

FOREWORD

The Handbook for Bus Drivers and Bus Attendants is designed to serve as a reference manual for members of the student transportation team in the Caddo Parish School Board. It contains a variety of important information, including policies, procedures, and guidelines to help school bus drivers and bus attendants fulfill their job performance requirements to the highest professional standards possible. Additional rights and responsibilities may be found in federal and state statutes, in State Department of Education Bulletin 119, in retirement system publications and in school system personnel policies, directives and official correspondence.

As a Caddo Parish School bus driver or bus attendant, you are the most important single factor in the Pupil Transportation Program. Our students are our most valuable asset. They are entitled to safe, timely, and courteous service. On every trip the bus carries cargo upon which no true monetary value can be placed. As a bus driver or attendant you must be in good physical condition, must demonstrate good character and must be skilled in the operation of your bus. You must be committed to the Caddo Parish School Board and its students. The safety of your passengers above all, must be your first consideration.

Distribution of the handbook shall be determined by the Director of Transportation of the Caddo Parish School Board. Additions, deletions and revisions shall be forwarded to appropriate personnel from time to time in order to keep the handbook up to date. The CPSB Bus Driver Advisory Council played an integral role in the revision of this manual.

ANY DEVIATION OF THE POLICIES AND PROCEDURES CONTAINED IN THIS MANUAL MAY RESULT IN DISCIPLINARY ACTION

*BUS DRIVERS – Active Drivers and Substitute Drivers

*BUS ATTENDANTS – Bus Attendants and Substitute Attendants

As you may realize, it would be very difficult to write instructions that would fit every situation. These instructions should be a guideline in your day to day duties.

This manual supersedes any Caddo Parish School Board-Transportation Manual or extra work manual that you have that is dated before January 2017.

CADDO PARISH SCHOOL BOARD

1961 MIDWAY AVE.

SHREVEPORT, LA 71108

CADDO PARISH SCHOOL BOARD MEMBERS

Steve Riall	District 1
Jasmine Green	District 2
Margaret A. Brown	District 3
Susannah W. Poljak	District 4
Bonita Douzart	District 5
Mary Trammel	District 6
Raymond E. Green	District 7
Denee' Locke	District 8
Barry F. Rachal	District 9
Larry Ramsey	District 10
John L. Albritton	District 11
Dottie Bell	District 12

SUPERINTENDENT

Dr. T. Lamar Goree

CHIEF OPERATIONS OFFICER

James Woolfolk

TRANSPORTATION MANAGEMENT STAFF

Otis Jones, Jr.	Transportation Director
Mary Reliford-Harris	Transportation Supervisor
Booker White	Transportation Supervisor
D'Andrea Dorsey	Transportation Supervisor
Virgin Rachal	Transportation Supervisor

A letter from Otis Jones, Jr., Director of Transportation...

On behalf of the Caddo Parish School Board, I welcome all the newcomers to the Caddo Transportation Family and extend a big thank you to all current drivers and attendants for the great job you do every school day to transport our students safely and timely to/from school and other school related activities.

The Caddo Parish School Board (CPSB) Transportation Department can only be as successful as the people who make up the team. All of you play a very important and vital role in the day-to-day operations of this department. **We are and must remain a team!**

My pledge is to continue to support you and our continued effort to make this the safest and most efficient transportation department in the state. You must always keep in mind that the transportation department's first and primary goal is to maintain the safety and well-being of the students whom we transport. Safety must always be the driving force behind every decision we make and every action we take as operators of the CPSB buses. This must always be **OUR GOAL.**


Our second goal should be to reach the highest level of commitment when doing our jobs which manifests itself in a spirit of **COURTESY AND TIMELINESS.** We must maintain an attitude of professionalism in our communications with parents, staff, and students.

The handbook for bus drivers and bus attendants that follows presents our policies and the guidance necessary for you to know and understand the CPSB's expectations of its employees in their day-to-day work life. Each of us, together and individually, must endeavor to work toward these expectations to be a successful contributor to **OUR TEAM.**

You should carefully review the handbook and bring forward any questions, ideas, or suggestions you may have about the handbook to your supervisor.

Thank you for being part of our transportation family!

Otis Jones, Jr.

A large, stylized handwritten signature in black ink, appearing to read 'Otis Jones, Jr.', is written over the typed name and title.

Director of Transportation

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SECTION I

Caddo Parish School District
Job Description

Job Title: School Bus Driver

SUMMARY

Drives bus to transport passengers over specified routes to local or distant points according to time schedule by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Maintain professionalism in your relations with students, parents and administrative personnel.

Safely transports students to and from school and various activities.

Notifies the Transportation Department of all accidents, incidents or delays.

Maintain an acceptable driving record in personal vehicles and the school bus, as required in the Commercial Motor Vehicle Safety Act of 1986, Part 383, Subparts B, C and D of the Federal Motor Carrier Safety Regulations. Reports violations to the Transportation Department.

Complies with local traffic regulations, Transportation Department guidelines and Caddo Parish School Board policies.

Adhere to assigned schedule

Be prompt in picking up and discharging students at approved stops

Transport only students which have been so authorized and, in emergency, a student assigned by the principal

Enforce bus regulations and report undisciplined students to principal

Furnishes and maintains traveling and time schedules

Inspects bus and checks gas, oil, and water before departure. Keeps bus clean

Notify parents of bus schedule (i.e., time and bus stop location) prior to opening of school and when changes occur

Performs other related duties as required or assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must pass annual CDL physical examination as required by Bulletin 119.

EDUCATION and/or EXPERIENCE High school diploma or GED/no previous experience.

CERTIFICATES, LICENSES, REGISTRATIONS Louisiana Commercial Drivers Licenses (CDL)

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands and arms to handle tools or controls. The employee is occasionally required to talk or hear. Specific vision abilities required by this job include distance vision, peripheral vision and depth perception

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually loud.

CHAIN OF SUPERVISION Director of Transportation, Supervisor of Transportation, Principal

Employee Signature and Date

Caddo Parish School District
Job Description

Job Title: School Bus Driver Attendant

SUMMARY

Renders variety of services to bus drivers to make their route as trouble free as possible by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Organizes students into correct lines while waiting for bus. Insure that students are properly cared for.

Help students get on bus and become properly situated. Assist students off the bus at designated bus stop.

Insure that protective safety devices are always properly utilized.

Provides assistance to bus driver when needed

Performs a variety of other functions.

Performs other related duties as required or assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or GED

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee frequently is required to work and talk or hear. The employee is occasionally required to use hands to handle or feel objects or controls and stoop, kneel, crouch, or crawl. The employee must occasionally lift or move light weight.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually loud.

CHAIN OF SUPERVISION Bus Driver, Director of Transportation, Supervisor of Transportation, Principal

Employee Signature and Date

PERSONAL REGULATIONS

DRIVER'S LICENSE

You must carry a valid Class B Commercial Driver's License with you while on duty. In addition, a C.D.L. Medical Examiners Certificate should be with your license. You must notify your employer if your license is suspended, revoked, or canceled, or if you are disqualified from driving.

You will lose your C.D.L.:

for at least 60 days if you have committed two (2) serious traffic violations within a three (3) year period involving a CMV.

OR at least 120 days for three (3) serious traffic violations within a three (3) year period.

ALSO SEE PAGE 95

IDENTIFICATION

ID Badges are to be worn in plain view on your person **at all times** while operating a school bus and while on duty on Caddo School Board Property.

APPEARANCE

When reporting for duty you should be clean, neat, and **appropriately dressed**. You are a representative of the Caddo Parish School Board and need to serve as a role-model for the students on your bus. The following is the expected dress code for Bus Drivers and Attendants:

- Jeans are allowed.
- Jogging/Wind suits are allowed.
- Dress/skirts should be no shorter than at or slightly above the knee.
- Shorts/Skorts are allowed. They should be no shorter than at or slightly above the knee.
- Do not wear spandex or tight knit clothing.
- Do not wear inappropriately cut or torn clothing.
- Do not wear midriffs.
- Do not wear clothing (including hats and/or jackets) that display inappropriate, political, or controversial slogans/pictures.
- Do not wear clothing (including hats and/or jackets) that advertise alcohol, tobacco, drugs, and/or gambling.
- Do not wear revealing garments (including see through).
- Do not wear skin tight clothing.
- Do not wear low cut blouses/shirts.
- Do not wear sleeveless shirts. Do not wear spaghetti strap or camisole tops.

- Appropriate footwear is a must. Do not wear high-heels, flip-flops, or house shoes. Footwear must cover the toe and heel. We recommend a non-slip sole with a defined heel that is inspected often to prevent slip and fall.
- A neat, well-groomed appearance is a must.
- WHEN IN DOUBT, DO NOT WEAR THE ITEM.

SMOKING/TOBACCO USE

Smoking is prohibited at all times on the bus or on Caddo Parish School Board property.

INTOXICANTS

The use of intoxicants, alcohol or certain drugs either before reporting for duty or while on duty is prohibited. Any violation of this rule is grounds for dismissal. Please refer to Drug/Alcohol Policy for further information.

Also see page 66

MONTHLY REPORTS

Drivers are required to submit a monthly Pre-Trip Inspection sheet and any changes to the route (stops-student roster-seating chart-mileage) to the Transportation Department no later than the 5th of the following month. Drivers are required to submit roster, seating chart, route, and left/right turns at the beginning and end of each school year. Separate log sheets are required for special programs operated through schools. A roster and run description are required for any after school runs operated through the school, including athletics.

All substitute bus drivers are required to fill out, maintain, and file their own completed pre-trip inspection form monthly. This includes all trips made by the substitute driver. Monthly log sheets are required for sub drivers. All files of Bus Drivers and Substitute Bus Drivers will be audited during the school year and at the end of the school year to ensure compliance. **Failure to turn in required reports on time may result in disciplinary action.**

A revised PRETRIP form dated November 2016 is the only form to be used.

BUS STOPS

Bus Drivers will not create or change existing designated bus stops without authorization of the Transportation Department. Any request for changes must be made by the bus driver in person or by telephone to the Transportation Office, not over the radio. Failure to comply will result in disciplinary action. ***CONTACT TRANSPORTATION IF A STUDENT'S STOP IS UNKNOWN.**

EXCESSIVE COMPLAINTS

Complaints against drivers and sub drivers are kept on file. These complaints will be reviewed periodically to determine if a driver/sub needs remedial training, reprimand, or dismissal. These files are open to a driver's or sub driver's scrutiny at any time a request is made to the Director of Transportation and will be reviewed in the office with a member of Transportation present. Drivers who receive three (3) or more SAFEbus calls within a school year will be required to attend a minimum of eight hours Defensive Driving Class. All SAFEbus calls will be reviewed by the Director of Transportation or his designee for validity.

ADDRESS AND TELEPHONE CHANGE

Changes in telephone numbers and addresses must be reported to the Transportation Office within three working days. **It is an absolute MUST that you keep the Transportation Office apprised of your telephone number and/or other reliable means with which to contact you quickly.**

NO RIDERS

Insurance regulations mandate that anyone who is **not of school age and not a student of the Caddo Parish School system shall not be allowed to ride a bus insured by the Caddo Parish School Board. Drivers will not be allowed to carry their own child/children on a CPSB bus unless said child/children attend the school the driver services.** This directive also applies to parents, friends and relatives who wish to ride the bus to school or home for various reasons. Parents who wish to ride buses as chaperones will be allowed but must be approved by the principal. Should a question arise, contact the Transportation Office for guidance.

***Also see page 31 of CPSB policy EDDB**

PERSONAL USE OF BUS

Caddo Parish School Board Policy prohibits use of school buses for personal use such as shopping, moving personal items, or hauling items to be sold for profit. This also includes the use of the bus for transportation to any other employment, appointments, or anything other than what is described in the job description for a school bus driver unless approved by the Director of Transportation. If you need further clarification of this policy, contact the Director of Transportation for guidance.

No concessions are to be sold on buses.

INJURY

Any injury you receive as a result of your duties as a Driver or Attendant must be reported to the Transportation Office that same day. An Accident/Incident Report form must be completed and signed.

PHYSICALS

Physicals are due on a yearly basis. Only physicians selected and approved by the Caddo Parish School Board's Transportation Dept. can be used for yearly physicals. Check your Transportation Calendar or contact the Transportation Dept. for a list of approved physicians. **If you are not current with your physical, you will not be allowed to drive your bus and classified personnel will be notified.** Please make sure a copy of your current physical certification form is in the Transportation Department file.

INSERVICE

If you have not completed your yearly in-service, you will not be allowed to drive when school starts. **In-service training is mandated by state law and your attendance is mandatory.**

ABSENCE

1. Transportation will place Substitute Bus Drivers and Substitute Bus Attendants on routes that require coverage in the absence of the Regular Bus Driver or Bus Attendant. **Regular Bus Drivers and Bus Attendants are not allowed to contact a Substitute Bus Driver or Substitute Bus Attendant to cover their route. This does not include middays or after school programs.**
2. Regular Bus Drivers and Bus Attendants requesting time off **must** submit the Absence Report Form prior to absence. This form will be used for payroll reporting of any absence and for substitute assignments.
3. An Absence Report Form will be submitted by dispatch for emergency absence so you must notify Transportation in writing prior to the end of the payroll period if a different reason code is desired. Should you fail to submit this form prior to the close of payroll, a **“No Reason Given” will be reported, which will result in you not receiving pay for the absence. Telephone calls in lieu of the Absence Report Form will not be accepted for non-emergencies.**
4. If you cannot drive your bus because of an emergency you **must** call in and report it to the morning dispatch in, Shreveport Transportation at 603-6534/603-5858 or Vivian Transportation, 375-2754 no later than 6:00 a.m. to assure routes are covered in a timely

manner. If your route begins at 6:00 a.m. or prior, you must call in no later than forty-five (45) minutes prior to the start of your route. For afternoon coverage other than an emergency you must submit an absence no later than 11:00 a.m. to the Shreveport Transportation Dispatcher, 603-5858 or the Vivian Transportation Dispatcher, 375-2754. **No voice mails will be accepted.** You **must** speak to the appropriate person.

5. Regular Bus Drivers and Bus Attendants **must** submit a doctor's statement to the Transportation Department as required upon six consecutive days of absence. If documentation is not submitted prior to the close of payroll, your pay may be affected.
6. **It is important that all drivers work before and after holidays and at the end of the school year.**

BUS PARKING

School buses will be parked at designated parking sites approved by the Transportation Dept. In some cases, school buses may be parked at the driver's residence with authorization from the Director of Transportation or his designee. Buses are never to be parked on a public or private street since this violates local ordinance. Individual route requirements will dictate bus parking. These decisions will be made by the Director of Transportation. If a driver is going to be off the bus for 3 days or longer, the driver must bring the bus to Transportation and turn in keys to the Shop Foreman. When driver is back on the bus, the driver is responsible for getting to Shreveport Transportation to pick up their bus at an appointed time. Any other arrangement must be approved by a supervisor or the Director of Transportation. All route buses must be parked within 5 miles of first bus stop unless approved by Director or his/her designee.

TRAILBLAZERS

Trailblazers are selected by the Transportation Department and may be removed at any time and reassigned to a standard route. They are **NOT** to be used as substitute bus drivers.

The primary function of Trailblazers is to be available in case of emergencies and breakdowns.

Trailblazers are assigned newer buses regularly that may not be used for out of town trips. The drivers may only perform extra work between the hours of 9:00 a.m. – 2:00 p.m., before 6:00 a.m., or after 6:00 p.m. Trailblazers are on duty during standard route hours which currently are 6:00 a.m. – 9:00 a.m. and 2:00 p.m. – 5:00 p.m.

SUBSTITUTE DRIVERS

All Substitute Bus Drivers and Substitute Bus Attendants that are not assigned to cover a route

are required to sign-in at Shreveport Transportation or Vivian Transportation each morning at 5:45 a.m. and remain until 8:00 a.m. (report to the morning dispatcher) and at 1:30 p.m. and remain until 4:00 p.m. each work day (report to the afternoon dispatcher). You will be paid for reporting based on sign-in sheets. No one will be allowed to sign in for you.

If you do not consistently sign in every morning and afternoon for work or make contact with the Routing Supervisor or dispatcher, you **will be removed** from our active substitute list. You may be inactive for up to a year before you are permanently removed.

WORK DAY

Bus drivers are required to drive a minimum of 4 hours a day dependent upon the number of work days in the respective school year.

OVERTIME

Overtime is calculated based on a 40-hour Sunday-Saturday workweek. A workweek is a continuous period of 168 hours in the form of seven (7) consecutive days. Each work week stands alone for the purpose of determining overtime pay for non-exempt employees.

Employees who have a work schedule of fewer than forty (40) hours in a workweek are not paid overtime compensation unless the employee works more than forty (40) hours in a workweek. Such employees shall be paid the regular rate of pay for the time worked up to forty hours.

Please refer to Caddo Parish School Board Policies for additional information.

General Regulations

CONDUCT

While performing their assigned duties, a Caddo School Bus Driver or Bus Attendant's **conduct** shall always be civil, orderly and courteous. They shall be diplomatic and tactful in performing their duties, controlling their anger, and exercising patience and good judgement. Bus Drivers or Bus Attendants shall not engage in argumentative discussions with students, parents, administrators, or anyone, even in the face of extreme provocation. Drivers and Attendants will refrain from using coarse, violent, profane, or insolent language. They should also refrain from voicing any bias or prejudicial language concerning race, gender, religion, sexual orientation, national origin, lifestyle, or similar personal characteristics. Bus drivers and bus attendants shall obey all applicable federal and state laws.

BUS INSPECTION

A Caddo School Bus Driver and his or her assigned bus will be subject to **inspection** by the Director of Transportation, a Supervisor of Transportation, or the Recruiting/Training Specialist at any given time the Bus Driver is **on duty**. **A Supervisor Bus Inspection Notice** will be filled out and a copy will be given to the Bus Driver noting any unsatisfactory areas and subsequent follow up.

EMPLOYEE/NON-EMPLOYEE RELATIONS

A Transportation Department Employee **shall not** share, while on or off duty, any information regarding confidential employee or student related matters, or make accusations or expressions where such is defamatory, obscene, unlawful, exhibits a reckless disregard for the truth, or tends to undermine the operation of the Transportation Department or the Caddo Parish School Board.

SOLICITATIONS

A Caddo Parish School Bus Driver or Bus Attendant **shall not** participate in any form of solicitation at any time, where use is made of their **I.D. Badge, School Bus, or any Caddo Parish School Board Property**. The Bus Driver or Attendant also shall not use or permit the use of their **I.D. Badge, School Bus, or any Caddo Parish School Board Property**, for personal or financial gain or for the benefit of any individual or group of individuals.

FAILURE TO REPORT

When a Driver is late or fails to report to their assigned school for the morning or afternoon route, the route **will not** be covered by other Drivers unless it is authorized by the Transportation Office. If another Driver covers the route without Authorization, they will not be paid for the route. Failure of a Driver or Attendant to report their absence to Transportation will result in disciplinary action.

CONFISCATED ITEMS

If a student brings **illegal or inappropriate** items aboard a Caddo Parish School Bus, these items will be confiscated by the Bus Driver and retained as evidence or as a precautionary measure. **Under NO circumstances** shall these items be released to anyone other than an authorized Caddo Parish School Board Administrator, Security, Risk Management Personnel or the Police.

STUDENT ROSTERS

The roster of students assigned to any given Caddo School Bus will be updated **every two weeks** at the start of school for at least **one month** or for whatever time deemed necessary by the Director of Transportation or his designee. A copy of the student roster will be provided to the school(s) you service. Students Rosters will be updated throughout the school year whenever you **ADD** or **DROP** a student and a copy will be provided to the school and Transportation Office.

PROCEDURE WHEN STOP ARMS ARE DISOBEYED

When a motorist disobeys the flashing stop arms of a school bus, the following procedure will be initiated by the Bus Driver:

- A. The license plate number and a description of the vehicle will be obtained.
- B. A Technical Assistance Affidavit will be filled out by the Bus Driver and brought to the Transportation Office and then submitted to the local Law Enforcement Agency within **24 hours**. (Forms can be picked up in Transportation Office)

REMEDIAL TRAINING

The Director of Transportation or his designee shall require any Transportation Department Employee, who maintains a CDL license, to undergo **Remedial Training** if any of the following are noted.

