Mission Statement:

The Mission of the Judson ISD Transportation Department is to provide the safest and most efficient pupil transportation services to our students, our schools and to our community.
WELCOME FROM THE DIRECTOR OF TRANSPORTATION

I would like to take this opportunity to welcome everyone to the Judson Department of Transportation for School Year 2015-2016.

Our vision is to be the best provider of student transportation and related activities. In achieving this, we want an organization that we are proud of and committed to. We want an organization where we have an opportunity to contribute, learn, grow, and advance and where we are respected, treated fairly, listed to, and involved. Above all, we want to share in the professional satisfactions that come from team accomplishments and the professional rewards that come from doing an outstanding job.

As a member of the Transportation Department you have signed on to perform a duty that will enhance the students of today to become the future leaders of tomorrow. Your duties and responsibilities are awesome and the manners in which you carry them out daily reflect not only on your own abilities and professionalism, but also the Transportation Department and Judson Independent School District. Our main objective is to transport these students from home-to-school, school-to-home, and their related activities in the most professional, effective, and efficient manner possible and not compromising safety in any mode. In order to accomplish this monumental task, it is my desire to provide you with the most professional driver training and student management as possible. Driving a school bus requires individuals that have patience and perseverance as well as mental and physical assets that require quick and immediate response and the ability to think “outside of the box” when the situation demands. Furthermore, combined with these assets and abilities you have to perform them in the most dangerous situations available, the highway. Consequently, you are a “Professional Bus Driver” who requires dignity, respect, and like a highway, it travels both directions.

Our main focal point or point of light is Customer Service, and this can only be achieved provided each and every member of the Transportation Department is dedicated to this common goal. It will require personal commitments, teamwork, and cooperation to reach this obtainable goal. Therefore, I request that each individual assigned to the Transportation Department come to work each and every day on time and remain until the mission has been completed for that day. Through your attitude and professionalism Together Everyone Achieves More, TEAM.

Again, I welcome everyone to the Transportation Department and wish you a very warm and a satisfying 2015-2016 School Year.

DON DAVENPORT
DIRECTOR OF TRANSPORTATION.
EMPLOYEE ACKNOWLEDGEMENT FORM

I have received the Office of Transportation Employee Handbook and/or current changes. I agree to read this handbook and/or changes and abide by the standards, policies, and procedures defined or referenced in this document. It is my responsibility to make the necessary notations and corrections in my handbook. I also agree, as an employee of the Judson Independent School District, that I will conform to all regulations and/or procedures contained in the Office of Transportation Employee Handbook and those given verbally by my Supervisors. I further understand that my placement on a route, the route description and/or selection of extra work duties, is subject to change at any time. I also understand that my job performance is subject to audio and video monitoring and that I will be formally coached in the Discipline without Punishment procedure for known violations of Department and District policies.

Sign this acknowledgement and turn it in to your Supervisor.

Failure of a Transportation employee to read these policies does not excuse or justify the employee’s failure to comply with the policy and any applicable laws or rules.

___________________________  ____________
Employee Signature        Date
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SCHOOL DIRECTORY

Elementary Schools

Candlewood Elementary School
Principal: Jerome Johnson
3635 Candleglenn, San Antonio, TX 78244
(210) 662-1060

Converse Elementary School
Principal: Mary K. Tyson
6720 FM 1516, Converse, TX 78109
(210) 945-1210

Copperfield Elementary School
Principal: Gerri Spellman
7595 E Loop 1604, Converse, TX 78109
(210) 619-0460

Coronado Village Elementary School
Principal: Cynthia Davis
213 Amistad, Universal City, TX 78148
(210) 945-5110

Crestview Elementary School
Principal: Yvonne Munoz
7710 Narrow Pass, Live Oak, TX 78233
(210) 945-5111

Elolf Elementary School
Principal: Renee Royal
6335 Beech Trail, Converse, TX 78109
(210) 661-1130

Franz Elementary School
Principal: Beverly Broom
12301 Welcome Dr, Live Oak, TX 78233
(210) 945-5640

Hartman Elementary School
Principal: David Garcia
7203 Woodlake Parkway, San Antonio, TX 78218
(210) 564-1520

Hopkins Elementary School
Principal: Terry Combs
2440 Ackerman Rd, San Antonio, TX 78219
(210) 661-1120

Masters Elementary School
Principal: Tracey Varee
2650 Woodlake Parkway, Converse, TX 78109
(210) 945-1150

Miller's Point Elementary School
Principal: Barbara Smegal
7027 Misty Ridge, Converse, TX 78109
(210) 945-5114

Olympia Elementary School
Principal: Dr. Terri LeBleu
8349 Athenian, Universal City, TX 78148
(210) 945-5113
Park Village Elementary School
Principal: Gregory Mihleder
5855 Midcrown Dr, San Antonio, TX 78218
(210) 653-1822

Paschall Elementary School
Principal: Julie May
6351 Lake View, Dr. San Antonio, TX 78244
(210) 662-2240

Rolling Meadows Elementary School
Principal: Erika Garza
1722 FM 2252, San Antonio, TX 78266
(210) 945-5700

Salinas Elementary School
Principal: Martin Silverman
10560 Old Cimarron Trail, Universal City, TX 78148
(210) 659-5045

Spring Meadows Elementary School
Principal: Courtney Morawski
7135 Elm Trail, San Antonio, TX 78244
(210) 662-1050

Woodlake Elementary School
Principal: Dr. Julia Battle
5501 Lake Bend East, San Antonio, TX 78244
(210) 662-2220

Middle Schools

Judson Middle School
Principal: Theodore R. Haynes, Jr.
9695 Schaeffer Rd, Converse, TX 78109
(210) 357-0801

Kirby Middle School
Principal: Mary Duhart-Toppen
5441 Old Seguin Rd, San Antonio, TX 78219
(210) 661-1140

Kitty Hawk Middle School
Principal: Rodney Vigil
840 Old Cimarron Trail, Universal City, TX 78154
(210) 945-1220

Metzger Middle School
Principal: Carolyn Ross
7475 Binz Engleman Rd, San Antonio, TX 78244
(210) 662-2210

Woodlake Hills Middle School
Principal: Anthony Willard
6625 Woodlake Parkway, San Antonio, TX 78244
(210) 661-1110

High Schools

Judson High School
Principal: Jesús Hernandez III
9142 FM 78, Converse, TX 78109
(210) 945-1100
Wagner High School
Principal: Donald Stewart, Jr.
3000 N Foster Rd, San Antonio, TX 78244

(210) 662-5000

Judson Early College Academy
Principal: Mike McFalls
8230 Palisades Dr, Live Oak, TX 78148-3186

(210) 619-0200

New High School
Principal: Christina Clark
7524 Evans Road, San Antonio, TX 78266

(210) 651-4080

Other Campuses

Judson Evening High School
Principal: Greg Mihleder
102 School St., 2nd Floor, Converse, TX 78109

(210) 619-0350

Judson Learning Academy
Principal: Cynthia Bosie-Colbert
6909 N Loop 1604 East, #2010, San Antonio, TX 78109

(210) 619-0350

Judson Secondary Alternative School
Principal: Marsha Bellinger
102 School Street, Converse, TX 78109

(210) 945-6730

JSTEM Academy
Principal: Dawn Worley
9695 Schaefer Road, Converse, TX 78109

(210) 945-1159
Judson Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate in providing education or providing access to the benefits of educational services, activities, and programs, including career and technology education programs, in accordance with Titles VI and VII of the Civil Rights Act of 1964, as amended (34 CFR Part 104); Title IX of the Education Amendments of 1972 (34 CFR Part 106); Age Discrimination Act of 1975 (34 CFR Part 110); Section 504 of the Rehabilitation Act of 1973, as amended; Title II of the Americans with Disabilities Act of 1990; and local Board policies. The Executive Director of Human Resources coordinates compliance with the legal requirements above with the exception of the Direction of Special Education who coordinates compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 (Student Issues) of the Rehabilitation Act of 1973. The In-House Counsel in the Office of Legal Services coordinates compliance with the provisions of Title IX of the Education Amendments of 1972.

The provisions and information set forth in this handbook are intended to be informational and not contractual in nature. Thus, this handbook is not intended, and shall not be construed, to constitute a contract between the District and any employee; prospective employee; agency of the local, state, or federal government; or any other person or legal entity of any and every nature whatsoever. The District hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of the handbook at any time and from time-to-time, without notice, in any manner that the Administration or the Board of Trustees of the District deems to be in the best interest of the District. The contents of this handbook apply to all permanent employees (certified and auxiliary) and to all temporary and seasonal personnel in the District and do not amend, abridge, or replaced Board Policies or Administrative Regulations established by the District. In the event of a conflict between the terms of this handbook and any Board Policy or Administrative Regulation, the policy regulation will prevail.

About this handbook

This handbook is intended to be a valuable source of information for new employees and a reference document thereafter. Although most of the District’s policies pertaining to employment, safety, conduct, and student transportation are presented here, it is not intended to be a complete policy and procedures book or training manual.

If the information you are seeking is not presented here, please search the District’s website or ask your supervisor.

It is extremely important that you read all the information that may affect your position and responsibilities. Therefore, please acknowledge receiving this handbook on the form provided.
OVERVIEW: POSITIONS/RESPONSIBILITIES

**Director of Transportation**
Responsible for overall direction, administration, and management of the Transportation Department.

**Assistant Director of Transportation**
Responsible for ensuring that our bus service is accomplished on a daily basis for both Regular and Special Needs students.
- Works through the operations supervisors and operations specialists to accomplish this task.
- Has authority to direct, correct, and redirect activities or personnel.
- Supervisor with direct authority over Drivers, Attendants, Operations Supervisors, Operations Specialists, and Trainers.
- Authority includes maintenance, technology, supply, safety, training, and payroll.

