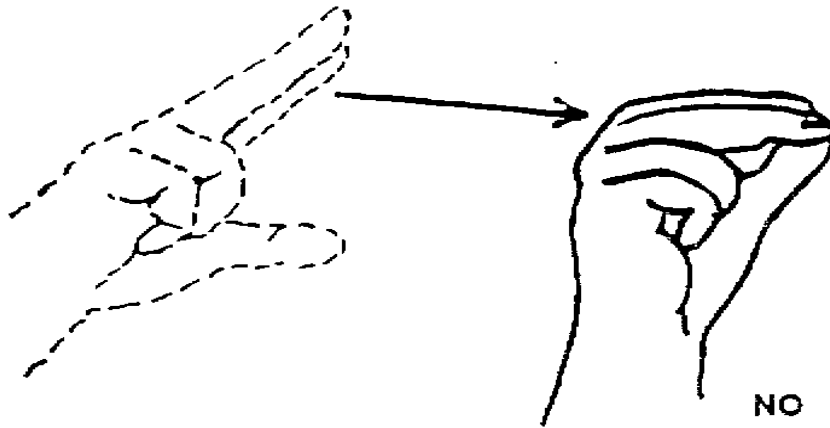
WANT



MORE



YES



NO