1. Involvement in preventable accidents (any at-fault accident or incident).
2. A record of traffic violations or complaints (any conviction for a moving traffic violation).
3. Inability to solve student behavior problems
4. Vehicle abuse
5. Discourteous behavior
6. Unreasonable schedule delays
7. Inappropriate driver attitude or performance
8. Changes in physical fitness
9. 3 or more 1-800 Safe Driving calls (1-318-364-5000-Safety for Our Children)
10. Failure to comply with state and local policies and procedures
11. Failure to comply with Caddo Parish School Board policies and procedures

Remedial Training shall consist of, but not limited to:

1. National Safety Counsel School Bus Driver Defensive Driving Course
2. Assertive Discipline for Bus Drivers
3. Any general or specialized training deemed necessary by the Department of Transportation
4. Required appearance before the Caddo Parish School Board Safety Review Committee

NON-DESIGNATED BUS STOPS

Allowing students off the bus at other than designated stops is **strictly prohibited**. At no time will drivers stop at stores, (i.e. convenience stores, McDonald's, etc.) unless on an authorized field trip. Drivers are not to use students to "run into" stores to get the driver cokes, food, etc. If a situation arises that is an emergency, or an unusual circumstance, call Transportation for direction. Bus exchanges are designated stops.

PROCEDURES FOR ASSIGNMENT OF NEW/USED BUSES

All air conditioned buses for the Caddo School System will be assigned according to the longest regular daily round trip mileage. The reassignment will occur as often as the need arises. Routes will receive air conditioned buses based on a route review using the Bus Driver's route description and the actual mileage as calculated by the computer routing system. When a conflict exists between the two, a Transportation Supervisor will verify the actual route mileage and make the final decision.

Air conditioned buses will be assigned to the longest routes and will not move from that route if the Bus Driver bumps for a different route.

Field trips and athletic trips are not considered when assigning new air conditioned buses.

Trailblazers will receive a new air conditioned bus every six years.

The Director of Transportation, in consultation with Transportation supervisors, retains the right of exception to above procedures included but not limited to:

1. Number of at fault accidents a Bus Driver has had.
2. The way a Bus Driver cares for his/her bus.
3. IEP requirements that may impact special needs students.
4. Failure to submit required mileage sheet
5. Any other situation as deemed necessary by the Director or his/her designee

SECURITY REGULATIONS

1. You must wear your Caddo Parish School identification badge when driving your school bus or whenever you are on Caddo School Board property. (If you do not have a badge, please contact the Transportation Department to arrange to have one made for you.)

2. In the morning, **YOU MUST** check your bus after each school to be sure that **ALL CHILDREN ARE OFF YOUR BUS.** In the afternoon, **YOU MUST** check your bus after the last stop of each run.
3. Keys are **NEVER** to be left on your bus unless authorized by the Director of Transportation or his representative.
4. You must have a spare key for your bus. You can have a spare made in the Bus Garage Parts Room. **NEVER** leave the driver's seat of a school bus while the key is in the ignition. Remove the bus key when you are out of the driver's seat. **Never hide your spare key on the bus.**
5. **NEVER** leave the ignition key in the bus overnight. If the key is left on the bus and the bus is stolen it will be grounds for disciplinary action.

Bus drivers must NEVER use their cell phones for personal call while driving a school bus.

SECTION II

DRIVER SELECTION

Basic requirements for all driving personnel have been established by the Bureau of Transportation of the Louisiana Department of Education and by the Caddo Parish School Board. In addition to meeting these requirements initially, annual recertification of all Full-time and Substitute School Bus Drivers is required.

Listed below are the state and local requirements for Full-time and Substitute Drivers:

1. Minimum Age: 21 years old
2. High School Diploma or GED
3. Current Louisiana Commercial Driver's License (Class B) Passenger & Air Brakes & "S" endorsement
4. Pass a Criminal Records Check
5. Successfully pass Worksteps Evaluation
6. Good health (C.D.L. physical examination required)
7. Pass First Aid/ CPR

8. Good character
9. Acceptable driving record
10. Successful completion of Preservice Driver Training Program
11. Successful completion of On-The-Bus-Training
 - (a) Two (2) days observing
 - (b) Two (2) days driving one way (no students)
 - (c) Six (6) days driving two ways (with students)
12. Successful completion of inservice meeting and recertification as required by the Louisiana Department of Education and Caddo Parish School Board.
13. Pass a Pre-Employment Drug Screen

NOTE: Substitute Drivers and Substitute Bus Attendants do not receive any Benefits and are not regular employees of the CPSB.

PROBATIONARY/TENURE STATUS OF SCHOOL BUS DRIVERS

PROBATIONARY STATUS OF BUS ATTENDANTS AND REASONS FOR REMOVAL

A. PROBATIONARY/TENURE STATUS OF BUS DRIVERS

1. Each school bus driver shall serve a probationary term of three (3) years reckoned from the date of first employment in the parish school system.
2. School bus drivers found unsatisfactory by the Caddo Parish School Board at the expiration of the probationary term shall be notified in writing by the Board that they have been discharged or dismissed. In the absence of such notification, such probationary school bus drivers shall automatically become regular and permanent drivers in the employ of the School Board of the parish in which they have successfully served their probationary term.
3. In order to acquire tenure under the provisions hereof, school bus drivers shall personally operate and drive the school buses they are employed to operate; no one shall acquire tenure in the operation of more than one school bus. (LRS 17:492) Bus drivers

hired after July 1, 2012 are not eligible for tenure and may be removed from their position as provided by the personal policy of the employing school board.

B. PROBATIONARY STATUS OF BUS ATTENDANTS

Bus attendants shall serve a probationary period of six months reckoned from the date of first employment in the parish school system. Bus attendants do NOT acquire tenure.

C. TERMINATION OF EMPLOYMENT

1. In the event a school bus driver or a bus attendant violates conditions as stated in the contract and/or the job description, the School Board may bring about charges for dismissal.
2. Probationary school bus drivers or bus attendants may be dismissed or discharged upon the written recommendation of the Superintendent of Schools, accompanied by valid reasons.
3. Permanent school bus drivers, in accordance with statutes regulating driver tenure, shall not be removed from their position except upon written and signed charges of willful neglect of duty, or incompetence, or immorality, or drunkenness or drug abuse while on duty, or physical disability to perform duties, or failure to keep the school bus in safe, comfortable and practical operating condition, or of being a member of or contributing to any group, organization, movement or corporation that is prohibited by law or injunction from operating in the State of Louisiana, and then only if found guilty after a hearing by the School Board of the parish in which the school bus driver is employed. The hearing required under this section shall be held not later than forty-five (45) days following the receipt of notice of the charges by the accused driver unless an extension of time is mutually agreed upon.
4. An additional ground for the removal from office of any permanent school bus driver shall be the abolition, discontinuance or consolidation of routes, but then only if it is found as a fact, after a hearing by the School Board of the parish, that it is in the best interest of the school system to abolish, discontinue or consolidate said route or routes.
5. All hearings hereunder shall be private or public, at the option of the driver or drivers to be affected thereby. In all such hearings, the burden of proving fault shall lie with the School Board.
6. At least fifteen (15) days in advance of the date of the hearing the School Board shall furnish the affected driver or drivers a copy of the written grounds on which said abolition,

discontinuance, or consolidation of routes is sought. The driver or drivers affected shall have the right to appear in their own behalf and with counsel of their selection, and be heard by the Board at the hearing. Nothing herein shall impair the right of the parties to appeal to a court of competent jurisdiction.

7. In the event that one or more school bus drivers must be removed due to the abolition, discontinuance, or consolidation of routes, the principle of seniority shall apply, so that the last school bus driver hired to serve within the school system to be affected shall be the first to be removed.
8. Bus attendants are not governed by the tenure statute for bus drivers; however, they are granted specific rights in termination and reduction-in-force procedures.

D. REASONS FOR DISMISSAL OF BUS DRIVERS

School bus drivers may be dismissed upon written and signed charges of the following:

1. **WILLFUL NEGLIGENCE OF DUTY**

Failure to follow policies and instructions as recommended by the School Board, the superintendent and the Transportation Department. Actions such as these will be considered willful neglect of duty:

- a. Failure to adequately instruct the students on proper procedure when crossing in front of the bus and when crossing the street.
- b. Failure to properly instruct students on discipline expected while on the bus, when getting off the bus, and when waiting for the bus.
- c. Failure to provide the Transportation Department with reports as needed to ensure the safety of the students. (health certificates, bus inspections, current Commercial Driver's License are examples).
- d. Failure to follow policies relating to reporting of all accidents, convictions of traffic violations, use of substitute drivers, locations of bus stops, use of substitute buses, breakdowns, daily maintenance and inspections of bus. (Use of official forms approved for various reports is required.)
- e. Failure to comply with approved and established policies and procedures of the Transportation Department.

- f. Failure to report accurately any information required by the Transportation Department.
- g. Failure to report promptly to schools, Transportation Department, and students in the event of a breakdown and/or absence.
- h. Other actions deemed willful neglect of duty and documented as such.

2. **CONCEPTS PERTAINING TO INCOMPETENCY**

- a. Failure to stop properly at railroad crossings.
- b. Failure to obey traffic regulations (stop signs, traffic lights, speed zones, etc.) while driving any vehicle.
- c. Failure to keep schedule of routes which have been provided to the driver by the Transportation Department.
- d. Involvement in an accident for which the driver is identified as responsible.
- e. Operation of the vehicle in a manner which denotes poor driving skills.
- f. Failure to maintain discipline on the school bus.
- g. Other actions deemed incompetency and documented as such.

3. **IMMORALITY**

Acts of such nature which are deemed violations of law or deemed socially unacceptable and/or deemed morally intolerable as related to the proper conduct expected of individuals who work with the youth of the school system.

4. **DRUNKENNESS OR DRUG ABUSE WHILE ON DUTY**

If upon investigation it is proven that a school bus driver has partaken of any alcoholic beverage or illegal drug and is presumed to be intoxicated or is under the influence of drugs,

the school bus driver may be recommended for dismissal, subject to the provisions of prevailing laws and policies.

A school bus driver convicted of operating a motor vehicle while intoxicated is subject to prevailing laws governing licensed commercial drivers.

AT NO TIME MAY THE DRIVER OPERATE A SCHOOL BUS IF HIS/HER COMMERCIAL DRIVER'S LICENSE IS SUSPENDED.

5. **PHYSICAL DISABILITY TO PERFORM DUTIES**

Drivers may be recommended for separation or retirement when, after investigation, it becomes apparent that they are not physically capable of performing duties. The School Board may require an examination by a doctor of the Board's selection.

6. **FAILURE TO KEEP EQUIPMENT IN SAFE, COMFORTABLE, AND PRACTICAL OPERATING CONDITION**

- a. Failure to replace tires which do not meet minimum requirements.
- b. Failure to replace cracked windows which may cause possible injury to bus students.
- c. Failure to have wheels pulled and brake system thoroughly checked in accordance with semi-annual bus inspection requirements.
- d. Failure for bus to pass inspection, and bus is not operative as contracted.
- e. Failure to make necessary and immediate-repairs to faulty equipment.
- f. Failure to keep clean the interior and exterior of the bus.
- g. Other conditions constituting faulty mechanical operation and documented as such.

E. **SUSPENSION OF SCHOOL BUS DRIVERS AND BUS ATTENDANTS**

School bus drivers and bus attendants may be suspended from their work assignments by the Superintendent (or designee), subject to ratification of the School Board. Reasons for suspension must be documented in accordance with prevailing policies and procedures.

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School Bus Conduct

Students must conduct themselves in a manner that promotes safety and follow rules of the Transportation Department whether riding the bus to and from their home or school sponsored activities. The principal may suspend from school or suspend from riding the bus any student who commits any infraction set forth in R.S.17:416 utilizing the same procedures applicable to suspension and expulsion from school. School personnel must review the rules for riding school buses with all students at the beginning of each semester (Bulletin 119).

Safety Instructions and Behavior Rules for School Bus Riders

School bus transportation is a PRIVILEGE. The safety and welfare of student riders depend on proper behavior and observance of the following rules and regulations. Any pupil who violates any of these rules will be reported to the proper authority and his/her privilege of transportation may be denied. These rules apply to STUDENT ACTIVITY TRIPS as well as regular bus routes to and from school.

1. The DRIVER is in FULL charge of the bus and its passengers and has authority to enforce all the rules. Respect the authority of the driver by obeying promptly and courteously. Students are to refrain from unnecessary conversation with the driver.
2. Students must BE ON TIME AT THE BUS STOP or loading stations.
The BUS WILL NOT WAIT for those who are tardy.
DO NOT run after the bus if rider is late. Drivers will NOT STOP for anyone running after a bus.
3. Wait for the bus to come to a COMPLETE stop before trying to get on or off the bus. If student must CROSS THE ROAD, wait for the DRIVER TO SIGNAL student across with his/her hand when he/she has determined all traffic has stopped. ALWAYS cross at least ten (10) feet in front of the bus, whether boarding or departing.
4. After boarding the bus, sit down and remain seated until the bus reaches student's stop. THE DRIVER WILL ASSIGN SEATS and students shall sit in the seats assigned to them.
5. NO fighting, pushing, tripping, kicking, bullying or sexual harassment, etc. will be tolerated on the bus.
6. NO student will be allowed to use tobacco, drugs, alcohol, or light matches or lighters on the bus.

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7. NO loud or boisterous speech, swearing or shouting on the bus or out the windows will be allowed. Rude and abusive language will not be tolerated.
8. DO NOT sit with more than the proper number in one seat.
9. DO NOT extend any part of student's body out of the bus windows.
10. DO NOT throw anything in or out of the bus window. Any damages or costs incurred by a student throwing an object out of the bus will be the responsibility of the student's parents or guardians and not the Caddo Parish School Board.
11. DO NOT eat or drink on the bus; eating or drinking may be allowed during special activity trips with trip sponsor preapproval.
12. DO NOT bring live animals, reptiles, insects, etc. on the bus.
13. DO NOT bring firearms, knives, explosive devices, firecrackers, glass objects other than eye glasses, or other dangerous materials aboard the bus. Such ITEMS WILL BE CONFISCATED and appropriate discipline will follow.
14. TREAT THE BUS WITH RESPECT. THE STUDENT OR HIS/HER PARENTS WILL PAY FOR ANY DAMAGES TO THE BUS.
15. Keep the aisle clear. Store personal items on your lap or under the seat.
16. Keep the bus clean.
17. USE HANDRAILS when boarding or departing the bus.
18. In the morning, students will be discharged ONLY at their regularly designated school stop. NO student will be allowed to get off at ANY OTHER PLACE.
19. In the afternoon, students will be discharged ONLY at their regularly designated stops. If other arrangements must be made, a NOTE OF PARENTAL PERMISSION must be presented to the PRINCIPAL prior to such needed change. The PRINCIPAL will then notify the bus driver in writing. Space must be available on the bus.
20. Students transported to an athletic, academic, or co-curricular activity will return to the point of departure on the bus. Exceptions can be made by school administration.
21. The primary focus of the bus driver is to operate the bus safely.
22. Occasionally, the bus driver may not be aware of all situations occurring on the bus. Therefore, the board encourages all students and parents to report inappropriate behavior such as bullying or sexual harassment to the bus driver or an administrator at the school immediately.
23. No cell phones or electronic communication devices are to be possessed or used on the bus except as authorized by board policy.
24. In summary, no distracting or dangerous activity will be allowed on the bus.

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RESPONSIBILITIES OF BUS OPERATOR

1. Comply with Caddo Parish School Board Policy and Handbook for Bus Drivers and Bus Attendants.
2. Assign seats to student riders.
3. Supervise students and correct behavior as necessary.
4. Deal justly and impartially with all students.
5. Maintain records on student riders including addresses and phone numbers, both home and emergency.
6. Follow proper procedures in handling discipline problems.
7. Work closely with school administrator and make parental contact as necessary for behavior issues.
8. Prepare appropriate documentation.

Adopted: January 21, 1976
Revised: July 6, 1983
August 17, 1983
October 3, 1984
April 1987
June 1991
June 21, 1995
October 21, 1998
February 2000
June 19, 2001
April 16, 2002
September 16, 2003
August 17, 2004
December 7, 2004
May 17, 2005
October 18, 2005
February 21, 2006
June 19, 2007
June 17, 2008
August 18, 2009
June 15, 2010
April 17, 2012

**CADDO PARISH SCHOOL BOARD
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FILE: JG-R**

JG-R – Student Discipline
Student Use of Electronic Telecommunication Devices

- A. No student shall use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, cellular phone, intercom, or electro-mechanical paging system in any public elementary or secondary school building during the academic school day unless authorized to use by the teacher or principal for academic purposes under the Bring Your Own Device policy.
- B. No student shall use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, cellular phone, intercom, or electro-mechanical paging system on any school bus unless the device is maintained in the silent mode; if a student’s use of a cellphone is disruptive, the bus operator may require that the student(s) refrain from using the cellphone.
- C. Nothing in this policy shall prohibit the use or operation of any electronic telecommunication device by any person, including students, in the event of an emergency. An emergency means an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

A student who violates this policy may be disciplined in accordance with policy JG, policy GBN or any other applicable policy. School administrators shall, however, be allowed to hold a device for up to three(3) days with a parent return when the administrator deems it appropriate for violations of policy(ies).

Adopted: September 16, 2003
Amended: August 17, 2004
Amended: December 18, 2007
Amended: August 18, 2009
Amended: June 16, 2015

LSA R.S. 17:239
La. Attorney General Opinion No. 03-0351
La. House Concurrent Resolution No. 172 of 2004

TRANSPORTATION MANAGEMENT

The Caddo Parish School Board shall provide to eligible students school transportation services which shall meet the objectives of safety, efficiency, adequacy, and economy. Through the use of publicly owned buses, the School Board shall maintain a student transportation program that shall conform to or exceed minimum standards as set forth by pertinent statutes, and the Louisiana Department of Education. It shall be unlawful for the School Board to permit the transport at one time of a number of children on a school bus that exceeds the number of seats available on that bus.

All vehicles, owned by, rented, or leased to the School Board, shall carry evidence of insurance and be registered, marked, and equipped according to law.

All school buses used to transport students shall be driven by personnel who possess a current and valid Commercial Driver's License (CDL) with proper endorsements, and have completed state required pre-service certification training and in-service driving requirements in accordance with provisions outlined in Bulletin 119, Louisiana School Transportation Specifications and Procedures.

School Activities

The use of a fifteen passenger van, in any capacity, for the purpose of transporting students to and from any school-related activity shall be prohibited. All other rentals shall be approved by Transportation. Staff allowing such use shall be subject to disciplinary action up to and including termination.

INSPECTIONS

All buses shall be inspected by the assigned bus driver on a daily basis as prescribed by Bulletin 119 and CPSB Policy. All school buses shall undergo a maintenance inspection twice a year: once during June, July, or August certified as safe prior to the beginning of the school session; and once during December, January, or February of each school year, by an approved Louisiana Motor Vehicle Inspection Station. No bus shall be operated without a proper inspection tag certifying that a bus has met or exceeded minimum safety standards. All school vehicles shall be inspected once a year by an approved Louisiana Motor Inspection Station. The CPSB Transportation Department is a Certified Louisiana Motor Inspection Station.

BUS PURCHASES

It is the policy of the Caddo Parish School Board that any used school bus purchased for use in the school system shall meet current Louisiana statutory requirements for motor vehicles, and shall meet *Federal Motor Vehicle Safety Standards* and any additional state-required specifications for school

buses that were in effect on the date the vehicle was manufactured. All bus purchases shall require prior approval of the School Board.

School buses used to transport students, including activity and backup buses, shall not be more than twenty-five (25) years old. All newly purchased school buses, at the time they are acquired by the owner and placed in service, shall be ten (10) or less model years old. The number of years shall be reckoned from the date of introduction of the model year. This shall apply to buses purchased by veteran owners/operators, by newly hired owners/operators, and by the School Board, individual schools, booster clubs, etc., and by individuals or companies with whom contracts have been entered into for the purposes of transporting children to and from school and school-related activities and for use as spare buses.

When a new or pre-owned bus is purchased or the ownership of a bus is transferred, or when an individual or a company enters into a contractual agreement with the School Board, the owner shall assure that the bus is in compliance with all requirements contained in applicable federal and state laws and state and school district regulations. All buses so purchased shall be required to satisfactorily pass all mandated inspections prior to any usage.

All newly purchased regular school buses shall have a seating capacity of sixty (60) or more passengers. All newly purchased special education buses shall be equipped to accommodate wheelchairs.

Ref: La. Rev. Stat. Ann. "17:158, 17:158.1, 17:158.2, 17:158.3, 17:158.4, 17:158.5, 17:158.6, 17:158.7, 17:159, 17:159.1, 17:159.2, 17:160, 17:161, 17:162, 17:163, 17:164, 17:165, 17:166, 17:492, 32:293, 32:378; Olive Morgan v. Livingston Parish School Board, First Circuit Court of Appeals, March 1991; Louisiana School Transportation Specifications and Procedures, Bulletin 119, Louisiana Department of Education; Board minutes, 2-18-70, 5-3-78, 4-16-02.