**Operations Specialist Supervisor (Dispatcher II)**
- Directly responsible for the daily direction, mission, and activities of the Operations Department.
- Supervises Operations Specialists, Drivers, and Attendants under their respective sections.
- Oversees dispatching activities, assigns Drivers/Attendants and Communications Operations.
- Responsible for efficient and safe transport of students from home-to-school, school-to-home, and related activities.
- Processes complaints and initiates corrective action to improve customer service and relations.

**Operations Specialists (Dispatchers I)**
- Assist the Operations Supervisor in the direction, mission, and activities of the department, which they are assigned as a Dispatcher, or Field Trip Coordinator.
- Assumes responsibility for operations in absence of supervisor.
- Performs other tasks as related to job by Operations Supervisor.

**Operations Specialists (Field Trip Coordinator)**
- Assist the Operations Supervisor in the direction, mission, and activities of the department, which they are assigned as a Dispatcher or Field Trip Coordinator.
- Assumes responsibility for operations in absence of supervisor.
- Performs other tasks as related to job by Operations Supervisor.

**Operations Specialist Supervisor (Router II)**
Oversees the coordination of routing, scheduling, and assigns routing duties and responsibilities to appropriate router under individual’s direct supervision.
**Operations Specialist (Router I)**
- Assist the Routing Supervisor in the direction, mission, and activities of the department, which they are assigned as a Router.
- Assumes responsibility for operations in absence of supervisor. Performs other tasks as related to job by Routing Supervisor.

**Training Supervisor (Trainer II)**
- Trains all new employees to become certified drivers, and/or if already certified, to become familiar with the Judson ISD buses and operational procedures.
- Trains Special Needs attendances in their respective duties and responsibilities.
- Maintains appropriate records on all CDL Drivers, Attendants, and courses required to maintain currency.
- As a minimum, once a year, performs DPS Motor Vehicle Report on all CDL personnel to organize or arrange for any other training needed to keep and ensure individuals are fully qualified to perform duties as a bus driver.
- Organizes or arranges for any other training needed to keep the transportation staff current in all necessary licenses and certifications.
- In collaboration with the Assistant Director of Transportation and the Direction of Transportation is responsible for in-service training prior to the beginning of new school year.

**Trainer I**
- Assist the Training Supervisor in the direction, mission, and activities of the department, which they are assigned as a Trainer.
- Assumes responsibility for operations in absence of supervisor. Performs other tasks as related to job by Training Supervisor.

**Trainer I/Student Management**
- Responsible for communicating with customers regarding student behavior on the bus.
- Assist the Training Supervisor in the direction, mission, and activities of the department, which they are assigned as a Trainer.
- Assumes responsibility for operations in absence of supervisor. Performs other tasks as related to job by Training Supervisor.
- Responsible for the transportation of students to and from school as well as extracurricular programs in a safe and timely manner.

**Trainer I/Bus Driver**
- Assist the Training Supervisor in the direction, mission, and activities of the department, which they are assigned as a Trainer.
- Assumes responsibility for operations in absence of supervisor. Performs other tasks as related to job by Training Supervisor.
• Responsible for the transportation of students to and from school as well as extracurricular programs in a safe and timely manner.

**Payroll/Accounting**
• Responsible for the timely and accuracy of employee payroll.
• Keep administrative staff, manager, and supervisors of any changes in payroll activities that will have a direct impact on employees pay.
• Works under the direction supervision of the Assistant Director of Transportation and Director of Transportation.

**Secretary to the Director of Transportation**
• Performs functions designed by the Director, and the applicable job description.
• Relays directives and information for the Director.
• Position is classified as the Office Manager for the Administrative Department and has all the authority necessary to ensure that daily operations are running effectively and efficiently.

**Receptionist**
• Performs functions designated by the Assistant Director as per job description.
• Meets and greets all personnel that enter facility and direct them to appropriate office/individual.
• Receive daily phone calls and directs caller to the appropriate office or individual.

**Bus Drivers**
Responsible for the transportation of students to and from school as well as extracurricular programs in a safe and timely manner.

**Relief/Substitute Drivers**
Drive any route assigned by the Operations Supervisor or designee in order to transport student from home-to-school, school-to-home, or their extracurricular activities.

**Bus Attendants/Monitors**
• Assist the Special Needs Bus Driver in providing safe transportation for special needs students from home-to-school, school-to-home, and extracurricular activities.
• Work under the direct supervision of the Special Needs Bus Driver and share in the responsibility of bus management, which includes student behavior, route updates, and cleanliness of the bus.

**Maintenance Foreman**
• Directs all the maintenance activities of the school bus fleet and any other vehicles assigned to the Transportation Department.
• Supervises the entire school bus maintenance department personnel, work performance, quality control, and work load.
• Maintain all maintenance records on Department’s Vehicle Fleet Management System.

**Maintenance Assistant Foreman**
• Assists all the maintenance activities of the school bus fleet and any other vehicles assigned to the Transportation Department.
• Assists in the supervision of the entire school bus maintenance department personnel, work performance, quality control, and work load.
• Assists in maintaining all maintenance records on Department’s Vehicle Fleet Management System.

**Mechanics**
Repair and support all the maintenance activities of the school bus fleet and any other vehicles assigned to the Transportation Department.

**Data Management Processing Clerk**
• Maintains accounts and inventory records via a computer system of all parts and supplies in the Transportation Department.
• Receives parts and accurately enters into the database where applicable.
• Other duties as assigned by the Maintenance Foreman or Maintenance Assistant Foreman.
# PHONE DIRECTORY

Director of Transportation – Don Davenport ................................................. 945-1235  
Assistant Director of Transportation – Jesse Berlanga ................................. 945-1236  
Regular Ed Supervisor – TBA ........................................................................ 945-  
Special Needs Supervisor – TBA ................................................................... 945-  
Operations Specialist Supervisor (Dispatcher II) – Sonia Mason ................. 945-1240  
Operations Specialist (Dispatcher I) – Margie Varela ................................ 945-1234  
Operations Specialist (Dispatcher I) – Sara Franklin ................................. 945-1245  
Operations Specialist (Dispatcher I/Field Trip Coordinator) – Catherine Tuttle .... 945-1261  
Operations Specialist Supervisor (Router II) – Alex Munoz ....................... 945-1237  
Operations Specialist (Router I) – Kathy Quintero .................................... 945-1249  
Operations Specialist (Router I) – Cynthia Chandler ............................... 945-1257  
Operations Specialist (Router I) – Rachal Ramirez .................................. 945-1257  
Training II Supervisor – Michelle Kern ....................................................... 945-1265  
Trainer I – Blas Rodriguez ............................................................................ 945-1264  
Trainer I /Student Management – Kenny Dale ............................................ 945-1250  
Trainer I / Bus Driver – Michael Dupree ...................................................... 945-1250  
Secretary to the Director of Transportation – Diane Jennings ..................... 945-1233  
Receptionist – ............................................................................................... 945-1230  
Payroll – Amy Hyatt .................................................................................... 945-1238  
Shop Foreman – Larry Luensmann ............................................................... 945-  
Data Management Processing Clerk – Mary Grant ..................................... 945-1239  
Assistant Shop Foreman – Michael Armenderez ....................................... 945-1232
Chapter 1

General Policies
GENERAL POLICIES

These policies reinforce guidelines of the District’s handbook to provide certain provisions and stipulations for the effective management and supervision of personnel assigned to the Department.

I. Dress and Grooming

Employees must remember they represent both the District and Department and set an example for the students. Therefore, each employee shall endeavor to maintain a clean, neat appearance at all times. All employees shall be fully dressed for duty while on District property. Working without shirts, etc. is not acceptable. While on duty, prescribed uniform shirt will be required for all drivers and monitors. Office staff must wear clothing that is appropriate for a business office environment. If it becomes necessary for office staff to perform the duties as a driver or monitor, they must wear the prescribed uniform shirt during the driving period. For safety purposes, the following dress standards are required at all work sites:

A. Employees shall be fully dressed at all times in the prescribed uniform shirt. Halters, tank tops, sleeveless t-shirts, see-through garments, clothing with revealing or provocative necklines, bare backs, bare midriffs, or spaghetti straps shall not be permitted.

B. In addition, clothing with symbols, phrases, or slogans advertising tobacco, alcohol products, or any controlled substances are unacceptable.

C. Shorts or skorts will be acceptable attire year round. Please remember they must be no shorter than knee length. No cutoffs, spandex, Lycra, biker or skin-tight shorts are permitted.

D. Hair should be clean, neatly trimmed, and well groomed. Natural hair colors are acceptable; unconventional hair colors are not acceptable (examples include, but are not limited to blue, pink, green, bright red and orange).

E. Facial hair must be neatly trimmed. Long hair must be styled so as not to obstruct vision or create a safety hazard while on duty or District property.

F. Jewelry shall not be worn in a visible pierced area other than the ear.

G. Tattoos shall be covered while on duty or on district property.

H. Indecent or inappropriate patches, writings, drawings, company advertising, group names, or suggestive logos on clothing are prohibited.

I. Caps and hats should be worn with the brim facing forward. Skullcaps and bandanas are inappropriate.

J. No open-toed or strap-backed shoes are permitted. Additionally, flip-flops, mules, slides, clogs, house shoes, and bare stocking feet are not permitted. Preferred shoes are non-skid types with closed toes and closed backs.