TRANSPORTATION SAFETY PROGRAM

The Caddo Parish School Board recognizes the responsibility of school bus owners-operators and contract bus operators, as well as all other bus operators to practice extreme caution in transporting children to and from school. All drivers of a school bus under the jurisdiction of the School Board shall be morally and legally responsible to conduct himself/herself at all times in the discharge of his/her duties in such a manner that every precaution can be taken to afford maximum protection to the children. Therefore, the School Board shall require the implementation, maintenance, and observance of a transportation safety program.

ACCIDENTS

Any employee, owner-operator or contract bus driver, or anyone driving School Board owned, leased, or rented vehicles involved in an accident while driving such a vehicle shall report the accident to the Superintendent or his/her designee immediately following the accident or as soon thereafter as practicable and follow all applicable administrative regulations and procedures for reporting accidents.

The School Board shall require any bus driver or employee, whose job requires them to maintain a Commercial Driver's License (CDL), ticketed for suspicion of driving while intoxicated (DWI) to be suspended until brought to trial. Any driver or other employee with a CDL who is convicted of DWI or has their license revoked shall be terminated immediately. All citations issued to any bus driver including but not limited to leaving the scene of an accident or driving with a suspended license must be reported to the Superintendent or his/her designee prior to the next scheduled bus route, and must be followed by a written notification to the Superintendent or his/her designee within three (3) working days. Failure to report a traffic citation shall constitute breach of contract and may result in grounds for termination.

VIDEO EQUIPMENT ON SCHOOL BUSES

As a means to help ensure safety and proper conduct on School Board owned, leased, and/or contracted school buses, it shall be the policy of the School Board that video surveillance equipment be allowed and/or required when such equipment is requested and approved by the Supervisor of Transportation, and operated under rules and regulations established by the Superintendent.

The purchase and installation of such equipment shall be the responsibility of the School Board for School Board owned buses, or of the contract drivers for their buses. Ownership of the equipment, including the housing thereof, shall remain with the School Board, or the owner of any contracted school bus.

Strict adherence to laws and rules of confidentiality shall be maintained in the viewing of tapes and use of equipment to assure compliance with laws and regulations regarding the privacy rights of students and employees.

USE OF CELLULAR TELEPHONES

The School Board may authorize the issuance of cellular telephones to bus drivers. However, no person shall engage in a call on a cellular telephone or similar device while driving a school bus. The use of cellular telephones by school bus operators may be authorized in an emergency situation involving:

1. An emergency system response operator, 911 safety dispatcher, or school administrator;
2. A hospital or emergency room;
3. A physician's office or health clinic;
4. An ambulance or fire department rescue service;
5. A fire department, fire protection district, or volunteer fire department;
6. A law enforcement agency.

DAILY TRIP INSPECTIONS

Before beginning, during, and after completing each assigned route, trip, or individual run daily, all bus operators shall conduct pre-trip, en route, and post-trip inspections of the vehicle and its special equipment to check for passengers, special equipment, medication, etc. that may have been left on the bus. Before the bus operator exits the bus after any trip or individual run, the bus operator shall immediately perform a post-trip inspection of the interior of the bus for children or other passengers that may have remained on the bus. The bus operator shall employ any means necessary to check for children who may be under seats. The bus operator shall also check for damage to seats, and articles left on the bus. Failure to check for children or other objects left on the bus may result in discipline of the bus operator, up to and including termination.

Ref: La. Rev. Stat. Ann. §§17:81, 32:289, 32:398, 32:871; Louisiana School Transportation Specifications and Procedures, Bulletin 119, Louisiana Department of Education.

SCHOOL BUS SCHEDULING AND ROUTING

The Caddo Parish School Board shall provide school bus transportation for all students living more than one mile from the school that they are assigned to attend. Students living within one mile of the school may be allowed to ride a school bus when the School Board determines that conditions exist to warrant such transportation. Other students may be provided with school bus transportation in accordance with regulations of the Louisiana Department of Education.

Students shall be expected to be at their respective bus stop at least 10 minutes prior to expected stop time. Once a bus route has been established, the bus driver shall not alter or change assigned routes without order of the Superintendent or his/her designee. Any bus driver who feels a road is unsafe or dangerous shall report such dangerous condition to the Superintendent or his/her designee, and the bus driver may be allowed not to travel the road with the prior approval of the Transportation Director, until the Superintendent or his/her designee determines said road is safe or improved, or the situation has been rectified.

Each scheduled route shall be planned in full consideration of the established limits for individual schools.

During inclement weather, bus drivers may make more frequent stops.

TRANSPORTATION OF STUDENTS TRANSFERRED TO ANOTHER SCHOOL

It shall be the policy of the School Board to provide transportation for majority to minority transfer students to the school nearest their residence to which the majority to minority transfer would apply. Transportation shall be provided from the designated pickup point to the student's residence. Pupils granted permission for a majority to minority transfer to a school other than the school nearest their residence to which the majority to minority transfer would apply shall not be provided transportation.

Students attending magnet schools shall be provided transportation. The parent shall be responsible for transporting the student to the designated pickup point which is determined by the CPSB Transportation Department.

Bus transportation is not available with the following out-of-district transfers: hardship; medical; and curriculum necessity.

Revised: September, 2014

Ref: La. Rev. Stat. Ann. "17:158, 32:1; Board minutes, 5-20-81, 4-16-02.

SPECIAL USE OF SCHOOL BUSES

It shall be the policy of the Caddo Parish School Board to permit the use of school buses for student trips or excursions to enhance instructional activities. The use of buses for such trips shall be strictly governed by administrative regulations and procedures maintained by the Superintendent or administrative staff. All arrangements for any trip or excursion shall be made by the Superintendent or his/her designee.

Any school or organization may use buses for athletic or activity trips. The School Board shall be reimbursed by the school or organization the expense equal to the cost of operation of the buses for the particular event. The bus operator shall provide proof of appropriate insurance coverage prior to any trip being taken if using an approved bus not owned or leased by the School Board. In addition, the following guidelines shall also apply to the special use of any school bus:

1. For activities of an educational nature within the parish, the use of the buses shall be requested by the principal of the school involved and such usage shall be limited in time so as not to interfere with the regular route to which that bus is assigned.
2. For educational activities outside the parish, the use of the buses shall be limited to transporting those students who are engaged in representing their school in the principal activity for which the trip is required. The request shall also come from the principal involved.
3. Approval for the use of the buses shall be requested at a time prior to the trip sufficient for the office staff to evaluate the request and to make the arrangements necessary. All buses on all occasions shall be driven by a person with a commercial driver's license. The principal of the school involved shall be held responsible for seeing that the above condition is met.

NON-SCHOOL RELATED BUS USAGE

Because of legal constraints and insurance requirements, the School Board may permit limited use of school buses by outside nonprofit organizations for trips to and from Caddo Parish Public Schools for instructional purposes only, upon application to and approval by the School Board. An *instructional purpose* shall be defined as one that enhances and/or reinforces classroom instruction. A *nonprofit organization* shall be defined as an organization not conducted or maintained for the purpose to make a profit.

FILE: EDDA
Cf: ED, IFCB, KF

The application shall state the date(s) of the usage, the purpose, destination, and number of participants and shall release the School Board from any expense or liability based on said usage. The application shall be signed by a legal representative of the group or organization and submitted at least thirty (30) days prior to the intended date of usage. The presence and/or consumption of alcoholic beverages on the bus shall be expressly prohibited. Fees for usage of buses shall be assessed the organization and cannot be waived.

Only Caddo Parish School Board drivers shall be allowed to drive buses on such trips.

Ref: La. Rev. Stat. Ann. '§17:81, 17:158; Board minutes, 5-1-91, 3-18-98, 4-16-02, 7-21-05, 5-31-11.

AUTHORIZED PASSENGERS

The Caddo Parish School Board directs that students shall not be allowed to ride to and from school on any bus other than the one to which they have been assigned to ride, unless approved by the Transportation Department. To ride a different bus to an existing stop only, the student shall be required to submit written permission from the student's parent or legal guardian and have prior approval of the principal of the school where the student attends. The principal shall inform the bus driver of the student's destination and stop in writing. Approval of the request shall be predicated on the availability of adequate seating accommodations on the school bus.

Only students shall be allowed to ride buses to and from school. With the exception of school personnel and chaperones, adults shall not be permitted to ride buses to any authorized school activity, such as athletic events, band concerts, etc. The principal must approve chaperones and the number of chaperones shall not exceed what is appropriate for the safe transport of students.

YOUR RESPONSIBILITIES TO THE PRINCIPAL AND THE STUDENTS

You are directly responsible to the principals of the assigned schools and work under the guidance and supervision of the Director of Transportation. You should develop a good working relationship with the principal and his designee.

All student passengers are under your direct authority. If a student continually displays disorderly conduct and refuses to obey your instructions, the parent should be notified. **However, you do not have the right to deny the student transportation. Students must be picked up and returned to their designated stops only.** A written permission request, signed by the principal or his designee, should be obtained before allowing a student to get off at a different stop or permitting another student to ride your bus for one day only. Students and drivers should know the disciplinary policy of the principals of schools you deliver students to. **Drivers cannot put students off a bus without permission of the school administration or the Director of Transportation. Students are never to be put off the bus unless they are under the supervision of the administrator of their school.** Drivers will supply to their assigned schools a copy of their route description including updates. **It is mandatory that drivers contact parents of students** assigned to your bus, especially at the beginning of the school year to obtain current updated information and to inform parents of bus stop locations and times. Failure to comply will result in disciplinary action.

DISCIPLINE PROCEDURES - PRIORITY

1. Contact Parent
2. Fill out referral
3. Contact School Administrator
4. Removal from Bus

BUS STOP INFORMATION

If a parent of a student calls you for stop information, **do not** tell the parent:

1. you cannot transport the student
2. the stop is not on your route
3. your bus is full, etc.

As the bus driver, you should contact the Transportation Department for clarification, especially regarding **BUS OVERLOADS**. Do so immediately when it becomes apparent that you have an overload. **DO NOT** drive overloaded. Notify Transportation, transport as many as possible safely, and then return to pick up the remainder students.

If there are no discipline issues, a student may board at any bus stop on their assigned route if they have missed their stop. This does not include a pattern of habitual lateness. This matter must be discussed at the school level.

WHO HAS AUTHORITY OVER THE PASSENGERS?

All student passengers are under the direct authority of the school bus driver. The school bus driver is directly responsible to the principal of the assigned school and works under guidance and supervision of the Transportation Department.

MEETING THE BUS

Students should get ready at home early enough to allow themselves enough time to meet the bus on time without having to rush. Accidents are often the result of haste. They should arrive at the bus stop no more than 10 minutes and no less than 5 minutes before the time the bus is due. Students should walk on sidewalks whenever possible. If they have to walk where there are no sidewalks, they should walk on the edge of the left side of the street or road, facing the on-coming traffic. This will allow drivers to see students and students to see drivers. Students must obey all crossing guards and traffic lights.

REMEMBER: It is allowable if unusual circumstances occasionally make you late to a designated stop (example-traffic conditions), however there is never any excuse for arriving early to a stop.

WAITING FOR THE BUS

Students should not wait in the street or on the road. They should wait on the sidewalk if one is available. If not, they should wait a few feet from the roadway. While waiting, students will avoid horseplay and will be courteous, polite and considerate of others. Drivers are required to contact Transportation if they are aware of any problems while the students are at the bus stop like horseplay or any damage to any property.

LOADING AND UNLOADING PROCEDURES

Experience shows that the loading and unloading of students on a school bus is a point where students and drivers are exposed to many hazards. Therefore, these procedures must be done a certain way to prevent accidents. **You must be on your bus at all times when children are on board.**

LOADING PROCEDURES

Students should follow these directions for loading:

1. Line up in a single line with the little ones first at a safe distance from the place where the bus stops. The school bus is a large, dangerous machine when passengers are outside of it.
2. Wait until the bus comes to a complete stop before approaching the bus.
3. Board only when the driver is seated at the controls.
4. Use the handrail when boarding the bus to help keep your balance.
NOTE: Drivers should assure that the students and their clothing or backpack have not caught the hand railing or door before driving off.
5. Go up the steps one at a time.
6. Locate a seat, or go to your assigned seat if the school bus driver has made assignments and sit down immediately. (NOTE: Drivers must assign seats & submit seating chart to the Transportation Office.
7. Be careful of other students' property.

UNLOADING PROCEDURES

Students should follow these directions for unloading:

1. Do not stand; remain seated until the bus comes to a complete stop.
2. The people closest to the front should get off the bus first.
3. Line up in a single line on the way out.
4. Use the front door unless the driver directs otherwise.
5. Use the handrail when getting off the bus.
6. Be careful when stepping out of the bus.
7. Move away from the bus unloading zone immediately upon getting off the bus. After the bus has left, the traffic is no longer controlled in the unloading zone as it was when the bus was there; therefore, the zone becomes unsafe at this point.

RIDING A SCHOOL BUS

In general, any activity which worries or distracts the driver in any way is objectionable. The driver needs to keep his/her mind on the driving and on the traffic situation. If a driver is worried about the activity on the bus he cannot be a safe driver; therefore, good discipline is a must on a school bus. A school bus without good discipline is an unsafe vehicle.

GUIDELINES FOR RIDING A SCHOOL BUS

1. Students must remain quiet enough not to distract the bus driver.
2. Students must remain seated while the bus is in motion.
3. Students must neither purposely nor carelessly destroy property.
4. Students must not extend arms or other parts of their body out through windows.
5. Students must not throw objects about in the bus nor out through the windows.
6. Students must not eat, drink, or use tobacco in any form on the bus.
7. Students must not use profanity or speak disrespectfully to the driver or bus attendant.
8. Students should be courteous, polite and considerate of other people at all times.
9. The school bus is a classroom on wheels. Students must act on a school bus as they should in the classroom.
10. Students who do not cooperate are subject to disciplinary action, suspension, and expulsion from riding the bus.

PROCEDURES AFTER UNLOADING

1. Students should move away from the unloading zone immediately and not return to the unloading zone.
2. Students should go home immediately after getting off the bus, using the safest route.
3. Students who must cross the road must walk far enough in front of the bus so that the driver can easily see the smallest student over the hood and fenders of the bus. Students should never cross behind the bus, nor do they cross the road until the driver signals that it is safe to cross.
4. Students should obey all crossing guards and traffic lights.
5. Students should look in all directions before crossing a street or road.

EMERGENCY EVACUATION PROCEDURES

1. Students should know where emergency exits are located.
2. Students should be sure they know how to open emergency exits.
3. Those closest to the exit should go first.
4. Students should follow the instructions of the bus driver or another leader.
5. Students should leave everything behind.
6. Older students should assist younger students in exiting.
7. If the driver or riders are injured, students should seek help.

SEATING ARRANGEMENTS

1. Seating arrangements are to be determined by the school bus driver.
2. The driver will have student names or numbers posted on the ceiling just above the windows for the students assigned to that seat.
3. Drivers should update student seating charts/list whenever a change takes place. Current copies should be kept on the bus and in the Transportation Office.
4. Since identification of students is critical in an accident situation, it is to your benefit to have several current copies of the seating chart/student information sheet on the bus at all times.

SCHOOL TRANSPORTATION SAFETY INSTRUCTION FOR STUDENTS

The responsibility of educating the students to become safe bus riders is one which must be shared by the principals, teachers and bus drivers.

According to Section VII, Pupil Instruction, State of Louisiana, Department of Education, School Transportation Handbook, Bulletin 119, intensive classroom instruction must be presented by the teacher to each pupil who is transported in a school vehicle. One emergency evacuation drill must be held during the first week of school each semester. The responsibility for implementing these programs lies with each principal. The teacher and principal are to sign verification sheets indicating these activities have been accomplished.

The bus drivers must be made aware of what is being taught in the classroom. Their responsibility is to reinforce what has been taught in the classroom. Communication between the principal and bus drivers should be established in order that they understand each other's problems and work cooperatively to seek solutions.

Good student behavior permits the school bus driver to give all of his/her attention to the driving task. Students whose behavior threatens the safety of all aboard should be denied transportation until their behavior becomes acceptable.

RULES FOR BUS RIDERS

DO

1. Cooperate with the driver; your safety depends on it!
2. Be on time; the bus will not wait.
3. Cross the road cautiously when waiting for and leaving the bus.
4. Follow driver's instructions when loading and unloading.
5. Remain quiet enough not to distract the driver.
6. Have written permission and be authorized by the principal to get off at a stop other than your own.
7. Be courteous, be safety-conscious; protect your riding privileges; enjoy your ride.

DO NOT

1. Stand when a seat is available and bus is in motion.
2. Extend arms, head or objects out of windows or doors.
3. Throw objects in the bus or out windows or doors.
4. Use the emergency door except for emergencies.
5. Eat or drink on the bus.
6. Damage the bus in any way.
7. Use the following items on the bus: tobacco, matches, cigarette lighters, obscene material.

THE FOLLOWING ITEMS ARE NOT ALLOWED ON THE BUS:

ALCOHOL, DRUGS

PETS (cats, dogs, etc.)

GLASS OBJECTS (except eye-glasses)

WEAPONS (including knives)

SCIENCE PROJECTS

OBJECTS TOO LARGE TO BE HELD

IN YOUR LAP OR PLACED UNDER THE

SEAT (this includes wheeled suitcase-like

back packs & band instruments)

PROCEDURES FOR STUDENT CONTROL ON SCHOOL BUSES

1. Keep rosters up to date and know the student's names. Keep a copy of your roster on the bus. Schools will be provided with a copy of your roster.
2. Assign seats to all students who ride the bus. Some schools may require this.
3. Use a notebook to keep records of student misconduct. Always give dates. Work with student to correct problem.
4. If misconduct continues call parent and discuss the problem. Make note of date parent was contacted.
5. If misconduct continues fill out School Bus Behavior Report and turn in to school administration.
6. School administration should inform you of any action taken, within 48 hours by returning the drivers copy of the School Bus Behavior Report to you. (excluding weekends & holidays)

While students are on the bus, you should:

- * Avoid any physical contact unless a student needs assistance getting on or off the bus because of an injury or physical handicap;
- * Discourage "over friendliness" and unnecessary familiarity; avoid disciplining a student by slapping, shaking, or using abusive language. Violation could result in serious disciplinary action;
- * Avoid making remarks to pupils that in any way border on a suggestive nature;
- * Report to the principal any student who possesses obscene literature;
- * Avoid belittling a student by calling names or making remarks that will in any way embarrass him before other students;
- * Assign seats on your bus. If space permits, reserve designated seats on your bus for troublesome students if this will enhance the safety of the entire group.
- * Refuse to allow students to sit on the console to the left of the rear of the driver's seat.
- * Avoid the use of monitors on your bus. To serve as a bus monitor is an unfair position to put a child in who rides your bus.
- * Forbid conduct such as smoking, eating, drinking and the use of abusive or vulgar language.
- * Routine discipline problems on the bus should be handled with a phone call to the parents.

BE POLITE AND CONSIDERATE, BUT FIRM.

STUDENT DROP-OFF POLICY

At various times a situation may arise where circumstances come into play that make the normal drop-off of a student an unusual situation. The primary consideration in any of these situations is for the safety and well-being of the child.

Some of the unusual situations may be:

1. Parents or guardian not at home when they should be (2nd grade and under)
2. Child riding on wrong bus
3. The bus is late or delayed getting to the regular stop
4. A daycare is closed
5. Bus passed child's regular drop-off location (child sleeping)
6. Any other situation that causes potential problems for safety or well-being of a child.

The main thing for the driver to remember is to use plain old common sense. You should always consider the age of the child in question as well as how your action will be perceived by the parents and the public.

Since all buses are now equipped with radios, you should always contact the Transportation Department for guidance if you have any doubt as to what action to take. However, your first choice should be to return the child to his/her assigned school. Let the principal know about the problem and have the school attempt to call parents.

Your second choice should be to call Transportation by radio and we will try to help in contacting the school or parents.

Lastly, you may bring the child to the Transportation Department to wait until the parent can retrieve the child. If the child is not retrieved by the parent, the police and child protection services will be called. We are open until 6:00 P.M. Monday through Friday. The driver is responsible to report any student to the school and principal if any student 2nd grade or younger does not have a parent at the stop to retrieve the student on more than 3 occasions. Also, during this time we should get current contact information for the parents.

Remember: Safety of the child and common sense.

STUDENT TRANSPORT LESS THAN ONE MILE

Caddo School Bus Driver shall not transport students living one mile or less from their respective school unless transportation is authorized by the Director of Transportation or his designee. Caddo School Bus Drivers will only transport students authorized by the Caddo Parish School Board's Transportation Department.

SECTION III

PROCEDURE FOR HIRING FULL-TIME BUS DRIVERS

All substitute bus drivers desiring full-time status must have completed a continuous period of satisfactory service in providing a valuable support service for the school system. This service must be of good attendance, a clean ODR (official driving record), required paperwork, no excessive complaints, limited at-fault accidents, and applicant must exhibit a record of cooperation with the Transportation Department. If hired, applicants must agree that their job as bus drivers will take priority over any other employment they may now have or enter into in the future. **This includes attending all mandatory training.**

The final selection of full-time drivers will be made by the Personnel Office upon the recommendation of the Director of Transportation, who will have compiled all information necessary in forwarding this recommendation.

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GDI - SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

Employment, Assignment and Removal of Bus Drivers

The following rules, regulations and procedures concerning the employment, assignment and removal of bus drivers shall apply.

EMPLOYMENT

Regular Driver

1. Bus drivers shall be assigned to the regular driver seniority list using the date of regular employment as a bus driver. If two or more drivers are hired on the same day, seniority will be determined alphabetically or in descending alphabetical order in alternate years. All drivers employed will come from the substitute driver list.

Substitute Driver

2. Factors to be used in the employment of new drivers from the substitute driver list shall include length of service as a substitute driver, the payroll record to determine that the substitute has been working, the Office of Driver Records report, the ability of the substitute to adapt to the route and the individual's work performance.

Drivers shall not be permitted to drive their bus more than five miles before reaching the first pick-up point.

ANNUAL SENIORITY MEETING (BUMPING)

3. Each summer, a meeting of all bus drivers will be held for the purpose of giving them the opportunity for assignment to vacancies. Assignments will be on the basis of seniority. Routes that are left open after bumping will not be offered at a future bumping session. Drivers shall not be permitted to drive their bus more than five miles before reaching the first pick-up point. Vacancies which occur as a result of retirement, resignation, administrative changes, new routes, dismissal or death after the annual seniority meeting may be assigned to a new driver on a temporary basis for the remainder of the school year.
4. The superintendent may approve administrative changes in school bus routes when it benefits the school board financially or when it is in the best interest of the students served. Administrative changes for financial reasons shall be those changes required to equalize the

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number of students on routes due to population shifts, consolidation and elimination of routes that do not result in the termination of a bus driver. Administrative changes that are made for reasons other than financial shall appear on the bump sheet. Drivers assigned to a special route during the year shall retain seniority in the route from which she/he was assigned.

5. In the event that one or more school bus operators must be removed due to the abolition, discontinuance, or consolidation of routes, the principal of seniority shall apply, so that the last school bus operator hired to serve within the school system to be affected shall be the first to be removed in accordance with R.S. 17:493.
6. Drivers must be physically capable of driving any bus owned by the Caddo Parish School Board.

The administration of this policy shall be assigned to the personnel department of the school board.

Adopted: October 1, 1975
Amended: June 26, 1985, July 6, 1988
Revised: June 19, 1991

ROUTES

Routes are established and approved by the Transportation Department. Routes can be consolidated or eliminated during the school year. Runs, stops, and/or trips can be added to routes as needed during the school year.

Routes: Authority and Responsibilities

- A. The term route shall apply to the combined total daily trips (or “runs”) regularly assigned to the bus driver.
- B. The primary responsibility for establishing and continuing school bus routes rests with the LEA. Each LEA has the authority to set additional policies that are not in conflict with state or federal regulations.
- C. LEAs are responsible for maintaining safe, efficient, economical school transportation programs by:
 - 1. establishing and continuing only those routes that are needed to assure timely arrivals and departures within the framework of established school hours;
 - 2. designing routes to achieve maximum utilization of buses and the elimination of unnecessary and duplicated mileage; and
 - 3. consolidating and eliminating bus routes when they are no longer needed.

Determining Bus Routes

- A. School bus routes must be designed so they begin at the farthest point from the school or schools served and proceed on the shortest charted course.
- B. Exceptions may exist when local school officials determine it is more economical to do otherwise and/or when there are hazardous conditions.

Routes: Filling Vacancies

- A. When filling school bus route vacancies for LEA-owned school buses, the procedures as outlined in R.S. 17:493.1 must be followed.
 - 1. The opportunity to change from the current assigned route to the vacant route must be offered to tenured school bus operators in the order of seniority.
 - 2. If no tenured operator chooses to change to the vacant route, the route shall be offered to a full-time probationary bus operator.

3. If no tenured or probationary operator chooses to change to the vacant route, a substitute bus operator shall be selected from a list of approved substitute school bus operators.

SECTION IV

PROCEDURE FOR FILLING LONG-TERM ROUTES

FILLING PROCEDURES - Should it be necessary for drivers and attendants to be off their bus for an extended period of time (in excess of ten (10) days), he/she must contact the Transportation Department immediately. The Transportation Office will then be responsible for naming the substitute. In the event that a brief illness turns into something lengthier, the driver must contact the Transportation Office immediately.

SECTION V

LEAVE

EXTENDED SICK LEAVE

(Extended Sick Leave/Bus Driver)

AMOUNT OF LEAVE AVAILABLE

The Caddo Parish School Board ("Board") shall permit each bus driver to take up to ninety days of extended sick leave in each six-year period of employment which may be used for personal illness or illness of an immediate family member in the manner provided in this policy at any time the bus driver has no remaining regular sick leave (current or accumulated) balance.

DEFINITION OF TERMS

As used in this policy the following terms shall have the following meanings:

"Child" means biological son or daughter, an adopted son or daughter, a foster son or daughter, a stepson or daughter, or a legal ward of a bus driver who is either under the age of eighteen, or who is eighteen years of age but under twenty-four years of age and a full-time student, or who is nineteen years of age or older and incapable of self-care because of mental or physical disability.

"Immediate family member" means a spouse, parent or child of a teacher.

"Parent" means the biological parent of a bus driver or an individual who stood in loco parentis to the teacher.

NON-CUMULATIVE

Unused extended sick leave days during any six-year period of employment shall not cumulate or carry forward into the next six-year period of employment.

TRANSFERABLE

The balance of days of extended leave available to a bus driver shall transfer with such bus driver from one public school employer to another without loss of days and without restoration of days.

INTERRUPTIONS OF SERVICE

Interruptions of service between periods of employment with a public school employer shall not be included in any calculation of a six-year period. Any employment with any public school employer, regardless of when it occurs, shall be included in any determination of the balance of days of extended sick leave available to a bus driver.

LEAVE TIME IS REGULAR SERVICE TIME

All time while on extended sick leave is regular service time for all purposes for which service time is calculated or used.

PAY WHILE ON LEAVE

Any bus driver on extended sick leave shall be paid sixty-five (65%) percent of the salary paid to the bus driver at the time the extended sick leave began.

PROHIBITION OF OTHER EMPLOYMENT

No bus driver may undertake additional gainful employment while on extended sick leave, unless all of the following conditions are met:

- (a) The bus driver can demonstrate that he or she will be working not more than twenty hours a week in a part-time job that he has been working for not less than one hundred and twenty days prior to the beginning of any period of extended sick leave; and
- (b) The physician who certifies the medical necessity of the leave indicates that such part-time work does not impair the purpose for which the extended sick leave is required.

Any violation of this prohibition will require the bus driver to return to the Board all compensation paid during any week of extended leave in which the bus driver worked in

violation of this policy and to reimburse the Board all related employment costs attributable to such period as calculated by the Board, without any restoration of such days.

PHYSICIAN STATEMENT REQUIRED

On every occasion when a bus driver uses extended sick leave, a statement from a licensed physician certifying that the leave is medically necessary for the bus driver or that the immediate family member's illness is serious and requires the presence of the bus driver shall, whenever possible, be presented prior to granting such leave.

- (a) If the Board, superintendent, or his/her designee, upon review of the application, questions the validity or accuracy of the certification, the Board may require the bus driver or the immediate family member, as a condition for continued extended leave, to be examined by a licensed physician selected by the Board. In such a case, the Board shall pay all costs of the examination and any tests determined to be necessary. If the physician selected by the Board finds medical necessity, the leave shall be granted.
- (b) If the physician selected by the Board disagrees with the certification of the physician selected by the bus driver or the immediate family member, then the Board may require the bus driver, as a condition for continued extension of sick leave, to be examined by a third licensed appropriate physician whose name appears next in the rotation of physicians on a list established by the local medical society for such purpose and maintained by the Board. All costs of an examination and any required tests by the third doctor shall be paid by the Board. The opinion of the third physician shall be determinative of the issue.
- (c) The opinion of all physicians consulted in determining medical necessity of the extended sick leave shall be submitted to the Board in the form of a sworn statement. All information contained in any statement from a physician shall be confidential and shall not be subject to the public records law.

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Adopted: November 15, 1995
Revised: September 15, 1999

**CADDO PARISH SCHOOL BOARD
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FILE: GCBD/GDBD**

GCBD - PROFESSIONAL STAFF LEAVES AND ABSENCES

(Urgent Personal Leave)

It shall be the policy of the Caddo Parish School Board to allow all employees two (2) days unquestioned absence annually for urgent personal reasons.

These days shall be deducted from the employee's accumulated **sick** leave without loss of pay. The reason for the absence reported on the absence report must state "urgent personal reason."

The superintendent or his designee is authorized to approve absences for reasons other than personal illness or emergency up to three (3) days a year with loss of full pay based on a written request in advance to the superintendent.

Any reason to be absent beyond that which is stated above must be in writing and presented to the Caddo Parish School Board for approval.

Any unauthorized absences shall serve as grounds for dismissal of any employee.

Adopted: November 2, 1976

Amended: June 6, 1979;
October 3, 1979

Legal Ref: Louisiana Revised Statutes 17:1208 as
amended by Act 519

CADDO PARISH SCHOOL BOARD
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GCBD/C - PROFESSIONAL STAFF LEAVES AND ABSENCES

(Catastrophic Illness Leave)

It shall be the policy of the Caddo Parish School Board to allow up to thirty (30) additional paid leave days in each **six** year period of employment to an employee suffering from catastrophic illness as defined herein. Unused catastrophic leave shall not cumulate or carry forward into the **next six** year period of employment.

Part I: Definitions

A. Board

Board shall mean the Caddo Parish School Board

B. Catastrophic Illness

The term Catastrophic Illness shall mean personal illness resulting in the total and continuous inability of the employee to perform each and every duty of his or her employment position with the Board.

C. Employee

Employee shall mean any person who is employed full time by the Caddo Parish School Board as a teacher or bus driver.

Part II: Exclusions

An employee shall not be eligible for paid leave under this policy:

- a. for any period during which the employee's condition does not meet the definition of "Catastrophic Illness" set forth in Part I above;
- b. for any period during which the employee is not under the care of a physician;
- c. for any illness or condition caused by or resulting from an intentionally self-inflicted injury;
- d. for any illness or condition caused by or resulting from the employee's participation in an assault or battery or any criminal act whatsoever;
- e. for any illness or condition caused by or resulting from an employment related accident;

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- f. or any period during which the employee is engaged in any gainful employment or in any self-employment; and,
- g. for any period during which the employee is not under the care of a physician (the Board retains the right to have the employee evaluated by a physician of its choice and at its expense on an ongoing basis).

Part III: Procedure

In the event of catastrophic illness, and only after all current, accumulated and extended **sick** leave days have been used, an employee may request of the Caddo Parish School Board that he or she be placed on Catastrophic Illness Leave for a period not to exceed thirty (30) days in each **six** year period of employment. The request must be in writing and be accompanied by a written statement of a licensed physician certifying that the leave is medically necessary and that the illness or condition of the employee meets the definition of "catastrophic illness" hereinabove set forth. Should the Board, upon review of the request, question the validity or accuracy of the medical certification, the Board may require the employee to be examined by a licensed physician selected by the Board and at the Board's expense to ensure such leave is medically justifiable. Pay while on Catastrophic Illness Leave shall be fifty percent (50%) of the salary being paid to the employee at the time Extended **Sick** Leave began.

An employee suffering from catastrophic illness, who has exhausted all of his or her current, accumulated and extended **sick** leave benefits, may also utilize any of the following options for which he or she may qualify:

1. Leave without pay.
2. Family and Medical Leave Act (FMLA).
3. Purchase of disability insurance at employee's expense.

La. R.S. 17:47 (D), 500.2 and 1202 Adopted:
December 15, 1999

**CADDO PARISH SCHOOL BOARD
POLICY MANUAL
FILE: GDBD/D**

**GDBD/D - School Bus Driver Leaves and Absences
(Sick Leave and Emergencies)**

All school bus drivers employed in the Caddo Parish School System shall be allowed twelve days of absence per school year for illness and emergencies without loss of pay. Unused sick leave shall be accumulated to the credit of the school bus driver without limitation.

The minimum of 12 days of sick leave for a school bus driver shall be based on the employee beginning work at the beginning of the school year. In the case of a school bus driver beginning work in the first month of the school year, 12 days sick leave shall be allowed. If a school bus driver begins work in the second month of a school year, 11 days of sick leave shall be allowed. If a school bus driver begins work in the third month of a school year, 10 days of sick leave shall be allowed. If a school bus driver begins work in the fourth month of the school year, 9 days of sick leave shall be allowed; and the number of days of sick leave shall continue to be prorated for a school bus driver who begins work until the eighth month of the school year, where only 5 days of sick leave shall be allowed.

Current sick leave days and pay for school bus drivers, under R.S. 17:500, shall be granted by the Superintendent in the case of the following emergencies:

1. Sickness on the part of the school bus driver.
2. Death or very serious illness on the part of members of the immediate family of the school bus driver - the immediate family of the school bus driver for this purpose being husband, wife, child, parents, grandparents, sister or brother.
3. In case of other emergencies not covered by the above authorization, the school bus driver may present the matter to the school board for ruling.

The Board broadly defines an emergency as:

“An emergency is an occurrence that is not anticipated and cannot be planned. Emergencies shall include death in the immediate family, court summons and personal business which cannot be attended to during school hours. In order for the emergency leave to be paid, it must be approved by the Superintendent or his designee.”

Accumulated leave shall be used for personal illness of the school bus driver only. The Superintendent may, however, grant the use of accumulated sick leave for an emergency involving death or very serious illness of any of the following family members - husband, wife, son, daughter, father, mother, grandfather, grandmother, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandmother-in-law, grandfather-in-law, step children or anyone for whom they are the primary caregiver - when the illness is certified by the treating physician.

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POLICY MANUAL
FILE: GDBD/D**

When a school bus driver is absent for six or more consecutive working days because of personal illness, he shall be required to present a certificate from a physician certifying such illness. In the case of repeated absences of less than six days because of illness, the superintendent or his/her designee may require a physician's certificate verifying illness.

The above policy supersedes all previous policies for sickness and days allowed for personal emergencies.

Adopted: September 15, 1999

Amended: October 20, 2015

Legal Ref: R.S. 17:500 as amended by Act 663 of 1999

FILE: GDBD/A

**GDBD/A - SCHOOL BUS DRIVER'S LEAVES AND ABSENCES
(Assault and Battery)**

SICK LEAVE FOR ASSAULT AND BATTERY

In compliance with Louisiana R.S. 17:500.1, the following policy is adopted by the Caddo Parish School Board:

Any school bus driver who is injured or incapacitated while acting in his official capacity as a result of physical assault or battery by any student or person shall receive sick leave without reduction in pay while incapacitated as a result of such injury. The school bus driver shall be required to present a certificate from a physician certifying such injury and disability.

IN ADDITION TO OTHER AUTHORIZED SICK LEAVE

The sick leave authorized by this policy shall be in addition to all other sick leave and shall not be accumulated from year to year, nor shall such additional sick leave be compensated for at death or retirement or compensated for in any other manner except as provided in this policy.

SICK LEAVE/WORKER'S COMPENSATION

Should any school bus driver become injured or disabled while acting in his official capacity, other than an assault, the school bus driver shall be entitled to appropriate worker's compensation benefits and/or sick leave benefits at the school bus driver's option, for the period of time while injured or disabled. Any benefits received, however, shall not exceed the total amount of the regular salary the school bus driver was receiving at the time of disability.

Legal Ref: Louisiana R.S. 17:500.1
Adopted: September 15, 1999

LEAVE WITHOUT PAY

Since there are no provisions on the state nor local level for granting leave-without-pay for either classified or unclassified personnel, each Parish handles these requests on an emergency needs basis. If a driver has a need for leave-without-pay, he/she can apply to the Personnel Department for approval. The request must be for a legitimate reason and will not be granted to drivers or attendants who wish to pursue another occupation on a trial basis. If for physical reasons the request is made, a letter from your personal physician endorsing this claim must accompany the request.

The Personnel Department will consider each on an individual basis and on its own merits. The final decision will be made by the Director of Personnel in concert with the Director of Transportation and Superintendent of Schools or his designee.

ADDITIONAL PERSONAL LEAVE TIME

If, during the school year, you require additional leave time, you must make application through the Personnel Department for those days. If this request is granted, you will receive three (3) additional days of extended personal leave. You will, however, be docked a day's pay for each day used.

**CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: JG**

School Bus Conduct

Students must conduct themselves in a manner that promotes safety and follow rules of the Transportation Department whether riding the bus to and from their home or school sponsored activities. The principal may suspend from school or suspend from riding the bus any student who commits any infraction set forth in R.S.17:416 utilizing the same procedures applicable to suspension and expulsion from school. School personnel must review the rules for riding school buses with all students at the beginning of each semester (Bulletin 119).

Safety Instructions and Behavior Rules for School Bus Riders

School bus transportation is a PRIVILEGE. The safety and welfare of student riders depend on proper behavior and observance of the following rules and regulations. Any pupil who violates any of these rules will be reported to the proper authority and his/her privilege of transportation may be denied. These rules apply to STUDENT ACTIVITY TRIPS as well as regular bus routes to and from school.

1. The DRIVER is in FULL charge of the bus and its passengers and has authority to enforce all the rules. Respect the authority of the driver by obeying promptly and courteously. Students are to refrain from unnecessary conversation with the driver.
2. Students must BE ON TIME AT THE BUS STOP or loading stations. The BUS WILL NOT WAIT for those who are tardy. DO NOT run after the bus if rider is late. Drivers will NOT STOP for anyone running after a bus.
3. Wait for the bus to come to a COMPLETE stop before trying to get on or off the bus. If student must CROSS THE ROAD, wait for the DRIVER TO SIGNAL student across with his/her hand when he/she has determined all traffic has stopped. ALWAYS cross at least ten (10) feet in front of the bus, whether boarding or departing.
4. After boarding the bus, sit down and remain seated until the bus reaches student's stop. THE DRIVER WILL ASSIGN SEATS and students shall sit in the seats assigned to them.
5. NO fighting, pushing, tripping, kicking, bullying or sexual harassment, etc. will be tolerated on the bus.
6. NO student will be allowed to use tobacco, drugs, alcohol, or light matches or lighters on the bus.
7. NO loud or boisterous speech, swearing or shouting on the bus or out the windows will be allowed. Rude and abusive language will not be tolerated.
8. DO NOT sit with more than the proper number in one seat.
9. DO NOT extend any part of student's body out of the bus windows.

10. DO NOT throw anything in or out of the bus window. Any damages or costs incurred by a student throwing an object out of the bus will be the responsibility of the student's parents or guardians and not the Caddo Parish School Board.
11. DO NOT eat or drink on the bus; eating or drinking may be allowed during special activity trips with trip sponsor preapproval.
12. DO NOT bring live animals, reptiles, insects, etc. on the bus.
13. DO NOT bring firearms, knives, explosive devices, firecrackers, glass objects other than eye glasses, or other dangerous materials aboard the bus. Such ITEMS WILL BE CONFISCATED and appropriate discipline will follow.
14. TREAT THE BUS WITH RESPECT. THE STUDENT OR HIS/HER PARENTS WILL PAY FOR ANY DAMAGES TO THE BUS.
15. Keep the aisle clear. Store personal items on your lap or under the seat.
16. Keep the bus clean.
17. USE HANDRAILS when boarding or departing the bus.
18. In the morning, students will be discharged ONLY at their regularly designated school stop. NO student will be allowed to get off at ANY OTHER PLACE.
19. In the afternoon, students will be discharged ONLY at their regularly designated stops. If other arrangements must be made, a NOTE OF PARENTAL PERMISSION must be presented to the PRINCIPAL prior to such needed change. The PRINCIPAL will then notify the bus driver in writing. Space must be available on the bus.
20. Students transported to an athletic, academic, or co-curricular activity will return to the point of departure on the bus. Exceptions can be made by school administration.
21. The primary focus of the bus driver is to operate the bus safely.
22. Occasionally, the bus driver may not be aware of all situations occurring on the bus. Therefore, the board encourages all students and parents to report inappropriate behavior such as bullying or sexual harassment to the bus driver or an administrator at the school immediately.
23. No cell phones or electronic communication devices are to be possessed or used on the bus except as authorized by board policy.
24. In summary, no distracting or dangerous activity will be allowed on the bus.