NOTE: Employees must be in compliance with dress code prior to reporting to duty. Failure to comply with the dress code will result in disciplinary action up to termination.
II **Work Assignment**
Route assignments and other duties are assigned based on the following:

A. Employees work schedule and payroll history to avoid overtime.
B. Seniority date. The following are considerations to determine most recent seniority dates:
   1) For full-time employees’ transferring positions within the department, the initial date of employment is used to determine seniority.
   2) For part-time substitutes transferring to full-time, the most recent date of regular status is used to determine seniority.
   3) For District employees transferring to the Transportation Department (includes new employees and employees who previously worked in Transportation), the date of the transfer will determine the seniority.
C. Past work history.

III **Employee Photo ID Badges**
Photo badges are to be worn during the work day by all JISD Transportation employees. ID Badges are to be worn at all JISD property; i.e., bus, schools, events, field trips etc. The payroll clerk will provide each employee with one photo ID badge free of charge. ID badges will be replaced if they no longer work properly in the Kronos system or if there is an approved name change and/or position as needed. There will be a $5 charge for a lost or stolen ID badge. An employee will be required to surrender his/her badge upon replacement or leaving the district.

IV **Relationship with Parents**
A. Maintain safe driving procedures and effective student management.
B. Establish a trusting relationship with parents and students.
C. Parents and community form opinions about the driver and the school district based on student bus riding experience.
D. Inform parents they are welcome to contact the Transportation office with any questions they may have.
E. Avoid the following pitfalls when dealing with parents:
   1) Never argue with parents.
   2) Never lose your temper when discussing matters with parents.
   3) Never attempt to discuss student concerns with a parent through the open door of the bus.
   4) Never leave the bus to discuss any situation or approach a parent concerning an issue.
ATTENDANCE POLICIES

I Attendance and Punctuality
Good attendance and punctuality are a requirement for employees to fulfill their job tasks and responsibilities. Employees who are frequently tardy and/or absent have direct negative impact on the accomplishment of Judson ISD schools, Transportation Department, and District’s mission.

II Reporting Absence from Duty:
A. Please provide a 2 hour notice if you will not be able to work. Failure to report to duty without notification will result in loss of wages and/or disciplinary action up to and including termination.
B. Employees are not allowed to use leave time to cover an absence that results from a no-call, no-show event.
C. Complete and submit an Absence from Duty Report and submit to the dispatcher as soon as possible. As a reminder, it is the employee’s responsibility to fill out and turn in the orange Absence from Duty form in its entirety. Pay is based on the accuracy of the orange Absence from Duty forms. All forms must have a date, reason out, and shift missed. Remember to enter the number of hours requested and indicate state or local leave. A signature and initials from dispatch are required in order to process.
D. In an emergency situation, if an employee is going to be absent, he/she must personally communicate with the dispatcher at least 45 minutes prior to his/her designated clock-in time.
E. The dispatcher must be advised if the absence is for the morning, afternoon, supplementary run, or entire day.
F. If an absence continues for more than one day, notify the dispatcher at the earliest opportunity so arrangements can be made for a substitute.
G. Any employee absent three or more days must make personal phone contact with his/her immediate supervisor unless there are extenuating circumstances. Three days of absence without notifying a supervisor or dispatcher constitutes job abandonment and the employee is subject to disciplinary action, up to and including termination.
H. Any employees absent five or more consecutive days must comply with District Policy DEC (LOCAL):
   *An employee absent five consecutive workdays or more because of personal illness shall submit, upon return to work, a medical certification of illness and of his/her fitness to return to work. An employee absent five consecutive workdays or more because of illness in the immediate family shall present, upon return to work, a medical certification of the family member’s illness.*
I. Employee’s utilizing leave in the excess of allocated days will forfeit all supplemental routes and may be subject to disciplinary action up to and including
including termination (refer to attendance and punctuality section in the District’s Employee Handbook).

J. If the employee fails to notify the dispatcher that he/she is returning to work following an absence and a substitute has already been engaged for the day, the employee may be sent home without pay.

K. It is preferred to give a two-week notice for appointments and requested leave that can be scheduled in advance.

**PAYROLL POLICIES**

I. **Timecard Clock In/Out Policies Procedures**
   
   A. Report for duty in the dispatch office **no later than 20 minutes prior to departure time**.
   
   B. Utilize the current time clock system to clock in.
   
   C. Report to dispatch window for keys and any updated information.
   
   D. Report to assigned bus and conduct pre-trip inspection.
   
   E. After bus route is complete, return to Transportation facility and conduct post-trip inspection.
   
   F. Report to dispatch office to return keys and clock out.
   
   G. Employees are guaranteed five hours a day for AM/PM routes and 1.5 hours for Mid-Days; 4 hours for Saturday Learning Camps; all other hours are paid by actual time.
   
   H. If an employee work schedule is adjusted due to changes in current route or route reassignment, the employee should verify their schedule with routing.
   
   I. Report to payroll for current procedures about working extra duties.
   
   J. All time card discrepancies must be documented with dispatch.
   
   K. **Employees may no change their assigned work schedule without prior authorization.**
   
   L. It is the employee’s responsibility to correctly follow clock in/out procedures.
      
      1) Attempting to increase work hours by clocking in early or by not clocking out immediately after the post-trip inspection is considered fraudulent.
      
      2) Each employee is responsible for clocking in/out on their own. Clocking in/out for another employee is considered falsification of records.

II. **Payroll Processing Deadlines**

    Time sheets will be available upon request. Employees will have the opportunity to make any corrections to their time sheets. Any corrections must be turned into payroll **no later than 7:30 am** on the Monday following the end of the pay period. Any corrections received after 7:30 am will not be until the following pay period. If the employee is going to be absent on that Monday, please turn in any corrections the Friday before. Dispatcher Supervisor will be required to carry yellow slips to payroll.
III  **Field Trip Time Cards**
A. Hours worked for field trips should be posted on the field trip paperwork and turned in immediately after the field trip. If a field trip is cancelled once the employee has reported for duty, the driver/assistant will be paid a 2 hour minimum unless another field trip is scheduled for the same day.
B. Cancellations due to weather related school closure will not be guaranteed.

IV  **Holidays/Leave**
To be eligible to receive pay for paid holiday, the employee must be present the complete day before and the complete day after the holiday (to include mandatory meetings) unless the absence is for preapproved leave time or has been approved for the personal event documented by the Director. Bus drivers/ monitors receive paid holidays, but do not receive paid vacations. Please see Judson ISD policy DEC(LOCAL) for more information.

V  **Compensable Time**
For more detailed information on compensable time, refer to the U.S. Department of Labor (DOL) fact sheet *Hours Worked Under the Fair Labor Standards Act.*
A. **Pay for meetings or Training**
The Payday Law requires that employees be paid for all time worked. While state law does not specifically address pay for meetings or training, the DOL does address the issue of “compensable” time. Compensable time is normally defined as “all the time during which an employee is necessarily required to be on the employer’s premises, on duty, or at a prescribed work place.”
B. **Paid Breaks or Lunch Period**
The Texas Payday Law does not address the issue of rest breaks or meal breaks. Work schedules including breaks, regular hours, and overtime hours are left to the discretion of the employer and are usually based on the needs of the business. However, if breaks are given, the DOL does have guidelines on this issue:
   1) If rest breaks of 20 minutes or less are provided, they must be paid. They are considered to be beneficial to the employer since they are generally promoted productivity and efficiency on the part of the employee.
   2) Lunch breaks, defined as a break of 30 minutes or longer for the purpose of eating a meal, where the employee is fully relieved of duties (performing no work), do not have to be paid.
C. **Premium Pay**
No state or federal laws affecting Texas require an employer to pay additional wages for working on any day of the year, such as premium pay for working holidays or weekends.
D. **Vacation Pay**
Only Judson ISD employees with an assigned 260 year day work calendar receive paid vacation.
VI  **State And Local Leave**
State and Local Leave are accrued based upon the hours worked per week. Example: If you work 32 hours per week that equals out to 6.5 hours per day, which is divided by 2 equaling 3.25 hours of Local Leave and 3.25 hours of State Leave. This is accrued on the 18th day of each month, not to exceed 5 days of State Leave and 5 days of Local Leave per school year. This leave can be taken in half day or whole day increments only.

VII  **Family Medical Leave Act (FMLA)**
The Family and Medical Leave Act of 1993 (FMLA) is a federal law requiring larger employers to provide job-protected unpaid leave due to a serious health condition that makes the employee unable to perform his/her job. FMLA provides employees who qualify with up to 12 work weeks of unpaid, job protected leave for specified family and medical reasons. There are eligibility criteria, medical certification guidelines, and other rules governing FMLA such as the following:
   A. For the birth of an employee’s child and in order to care for the child.
   B. For the placement of a child with the employee for adoption or foster care, including proceedings before the actual placement or adoption i.e. court proceedings, counseling sessions, etc...
   C. To care for a spouse, child, or parent who has a serious health condition.
   D. For a serious health condition that renders the employee incapable of performing the functions of his/her job.

VIII  **Family Education Rights And Privacy Act (FERPA)**
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

**PERSONNEL POLICIES**

I  **Break Room**
The break room is provided for use of all employees during the non-duty periods. Each employee should make every effort to keep the area clean. Please remember that your conversations and activities impact all others in the break room. Please show consideration to the other employees around you.

II  **Communication**
All items posted on bulletin boards and/or walls of the Transportation Department must have the approval of the Director and/or Supervisor. Employee meetings will be planned throughout the year as needed.
III  **Transportation Administration Office**
The office is a place of business. Please respect the office personnel, as this is their work area. Employees should not loiter in the office. Employees with issues or pertinent information may request any appointment with the appropriate administrative office personnel. Recognizing employees may have a situation requiring immediate attention, the supervisor and Director practice an “open door policy”. However, please respect a closed office door and see appropriate personnel regarding an appointment.

IV  **Non-Investigatory**
Searches in the workplace including accessing an employee’s desk, file cabinets, or work area to obtain information needed for usual business purposes and may occur when an employee is unavailable. Therefore, employees are hereby notified they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee’s personal items, and work areas including district-owned computers, lockers, and private vehicles parked on district premises or work sites or used in district business. (District Handbook page 14).

V  **Possession of Firearms and Weapons**
Employees, visitors, and students are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises i.e. building or portion of a building or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district’s weapon policy should report it to their supervisor or call the police immediately (*Policies FNCG, GKA District Handbook page 46*).

VI  **Video Surveillance**
Video surveillance is in use at all Transportation facilities. Employees should be aware that the District, in an effort to provide a secure environment reserves the right to review these tapes/videos at any time.

VII  **Relationship with School District Personnel**
When associating with other Transportation staff and District personnel, Judson ISD recommends the following:

A. Become a member of the educational team for the school district.
B. Respect other school officials’ duties and responsibilities.
C. Do not criticize other school personnel to students, parents, other drivers or to the public.
D. Utilize strategies of fellow team members regarding student management.
E. Share information about students with other school personnel when the students’ welfare is at stake and school personnel have a legitimate need to know the information.

F. Keep in mind the surrounding community has close ties to the school district and their students. When off duty, respect the privacy of students and fellow district personnel.

G. Limit conversations with school personnel to those required to perform their duties.

H. Communicate according to the guidelines of courtesy and respect in General Policies and District Policies.

VIII **Administrative Action:**
Judson ISD retains the discretion to consider any number of disciplinary consequences when an employee violates any provision contained within the Transportation Policies and Guidelines. Refer to *Auxiliary and Paraprofessional Policy Handbook*.

A. **SLANDER, LIBEL, INSUBORDINATION AND THREATS** – An employee who makes contact or publishes false, vicious, or malicious statements concerning any employee, student or supervisor of the District may be subject to discipline or dismissal. Threatening or attempting to do bodily injury to another employee, student or supervisor is grounds for termination.

B. **DRIVING UNSAFELY** – Anyone observed by District supervisory or administrative staff operating a District vehicle in an unsafe manner will be subject to review and/or administrative action including possible termination from employment.

C. **DRIVING REGULATIONS** – Drivers will operate their vehicle with courtesy to other occupants on the public roads and school campuses. The bus driver should be thoroughly familiar with all local, state and federal regulations which apply to bus drivers. Drivers must operate the school district’s vehicles within legal, safe and prudent speed limits at all times and use every precaution to insure the safety of those riding in the vehicle. The school district assumes no obligation to aid or pay fines for employees who violate traffic laws while operating school district vehicles.

D. **REASSIGNMENTS AND TRANSFERS** – All personnel are subject to reassignment by the Transportation Director. Employees who object to a reassignment may follow the District process for employee complaints as outlined in this handbook and District policy DGBA (LOCAL).

E. **RETRAINING** – If an employee is found negligent in performing his/her duties, the employee will attend a retraining session. Any employee may be subject to retraining at the discretion of the Director/Supervisor for the following reasons or any other reason determined by the Director:
   1) Preventable Accident/Incident.
   2) Unacceptable student management.
   3) Failure to follow safety policies as set forth in this handbook.
   4) Unsafe practices.
IX  Grievance Procedures - DGBA (LOCAL)
In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

NOTE: Some circumstances may require flexibility in the order of bringing a grievance. For example, if an employee believes he or she has been subjected to sexual harassment by his or her supervisor, that employee will not be required to bring the grievance to that supervisor. Employees are also welcome to bring a formal complaint in accordance with Judson ISD policy DGBA. These steps shall be presented in writing on the proper District forms. (See District Handbook Complaints and Grievances Policy DGBA District Handbook pg. 35)

X  Administrative Placements
It may become necessary during the school year for the driver and/or monitor to be temporarily assigned to meet daily operational needs. Administrative placements are made in the best interest of the driver, monitor, students and/or program. You may be assigned to any route or bus and may be changed at any time. Every Judson ISD bus driver, from date of hire throughout tenure with the District, must be willing and able to drive any bus in the fleet. You may be required to make extra runs in addition to your regular route. The final determination rests with the Director and/or Supervisor.

XI  Insubordination
No employee shall refuse to perform a job assignment from the supervisor. Refusal to perform a job shall be considered insubordination and it is grounds for disciplinary action, including termination. Any employee walking off a job for any reason without checking with his/her Supervisor is subject to disciplinary action, including termination. Of course, an employee is not required to perform any illegal act as part of his or her job function.

XII  Indirect Duty Guidelines/Function
Employees are restricted to a typical forty (40) hour work week. Supplemental duties may be removed at any time based on employee hours, logistics of the bus/driver location or seniority date. Assignments will be based on employee’s hours, seniority and availability unless an administrative assignment is necessary. List of Indirect Duties (not exhaustive):
   A. Bus washing.
   B. Seat repair.
   C. Camera maintenance.
   D. Shuttling.
   E. Early start.
   F. Administrative duties.
   G. Fueling.
   H. Maintenance shop assistance.
Chapter 2

Basic Duties and Responsibilities
BASIC DUTIES AND RESPONSIBILITIES

I Employees Required to Have a Commercial Driver’s License.
Any employee whose duties require a commercial driver’s license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 15 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle. (District Handbook pg 14).

II Driver/Bus Monitor Training Program
The Department’s training program is designed to provide both the driver and bus monitor the basic essentials to effectively and efficiently operate, manage and supervise certain activities and perform certain duties for the safe transportation of Judson ISD students between home and school and extracurricular activities on District buses.

Employees will be required to complete a designated curriculum to perform his/her duties (driver/bus monitor) starting with basic entry level courses for regular bus operations to advanced levels associated with special needs requirements. As a minimum, training will consist of the following components:
   A. Commercial Driver’s License (CDL) - drivers.
   B. Student Management - drivers/bus monitors.
   D. CPR/First Aid - drivers/bus monitors.
   E. Special Needs - drivers/bus monitors.
   F. Lift Procedures - drivers/bus monitors.
   G. Emergency Evacuation.

The above programs are under the technical purview of the Transportation Director. Refresher courses will be provided based on the results of an accident/incident or as scheduled to fulfill curricular requirements. Curriculum lesson plans have been developed under separate cover to further facilitate a standardized, structured program. Classroom instruction is based on the content of the respective lesson plan.

III Driver’s Professional Responsibilities
Under the direction of Transportation supervisory personnel, the bus driver and monitor will:
   A. Ensure they are adequately rested prior to departing on a route, field trip, etc.
   B. Transport students on daily bus routes, field trips, special runs, etc., as per established schedules, policies and regulations.
C. Obey all rules and regulations regarding the operation of a school bus. This includes performing required safety checks and cleaning duties, such as sweeping out the bus on a daily basis.
D. Properly complete and submit required reports.
E. Leave the daily inspection report and Student Master Roster with seating chart on the bus.
F. Successfully complete all training requirements and carry, at all times, a current certificate of completion or enrollment in the DPS Certification Course, along with Texas CDL (Commercial Driver’s License) and Medical Examiner’s Certificate. Failure to comply will result in disciplinary action and loss of wages.
G. Attend all required meetings.
H. Drive all types of buses assigned.
I. Work courteously and communicate in a professional and courteous manner with District employees, teachers, students, parents and other community members. (DH Local)
K. Follow the operational rules and regulations of the Transportation Department.
L. Follow all policies of the District.
M. Follow all Federal Motor Carrier Safety Regulations and Texas Commercial Motor Vehicle guidelines.
N. Perform any other related duties as assigned by supervisory personnel.
O. Report potential safety challenges, traffic incidents or situations that warrant action using the Transportation Incident Report form.
P. Operate the radio communications equipment and communicate effectively with appropriate Transportation supervisors and dispatchers. Personal cellular phones are to be used appropriately in accordance with District policy and state law.
Q. Provide CPR and First Aid as trained and when needed and directed by emergency personnel, dispatchers or supervisors.
R. Unauthorized persons are not permitted on the bus.

IV Driver’s Daily Duties
A. Maintain the Register of Eligible Riders (Student Master Roster) and Special Count/Special Reports.
B. Maintain and follow an accurate, current route sheet. The driver must report any student or route changes to the Routing department or Supervisor. The driver will make the route change only after coordination with supervisory personnel.
C. Drive safely at all times, observing all laws and local policies.
D. Maintain a daily inspection sheet. Sheet should be turned in after pm route on Friday of each week.
E. Ensure students stay seated and behave properly while bus is in operation.
F. Report unacceptable student behavior to school administrators/supervisor.
G. Never allow or tell a student to disembark from the bus other than at school or designated stop.
H. Maintain current student seating chart for all routes.
I. Do not leave bus while the engine is running.
J. Operate lights, A/C, and or heaters only with engine idling during the pre-trip inspection.
K. No radios or any type of audio/video communication equipment allowed on bus except District issued equipment.
L. Be on the bus while students are loading. You should kneel in the seat or stand facing the rear of the bus.
M. Check the bus for sleeping children, vandalism and/or items left on bus before leaving the drop off area after each run.
N. Check all fuel levels (gasoline and diesel) before departure from Transportation facility.
O. Never allow a pre-kinder student to disembark at the bus stop unless a designee is there to accept the student. If no designee is present, contact the dispatcher and advise that you will finish route and try to deliver the student again. If no one is there to meet the student, advice dispatch you are returning the student to his/her campus so that administrators can contact parents.
P. Complying with the Family Education Rights and Privacy Act of 1974 (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). These laws assure student records, behavior, and ridership confidentiality.