SECTION VI

HOW YOU CAN PROMOTE SAFETY

USE CAUTION AT BUS STOPS

- *Students will be picked up or discharged from the right hand lane **only**.
- *When approaching and departing stops make sure that no one is in front or around the sides of the bus. Make it a habit to use front "crossover" and side mirrors. **Do not move your bus under any circumstances if you observe a child close to your bus.**
- *Students should cross only in front of the bus in view of the driver. They should not be allowed to cross the street behind the bus. And students should only cross when the driver gives the signal to cross.
- *Encourage students to use the "ten-foot crossing rule" when crossing in front of the bus.
- *Be on your bus when the first child boards and remain there until all students are on; be sure all passengers are seated before moving the bus.
- *Allow students to get off the bus only at their regular stops, unless they have a signed note from their parent/guardian and the signature of the principal of the school they attend.
- *Students trying to ride other buses with a signed note from their parent/guardian and the signature of the principal of the school they attend, will only be allowed to ride if there is space available. A stop will not be created. The stop will be the closest stop already on route.
- *If it's questionable as to whether a student should be permitted to get off at another stop, contact the Transportation Office by radio. You do not have the authority to put a student off your bus at a location other than the child's assigned stop or assigned school unless authorized in writing by the school principal.
- *Do not block crosswalks or intersections.
- *Stop about one and one-half to two feet from the curb unless it is impractical (mud or water).
- *Bring the bus to a complete stop before allowing students to get on or off.
- *Make adjustments for rainy days.

STUDENTS MUST BE SEATED

All students should be seated before the bus begins to move and should remain seated until the bus comes to a complete stop. Under no circumstances should a passenger stand or sit in the stairwell area while the bus is moving.

HEADLIGHTS / STROBE LIGHT

Turn your Headlights and strobe light on at all times when driving your bus.

TAMPERING WITH SCHOOL BUSES/EQUIPMENT

No school bus driver or bus attendant shall tamper with any school bus or equipment on the school bus in any way so as to render the bus or equipment inoperable or nonfunctional for the intended purpose of that equipment. This includes any tampering with speed odometers, odometers, video camera, fuse panels, decals, etc. No bus driver or bus attendant will perform any action that adversely affects the routine operation of any vehicle or equipment owned by the Caddo Parish School Board.

BACKING

Buses must not be backed except in situations where there is no safer alternative. If there is no safe alternative to backing, these warnings should be heeded.

1. Students must be boarded and seated and remain on board the bus when the bus is being backed.
2. The school bus driver must arrange for assistance during backing maneuvers.

IN CASE OF FIRE

Stop the bus immediately, evacuate all passengers as quickly and safely as possible and have someone call the fire department.

REMOVE KEYS

Always remove the keys from the ignition when you are not in the driver's seat. Never leave the bus unattended while the motor is running. DO NOT hide spare key on the bus.

REFUELING BUS

NEVER refuel the bus with students on board.
NEVER refuel the bus with the motor running.

PROCEDURES FOR HANDLING DISRUPTIONS (BULLYING, FIGHTING, HARASSMENT, ETC.) ON SCHOOL BUS

1. Give verbal commands to students to cease actions.
2. Notify Transportation Dept. by radio requesting assistance.
3. Stop bus at a safe location, apply parking brake, and remove keys from ignition.
4. If the police or a supervisor is dispatched to you, do not move bus from location.
5. Separate students, if possible, without placing self in danger of injury.
6. Note identities of students and witnesses for disciplinary action.
7. Move students to different seating locations on the bus, if possible.
8. Complete School Bus Behavior Referral on students and turn into school administrators immediately.

NOTE: Appropriate physical intervention by the bus driver to stop a fight, etc. is a protected action but a failure to act in any way shall result in disciplinary action.

WHAT TO DO IN CASE OF AN ACCIDENT

The best "cure" for accidents is a good effort of prevention. As a bus driver you must always remember that the safety of your passengers is your primary concern. In most instances accidents can be prevented when you exercise good judgment and avoid risk. **DO NOT force the right-of-way at the risk of an accident.**

Have on your bus or in your possession at all times a current insurance card (issued by the Transportation Office) with the information necessary for police to complete the accident form. Also, current CDL medical certificate. You should have an up to date list of all students (their name, address, phone number, ages and school they attend), and a list of the seating order of all students who ride your bus in order to simplify the process required by police. Have a copy of your current student roster on the bus so that it can be checked off and given to police (Only use bus roster forms available in the transportation office). Complete Incident/Accident Report, turn into the Transportation Office as soon as possible.

THE FOLLOWING ARE STEPS TO BE FOLLOWED IN THE EVENT OF AN ACCIDENT:

1. Stop your vehicle immediately and do not move until told to do so by a police officer.
2. Protect the scene by turning on emergency flashers, setting out reflectors, controlling traffic, if necessary.

3. Radio the Transportation Office with details of accident immediately
 - *Transportation will call Police/Fire/Ambulance 911
 - **Transportation Office 603-6534 or 603-6567You should have an emergency card with you that has all of the key phone numbers on it.
4. Check immediately for injuries to students and to passengers of other vehicles to see if there is need for first aid.
5. Obtain witnesses' names and their addresses. This information will be important at a later time.
6. Assist the police as much as possible to clear the scene. **Never admit guilt, just explain the accident.** Do not discuss the cause of the accident or any matter relating to the accident with any person other than the police or Caddo Parish School Board personnel.
7. Exchange appropriate information with the other driver that he will need to furnish his insurance company.
8. The Transportation Director or a Transportation Supervisor or Risk Management Personnel will be dispatched to the accident scene whenever possible. They will take charge of the accident scene. The on the scene Supervisor will determine what to do with the bus. (example - drive in or tow)
9. All questions from the news media concerning the accident should be directed to the Transportation Director or on-site Transportation Supervisor only.
10. Fill out an Accident/Incident report as soon as possible and turn into the Transportation Department along with first report of injury form.

SECTION VII

IMPORTANT SAFETY PRACTICES

IMPORTANT SAFETY FACTS

In Caddo Parish, SAFETY is the key word for school transportation. Most school bus accidents that occur statewide are related by one or more factors. The important safety facts listed below should help be a reminder that accidents can happen at any time, even when most conditions appear favorable.

*Where accidents occur while school bus drivers are distracted or inattentive than under any other conditions. This points out the need to concentrate on driving and to maintain discipline of passengers.

*More accidents occur on dry and blacktop roads than any other kind of road conditions. Drivers have a tendency to relax safety efforts when road conditions are favorable.

*Sight Distance: Look 12-15 seconds ahead of your bus, 1/4 of a mile or 1 to 1 1/2 city blocks.

*Following Distance: under 40 M.P.H - 4 seconds

Over 40 M.P.H.- 5 seconds

Add one second for each condition that exists (light, weather, road, traffic)

*Stops: Stop so you can see the rear tires of the vehicle ahead of you contact the road surface.

*Blind Spots: Lean in your driver's seat to help eliminate blind spots in mirrors.

*Correct Lane: Left (lane) - Passing, turning left

Right (lane) - All other times

*Turns: Right - Vehicle length can cause you to turn too short.

Left 1. Lag back when stopped at intersections to allow traffic crossing in front of you room to turn left if they so desire.

2. Keep wheels and vehicle in straight line to prevent being knocked into oncoming traffic by a rear-end accident.

*Daytime Running Lights: Buses are to operate with head lights & strobe light on at all times for safety.

BUS EXCHANGES

All bus drivers and bus attendants in an exchange must work together as a team to make sure all students are accounted for before any bus leaves the exchange. If you see a student who is not on a bus as you are leaving, **stop immediately** and pick up the student and call Transportation on your radio to seek advice. **Never leave a student alone at an exchange.** Additionally, before releasing any student to an adult/relative etc. at an exchange, make sure, without a doubt, that the person picking up the student is authorized to do so. When in doubt, call Transportation for help. If you have any doubts about releasing a child to someone at an exchange, **do not do it.** All buses should arrive at the established arrival time and depart no earlier than the scheduled departure time unless a bus is broken down or running late. Do not leave the exchange until all buses have arrived unless authorized to do so by the Transportation Department.

STOP AT RAILROAD CROSSINGS

When approaching a railroad crossing the driver should:

- *Bring the bus to a full stop not less than 15 feet from and not more than 50 feet from the nearest rail of the track. Use your flashers.
- *Proceed only after opening and closing the door of the bus and opening the drivers' side window. You must look and listen for approaching trains, and proceed when you have determined that the track is clear in both directions.
- *Drive in low gear without shifting, until the last track has been cleared.
- *On multiple lane roadways, all stops must be made in the far right lane when possible.
- *Encourage your students to be completely silent until the crossing has been completed. Remember also, to cut off any noisy equipment.
- *If railroad warning lights are flashing and no train is in sight, you must **call** Transportation on the radio for instructions.
- ***NEVER** go around lowered crossing guard arms at Railroad Tracks.

THERE ARE NO EXCEPTIONS AND DISCIPLINARY ACTION WILL BE TAKEN IF YOU ARE OBSERVED NOT FOLLOWING PROCEDURES OF SAFETY CROSSING RAILROAD TRACKS

Railroad - Highway Grade Crossing Violations

Law: R. S. 32:173 Certain vehicles must stop at all railroad grade crossings

A. The driver of any motor vehicle carrying passengers for hire, or of any school bus whether carrying any school child or not, or of any vehicle carrying explosive substances or flammable liquids as a cargo or part of a cargo, before crossing at grade any tracks of a railroad, shall stop such vehicle within fifty feet but not less than fifteen feet from the nearest rail of such railroad and while so stopped shall listen and look in both directions along such track for any approaching train, and for signals indicating the approach of a train, except as hereinafter provided, and shall not proceed until he can do so safely. After stopping as required herein and upon proceeding when it is safe to do so the driver of any said vehicle shall cross only in such gear of the vehicle that there will be no necessity for changing gears while traversing such crossing and the driver shall not shift gears while crossing the track or tracks.

B. The driver of any school bus, in addition to the requirements of sub-section A of this Section, after coming to a complete stop as required by sub-section A of this Section, shall open the door of the school bus and shall leave it open while ascertaining that no train or other vehicle is approaching on the railroad track from either side and until immediately prior to proceeding across the railroad crossing.

C. No stop need be made at any such crossing where a police officer or a traffic-control signal directs traffic to proceed.

Violations:	*	Failure to Obey Railroad Crossing Restriction
	*	Failure to Obey Railroad Gates/Signs/Signals
	*	Failure to Slow Down RR Crossing
	*	Failure to Stop
	*	Stop Required at Railroad Crossing
	*	Stop Before Clearing RR Crossing
	*	Undercarriage not Clear RR Crossing

Disqualification Time:	First Offense	-	60 Days
	Second Offense (within a 3 year period)	-	120 Days
	Third Offense (within a 3 year period)	-	365 Days

USE SEAT BELTS

All buses are equipped with seat belts and state and federal regulations now require that drivers must use a seat belt.

USE REFLECTORS FOR BREAKDOWNS

When a mechanical breakdown occurs, place the reflectors in position. The placing of the reflectors depends on various factors, such as how many lanes the road has etc. Please refer to a C.D.L. manual for more detail.

Should a breakdown occur, stay with your bus until a mechanic arrives and makes the necessary repairs to enable you to move the bus to a safer place.

BUS SPEED

School buses must at all times observe the posted speed limit in all areas where the bus must travel. The maximum speed limit is 35 miles per hour under conditions that require frequent stops to receive and discharge students. Road and weather conditions must always dictate the safest speed for buses. Adverse road and weather conditions require all drivers to reduce speed. *The maximum speed for school buses traveling on interstate is 10 miles per hour below the posted speed limit.

Buses will be monitored for speed compliance at any time by the Director and Supervisor of Transportation using radar, pace clocking, and GPS.

TURN SIGNALS

For left or right turns, use turn signal device to show your intent at least 100 feet before turning. Always move as far right as safety permits for right turns, and as close to the center line as possible for left turns. In a "left turn" situation, when there are two left turn lanes a driver should always be in the far right lane. This gives the bus the most turning area and allows you to follow the tracking of your vehicle.

OBSTRUCTION OF EMERGENCY DOORS

It is a violation of federal and state law to obstruct any emergency exit on a school bus while the bus is in motion. This includes blocking any exit in any way or tying or restricting any door in any way.

FIRE EXTINGUISHERS AND FIRST AID KITS

A vital pair of safety tools that must be on your bus at all times is a fully-charged fire extinguisher and a well-stocked first aid kit. These are provided by the Transportation Department as permanent fixtures on your bus. It is your responsibility to take exceptional care that they remain on the bus. They represent a sizable expenditure from school board funds and require your constant attention to insure against vandalism or theft. You are required to take your fire extinguisher and first aid kit home with you to cut down on theft when the bus is parked. You will pick up your fire extinguisher and first aid kit when you pick up your bus. You must turn in your fire extinguisher and first aid kit at the end of the school year for maintenance and accountability purposes. It is your responsibility to make sure your fire extinguisher is **CHARGED** at all times.

NOTE: You will be required to sign for these items and if they are lost, stolen or vandalized you will be required to pay for each item.

DEVICES/CELL PHONES

You are not to have, wear or use AM/FM radios, TV's, tape decks, CD players or ear phones on your bus. This includes cell phone EAR plugs.

The use of Cellular Telephones while the school bus is in motion is prohibited. If you must use a cell phone (emergency only) you must pull over and stop in a safe location to do so. This includes cell phone ear plugs.

SIGNAGE

Nothing is to be attached to the inside or outside of a school bus, such as: decals, stickers, tags, etc. without permission of the Director of Transportation. This includes seasonal decoration on the bus windows which could restrict a driver's vision.

NOTE: This does not include posted seating charts or seat numbering for students or other signage authorized by the Director of Transportation (i.e. Back up warning, oil change, brake adjustment stickers, etc.).

BODY FLUID KITS

You are required to have a complete Body Fluid Kit on your bus at all times. If you use any items from the kit, you must get a replacement kit from the Parts Department.

INCIDENTS

Notify the Transportation Office and the Principal at the appropriate school of any incidents or unusual occurrences that happen on your bus or to your bus. If there is vandalism or evidence that a crime has been committed, do not move your bus unless otherwise directed by the transportation office or the police. Also submit an incident/accident report and turn it in to the Transportation Office.

BUS TURN IN

At the end of the school year and also at the end of the summer sessions, all school buses must be brought to Central Office or wherever designated by the Transportation Office. School Buses will not be left at school sites.

TRAFFIC TICKETS

Any driving citation issued to an employee while driving a school board owned vehicle must be reported immediately to that employee's immediate supervisor. Employees will be responsible for applicable fines.

MEDICATION

If the vehicle operator is taking prescription medication, they shall adhere to the directions for the prescription. No employee shall operate a school board owned vehicle while taking medications that indicate they may cause drowsiness.

**CADDO PARISH SCHOOL BOARD
TRANSPORTATION DEPARTMENT
OPERATING PROCEDURES FOR 2-WAY RADIOS ON SCHOOL BUSES**

1. Operation of Transportation Department communications equipment shall be in full compliance with the procedures set forth by the FCC and this policy.
2. Bus drivers shall not interfere with ongoing communications nor prevent the transmission of emergency or urgent communications.
3. Bus drivers must give accurate, complete, yet **brief** information identifying their bus number and if necessary giving their location. Speak in a slow, calm voice, and be sure to press the “mike” button before you begin to speak. **Do not “walk over” or “key” on top of someone else’s radio broadcast.**
4. Radio use is **restricted** to pertinent Caddo Parish School Board business and any **emergency** or **urgent** situation. Two way radios are to be used primarily to communicate breakdowns, accidents, disrespectful students, exchange inquires and directions. Other **non-emergency** matters should be handled over the telephone. Radios **will not** be used for personal communications, employee organization related matters, or any non-operational necessity.
5. Requests for information or assistance by bus drivers over the radio system shall be handled by the Transportation Office **only**.
6. Bus drivers shall monitor their radios at all times and shall never **turn off** or **turn down** their radio so they cannot hear all radio traffic. Bus Drivers will respond when called by the Transportation Dept., Supervisor, or another bus driver.
7. Bus drivers shall remain on **Channel 2 (BUS)** unless otherwise instructed to do so by the Transportation Office in the event of a tower malfunction and shall respond **immediately** when called by the Transportation Office. **Channel 3** is reserved for drivers in the northern part of the Parish. **Channel 1 (Garage)** is reserved for Trailblazers and Bus Maintenance Vehicles.
8. Bus drivers should never use language over the radio that is **profane, offensive, disrespectful** or considered **slang**. Nothing should be said over the radio that brings the Transportation Department or any employee of the Caddo School System into disrepute, or that reflects discredit upon any member of the Transportation Dept., or that may be expected to destroy public respect for the Caddo Parish School Board. **Remember:** Anyone with a scanner can monitor your transmission.
9. Bus drivers should only use their radios when it can be done in a safe and prudent manner.
10. Failure to abide by the aforementioned operating procedures will result in remedial training, reprimand or dismissal.

*****CODE 3*****- Term used by drivers to freeze all communication over the radio so that information can be transmitted in any emergency where police and medical aid are needed.

SECTION VIII

INSTRUCTION FOR CONDUCTING EMERGENCY EXIT DRILLS

The ever increasing number of accidents on the highways necessitates that pupils be instructed on how to properly evacuate a school bus in case of an emergency. Schools should organize and conduct two (2) emergency drills during the school year for all pupils as required by **STATE LAW**. Schools may request a bus be brought to their location for bus evacuation drills.

There are several different drills:

1. Everyone exits through the front entrance door.
2. Everyone exits through the rear emergency door.
3. Front half exits through the front door and rear half exits through the rear door.

There is possible danger when a pupil jumps from the rear emergency door exit. Have two older students station themselves on the ground outside the rear door to assist students in exiting the bus.

Reasons for emergency evacuations:

1. Fire or danger-of-fire. The bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Pupils should move to a safe place 100 feet or more from the bus and remain until the driver of the bus has determined that no danger exists. Being near an existing fire and unable to move the bus away, or being near the presence of gasoline or other combustible material should be considered as "danger of fire", and pupils should be evacuated.
2. Unsafe position. In the event that a bus is stopped due to an accident, mechanical failure, road conditions or human failure, the driver must determine immediately whether it is safe for pupils to remain on the bus or evacuate.
3. The driver must evacuate if:
 - a. The final stopping point is in the path of any train or adjacent to any railroad tracks.
 - b. The stopping position of the bus changes and increases the danger. If, for example, a bus should come to rest near a body of water or near the edge of a cliff, it should be evacuated. The driver should be certain that the evacuation is carried out in a manner that affords maximum safety for the pupils.

c. The stopping of the bus is such that there is danger of collision. In normal traffic conditions, the bus should be visible for a distance of 300 or more feet. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

Important factors pertaining to school bus evacuation drills:

1. Safety of pupils is of the utmost importance and must be considered first.
2. All drills should be supervised by the principal or by persons assigned to act in a supervisory capacity.
3. Drills should be held on school property and not on bus routes.
4. Drivers must not-permit pupils to take lunch boxes, books, etc. with them when they leave the bus. Getting the pupil off safely in the shortest possible time and in orderly fashion is the objective.
5. The pupils should go to a distance of at least 100 feet from the bus in an "emergency drill" and remain there in a group until further directions by the leader.

SECTION IX

DRUG AND ALCOHOL POLICY

Drug/Alcohol Testing

Drug/Alcohol Testing Policy for Employees whose duties require Commercial Driver's License:

The Caddo Parish School Board has a long standing commitment to maintain the highest standards for employee safety and health. In an effort to promote and maintain a safe, healthful, productive and efficient environment and work place, the Caddo Parish School Board adopts a policy against controlled substance abuse and alcohol misuse which conforms to all requirements issued by the United States Department of Transportation as outlined in 49 CFR Part 40 and 382.

To accomplish this purpose, the Caddo Parish School Board does hereby prohibit the possession, use, distribution, or sale of illegal drugs on all work locations by an employee or contract employee. Any employee reporting for work in a condition caused by off-duty use of controlled substances and the misuse of alcohol which is determined to affect his or her ability to perform work, shall be deemed in violation of the Caddo Parish School Boards policy and subject to disciplinary action.

APPLICABILITY

This policy applies to every person employed by or contracted to Caddo Parish School Board who operates a commercial motor vehicle in interstate or intrastate commerce and is subject to the commercial driver's license. This policy covers all full-time and part-time covered drivers.

COVERED DRIVER/PERFORMING FUNCTION

A driver is considered to be performing a safety sensitive function during any period in which he/she is actually performing, ready to perform, immediately available to perform (drive) a vehicle.

REQUIRED TEST

An applicant or employee in a covered function shall be subject to the following test:

Pre-employment, *Post-accident, Reasonable Suspicion or Cause, Random, Return-to-Duty, Follow-up Test.

1. After an accident during the course and scope of his/her employment in which one or more the following occurs:
 - A. a loss of human life;
 - B. an individual involved in the accident must be treated away from the scene for an injury received in the accident;
 - C. the driver/employee receives a citation for a moving violation from the police officer handling the accident;
 - D. a vehicle is required to be towed from the scene.