V  Driver and Bus Inspection
The Training Department in conjunction with Operations will conduct random and periodic inspections of the driver and bus. The purpose of the inspection is to check and ensure that driver is in compliance with DPS, rules, regulations and procedures, district uniform policies, and the bus is in roadworthy condition. Any deficiencies found will be corrected on-the-spot, if safety related. Other deficiencies will be noted on a work request for repairs and scheduled appropriately.

When notified that you are subject to the above and after returning for your route, you will park your bus between operations and the maintenance facility. There you will be met by a member(s) of the Training and Maintenance staff, and they will begin the inspection process in accordance with their check list. Upon completion of the inspection you will be provided a copy of the report.

VI  Bus Wash System
We are currently in the process of repairing the bus wash system, which is long overdue. When the system becomes operational, we will provide the information on its operation for those that are new to transportation and those that need a refresher course. Simultaneously, we are upgrading the pressure washer system to provide additional assistance to the automated wash system.
Chapter 3

Bus Operations and Guidelines
BUS OPERATION AND GUIDELINES

Every major mode of transportation—highway, aviation, railroad, marine, and pipeline—requires its operating personnel to have a well-established and practiced skills to use their equipment safely and effectively. These skills depend upon several human capabilities, such as cognitive attention, decision-making, visual recognition and identification, and manual motor skills for quick and accurate responses. When operating transportation equipment, regardless of its size or class, operators must focus diligently and exclusively on the task of controlling their vehicles within dynamic environments to ensure them and the public remain safe. This chapter provides you with district guidelines and procedures of operating a district vehicle; however the following guidelines are not inclusive of the laws and regulations for bus drivers.

I Basic Driving Guidelines

A. All school zone laws shall be strictly observed.
B. The speed limit on all School District property, unless otherwise posted, is 10 MPH.
C. All Judson ISD vehicles shall abide by all legally posted speed limit signs.
   1. Maximum school bus speed limit is 50 MPH.
   2. In accordance with section 545.352. PRIMA FACIE SPEED LIMITS.
      a) A speed in excess of the limits established by Subsection (b) or under another provision of this subchapter is prima facie evidence that the speed is not reasonable and prudent and that the speed is unlawful.
      b) Unless a special hazard exists that requires a slower speed for compliance with Section 545.351(b), the following speeds are lawful:
         1) 30 MPH in an urban district on a street other than an alley and 15 MPH in an alley.
         2) 60 MPH outside an urban district if the vehicle is a school bus that has passed a commercial motor vehicle inspection under Section 548.201 and is on a highway numbered by the United States or this state, including farm-to-market road.
         3) 50 MPH outside an urban district if the vehicle is a school bus that has not passed a commercial motor vehicle inspection under Section 548.201 or is traveling on a highway not numbered by the United States or this state.
   3. In accordance with section 545.426, Operation of School Bus.
      a) A person may not operate a school bus if:
         1) The door of the school bus is open.
2) The number of passengers on the bus is greater than the manufacturer’s design capacity for the bus.

b) An operator of a school bus, while operating the bus, shall prohibit a passenger from:
   1) Standing in the bus.
   2) Sitting on the floor or any location on the bus that is not designed as a seat.

D. Judson ISD school buses are not to make U-turns unless approved by management.

E. School buses should always travel in the right hand lane and refrain from driving side by side with another school bus.

F. With the exception of the transportation parking lot, school buses are not to back-up on district property. If there is a situation that requires backing, contact Dispatch.

G. Routes that require backing-up will have received prior approval.

H. Employees shall aim high in steering while looking 15 seconds ahead at all times.

I. Employees shall always maintain at least a four (4) second following distance.

J. Employees shall get the “big picture” always looking for hazards.

K. Employees should be aware of road conditions and adjust speed to avoid hazards and to ensure the safety of the passengers as well as the District vehicle.

L. Always leave an out: monitor the space cushion around your vehicle.

M. Make sure to use all signals to communicate your attention to other motorists (directional signal, 4-way flashers, loading lights, head lights and horn).

N. Employees should keep their eyes moving at all times (Do not stare or gaze).

O. Employees should take care to minimize distractions while driving. While operating District vehicles, employees will stop and place the vehicle in neutral, and engage brake before engaging in any of the following activities:
   1. Use of communication devices or electronics other than school bus approved handheld microphone.
   2. Text, email, or use cell phones.
   3. Eat.
   4. Drink.
   5. Groom.
   6. Engage in any other activity that detracts from safe driving practices.
   7. Headphones, Bluetooth or any other ear phone device.

P. Employees shall not use the braking systems as a tool for student discipline.

Q. District vehicles shall not be left unattended while idling. An exception may apply for pre-approved maintenance procedures and weather conditions.

R. Keys shall not be left in any unattended District vehicle and must be returned to Dispatch after extra run or field trip.

II Personnel Authorized to Ride on a School Bus

Employees are not authorized to permit friends, relatives or acquaintances in District vehicles unless prior authorization has been obtained from a member of management.
Authorized personnel include first responders on official duty (administrators, police, fire, EMT), medical personnel and district personnel with Judson ISD District badges.

**INCLEMENT WEATHER GUIDELINES**

I. **School Closures and Delays**
   A. The District will notify all local news sources of any change to the districts operating schedule.
   B. The Transportation department, as well as the District office, will attempt to notify all District personnel via telephone.

**RADIO GUIDELINES**

I. **Radios**
The Transportation Department buses are equipped with two-way radios. The following rules and procedures must be adhered when operating a radio:
   A. The two-way radio shall always be switched on during operation.
   B. If you encounter a major situation adversely affecting traffic flow (an accident, flooded crossing, etc.) notify dispatch.
   C. Unnecessary conversation and profanity are strictly prohibited.
   D. Be brief and speak clearly when transmitting.
   E. The term "Over" shall be used to indicate a response is requested.
   F. The term "Out" shall be used to indicate the conversation is complete and no other transmission is expected.
   G. There shall be no personal messages or conversations between drivers at any time.

**MECHANICAL BREAKDOWNS**

I. **Breakdowns**
The following rules and procedures must be observed during mechanical breakdowns:
   A. Move bus off roadway whenever possible and secure bus accordingly.
   B. Contact dispatch immediately.
   C. Dispatch will notify maintenance personnel.
   D. Follow all maintenance personnel instructions.
   E. Set up emergency triangle reflectors per DPS guidelines.
   F. Students should be kept on the bus in most cases. Evacuate only if a safety hazard exists such as smoke, fire, threat of fire or unsafe bus position. If students must be evacuated, give precise instructions as to where they are to go when they leave the bus.
   G. The relief bus should pull directly behind the disabled bus, as close as possible, but no closer than approximately 3 feet from the rear of the vehicle, leaving sufficient space for the Emergency Door of that bus to be opened. The red
loading lights on both buses must be activated while the students make the transfer.

H. Transfer the students as follows:
   1. The regular driver and the relief driver shall stand at the door of his/her bus.
   2. Maintenance personnel shall station themselves between the buses to insure student safety.
   3. When all personnel are in their assigned locations, the students shall be transferred from the disabled bus to the relief bus.
   4. The students walk single file to the relief bus and board, while the relief driver remains outside the bus to assist, and maintain control of the students.
   5. When all students are on the relief bus, the regular driver checks the disabled bus for any remaining students.
   6. The drivers exchange keys.
   7. The regular driver boards the relief bus and continues the route.
   8. The relief driver remains with the disabled bus, unless otherwise instructed.

BUS/VEHICLE PARKING LOT

A. **Bus/Vehicle Parking Lot**
   A. Buses are to be parked in assigned spaces.
   B. Parking lot layout sheets are posted in various locations in the break room and office.
   C. All District vehicles should be secured on district approved property after hours.
   D. The parking lot is equipped with receptacles for trash, water buckets, and squeegees for proper care of buses. Please sweep the trash off the bus into the receptacles and not the parking lot.
   E. Personal vehicles are permitted to park in designated areas on a first-come, first-serve basis with limited handicapped parking availability at each facility.
   F. All personal vehicles shall observe the 10 MPH speed limit on all District Property

LOADING/UNLOADING ZONES

A. **Bus Loading/Unloading Zones - Campus**
   Proper operation of the vehicle and keen observation are paramount to ensure adequate safety measures are taken when a bus is in a loading/unloading zone at the schools. The vast majority of student fatalities involving school buses occur during loading/unloading. The following procedures must be followed at all times:
   A. Employees are responsible for knowing the designated loading/unloading zones and procedures at each campus. Only load/unload in the designated area.
   B. Do not make multiple stops to pick up or discharge students in loading zones.
C. Special Need buses should move to the front of the loading zone followed by Regular Education buses for loading/unloading of students.

D. Always set the parking brake when loading/unloading.

E. Employees should follow District idling procedures.

F. Position your bus as close as possible to the curb or loading zone so the students do not step into the roadway.

G. Students are not allowed to enter or exit from the emergency door except during an emergency.
   1. Loading or unloading band and/or athletic equipment through the emergency doors are permitted with driver supervision.
   2. The emergency door must not be blocked at any time.

H. Supervise loading/unloading from inside the bus. Ensure unauthorized students do not board the bus and no unauthorized items are brought on to bus. Face the students by either standing next to or kneeling in the driver’s seat.

I. Only move the bus when all students are seated.

J. Do not pass buses in the loading/unloading zone when actively loading.

K. Be ready to depart as directed by a school official. Do not leave earlier than that time, even though all students have boarded.

L. When the last student is off the bus Perform a “child check” at the end of each run and before leaving the bus unattended.

M. Inspect for damage and/or vandalism, litter, cleanliness and forgotten personal articles. If articles are found by the driver, they should be left on the bus and returned as soon as possible. Unclaimed items should be turned in to the appropriate school for their "lost/found." Valuable items may be stored in the Dispatch office until the next run/day.

N. When buses are conducting business other than loading/unloading, pull forward and turn on hazards to allow other buses adequate maneuvering room.

O. When you are ready to depart, turn on your left turn signal and depart when it is safe and clear to do so. Watch for students and cars around you.

NOTE: Always comply with directions given by campus administrators, police, and dispatch staff. Their instructions supersede the above general guidelines. Should a situation occur that might cause a safety concern, report it immediately to the Supervisor.

II. Bus Loading/Unloading Zones – Bus Stops

A. Employees must use approved stops only.

B. Warning lights must be visible to vehicles coming from any direction.

C. Activate the amber warning lights approximately 300 feet from the stop.

D. It is not necessary to pull up directly to the curb, especially in congested areas. Stop the bus within 10 feet of the bus stop leaving a safe margin from parked cars, mailboxes, etc., not allowing moving vehicles to pull up on the right between the bus and the curb, and not allowing room for students to stand or play in the street. Set the
parking brake, shift the transmission into neutral, and open the door to activate the red warning lights.

E. Students are to be loaded/unloaded at their assigned bus stops.
F. Employees should not use the horn system to gain the attention of late students.
G. When it is safe for the students to board, open the door, and let the students get on the bus. Turn on the dome lights, if necessary. Account for the students as they enter the bus. Look for students running to catch the bus.
H. After all students have boarded and are sitting down, close the door, check the mirrors and traffic, turn on the left turn signal, and when it is safe to do so, re-enter the traffic and proceed to the next stop.
I. An authorized person must be present before releasing a Pre-K student from the bus.
J. When all traffic has stopped from all directions, open the bus door, which engages the reds and the stop sign, and then let the students get off. They must get off in an orderly manner and move away from the bus.
K. All students loading/unloading must cross approximately 10-15 feet in front of the bus.
L. A bus stop located at any intersection should allow sufficient room (30 feet) for students to cross the street safely without being in the intersection.
M. Neither the front nor the rear of the bus may protrude into an intersection while you are loading/unloading students.

**FLEET GUIDELINES**

I. **Required Tools**
   A. Driver is responsible for:
      1) Reliable watch or clock.
      2) Light (flashlight or phone light).
      3) Pen.
   B. District is responsible for:
      1) Brooms.
      2) Reflectors.
      3) Fire extinguisher.
      4) First Aid kit.
      5) Body Fluid Spill Kit.
      6) Liquid glass cleaner.
      7) Paper towels.
      8) Gloves.
      9) Hand sanitizer.
     10) Tire thumper.
     11) Trash Receptacle (keep near service door).

**NOTE:** All tools and equipment must be properly secured.
BUS PROCEDURES

I  Bus Cleaning Procedures
   A. The internal and external cleanliness of the bus is the responsibility of the driver and attendant.
   B. When cleaning the inside of your bus, do not use the water hose because it will deteriorate the floorboards.
   C. Daily, all drivers and attendants/monitors are required to sweep and clean the interior of the bus.
   D. In rainy weather, the floor of the bus should be kept clean of any mud or water to prevent injury to the driver, attendant/monitor, and passengers.
   E. Buses should be cleaned only in the bus lot.
   F. The dashboard is to be kept clear of any personal items or job-related material.
   G. Trash should be placed in the proper receptacles, not on the ground at the bus lot.
   H. The exterior of the bus should be washed each week. This schedule will be followed unless adverse weather conditions warrant some buses to be washed due to trips or other special assignments. No bus should be washed twice on the same day.
   I. Employees are responsible for keeping their assigned bus clean and presentable, both inside and out. Buses should be kept in a professional manner and meet safety standards.
   J. No decals or decorations may be attached in any way to the interior or exterior of the bus without the Director’s approval which has been delegated to the Assistant Director.
   K. The bus is not to be altered in any manner by anyone other than Maintenance staff.
   L. District policy prohibits duplication of any District issued keys by anyone other than authorized personnel. This policy includes duplication of bus keys by anyone other than Transportation maintenance staff. Drivers are prohibited from possessing any personal (duplicated) keys to buses.

II  Vehicle Condition Report (VCR)
   A. VCR shall be completed daily and submitted to dispatch.
   B. If damaged of unknown origin is apparent, report it as soon as possible. Always check closely for damage after the bus has been in for maintenance/repairs or if used on a field trip.
   C. At the beginning of each school year, or when bus/route assignment has changed, complete an Exterior Body Report and submit it to the Supervisor. The Exterior Body Report affords opportunity to document any existing body damage on the bus for future reference.
III Fueling Guidelines
A. A bus must not be left unattended in fueling area.
B. Vehicles must be secured and not running in the fuel area.
C. No one shall remain on a bus while it is being fueled.
D. It is the driver’s responsibility to check the fuel level of his/her bus before driving.
E. Never park vehicles with inadequate fuel (less than ½ a tank) because Pump #1 is always on.
F. Notify Maintenance of any fuel spillage immediately. Follow Maintenance instructions to assist with cleanup of the spill.
G. When finished, retract hoses onto the island so they will not be run over.
H. Wednesdays are the mandatory fueling day for all mid-day buses.

IV Maintaining Proper Fluid Levels
A mechanic or mechanic helper will check all fluids under the hood.

V Bus Shop Area
A. Insurance regulations prohibit unauthorized personnel in the maintenance area. Only authorized employees are to go into the shop area.
B. Do not leave a bus parked at the shop or in unauthorized areas unless instructed to do so by the maintenance staff or operations.

BUS “NO-IDLE” POLICY

The contribution of engine exhaust emissions to the air quality and associated health impact on people, particularly children in the area, is an issue that the Judson Transportation Department recognizes and is one we can do something about.

I The following “No-Idle Policy” is in effect for all Judson school buses.
A. Route/Trip Departure: Buses are to be started 15 minutes before route/trip departure to allow for completion of pre-trip inspection. Buses are not to be started and left unattended prior to departure.
B. Upon Arrival at a Campus or other Destination: Engines are to be turned off (this includes field trip locations) unless there are special education students on-board with a documented requirement for A/C.
C. During Loading and Unloading: Engines shall always be turned off when students are loading and unloading at a campus or other group boarding location (not at a bus stop on the route) to reduce the exposure of students to unnecessary exhaust emissions.
D. Upon Return to Transportation: The bus may idle only long enough for the driver to complete the post-trip inspection that is required to discover the presence of any damage or lost articles.
E. **Cold Weather Exceptions:** When the temperature of the morning route departure time is below freezing, maintenance shop personnel or early-start crew may still start buses and allow them to warm up and address “no-start” issues prior to route departure.

**RAILROAD CROSSINGS**

When feasible, routes should be designed to avoid railroad grade crossings. When unable to avoid railroad crossings, route descriptions will note where railroad tracks will be crossed. Federal, state, and local policies dictate that all buses will stop at railroad crossings. All buses must come to a complete stop at all railroad crossings. (Stop, Look, Listen, and Live). The driver will stop between 15-to-50 feet from the tracks. When stopping before a railroad crossing or at a stoplight just past the railroad crossing, neither the front, back, nor side of the bus should be less than 15 feet from the tracks.

After stopping, if it is difficult to see down the tracks, pull up slowly and stop again to make sure the tracks are clear. Notify the dispatcher by radio of malfunctioning crossings and follow the dispatchers’ instructions. If the bus radio is not working, the gates are not down, and the tracks are clear, view the tracks and proceed with caution. Report this incident to the dispatcher immediately upon return to the lot. All crossings have a six-digit and one alpha character identifier. Report this identification number to the dispatcher to have the problem resolved.

If railroad arms are down, do not attempt to go between arms. Call the dispatcher and await further instructions. When man-made objects and vegetation block driver vision report these problems to the dispatcher immediately.

I  **Approaching the Crossing**

A. Slow down.
B. Activate hazard lamps approximately 200 feet behind the crossing.
C. Make sure your intentions are known.
D. Scan your surroundings and check for traffic behind you.
E. Stay to the right of the roadway, if possible.
F. Use the left side of the roadway only if you are turning left immediately after crossing the railroad tracks.
G. Choose an escape route in the event of a brake failure or problem behind you.

II  **At the Crossing**

A. Stop no closer than 15 feet and no further than 50 feet from the nearest rail where you have the best view of the tracks.
B. Place the transmission in neutral or press down on the brakes and set the parking brake.
C. Turn off all radios and noisy equipment, and silence passengers. (Use noise suppression switch, if available.)
III Crossing the Track
A. Check the crossing signals before proceeding.
B. At a multiple-track crossing, drivers should stop before each set of tracks, where sufficient space exists.
C. Proceed across tracks when you are sure no train is approaching on any track and cross the tracks in a low gear. (Do not change gears while crossing.)
D. If the gate comes down after you have started across, drive through it even if it means you will break the gate.

IV Rules for Safe Crossing
A. Never race a train to the crossing.
B. Anytime can be “train-time”. Trains run on flexible schedules.
C. Be alert at night and during bad weather.
D. Never stop on tracks.
E. Never stop less than 15 feet from the track.
F. Stop for flashing lights, bells, and gates.
G. Proceed when tracks are cleared.
H. Approach the tracks and stop in the right lane.
I. Use the left lane only when turning left immediately after crossing the tracks.
J. Make sure the bus can clear the tracks before continuing.
K. At no time is the rear of the bus to be on, over, or less than 15 feet from the track.