When an employee is ordered for drug and/or alcohol testing, he/she must be tested within two (2) hours of notification. Failure to do so will be treated as a refusal to take the test and will result in disciplinary action, up to and including recommendation for termination from the safety sensitive function (driving).

1. Employees are required to cooperate fully with the drug testing agency employed by the Caddo Parish School Board for drug and/or alcohol testing purposes. Refusal to submit to drug and/or alcohol testing, or attempts to obstruct the testing will be treated the same as if the employee had tested at 0.02 or greater or had tested positively for drugs. Examples of conduct that will be treated as a refusal are:
 - A. failure to provide adequate breath for testing when required without a valid medical explanation;
 - B. engaging in conduct that clearly obstructs the testing process;
 - C. leaving the scene of an accident before being tested (except, for example, when necessary to receive medical treatment);
 - D. not being reasonably available for a test or failure to sign the alcohol testing form (if the employee did not take the test) constitutes a refusal to submit to testing.

CONSEQUENCES OF POSITIVE TEST RESULTS

1. Applicants: Job applicants will be denied employment with the Caddo Parish School Board if their test results are positive on a pre-employment drug or alcohol test.
2. Employees: If an employee's test results are positive, on a random, post-accident, or reasonable cause drug or alcohol test, the employee is subject to disciplinary action as set forth in this policy.
3. Retest of a positive drug result: An applicant or an employee has the right to a retest of the split specimen, at employee's or applicant's expense, within 72 hours after the notification by the Medical Review officer that the results are positive.

Department of Transportation Prohibitions 49 CFR 382 Subpart B

Alcohol: 49CFR Part 382 requires an employer to remove from the covered function (driving) and referral to a substance abuse professional, any employee that tests positive (0.04) and removal from the covered function any employee that tests 0.02 to less than 0.04 for at least 8 hours after his/her present shift has ended.

1. No employee whose duties require a commercial driver's license may use alcohol for at least six (6) hours prior to operating their vehicle on duty.
2. No employee required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

Controlled Substances: 49 CFR Part 382 requires an employer to remove from the covered function (driving) any employee who has a positive test result.

Refusal to Test: No driver shall refuse to submit to a Post-accident, Random, Reasonable Suspicion, or Follow-up Controlled Substance or Alcohol test and remain on duty.

CADDO PARISH SCHOOL BOARD'S DISCIPLINARY ACTION

Alcohol: 0.02 or positive result:

Any employee testing 0.02 or higher on an alcohol test will be suspended with or without pay and may be referred to a Substance Abuse professional and/or other disciplinary action(s) as determined by the Director of Classified Personnel.

Controlled Substances:

Any employee whose test results are positive will be suspended with or without pay and may be referred to a Substance Abuse professional and/or other disciplinary action(s) as determined by the Director of Classified Personnel.

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
FILE: EEAD

EEAD - SPECIAL USE OF SCHOOL BUSES

(Outside Organizations)

School buses in Caddo Parish shall be used primarily for transporting students to and from school or other school activities. It shall be the policy of the Caddo Parish School Board to permit limited use of its school buses by outside nonprofit organizations for trips to and/or from Caddo Parish Public Schools for instructional purposes only. An instructional purpose is defined as one that enhances and/or reinforces classroom instruction. A nonprofit organization is defined as one not conducted or maintained for the purpose of **make** a profit.

General Regulations and Fees

All use of buses by outside organizations must be approved by the Caddo Parish School Board.

All requests for bus use must be received in the office of the Assistant Superintendent of Support Services at least 30 days prior to the trip.

A "Contract and Hold Harmless" agreement shall be executed by the organization using the school buses.

The organization shall provide evidence of liability insurance coverage with limits of at least \$2 million (basic policy plus umbrella), which policy names Caddo Parish School Board as an additional insured, and has an endorsement which contains a "Waiver of Subrogation" and which provides extension of coverage for "Rented or Leased Vehicles," including physical property damage to "Hired or Borrowed Vehicles" with limits of \$100,000 and deductibles not to exceed \$500 for collision and \$250 for comprehensive.

All federal and state regulations must be complied with. Smoking is prohibited.

The fee for each bus shall be \$75 per day plus \$1.50 per mile. The fee for a qualified, licensed bus driver provided by the Caddo Parish School Board is outlined as follows:

Regular School Year - \$8 per hour plus fixed charges (with a minimum fee of 2 hours). Bus driver time shall begin one-half hour before requested departure time and extend one-half hour after return.

Summer - \$50 per day.

All fees are to be paid directly to the office of the school board and the bus driver's remuneration will be paid there from.

Payment for the use of buses shall be made in advance unless prior arrangements have been made through the Chief Operating Officer or his designee.

**CADDO PARISH SCHOOL BOARD
POLICY MANUAL
FILE: EEAD**

EEAD - SPECIAL USE OF SCHOOL BUSES

(Outside Organizations)

Each bus shall be inspected by Caddo Parish School Board personnel and a representative of the using organization jointly prior to issue. A list shall be made of discrepancies or damage at the time of issue. Upon return of the bus, Caddo Parish School Board personnel and user representative shall jointly inspect the vehicle again. Additional damage and repair shall be determined inclusive of labor costs and the organization billed accordingly.

The using organization will be responsible to see that the bus used is left free of debris and in a reasonably clean condition.

The use of the buses pursuant to this regulation shall be limited to trips within Caddo Parish.

The use of buses will be permitted on extraordinary occasions only, and not for daily operations such as Vacation Bible School, non-school related sporting events, etc.

Adopted: May 1, 1991
Amended: March 18, 1998
 April 16, 2002
 July 21, 2005

SECTION X

Special Education Related Services

The Individuals with Disabilities Education Act includes transportation under its **related services** provisions. The IDEA provides that the term related services means such developmental, corrective and other supportive services including transportation as may be required to assist a child with a disability to benefit from special education, and includes the early identification and assessment of disabling conditions.

300.24 Related Services:

(a) **General:** As used in this part, the term related services means transportation and such development, corrective and other supportive services as are required to assist a child with a disability to benefit from special education.

(b)(15) **Definition of transportation:** The term transportation includes:

- Travel to and from school and between schools
- Travel in and around school buildings
- Specialized equipment, such as special or adapted buses, lifts and ramps, if required to provide a special education for a student with a disability.

Regulations to Section 504 of the Rehabilitation Act of 1973, which also addresses some students with disabilities includes transportation among the nonacademic services which school districts are required to provide to eligible students (34 C.F.R. 104.37 and 34 C.F.R. 104.43). Students should not be excluded from participation in, denied the benefits of, or otherwise discriminated against with respect to transportation provisions.

Transportation Eligibility – General Education

Caddo Parish School Board (CPSB) Transportation Department provides transportation for general education students who reside further than one mile from their respective school.

The district is required to provide the same service to students with disabilities and, in some situations students may be entitled to additional services. Students with disabilities who reside outside these walk distances will be transported whether or not transportation is, for them, a related service.

Determining Eligibility

Transportation must be provided as a **related service** if it is required to assist the child with a disability to benefit from special education. In determining eligibility the IEP team must first consider how the child's disability affects the need for transportation including to what extent the child's disability may prevent them from using the same transportation as non-disabled children, or getting to school in the same manner as non-disabled children.

Under most circumstances students that are enrolled in schools outside their school district because of programming reasons and those identified with Low Incidence disabilities would be eligible for Special Transportation.

To determine whether a child is eligible for transportation, ask the followings questions:

- a. Does the child's disability make it problematic for that student to get to school in the same manner as non-disabled students?
- b. Is the program location different from the child's home school?

NOTE: When program location is the only justification for transportation it should be documented on the Site Determination page of the IEP.

If the answer is yes to one or both questions, the next step is determining what transportation arrangements are necessary to enable the student to benefit from an educational program.

NOTE: Whenever possible the student with disabilities will be assigned to a general education bus with their non-disabled peers.

Program Location

When program location creates the need for transportation, the school district must provide transportation as **related service** as a means to make the services offered accessible. If the placement is through the IEP then transportation is a related service.

Bus Stop Placement

Once the IEP team has determined transportation is a related service, the next question to ask is “Can the student use the same transportation provided to non-disabled children (the least restrictive environment) or can she/he get to school in the same manner as non-disabled children?” In determining bus stop placement it is imperative to base decisions on the least restrictive environment (LRE). The IEP team must decide whether the child can:

- Access the regular bus stop with his/her regular education peers (LRE)
- Be picked-up at the nearest corner to their residence or
- Must be picked-up “curb-to curb”

The regular bus stop – A student will be assigned to the regular bus stop if his/her disability does not prevent him/her from using the same transportation as non-disabled children. When discussing transportation requirements **ALWAYS** consider the regular bus stop first.

Nearest corner – A student will be assigned a bus stop closest to the nearest corner when it is determined his/her disability prevents him/her from using the regular bus stop but does not prevent him/her from going to the closest corner to his/her home.

Distance to the regular bus stop and the walk path the child would take should be considered when determining whether the student with disability would be assigned to the regular bus stop or the nearest corner.

Curb-to-curb – A student is assigned a curb-to-curb bus stop when the child’s disability prevents him/her from utilizing the regular bus stop or the nearest corner bus stop. Curb-to-curb assignment creates the most restrictive transportation service. In general, curb-to-curb is considered the curb located at the front of the house or at the entrance of the apartment complex or development.

Specialized Equipment

Transportation should be provided with the least restrictive environment in mind. However, in some cases students with disabilities may require specific equipment or adaptive devices to safely transport him/her to and from his/her special education program. Specific equipment may include lift buses, car seats, ramps and safety vests or lap belts. And it is the driver’s responsibility to ensure needed equipment is obtained.

The IEP Team

When transportation is a related service a representative from transportation is considered part of the IEP team. Under most circumstances the IEP team may easily determine transportation is a related service based on the child's disabilities. Transportation staff may not be required to attend IEP reviews for students who currently receive transportation when there is no change in program placement, disability or change of address. However when it is unclear whether a student qualifies for transportation or there are unique circumstances regarding eligibility it is important to include a member from the transportation staff to address related issues. In situations where program placement relies on transportation it would be beneficial to discuss possible placements prior to the IEP meeting. In determining transportation arrangements it is important to remember each case must be evaluated on an individual basis.

Review

Transportation is a related service when:

- The child's disabilities make it problematic for that student to get to school in the same manner as non-disabled students.

When transportation is required because of the location of the special education program use:

- Words of limitation such as "Transportation is provided so long as John J attends this program at this location and resides at this address."

Bus stop placement begins with:

- The general education bus stop (LRE) and works back from there, to the nearest corner and last the curb-to-curb assignment.

Transportation personnel should be included at the IEP meeting when:

- The student's disability creates a unique situation or program placement is dependent on transportation.

Transportation is NOT a related service when:

- A student with a disability does not require transportation as a related service but is eligible for transportation because he or she lives outside the established walk distance to the school. NOTE: Transportation should not be checked on the IEP.

SPECIAL EDUCATION TRANSPORTATION

RESPONSIBILITY OF THE BUS DRIVER

1. Safely transport assigned students on each assigned route.
2. Assure that special students aboard bus are properly supervised.
3. Arrange bus stop locations so that the bus door is on the side where the student lives. Any exceptions should first be approved by the Transportation Office.
4. Avoid backing the bus to pick up or discharge students except as approved.
5. Provide Transportation with a current telephone number where the driver can be reached.
6. Notify Transportation as expeditiously as possible whenever the bus is inoperable.
7. Supervise and assist loading of students with physical disabilities who require wheelchairs via the lift.
8. Ensure that required protective safety devices are in use and are fastened properly.
9. Attend in-service training programs, First Aid, C.P.R., etc., as required by the Transportation Department.
10. Maintain on the vehicle confidential emergency data including but not limited to the following:
 - A. Student's name, address, and telephone numbers;
 - B. Nature of student's exceptionality;
 - C. Emergency health care information, including any medication student is currently using. Be familiar with the information and contact the school administrator if clarification is needed.
 - D. Parent/guardian, or designee who can be contacted in an emergency;
 - E. Provisions for the student's welfare when and if the student is unable to be met by the parent or designee at the designated bus stop;
 - F. Student's identification photograph (if available);
 - G. Any other information deemed necessary by the local school system.
NOTE: Updating this information annually is a cooperative effort involving students, parents, supervisors, and drivers. The information must remain confidential for the student's protection.
11. Maintain in the vehicle route descriptions, times, stop locations, and student rosters.
12. In the event that the I.E.P. requires curb-to-curb service, and no adult is at the home bus stop to meet the student on the return trip from school, the bus driver should follow these procedures, unless otherwise approved by transportation department administration:
 - a. Make a reasonable effort to contact the parent (i.e., blow horn, have aide knock on door). If no one answers, return to the students' home at the conclusion of the route for the possible return of the parent/guardian.
 - b. In the absence of the parent, attempt to contact the alternate person designated on the student information card and leave a note notifying parent where child is being taken.
 - c. If unsuccessful, the driver should call the school and/or the Transportation Department as soon as possible to inform school officials that the student will be brought back to school after the scheduled run is finished (if this is

deemed to be a practical alternative), or taken to another pre-determined location; usually the Transportation Office.

- d. If no one is present at the school, the DRIVER is responsible for the student's welfare and should continue to make every effort to contact in this order:
 1. Parent(s)
 2. School-based staff
 3. Transportation Department
 4. Child Protective Services
 5. Appropriate law enforcement officials

- e. Inform the school administration of any problems or concerns that occur in picking up, transporting or delivering students. Under no circumstances should a driver remove a student from the bus or refuse to transport a child unless authorized by the Transportation Department or by school administrator.

13. Assist the attendant in the loading and unloading of students in wheelchairs if yours is a lift bus. Position yourself on the ground or at the wheelchair until the task is accomplished.
14. DO NOT leave your bus unattended at the exchange. You have a responsibility to monitor the students being delivered to your bus.
15. In the event the bus attendant is not available, the driver shall notify Transportation for instructions on how to proceed. Under no circumstances shall the driver proceed without authorization from the Transportation Department.

NOTE: STUDENTS WHO REQUIRE SUPERVISION ARE NOT TO BE LEFT UNATTENDED AT THE HOME BUS STOP FOR ANY REASON!

RESPONSIBILITY OF THE BUS ATTENDANTS

1. Be on the school bus at all times during the bus route, except as authorized by the Transportation Department.
2. Occupy a seat in the middle or rear of bus where student riders can easily be assisted. (You cannot easily see or assist students if you are sitting in the front seat.)
3. Ensure that required protective safety devices are in use and are fastened properly.
4. Assist such students on and off the bus at school, exchange, designated bus stops, and otherwise when it is necessary for their safe entrance and exit from the bus.
5. Maintain copies of student information and emergency health care information, including any medication student(s) is currently using.
6. **You are responsible to and under the direct supervision of the bus driver and you will perform any assigned duty as directed.**

RESPONSIBILITY OF THE DRIVERS & ATTENDANTS:

- Be absolutely positive that you have all of your students before leaving transfer. There is no acceptable excuse for failing to do this.
- There should be no changes made in the type of specialized equipment used (wheelchairs, safety vests, car seats, etc.) without authorization of the Transportation Department. Use of specialized equipment is an IEP committee decision, and any change must be documented on the IEP. It is the driver's responsibility to make sure the appropriate equipment is on the bus.

PARENTS OR DESIGNEE

1. Provide the driver with a good phone number(s) and emergency number(s). Provide the bus driver with pertinent written information regarding any special care the student may need while on the bus. Notify the school and school bus driver immediately if emergency telephone numbers have been changed or disconnected.
2. Ensure that the student meets acceptable hygiene standards before boarding the bus.
3. Have the child at the designated bus stop at the regularly scheduled time and provide the necessary supervision until the bus arrives.
4. Secure the child into any specialized carrying equipment prior to the child boarding the bus. (Equipment must be in safe working order.) Driver should also understand that we are obligated to assure that equipment is safe. If equipment is broken contact school based PT/OT immediately (wheelchairs, walkers, car seats, etc.)

5. Meet the bus upon its return to the designated bus stop at the scheduled time, unless you have given permission for the child to be dropped off unattended.
6. Make a reasonable and timely effort to notify the bus driver prior to the beginning of the morning run if the child is unable to attend school.
7. Help keep area to and from the bus loading area clear of obstacles and all other unnecessary debris.
8. Help keep bus turn around and lanes clear of parked vehicles to provide easy access to bus stops.
9. Call the school, in the event of a serious emergency that might prevent the parent from meeting the child at the bus, and give the name of the person who will meet the child in place of the parent. The school will give this information to the driver. The name of the person should be on the information card.
10. Provide transportation if suspension from bus is authorized.

LENGTH OF TIME ON BUS

The Transportation Department will make every effort to minimize the time a student must spend on the bus. However, the proximity of the student's home to the school of attendance is the major factor that will determine the length of the bus ride and the time spent on the bus.

**PROCEDURES FOR PROPER USE OF CHILD SAFETY RESTRAINT
SYSTEMS IN SCHOOL BUSES
(CAR SEATS, BOOSTER SEATS, SAFETY VEST, HARNESSSES)**

Guidelines set forth by the National Highway Traffic Safety Administration will be followed.

CHILDREN TO AT LEAST 1 YEAR OF AGE AND AT LEAST 20 POUNDS

*All infants should remain rear-facing until at least one year of age and at least 20 pounds.

1. Child should be placed in a rear-facing infant or convertible seat, which has been designated by the manufacturer for use within these weight limits. If other students share bus seats with the infant seats, the infant seats are to be placed in the window seating position. Infant seats should never be placed in bus seats adjacent to emergency exits.
2. The bus seatbelt should be routed through the infant /convertible seat as instructed by the manufacturer. (Use only seatbelts that were original equipment on the bus from the manufacturer, or installed according to bus manufacturer instructions.) The non-adjustable end of the seat belt would be positioned in the aisle side of the seat position. The non-adjustable end of the belt should not extend more than 2 inches from the seat bight (where the seat cushion meets the seat back). Seatbelt should be properly adjusted to allow the buckle to rest off of the child safety seat frame allowing the seatbelt to remain tight. **Adding knots to shorten length of the belt is unacceptable. If the seatbelt is too long to properly fasten the car seat into the bus, contact your supervisor immediately. Do not transport a child in a car seat that is unsafe.**
3. Harness straps should be positioned at or below the shoulders, adjusted to fit flat (not twisted), and snug against the child. The correct positioning of the retainer clip is on the child's chest at armpit level. The harness should be adjusted to fit snug against the child's body. If 2 layers of webbing touch when the strap is pinched together, then it is too loose. Make sure that all blankets are placed on the top of the child once the safety straps are properly locked. Do not secure straps over blanket.
4. Carrying handle on infant seat is to be down, in its back-locked position.
5. Make sure that the child's head and neck have full support.
6. The child should be semi-reclined (halfway back, or 45 degrees from horizontal position) in the seat.
7. The infant/convertible seat must not move more than one (1) inch when pushed forward or side-to-side at the belt path.

CHILDREN OVER 20 POUNDS AND 1 YEAR OF AGE

*All children over 20 pounds and 1 year of age should be forward-facing and wear a full harness until the child reaches at least 40 pounds.

CONVERTIBLE CAR SEAT

1. Child should be placed forward-facing in the car seat, which has been designated by the manufacturer for use within these weight limits. If other students share seats with the car seats, the car seats are to be placed in the window seating position; car seats should never be placed in bus seats adjacent to emergency exits.
2. The bus seatbelt should be routed through the car seat as instructed by the manufacturer, (use only seatbelts that were original equipment on the bus from the manufacturer, or installed according to bus manufacturer instructions). The non-adjustable end of the seat belt should be positioned on the aisle-side of the seat position. This non-adjustable end of the seat belt should not extend more than 2 inches from the seat bight (where the seat cushion meets the seat back). Seatbelt should be properly adjusted to allow the buckle to rest off of the child safety seat frame allowing the seatbelt to remain tight. **Adding knots to shorten length of the belt is unacceptable. If the seatbelt is too long to properly fasten the car seat into the bus, contact your supervisor immediately. Do not transport a child in a car seat that is unsafe.**
3. Harness straps should be positioned at or above the shoulder level, adjusted to fit flat (not twisted), and snug against the child. The correct positioning of the retainer clip is on the child's chest at armpit level. The harness should be adjusted to fit snug against the child's body. If 2 layers of webbing touch when the strap is pinched together, it is too loose. Make sure that all blankets are placed on top of baby once the safety straps are properly locked. Do not secure straps over blanket.

BOOSTER SEAT WITH BUILT-IN HARNESS

*On school buses only booster seats with built in harness can be used.

Belt-positioning booster seat cannot be used with only a lap belt. They require a lap/shoulder belt.