NOTE: FAILURE TO STOP AT A RAILROAD CROSSINGS WILL LEAD TO IMMEDIATE TERMINATION.
Chapter 4

Training and Certification Programs
TRAINING AND CERTIFICATION PROGRAMS

I  Mandatory Training
Staff development activities are organized to meet the needs of employees and the district. On monthly basis training will be provided to staff for continuing education. Examples include but are not limited to In-service, monthly meetings, Safe Pupil, classroom, and Behind the Wheel training as well as CPR and First Aid. All employees must attend assigned classes. Employees will receive the training, acknowledge the training, and then get paid for the training.

II  DRIVER CERTIFICATION
In accordance with Texas Department of Public Safety requirements, the following items are required to operate a school bus:
   A. CLASS B CDL (Commercial Drivers’ License) with “Passenger” and “School Bus” endorsements and a P restriction, which requires a driver to pass an annual physical examination as required by Texas Transportation Code Section 521.022 and keep in your possession on a current medical examiner’s certificate during the operation of a school bus. A current medical examiner’s certificate is not required to be presented for the issuance or renewal of you CDL.
   B. TEA School Bus Driver Certification.
   C. DOT Medical Examiners Certificate Card.
   D. Employee may not operate a district vehicle without a current driver’s license, certification card and medical card. (Copies of the driver license and certification card are not legal.)

If any of the above documents are lost, stolen, expired, or missing for any reason it must be reported to your supervisor immediately. Failure could result in appropriate disciplinary action up to and including termination. Any fees required by DPS for obtaining new, renewed, or replacement licenses are the responsibility of the employee.

EMERGENCY STUDENT PROCEDURES

When a route is interrupted by any event (breakdown, waiting for law enforcement or medical personnel, or district personnel) the following procedures should be followed:
   A. Notify district immediately by radio or cell phone.
   B. Remain calm at all times.
   C. Only evacuate the bus when necessary for student safety. (See Evacuation Procedures.)
   D. Notify all students they must remain with the bus driver in a safe secure location.
   E. Students shall not walk away from the area or leave with anyone except their parent or guardian. Personally speak to the parent/guardian for verification
before releasing a student. In the event the student leaves with a parent/guardian, document the name of both parties.

F. Do not try to restrain or “lock” the students in the bus.

**EVACUATION PROCEDURES**

Do not evacuate the bus unless the students would be in greater danger by remaining on board. It is imperative students be prepared for an actual emergency and can carry out the evacuation without confusion and disorder.

I **Student Assistants**

A. Door assistants must be assigned by the driver for all runs, except Pre K and kindergarten runs.

B. Three rear door assistants and an alternate will be assigned to the last two seats in the bus.

C. A front door assistant and an alternate will be assigned to seat 1 or 2.

D. If the bus is equipped with a side emergency door, three side door assistants and an alternate will be assigned to appropriate seats closest to the side door.

E. The driver is responsible for familiarizing the door assistants with their duties and responsibilities. All other students must obey the door assistants during drills and/or actual emergencies.

F. It is recommended the names of the door assistants be posted in the seat area to which they are assigned.

II **Front Door Evacuation**

A. The front door is normally used when there is no urgency, or the rear door is blocked, preventing its use.

B. Set the parking brake, put on 4-way hazard lights, shut engine off, take key, and instruct the students to evacuate the bus using the front door, leaving all belongings on the bus.

C. The front door assistant leads the students off the bus to a safe place, remaining with them and keeping control until the driver takes charge.

D. The students follow the door assistant off the bus in numerical order, (example seats 1 through 26.)

E. After all students are off the bus, the driver walks to the rear of the bus checking under backpacks and all articles to ensure all students have departed the bus.

F. Take the fire extinguisher, reflectors and first-aid kit and make sure that the radio microphone is outside the window when you get off the bus.

G. Set out the reflectors.

H. Stay with the students until the emergency has been resolved.

I. Make sure the students are in a safe area and behaving in an orderly manner.

III **Rear and Side Door Evacuation**

Use rear door when the front door is damaged or blocked.
A. Set the parking brake, put on 4-way hazard lights, shut engine off, take key, and make sure the radio microphone is out the window.
B. Instruct the students to evacuate the bus using the rear and side door, leaving all belongings on the bus.
C. The two rear/side door assistants exit the rear/side emergency door and stand one on each side of the door to assist the rest of the students off the bus.
D. The third rear/side door assistant leads the rest of the students to a safe place and supervises them until the driver can take charge.

### IV Front and Rear Door Evacuation
Use both doors when the bus must be evacuated as quickly as possible.

A. Set the parking brake, put on 4-way hazard lights, shut engine off, take key, and make sure the radio microphone is outside the window.
B. Instruct the students to evacuate the bus using the front and rear door, leaving all belongings on the bus.
C. Follow the procedures previously described for front and rear door assistants.
D. The students in seats 1 thru 12 depart through the front door and seats 26 thru 13 depart through the rear door.
E. Follow the rest of the evacuation procedures previously described.

**NOTE:** Assistants and the alternates should be instructed how to order the evacuation of the bus in case the driver is incapacitated.

### SCHOOL BUS DRIVER CERTIFICATION

#### I Certification Card
State law requires that every driver transporting students in a school bus have in their possession a valid certificate that states they have completed or enrolled in an approved school bus driver training course. All drivers are to notify the Training Department 90 days before their certificate expires to ensure timely scheduling of the certification class. Training Department has been instructed to post a list of drivers requiring Certification Card and available classes.

#### II Expired Physical Card
Any bus driver who allows his/hers physical card to expire will not operate a school bus to transport students. The employee will notify his/her supervisor immediately. The employee will be allowed to use accumulated benefit days, inclusive of sick leave while attempting to resolve the matter i.e. successfully complete the annual physical examination. In the event an employee cannot successfully complete the physical, the individual will be referred to Human Resource for appropriate disposition.

#### III Expired Certification Card
Any bus driver who allows his/her certification card to expire will not operate a school bus to transport students. The employee will notify his/her supervisor immediately, and will be referred immediately to Human Resources for appropriate action.

**IV  Suspended Driver License**
Any bus driver with a suspended driver license will not operate a school bus to transport students. The employee will notify his/her supervisor immediately. The employee will be placed on suspension without pay until the suspended license issued is renewed. In the event an employee operates a school bus while his/her license is suspended or fails to resolve the matter, the employee will be referred to Human Resources for appropriate action.

**Drug and Alcohol (Board Policy)**

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace.

**I  Violators**
Employees who violate this prohibition shall be subject to disciplinary sanctions. Sanctions may include:
A. Referral to drug and alcohol counseling or rehabilitation programs.
B. Referral to employee assistance programs.
C. Termination from employment with the District.
D. Referral to appropriate law enforcement officials for prosecution.

**II  Employment Conditions**
As a condition of employment, an employee shall:
A. Abide by the terms of this notice.
B. Notify the Superintendent, in writing, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace. The employee must provide the notice in accordance with DH(LOCAL).

[This notice complies with the requirements of the federal Drug-Free Workplace Act (41 U.S.C. 702).]

**III  Reasonable Suspicion**
All drivers will be subject to alcohol and controlled substance abuse testing. Supervisors may, based on reasonable suspicion, remove a driver from a safety-sensitive position and require testing for alcohol and/or controlled substances.

**IV  Random/Post Accident**
Drivers will also be subject to random testing. Random testing is required by the Department of Transportation (DOT), may be conducted at any time and is mandatory
by department standards. A driver must remain on property until testing is completed. Failure to complete a random test will be considered an automatic non-negative. A driver involved in any accident that results in bodily injury, death, or physical damages to bus, private property, or issued a traffic ticket will be required to submit to testing for alcohol or controlled substances. Any employee whose conduct violates the alcohol and controlled substances prohibitions in federal law or District policy will be terminated as a driver.

V Personal Injury
If an employee is injured on the job, the employee is required to report the injury and its cause to a team leader or supervisor immediately. This information should be reported to the Transportation Department within 24 hours of the injury whether medical attention is required or not.

SAFETY EQUIPMENT

It is the driver’s responsibility to ensure that all safety equipment is on their bus.

I Triangle Red Reflectors
Must be used when the bus is disabled. On a two-way street or undivided highway, one reflector will be placed 100 feet in front of the bus and two reflectors will be placed behind the bus, one at the 10 feet and another at 100 feet. On a one-way street or divided highway where traffic flows in one direction, reflectors will be placed behind the bus at 10 feet, 100 feet, and 200 feet.

II Emergency Hazard Flashers
Are used as a warning device to call other driver’s attention to the bus in case of breakdown. The red flashers (loading lights) should only be used when loading or unloading students at a stop.

III First Aid Kit
Must be located in close proximity to the driver. Driver must inventory periodically and restock when necessary. Cleanliness of items is essential.

IV Fire Extinguisher
Must be fully charged. Also, driver must check that the inspection tag is not overdue or out of date.

DEFENSIVE DRIVING

I Defensive Driving Defined
The National Safety Council defines “Defensive Driving” as driving to save lives, time and money despite conditions around you and the incorrect actions of others.
II Preventable Collision
Defined National Safety Council defines a “Preventable Collision” as one in which the driver fails to do everything reasonable to avoid it. Examples of reasonable actions are: slow down, yield the right of way, get out and look.