SAFETY VEST

*Vests must be used with a seat mount as specified in the manufacturer's installation and usage instructions.

1. The vest must be properly sized to, and fit snugly around the child. Zipper closures must always be in the back. All safety vests require the use of properly adjusted crotch straps.
2. Position the student wearing the vest on the vehicle seat with buttocks and shoulders touching the seat back.
3. Locate the two snap hooks that come over the back of the bus seat. Attach each to the metal hardware located on the shoulders of the vest.
4. Locate the two snap hooks that come between the bus back & seat cushions.

Attach each to a hip D-ring on the vest. The vest must be secured to the seat mount at four (4) points-both shoulders and both hips,

5. Check to make sure that all hooks and buckles are secure and the straps have no slack. The length of the shoulder hook straps may have to be adjusted to eliminate slack or if they are too short to reach the hardware.

***When a child is wearing a safety vest, the child in the seat behind him must wear some kind of safety restraint as well, or the seat must remain empty.**

BESI HARNESSSES (Large green belts)

- **These harnesses are not approved seat belts/child safety restraint systems. Preschool children should never be positioned using a BESI harness.**

1. To properly install the BESI restraint harness:
 - * Unbuckle safety release on cam-wrap that goes around the seat.
 - * Lift bench seat and insert buckle end between seat cushion and backrest.
2. Position the child on the bus seat, with buttocks and shoulders touching the seat back.
3. Wrap harness pad securely around child's chest (just under the arms, leaving arms free), and use buckle to secure the restraint.
4. Check to make sure that buckle is secure and the strap has no slack. The length of the strap may have to be adjusted to eliminate slack.

PROCEDURE FOR TRANSPORTING EXTRA EQUIPMENT ON BUS

1. On buses transporting students using wheelchairs, the lap tray must be removed from the wheelchair before transport. The tray must then be properly secured inside the bus if it is to be transported. (Wall pouches are provided for trays)
2. When students require the use of crutches or walkers for ambulation, this equipment must be properly secured during transport.
3. Any other specialized equipment used by the student (example: oxygen tanks), and needing transport, must be properly secured. Any equipment that could become a projectile during an impact collision should be secured.

PROPERLY SECURING EXTRA EQUIPMENT

*Equipment may be secured in the bus using one of the following methods:

- a. with approved straps, either in a seat or on the floor at an empty wheelchair tie-down site
- b. in a wall pouch approved for equipment storage by the Transportation Department
- c. in a webbing satchel approved for equipment storage by the Transportation Department

**PROCEDURES FOR SCHOOL BUS LOADING/UNLOADING OF STUDENTS
WITH DIFFICULTY MOVING UP AND DOWN BUS STEPS**

STUDENTS MAY NOT STAND ON LIFT FOR BUS LOADING/UNLOADING.

****NO CHILD SHOULD BE CARRIED UP OR DOWN THE STEPS OF A SCHOOL BUS. IF A CHILD IS UNABLE MOVE INDEPENDENTLY ON BUS STEPS, THE TRANSPORTATION DEPARTMENT WILL ASSIGN THEM TO BE TRANSPORTED ON A LIFT BUS. A STROLLER OR WHEELCHAIR WILL BE USED FOR LOADING. ****

LOADING STUDENT USING WALKER OR CRUTCHES

1. The student walks to the bottom of the bus steps.
2. The driver or attendant stands **behind** the student and assist him/her to maintain their balance while going **up** the bus steps. The student may need assistance to lift their foot up to the steps. (Students using crutches may need to use one crutch in addition to the handrail to go up the steps).
3. The driver or attendant assists the student as they walk to the bench seat. The driver or attendant secures the student in the seat as indicated (car seat, safety vest, seat belt).
4. The walker or crutches are secured in the bus with approved straps, either in a seat or on the floor at an empty wheelchair tie down site. **Do not** use bungee cords to secure equipment on the bus.

UNLOADING STUDENT USING WALKER OR CRUTCHES

1. The walker or crutches are placed on the ground near the bus steps.
2. The driver or attendant assists the student from the bench seat to the bus steps.
3. The driver or attendant stands **in front** of the student and assists him/her to maintain their balance while going **down** the bus steps. (Students using crutches may need to use one crutch in addition to the handrail to come down the steps).
4. Once the student has reached the ground, assist the student to maintain balance until he/she is balanced in their walker or with their crutches.

If the amount of assistance required for the student to go up or down the steps is excessive, contact the student's physical therapist or physician to determine an appropriate, alternative method.

**LOADING AND UNLOADING STUDENTS USING TEMPORARY CRUTCHES,
WALKERS, OR WHEELCHAIRS**

1. Do NOT carry a student who is temporarily on crutches or a walker without prior approval from the Director or Supervisor of Transportation.
2. Students in wheelchairs may only be transported with prior approval via a school bus with a wheelchair lift.

3. The student with a walker or crutches must have the strength to climb the bus stairs with the handrail with no additional assistance from the Bus Driver.
4. A parent or guardian must be present at the bus stop and stand at the bottom of the steps to assist the student as needed.
5. Student must have the ability to sit in the bus seat without obstructing the aisle or the ability of another passenger to ride in the seat.

School bus transportation will not be available if the student cannot climb the bus stairs without additional assistance or if space is not available or limited on the bus.

PROCEDURES FOR SCHOOL BUS LOADING/UNLOADING OF STUDENTS USING WHEELCHAIRS

LOADING STUDENTS USING WHEELCHAIRS

****Wheelchairs with 1 brake that is non-functional may be transported on the lift bus. Extra caution should be taken while loading these chairs, following normal loading procedures below in steps 4-9. Driver or attendant who is at the ground level should provide support on the side of the non-functioning brake. If both wheelchair brakes are non-functional, the chair should not be transported on the bus. The physical therapy department should be contacted at 603-6706 immediately any time a student's wheelchair brake is not functional so that repairs can be made in a timely manner and the student can be transported to school as soon as possible.****

1. The bus driver sets parking brake.
2. The driver or attendant locks the lift door in an open position.
3. Check to be sure that the student's lap belt (in the wheelchair) is snugly fastened before placing the wheelchair on lift, and that the seat of the wheelchair is securely fastened to the base of the wheelchair.
4. Position the wheelchair on the bus lift with the student facing out. Be sure to place the wheelchair on the lift back far enough for footrests to clear the raised safety guard on the front of the lift.
5. Securing the wheelchair on lift:
 - * Manual wheelchair brakes are locked and remain locked during lift operation
 - * Power wheelchair:
 - Power is switched off at joystick before operating lift.
 - Lock wheelchair brakes if available
 - If the gears on the motors were disengaged to allow the driver or attendant to manually place the power wheelchair on the lift, they should be re-engaged to set the internal locking mechanism. (Consult the student's physical or occupational therapist for instruction in engaging/disengaging gears on power wheelchairs).
6. Fasten occupant restraint belt on the lift—this belt should be taut at all times during lift operation.
7. The driver or attendant stands beside the lift on the ground.

8. The driver or attendant standing on the ground grips the wheelchair frame.
9. The lift is raised. The driver or attendant on the ground maintains grip on the wheelchair frame while the lift is being raised. The driver or attendant inside the bus should grasp the push handles as soon as they can safely reach them.
10. The wheelchair brakes are unlocked. (Power wheelchair-disengage gears on motors and manually pull into the bus, consult student's physical or occupational therapist for alternative methods).
11. The wheelchair is safely guided onto the bus and into a **forward facing** position for securement.

UNLOADING STUDENTS USING WHEELCHAIRS

1. The bus driver sets parking brake.
2. The driver or attendant locks the lift door in an open position.
3. Position the wheelchair on the bus lift with the student facing out. Be sure to place the wheelchair on the lift back far enough for footrests to clear the raised safety guard on the front of the lift.
4. Securing the wheelchair on lift:
 - * Manual wheelchair brakes are locked and remain locked during lift operation
 - * Power wheelchair:
 - Power is switched off at joystick before operating lift.
 - Lock wheelchair brakes if available
 - If the gears on the motors were disengaged to allow the driver or attendant to manually place the power wheelchair on the lift, they should be re-engaged to set the internal locking mechanism. (Consult the student's physical or occupational therapist for instruction in engaging/disengaging gears on power wheelchairs).
5. Fasten occupant restraint belt on the lift—this belt should be taut at all times during lift operation.
6. The driver or attendant stands beside the lift on the ground.
7. The driver or attendant standing on the ground grips the wheelchair frame.
8. The driver or attendant in the bus grasps wheelchair push handles. The lift is lowered. The driver or attendant on the ground standing beside the lift grips the wheelchair frame while the lift is lowered.
9. Wheelchair brakes are unlocked and the wheelchair is safely guided off the bus lift. (Before allowing students to drive their power wheelchairs off the lowered bus lift, you should consult the student's physical therapist.

PROCEDURES FOR USING WHEELCHAIR TIE-DOWN STRAPS

POSITIONING WHEELCHAIR ON BUS

1. Wheelchair is placed forward facing inside the bus.
2. Manual wheelchair: lock the brakes.
3. Power wheelchair: make sure power is turned off at the joystick control box and flip levers to re-engage gears on motors to activate internal locking mechanism.
4. Be sure that anti-tip bars are turned in the "down" position.
5. Attach the front tie-down straps first, and the rear straps last.

ATTACHING THE FRONT TIE DOWN STRAPS

WHEELCHAIR TIE-DOWN SITES:

Most wheelchairs now have 4 large black or red brackets with a picture of a hook on them. When these brackets are present, it is mandatory to secure bus tie-down straps at these points.

On wheelchairs that do not have the brackets, plastic cable ties, marking the optimum location for attachment of the bus tie-down straps, will be placed on students' wheelchairs by a physical or occupational therapist. These sites will be selected based on recommendations from national and/or state committees. Once the site is chosen and marked, it will be tested to make sure that the tie-down securement straps will easily attach. The marking system will enable drivers, substitute driver, and attendants to readily secure wheelchairs.

Drivers and attendants are expected to use these positions for attaching the tie-down straps to the wheelchair frame. When you receive new students or a student receives a new wheelchair, you must notify school staff so that the new chair can be marked. If there is a concern regarding the tie-down sites recommended, contact the student's physical or occupational therapist.

TO PROPERLY ATTACH BOTH FRONT TIE-DOWN STRAPS:

1. Attach the floor track fittings of the front tie down straps outside the front wheels of the wheelchair. If the bus has 4 sets of floor tracking, use the 2 outside tracks to position front tie-down mechanisms. Both front tie-down straps must have the same type of buckle.
2. Loop the end of the strap around a site on the solid, structural frame of the wheelchair and secure. (At large black or red brackets or areas marked with a plastic cable tie)
3. Tighten by pushing the button on the tie-down mechanism to remove slack and then turn knob to lock the mechanism. Procedure used to remove slack and lock the mechanism may vary depending on style of tie-down used.
4. Use caution not to tighten the strap so tight as to damage the wheelchair.

ATTACHING THE REAR TIE DOWN STRAPS

To properly attach both straps:

1. Attach the floor track fittings of rear tie-down straps just inside the back wheels of the wheelchair. If the bus has 4 sets of floor tracking, use the 2 inside tracks to position rear tie-down mechanisms. Both rear tie-down straps must have the same type of buckle.
2. Loop the end of the strap around a site on the solid, structural frame of the wheelchair and secure. (At large black or red brackets or areas marked with a plastic cable tie.)
3. Tighten by pushing the button on the tie-down mechanism to remove slack and then turn knob to lock the mechanism. Procedure used to remove slack and lock the mechanism may vary depending on style of tie-down used.
4. Use caution not to tighten the strap so tight as to damage the wheelchair.

After attaching front and rear tie-downs to wheelchair, the angles between the straps and the floor should be approximately 45 degrees.

CHECK TO BE SURE THAT:

- All tie-down straps are properly attached to the bus floor track and to the wheelchair
- All straps are tightened
- The wheelchair is secure and does not have any movement front to rear, or side to side

AREAS ON THE WHEELCHAIR THAT SHOULD NEVER BE USED AS TIE-DOWN SITES INCLUDE:

- **WHEELS**
- **LEG RESTS**
- **CROSS BAR (BETWEEN WHEELS)**
- **ARM RESTS**
- **PUSH CANES**

PROCEDURES FOR USE OF OCCUPANT RESTRAINT SYSTEM (LAP AND SHOULDER BELT)

After the wheelchair has been secured inside the bus, the student must be secured in the wheelchair by attaching the occupant restraint system. This system consists of 1 long strap, originating from the wall side of the bus that acts as both the lap and shoulder belt. The end of this belt fastens into a buckle on the aisle side of the bus. The female end of the lap and shoulder belt buckle can remain fastened to the rear wheelchair tie-down mechanism on the aisle side at all times. The male end of the system must be disconnected from the wall side tie-down mechanism each time the student is secured. This is the only way to properly fit the restraint against the student's body.

ATTACHING THE LAP AND SHOULDER BELT SYSTEM

The upper wall attachment of the occupant restraint system should be slightly behind the student and above the shoulder. The floor portion of the system should be inserted in the floor track just under the wall attachment.

1. Thread the lap belt inside the wheelchair frame against the child's pelvis on both the wall-side and the aisle side of the bus.
2. Fasten the wall-side end of the lap belt to the rear wheelchair tie-down strap.
3. The shoulder strap should cross the point between the neck and shoulder contacting the collarbone, and continue diagonally across the chest.
4. Adjust the lap belt portion firmly and comfortably across the bony portion of the student's pelvis. The belt should not be wrapped around the entire wheelchair, but fed through the frame and against the student's body.
5. Be sure that the buckle is placed near the student's hip on the aisle side of the bus, and fasten the buckle.

SECTION XI

MAINTENANCE

1. **All Bus Drivers and Substitute Drivers MUST complete their daily Pre-Trip and Post-Trip inspection** and complete the necessary paperwork as outlined in the CPSB Drivers Policy and Procedures Manual and pre-trip check sheets. **This is a state and federal requirement.** (Random checks will be conducted at the Transportation Office and in the field by Transportation Field Supervisors).
2. Follow traffic pattern at the Garage and observe speed signs. Drive slowly and carefully on the shop grounds. Always park in the back at the Shreveport Garage. under no circumstances should you leave your bus unattended at the gas pump or any surrounding areas.
3. You are responsible to see that State Inspection stickers are installed each year on your bus. Buses must be inspected twice a year. They are inspected in the winter during the months of December, January, or February, and in the summer during the months of June, July or August.
4. **You are responsible for having the brakes adjusted when brakes are out of adjustment. Bleed air brakes every Friday. Brakes must be adjusted every 3000 miles and every 1,500 miles for 1984-1990 model buses.**
5. Drivers must bring their buses in within forty-eight (48) hours when they are scheduled for an oil change. No exceptions.
6. You are responsible for having the oil changed on your bus. Oil must be changed every **6000** miles. **It is your responsibility to check the oil in your bus. The oil is to be checked daily.**
7. Burned out lights, especially on the rear of buses, should be repaired as soon as possible. Each bus driver should help other drivers if they notice lights out on buses ahead of them either by calling the garage or the driver. All mechanical problems, no matter how small, should be addressed as soon as possible without delay. Do not wait until you have several problems.
8. Remember to fuel buses on schedule and don't try to make extra day runs. Prepare in advance for field trips. **Fuel your bus at the end of your route. Do not wait until the morning to fuel your bus. THERE IS NEVER AN EXCUSE FOR RUNNING OUT OF GAS.**
9. All repairs will be accomplished at the Transportation garages. Any repairs done to buses at shops other than this location, must be authorized by the Shop Foreman.

10. For road breakdowns, call or have a responsible person call the Garage to report the breakdown, giving the exact location and, if possible, an explanation of the type of trouble. Cards with emergency phone numbers are available to you in the Transportation Office.
11. Any out of the ordinary noises or vibrations should be brought to the attention of the Shop Foreman so that proper repairs can be made before it would cause major breakdowns. Services and all other mechanical problems should be addressed up to the last driving day of the school year.
12. Pay close attention to the gauges on your bus. Any mechanical problem that develops on the bus should be reported immediately to the garage. Do not drive the bus when temperature gauge shows hot, oil pressure is low, transmission gauge shows hot, or low air pressure. The garage or supervisor will make a determination as to whether the bus can continue to operate.
13. A walk around check must be done on any bus picked up at the garage.
14. Buses should be kept clean inside and out at all times.
15. Warm your bus up at least thirty (30) minutes prior to starting your route.
16. When traveling out-of-town, pay close attention to the under-the-hood service. If your bus requires excessive additions of oil, brake fluid, anti-freeze, etc., bring it in for maintenance as soon as you return.
17. When bringing your bus to our Garage for attention ...
 - a. Fill out a work order with mileage for all repairs needed. Have keys with work order. Talk with the Shop Foreman and explain to him what needs to be corrected or describe the symptom your bus exhibits. Be clear, concise and brief.
 - b. Repair will be accomplished based on severity of the malfunction, availability of parts and time to complete the repair.
 - c. Drivers must wait in the Driver's Lounge. You will be notified when your bus is ready.
 - d. Excessive come-backs for the same malfunction should be brought to the attention of the Supervisor of Transportation.
18. **All buses, including spares, must be cleaned, checked and fueled before returning them to the garage. Failure to return a spare bus when requested may be cause for disciplinary action. Operational problems must be written up when the spare is returned. The Shop Foreman must inspect spare buses upon return.**
19. Buses will be issued for field trips outside of the Caddo/Bossier area by the shop foreman in Shreveport or Vivian. Any changes in this procedure must be changed by the Director of Transportation or his designee.

20. You must have a spare key for your bus. You can have a spare made in the Garage Parts Room.
21. Tires are to be checked **daily** for excessive or unusual **wear** noting any cuts, punctures or damage of any kind.
22. Know what type of fuel your bus uses. Always insure that the proper fuel is put in the bus you are driving. There is no excuse for fueling the bus with wrong fuel. **You may not be reimbursed for wrong fuel. Disciplinary action will be taken if you put the wrong type of fuel in a bus.**
23. All mechanical problems, no matter how small, should be addressed as soon as possible without delay. Do not wait until you have several problems. These problems include broken or cracked windows and ripped or torn seats. It is the driver's responsibility to complete and turn in to the garage office a CPSB vehicle work order outlining in detail what needs to be fixed.

Do not give your Fuel Man Pin Number to another bus driver. If you lose your pin number or you forget it, please contact the Transportation Office. (You must see them in person). **They will not give you the information over the phone. You must have proper identification.** Contact shop foreman, if you misplace or have problems with your Fuel Man Card.

FUELMAN PROCEDURES

The Fuelman System is a very unique system designed to track fuel purchases and give us pertinent information regarding each vehicle in the fleet. It allows us to monitor fuel cost and the rate of fuel consumption by miles per gallon on each vehicle. It also allows us to check for misuse and fraud by operators of the system. As an added advantage, Fuelman allows employees to obtain fuel at their many sites throughout Caddo Parish, thus making it convenient for our employees.

There are two problem areas that all transportation employees must constantly be aware of:

1. **Incorrect odometer entries made at the time fuel is obtained.**
2. **Drivers taking Fuelman cards with them instead of leaving them with the vehicle.**

In order for our fleet to be better managed and operate more efficiently, the following steps will be taken to assist employees in operating the system.

1. **Any employee having a problem with the Fuelman system should contact the Transportation Office immediately for assistance.**
2. **Only FUELMAN sites can be used to obtain fuel. (Central Office, Maintenance, Vivian Garage, convenience stores or gas stations bearing Fuelman Logo. If in doubt about whether a site accepts Fuelman, ask the cashier first before introducing fuel in vehicle. Whenever possible use the Shreveport and Vivian Garage pumps.**
3. **If errors continue on Fuelman reports such as; the wrong mileage or no mileage, forgetting the PIN number, then an INCIDENT REPORT will have to be filled out by the identified driver, every time fuel is obtained.**
4. **Employees that continue to willfully neglect outlined procedures will be referred to the Personnel Office for disciplinary action.**

***Reminder Note: ALWAYS ENSURE THAT YOU PUT THE CORRECT TYPE OF FUEL IN THE BUS**

Caddo Parish School Board
Transportation Department
SCHOOL BUS IDLING PROCEDURES

1. No Caddo Parish School Bus Driver shall cause or allow the engine of any school bus to idle for more than five (5) consecutive minutes prior to, during layover, at the destination of, or at the conclusion of any trip or route.
2. No Caddo Parish School Bus Driver shall cause or allow the engine of a school bus to accelerate while idling, unless such action is taken in order to operate other equipment.
3. No Caddo Parish School Bus Driver shall cause or allow the engine of any school bus to idle at any school or alternate location within 100 (one hundred) feet of a group of school buses actively engaged in the discharge or pick up of students.

Exemptions:

The anti-idling section does not apply for the period or periods during which idling is necessary under the following circumstances:

1. For traffic conditions over which the Bus Driver has no control
2. To ascertain that the school bus is in safe operating condition and equipped as required by all provisions of law and all equipment is in good working order, either as part of the Bus Driver's daily vehicle inspection, or as otherwise needed
3. To operate the flashing signal lamps and/or stop signal arm devices
4. To operate equipment to ensure the safe operation of the vehicle, or as otherwise required by federal or state regulations, or other local requirements
5. To operate a heater or air conditioner of a school bus that has or will have any child aboard with temperature sensitive disabilities
6. To operate a lift or other piece of equipment designed to ensure safe loading, unloading or transporting persons with one or more disabilities
7. If the outside temperature is less than forty (40) degrees Fahrenheit, then idling is allowed for a period or periods aggregating not more than twenty (20) minutes in any sixty (60) minute period or if the outside temperature is greater than eighty (80) degrees Fahrenheit and bus is equipped with air conditioning, then idling is allowed for period or periods aggregating not more than twenty (20) minutes in any sixty (60) minute period.

SECTION XII

SEVERE WEATHER PROCEDURE

If severe weather occurs overnight and there is a question as to whether drivers should begin their morning route, they should tune radio and television to local stations. This information will be communicated to the local media as early as possible. Hopefully, all factors to be considered will be resolved by six (6) a.m. and the news media notified. If your route begins before you hear any information on school closing, you need to run your route.

In the event there is a threat of severe weather that could possibly cause an early closure of schools, make sure the school has the phone number where you can be reached if you will not be at your home number. Keep your lines as open as possible so that your principal can reach you for notification.

Once you have been notified, if you serve more than one school, the orderly transportation of students to their homes will be accomplished in the same order as on a normal day. In rare instances, one of your schools may release their students early and the other retain theirs for the full school day. You will be notified if this should occur.

The decision of which schools will close and which will remain open will be made by the superintendent or his designee and the Transportation Department. The decision will then be transmitted to the principals of the schools affected and he/she will assume the responsibility of contacting all drivers that serve his/her school. The Transportation Personnel will be available to assist in helping with drivers the principal has difficulty in contacting.

TORNADO EMERGENCY PROCEDURES

1. Buses in transit to or from schools should stop and vacate the bus(es) upon an impending tornado. Seek shelter in a nearby substantial structure or lie face down in a low area with hands over head.
2. Drivers should be familiar with their routes, i.e. nearby buildings, other schools, shelter areas, etc.
3. When buses are in path of tornado warnings, drivers should delay transporting students in the morning or afternoon as the situation dictates.
4. The principal or school administrator will make the final determination as to when buses may leave the school.
5. Access to a weather radio or listening to radio/TV (Cable Channel 12 broadcasts weather/storm information) can update drivers on the current storm situation.

WHAT TO DO WHEN RADIOS ARE NOT WORKING

Caddo Parish Public Schools provides three radio channels for use by the Transportation Department. The bus radio must always be functional and maintained at a volume for you to hear all calls from Transportation.

If the bus radio is not functional, you must immediately report the situation and complete a work order to have the radio repaired. You may be instructed to take the bus to the radio repair shop immediately after the route for repair.

Channel 1: Garage

Channel 2: Bus

Channel 3: Vivian

Channel 2 is the main bus channel. Route buses assigned to the Vivian or northern area may be required to use channel 3. You should only use channel 1 in case of emergencies or as instructed.

You should also follow the steps below in the event of major radio interference, static, or high radio transmissions preventing you from reaching Transportation for assistance in an emergency.

1. Check another channel. Begin with channel 1 and then channel 3 or 2 depending on your assignment area.
2. Use your professional bus experience, training, CPSB policies, and the Transportation Manual to make the best informed decisions while in the field.
3. Seek assistance and contact the office when you arrive to your next school or when the bus is pulled over and stopped in a safe location.
4. You may call directly for emergency assistance in the event the office or garage may not be reached.

SECTION XIII

EMPLOYER NOTIFICATION

By Law, any holder of a Commercial Driver's License must report to their employer within 30 days of conviction any violation of a state or local law relating to motor vehicle traffic control, (other than parking violations), in ANY type of motor vehicle.

Also, when an employee receives notice of suspension, revocation, cancellation, loss of privilege, disqualification, and/or right to operate a commercial motor vehicle by any state or jurisdiction, the employee must notify their employer before the end of the business day following the day you receive the notice.

SECTION XIV

LOUISIANA DEPARTMENT OF LABOR **OFFICE OF WORKER'S COMPENSATION ADMINISTRATION**

NOTICE TO EMPLOYEES

1. It is your responsibility to immediately report in writing to your principal or departmental supervisor any occupational injury or disease, even if you deem it to be minor. Forms on which to make these reports are available in your school/department office or School Board Administrative Center.
2. In case of accidental injury or death, an injured employee or any person claiming to be entitled to compensation either as a claimant or as a representative of a person claiming to be entitled to compensation must give notice to the Caddo Parish School Board within thirty days of the injury. If notice is not given within thirty days, no payment will be made under the law for such injury or death.
3. In the event you are injured, you are entitled to select a physician of your choice for treatment. The employer may choose another physician and arrange an examination which you would be required to attend.
4. In order to preserve your right to benefits under the Louisiana Worker's Compensation Law, you must file a formal claim with the Office of Worker's Compensation Administration within one year after the accident if payments have not been made or within one year after the last payment of weekly benefits.
5. The Caddo Parish School Board is self-insured for worker's compensation claims. Any questions regarding such claims should be directed to the Caddo Parish School Board Risk Management Department.
6. If you desire more information regarding your rights and entitlement to benefits as prescribed by law, you may write or call the below listed office.

Louisiana Department of Labor
Office of Worker's Compensation Administration
P. O. Box 94040
Baton Rouge, Louisiana 70804-9040

(225) 342-7555

SECTION XV

**Transportation
Extra Work
Section**

ELECTRONIC EXTRA WORK SYSTEM

Introduction

The Electronic Extra Work System is a Web-based computerized program designed to record and track extra work requests (i.e. field trips) and to make payments to employees who fulfill the requests. The Transportation Department may approve or deny all requests based on employee and/or vehicle availability. The Transportation Department as well as other locations will utilize the system to enter extra work requests. The system allows the Transportation Department to:

1. Automatically assign Bus Drivers, Bus Attendants and vehicles to a request
2. Track Bus Driver and Bus Attendants' availability
3. Generate reports upon request
4. Automatically calculate charges for trips

All Bus Transportation employees are expected to follow the same rules and regulations unless directed by Transportation Management to do otherwise. Failure to abide by the rules and regulations as outlined in this manual will result in disciplinary action. Remember, our primary goal is to transport students to and from school in a safe and timely manner.

Thanks Bus Driver/Bus Attendant,

Director of Transportation

GUIDELINES TO OBSERVE

The following guidelines apply to all Transportation Employees while assigned to Extra Work Trips:

- 1.** Driver must receive a trip ticket prior to departure;
- 2.** Fuel the bus prior to the start of each trip;
- 3.** While on a trip, driver must remain with the group or in the assigned area unless approved by the person in charge of the trip or Transportation
- 4.** Unauthorized passengers are not permitted to accompany Bus Driver/Bus Attendant on any trip unless approved by the Transportation Department Director or Designee;
- 5.** Trip schedules are not to be altered;
- 6.** Always perform pre-trip and post-trip inspections for each trip; check all seats for sleeping students or any articles left on/under seats. If a student is discovered during this check, immediately contact the Transportation Department for instructions. During evenings/weekends, contact the appropriate Principal or chaperone of record
- 7.** A Bus Roster (see attached) of students and chaperone(s) with contact information included must be received prior to departure;
- 8.** If Bus Driver/Bus Attendant is unable to fulfill the requirements of the trip, Bus Driver/Bus Attendant must notify the Transportation Department or school at least forty-eight hours prior to departure schedule;
- 9.** Bus Driver/Bus Attendant may not accept a trip on behalf of or pass an accepted trip on to another employee without notifying Transportation or the school; In case of emergency, contact Transportation and the school immediately; If you accept a trip from another driver or attendant, you must contact the school or Transportation prior to the trip to setup payment. Drivers are not allowed to cover/schedule trips for schools.
- 10.** Keep a record of all assignments. The trip ticket is a good source for tracking trips.
- 11.** Spectator buses (parents, teachers or any unauthorized personnel) are not allowed unless approved by the Director of Transportation. Contact Transportation if this type of situation is suspected.
- 12.** Direct payment from you to your replacement is in violation of state law and cause your termination.



Failure to follow the above guidelines, those listed in the following pages, and the Caddo Parish Schools Policies and Procedures Manual for Bus Drivers and Bus Attendants may result in disciplinary action up to and/or including termination of employment.

At the completion of each trip, check all seats for sleeping students or any articles left on or under seats. If a student is discovered during this check, immediately contact the Transportation Department for instructions. After normal working hours, contact the appropriate Principal or chaperone of record.

TRIP ASSIGNMENTS

Bus Drivers/Bus Attendants interested in being considered for extra work must complete and submit a **Proposal for Extra Work Form** at the beginning of each school session. The Transportation Department assigns all Extra work assignments. Drivers will not be paid for any trip(s) not assigned through the Transportation Department or the school.

Transportation uses the following assignment options to fulfill requests:

1. The requesting organization is allowed to search for an approved Bus Driver or Bus Attendant to fulfill its field trip requirements based on submitted request in the Electronic Field Trip System.
2. Assignments for all trip requests without a Bus Driver or Bus Attendant's name attached are made by the Transportation Department according to availability of drivers/attendants.
3. The Transportation Department reserves the right to use any available driver if the situation warrants it. New substitutes cannot take out of town trips for 3 months after assignment date.

TYPES OF TRIPS

Local Trips:

Trips in and around Caddo and Bossier Parish during the school hours between 8:30 a.m. and 1:30 p.m. These trips range from one to several hours. Local trips do not affect the employee's regular route schedule.

Out of Town Trips:

Trips that travel outside of Caddo/Bossier Parishes; Out of town trips may span over several days.

Mid-Day Runs:

Mid-day runs are middle of the day runs transporting school students between schools for curriculum purposes during the school hours from 9:00 a.m. to 2:00 p.m.

Mid-day runs are assigned by the Transportation Department only.

AM/PM Run Coverage:

When a driver is scheduled to cover another run after completing his/her assigned route.

Contract Trips:

These trips are requests from outside organizations that have been approved by the Caddo Parish School Board to use Caddo Parish School Board Buses and Bus Drivers. These trips are assigned by the Transportation Department.

After School Tutorial Runs:

These runs occur when Bus Drivers are needed to take students home who stay after school for tutoring.

After School Extra-curricular Runs:

These are trips transporting athletic, band and spirit group members home in the evening after practice.

Athletic Trips

Athletic runs are trips to and from local or out of parish games or functions.

Drop-off and Pick-up Trips

These trips occur when students are dropped off at one destination and picked up at a later time at same destination. The trip must be 3 hours or more.



At no time should a Bus Driver or Bus Attendant cover a route at the request of another Bus Driver or Bus Attendant without approval from the Transportation Department.

Summer Camp Assignments:

Summer camp assignments occur during the summer months after the regular school session and before the beginning of the new school session. Summer camp assignments for transporting students to and from summer camp sites are paid at the rate of \$50.00 per day for Summer School sites, other Caddo Parish School Organizations and non-Caddo School Board outside organizations.

Bus Driver/Bus Attendant will be approved to drive for one organization per day. Bus Driver/Bus Attendant cannot drive for more than one organization without prior authorization from the Director of Transportation. Additional field trips for these sites will be paid according to the field trip pay schedule.

Note: At no time are Bus Drivers/Bus Attendants to accept additional pay from an outside organization. Failure to follow established guidelines will result in disciplinary action and/or termination of employment.

EXTRA WORK PAYMENTS

According to established guidelines, Bus Drivers/Bus Attendants are eligible to receive extra work pay as follows:

Local Trips (field trips, mid-day runs, athletic runs, etc):

1. All extra work pay for a trip will be \$8.00 per hour with the minimum pay being \$12.00 for the first one and one half hours (1.5).
2. The extra work pay for a Bus Attendant is \$7.25 per hour with the minimum pay of \$10.88 for the first one and one half hours (1.5).
3. DRIVER PAY FOR MID-DAY RUN DRIVERS.....

This should be a reminder! Anytime you require a replacement to drive your Mid-Day run schedule only, it must be treated the same as if it were your regular route. State law mandates that anytime you require a replacement, regardless of whether it is your regular route or your Mid-Day run, it must be reported by your replacement so payment can be made by the Central Office.

Out of Bossier/Caddo Parish Trips During Route Times: Bus Driver/Bus Attendant will be reimbursed up to fifteen (15) hours of pay in a twenty-four hour period at the rate of \$8.00 per hour but not less than \$12.00 for the first one and one half (1.5) hours for Bus Drivers and \$7.25 per hour but not less than \$10.88 for the first one and one half (1.5) hours. Route hours are deducted from the fifteen hours for Regular Bus Drivers/Bus Attendants as Bus Driver/Bus Attendant will be reimbursed Bus Driver/Bus

Attendant regular rate of pay, if the trip occurs during the time Bus Driver/Bus Attendant are scheduled to be on Bus Driver/Bus Attendant route. Substitute Bus Drivers/Bus Attendants are not affected as they are not salaried employees. Bus Driver/Bus Attendant are to stay with the group unless released by the organization. Bus Driver/Bus Attendant must note the actual depart and return time on Bus Driver/Bus Attendant trip ticket. These trips must be approved by the Transportation Department. **NO EXCEPTIONS.**

Contract Trips

Contract Assignments will be paid at the rate of \$50.00 per day.

PAYROLL CUTOFF DATES

Payroll cutoff dates are necessary for complete processing of requests to meet the payroll. Cutoff dates will follow the yearly payroll schedule.

Out of Caddo and/or Bossier Parish Trips

As stated before some extra work trips are outside of the Caddo Parish and Bossier Parish boundaries. These trips are considered out of town trips. The pay for these trips start at a minimum of \$12.00 for the first one and one half hours (1.5) up to a total of fifteen (15) hours at \$8.00 per hour in a twenty four hour period.

When an out of town trip covers the time the Bus Driver/Bus Attendant should be on the route, this time will be deducted from the total trip time (This applies to regular Bus Drivers and Bus Attendants only). Regular Bus Drivers/Bus Attendants are allowed five approved paid out of town trip days per school session. These days can be used in half day increments. Bus Drivers and Bus Attendants are responsible to keep track of these days to prevent accepting trips beyond the five (5) approved days. Any exception to this requirement must be approved by the Director of Transportation Department or designee.

An Absence Report Form must be submitted and approved by a Transportation Supervisor or the Director of Transportation prior to leaving for an out of town trip for trips occurring if route is affected. Approval will be based on an active Electronic Field Trip Request submitted in the Electronic Field Trip System.

The bus must be completely fueled prior to the start of the trip. Additional fuel must be paid for by the using organization with cash or a credit card. **The fuelman card is not to be used to purchase additional fuel.**

In case of emergency, contact supervisor for instructions.

Cancelled Trip:

1. At the time Bus Driver/Bus Attendant accept a trip Bus Driver/Bus Attendant should be given a trip ticket before departure.
2. Should the trip be cancelled and Bus Drivers/Bus Attendants are not notified of the cancellation, the Bus Driver will receive a minimum pay of \$12.00 for showing up for the trip and/or the Bus Attendants will receive \$10.88 minimum pay.
3. Bus Driver/Bus Attendant must provide the requesting organization with a reliable contact number in the event the Bus Driver/Bus Attendant needs to be contacted for any reason.

CORRECTION TO MANUAL – FEB 2017
MEAL ALLOWANCE

(This is based on Caddo Parish School Board Policy: DLC – Please see policy attached.)

The meal allowance for Bus Drivers/Bus Attendants is \$15.33 per meal. Meal allowances are **payable** when the trip is out of Caddo Parish and/or Bossier Parish. **Meal allowance reimbursements are to be paid by check to the Bus Driver/Bus Attendant according to CPSB Policy: DLC. Payment must be received within five (5) business days after the trip has been taken.** Following are guidelines for payment of the meal allowance:

1. **Breakfast:** When the out of town trip begins at or before 6:00 a.m. on the first day of travel or extends beyond 9:00 a.m. on the last day of travel, and for any intervening days.
2. **Lunch:** When travel begins at or before 10:00 a.m. on the first day of travel or extends beyond 2:00 p.m. and for any intervening days.
3. **Dinner:** When travel begins at or before 4:00 p.m. on the first day of travel or extends beyond 6:00 p.m. on the last day of travel and for any intervening days.

The Bus Driver/Bus Attendant are not allowed to refuse to make the trip based on the meal allowance. Contact the Transportation Department to clear up any misunderstanding.

UNDERPAYMENTS AND/OR OVERPAYMENTS

Bus Driver/Bus Attendant are responsible to notify the Transportation Department, if:

1. Bus Driver/Bus Attendant has been paid for work that he/she did not perform.
2. Bus Driver/Bus Attendant are required to notify the Transportation Department of any overpayments.
3. Should a discrepancy be discovered in Bus Driver/Bus Attendant favor, an adjustment will be made to reimburse Bus Driver/Bus Attendant the additional amount

Note: An audit of all payments is periodically done by the Transportation Department. If an overpayment is discovered, the overpayment will be deducted from a future pay check or pay checks. Bus Driver/Bus Attendant may or may not be notified.

REPORT OF PAID/UNPAID TRIPS

Individual reports of all completed trips, trips waiting to be paid and scheduled trips for every Bus Driver and Bus Attendant will be available upon request. Reports are kept on file for thirty days.

Another Bus Driver, Bus Attendant or another individual will not be allowed to pick up Bus Driver/Bus Attendant reports without written authorization from Bus Driver/Bus Attendant, which must be on file in the Transportation Department. This authorization will be kept on file in the Transportation Office. Reports will not be mailed or faxed to Bus Driver/Bus Attendant home or another location.-(Authorization Form attached) Vivian Bus Drivers may pick up their report at the Vivian Transportation facility.

Note: It is important to retain the copies of all of Bus Driver/Bus Attendant printouts for later reference.

OVERTIME PAYMENTS

Regular Bus Drivers/Bus Attendants: Regular Bus Drivers and Bus Attendants are automatically assigned a minimum twenty hours of route time each week. Overtime is paid for any work performed above forty hours which includes the regular work schedule and any extra work for the week.

Substitute Bus Drivers and Bus Attendants: Substitute Bus Drivers and Bus Attendants are paid when the work week is over forty hours of route time and extra work time.

Overtime is processed semi-monthly.

Overtime is calculated based on a 40-hour Sunday-Saturday workweek. A workweek is a continuous period of 168 hours in the form of seven (7) consecutive days. Each work week stands alone for the purpose of determining overtime pay for non-exempt employees.

Employees who have a work schedule of fewer than forty (40) hours in a workweek are not paid overtime compensation unless the employee works more than forty (40) hours in a workweek. Such employees shall be paid the regular rate of pay for the time worked up to forty hours.

Please refer to Caddo Parish School Board Policies for additional information.

ADDITIONAL INFORMATION

Fueling the Bus on Out of Town Trips:

The Bus Driver must fuel the bus prior to starting the field trip. Any additional fuel must be purchased by the organization sponsoring the trip. The Bus Driver cannot use the fuel man card to purchase gas while on an out of town trip.

Acquiring a Bus For Out of Town Trips:

The Shreveport or Vivian Transportation Facility will make buses available for trips at the time trips are assigned. Once the trip is over, the bus should be returned and parked in the designated parking area. The bus should also be returned in a clean condition with a full tank of fuel.

Pre-Trip

Each bus shall be inspected prior to leaving on the trip. All faulty or improperly functioning equipment that may affect the safety of the vehicle's operation or results in its mechanical breakdown must be reported in writing to the appropriate garage facility before allowing pupils to board the bus.

Sick Days:

Bus Driver/Bus Attendant are not allowed to drive the bus during the time Bus Driver/Bus Attendant are not at work due to personal or sick days or at any other time Bus Driver/Bus Attendant are suspended from the bus. This includes mid-day and afterschool runs. If Bus Driver/Bus Attendant have accepted an assignment and cannot fulfill Bus Driver/Bus Attendant commitment, please notify the school/organization Bus Driver/Bus Attendant have accepted the assignment from and the Transportation Department so that alternate arrangements can be made and to assure the trip is properly covered and to prevent overpayments.

Field Trip Request Identification Numbers:

All field trips are assigned a field trip request identification number. It is located on Bus Driver/Bus Attendant field trip ticket. When requesting verification of pay for a trip, the field trip identification will be required.



Failure to follow these guidelines, and the Caddo Parish Schools Policies and Procedures Manual for Bus Drivers and Bus Attendants may result in disciplinary action up to and/or including termination of employment.