III Defensive Drivers
A defensive driver does not blame the weather, the road, the traffic or other drivers when something happens. Instead, a defensive driver does everything reasonable to avoid a collision or a violation. All drivers should be defensive drivers.

IPDE FORMULA

This formula provides a guide for a defensive driver’s actions.
A. Identify – The sense of sight is the primary sense employed in traffic.
B. Predict – This involves predicting how traffic patterns will develop. It includes speed, road conditions, and vehicle capability.
C. Decide – This is the process of making decision on the safest driving maneuver to make. Delaying a decision is hazardous and will increase the frequency of accidents.
D. Execute – This is simply following through on a decision. It involves manipulation of the vehicle being driven.

OODA (OBSERVATION – ORIENTATION – DECISION – ACTION) LOOP

Drivers should be continually going through this mental process for driving defensively and safely.
A. Observation – When observing, keep eyes moving. Use your senses i.e. listen, how the bus feels, etc...
B. Orientation – A constant process of orienting one’s self also needs to take place to get and keep the “big picture”. Know where the bus is in relation to other vehicles, obstacles, students, pedestrians, etc... Make sure you always leave yourself with a safe option.
C. Decision – Driving is a constant process of decision making. Judgment needs to be exercised every minute behind the wheel. Good decisions will result in safe driving for you and others around you. Bad decisions will result in accidents.
D. Action – Action is putting the decision into play.
FACTORS CONTRIBUTING TO ACCIDENTS

I  Common factors that result in accidents are
   A. Disobedience of traffic laws (especially speeding and tailgating).
   B. Failure to adhere to department safety procedures.

II  Actions of Driver
   A. Following too closely – Driver should allow at least one bus length for each 10 mph of bus speed between the bus and the vehicle in front of it. This includes other buses.
   B. Rear-end swing – Rear-end swing occurs when the bus is in a turning maneuver; the sharper the turn, the more acute the swing. When the bus is turning right, left rear-end swing occurs and vice versa. When departing schools, drivers should wait until the bus in front of them departs or pulls forward. This allows sufficient clearance to pass.

III  Driving Conditions
   A. Adverse Road and Weather Conditions – Rain, water, ice, snow, gravel, and other factors reduce visibility and hazardous conditions.
   B. Hazardous traffic conditions – Congestion, road design, and identification are among hazardous traffic conditions. Never pull off a paved surface onto a soft, muddy, or grassy shoulder.
   C. Low hanging tree branches – Tree limbs hanging over the street or bushes on the side of the roadway often damage buses. Drivers can avoid these hazards by paying close attention to their driving or use an alternate route. Report these hazards immediately to the dispatcher safety office or lot supervisor.
   D. Telephone poles, light poles, and street signs – Always drive slowly and check the mirrors for clearance before proceeding.

IV  Actions of Others
   Some examples of actions of others include:
   A. Vehicle in front of bus slows down, stops, or backs carelessly; vehicle behind bus follows too closely; oncoming vehicle driven left of center, turning left or failing to dim headlights.
   B. Driving or backing across traffic lanes; passing vehicle cuts back into lane of traffic too quickly or passes on the right; or vehicle being passed changes lane in front of or into side of the bus.

V  Driver Distractions
   Examples of driver distractions include:
   A. Route problems, mental disturbance and scenery.
B. Distractions inside vehicle i.e. insects, driver staring at instrumental panel, wind blowing items out of bus window, noisy and disorderly students, cell phones, and IPods or IPads.

COMPENSATING FOR SPECIAL DRIVING PROBLEMS

I Night Driving
Before driving at night, drivers should ensure that they have had proper rest. Windshields and windows need to be clean. When driving, speed should be slow enough to stop within the distance of headlight coverage. Ensure that headlights are dimmed for approaching vehicles and when closely following another vehicle. Be alert for pedestrians on the edge of the roadway.

II Winter Driving
Windows and windshields should be kept clear of following and ice. Drivers should be alert for ice on the roads and especially bridges. Operating speed should be reduced on hazardous roads. Distance for following other vehicles should be doubled when hazardous conditions exist. Drivers should apply brakes lightly and at intervals to prevent skids. When driving in snow or following, use lower headlight beams.

III Skid Prevention
Drivers should always take the safe course, using good driving skill judgment. Always slow for curves and turns and use steady pressure on the brakes when reducing speed prior to entering the curve. If the bus is in a skid, remain calm, release the accelerator, avoid braking, turn the front wheels in the direction you want the vehicle to go down the road. Counter steer to turn back on course.

SCHOOL BUS EVACUATION DRILLS

School bus evacuation drills help students learn what is expected of them if an accident should occur. These drills will only be conducted after approval by the director of transportation in coordination with the school principal or his/her designee. A member of the school’s administration and/or transportation official must be present when drills are conducted.

I Evacuation Drill Procedures
These drills are conducted in the morning when the children are off-loading at the school. Upon off-loading, the children take personal belongings and immediately evacuate the bus in an orderly way and enter the school.

A. The school bus driver secures the bus, sets the parking brake, places transmission in neutral, removes the ignition key, and activates hazard warnings. The driver stands, opens the front door, faces students, and gives commands, “Front door emergency evacuation – stay seated until it is your turn to exit”. Student assistant(s) can help you with directing the younger students.
B. Students seated in the front seat will exit first. The front left seat will follow. Continue evacuation alternating right-to-left seats from the front to the rear of the bus until the bus is empty. The driver walks through to ensure no students remain on and then exits the bus to conclude the emergency evacuation drill.

**SCHOOL ZONES**

Drivers should always reduce speed to 20 mph or less in active school zones. School zones may be active even if schools are closed. School zones are considered critical operating areas. The potential for an accident in a school zone is always there.

Drivers must look out for other vehicles, children, and other school buses. Exercise extreme caution to avoid rear-ending the bus ahead of you. Never back up or let your bus roll backwards into another vehicle. Watch for school signs, poles, and overhead clearance problems in school zones.

**BUS CLEARANCE**

If and when it becomes necessary to pull around an obstacle, drivers should pay close attention to clearance limits of the bus. Pay close attention to mirrors and clearance limits necessary to avoid striking other vehicles or standing objects. If doubt exists in the mind of the driver, always take the safe course, get out of the bus and check the limits.

**INTERSECTIONS**

When approaching an intersection with four-way stop signs, the vehicle that reaches the intersection first should have the right of way. If more than one vehicle approaches the intersection at the same time, the vehicle on the right has the right of way. If doubt exists in the mind of the driver, always take the safe course; yield to the other vehicle.

**SPEED LIMIT ENFORCEMENT**

When a school bus does not have a commercial inspection sticker, all drivers will adhere to the posted speed limit, and not exceed the maximum speed of 50 mph on freeways and 50 mph on secondary roads during regular routes or field trips. This is state law.

**RED LIGHT CAMERAS**

Drivers are responsible for their citations issued via red light cameras. Payment of the fine must be made immediately. Failure to properly resolve citation will result in recommendation
for termination. Employees will receive documentation for violation, which may include recommendation for termination.

Stickers on all school buses provide the telephone number for anyone to call and report unsafe or discourteous driving. When complaints or compliments are received, the driver will be informed of such calls. Administrative/disciplinary action will be taken if required, depending on the severity of the incident.

NATIONAL SCHOOL BUS SAFETY WEEK

National School Bus Safety Week is conducted annually. During this week, public attention is focused on the importance of school bus safety. All members of the Transportation Department should be actively involved in reinforcing safety principles with students, parents, and school administrators.

SAFETY COUNCIL

The Judson ISD Transportation Department uses the National Safety Council Defensive Driving Courses to train drivers in preventing motor vehicle collisions.

The purposes of the courses are to:

A. Train drivers in professional vehicle collision avoidance techniques through standardized classroom courses.
B. Promote an attitude of mutual understanding, courtesy, and cooperation so that driving is more civilized, pleasant, safe, and successful activity for all concerned.
Chapter 5

Department of Public Safety
Driver Record Checks and Point Assessments
The provisions of the Texas Transportation Code Annotated §521.022 (Vernon’s 1996) and the Texas Education Code Annotated §34.007 (Vernon’s 1996) require that a driver record check be made with the Texas Department of Public Safety (DPS) on all school bus drivers prior to employment. Their driving records must be acceptable according to standards developed by the DPS. In accordance with this statutory responsibility, the following standards have been established by the Texas Department of Public Safety rule (Title 37, Texas Administrative Code, § 14.14) as minimum requirements to be met by each person seeking to be employed or to remain employed as a school bus driver to drive any motor vehicle while in use as a school bus for the transportation of pupils:

The driver’s license record of each school bus driver shall be evaluated at least annually, with penalty points assessed for those entries which appear in the accompanying tables’ traffic law violations and accident involvements. Any person who has accumulated the (10) or more penalty points shall be considered ineligible to transport pupils until such time as he/she may become qualified.

An applicant for employment as a commercial motor vehicle driver must disclose to the employer any violations of motor vehicle laws or ordinances (other than violations involving only parking) of which the applicant was convicted or forfeited bond or collateral during the three (3) years preceding the date the application is submitted and any serious traffic violations of which the applicant was convicted during the ten (10) years preceding the date the application is submitted, as well as any suspension, revocation, or cancellation of any driving privilege that resulted from the conviction. For verification purposes, it is strongly recommended that driving records be secured for all new applicants that have held an out-of-state driver’s license within the past seven (7) years. Those records should include all convictions which would result in mandatory suspension of a driver’s license in Texas (See Table IV and V for a complete listing of entries). An applicant that has accumulated six (6) or more points will not be considered for employment.

In determining a person’s eligibility to drive a school bus, the following standards shall apply in assessing penalty points for convictions of traffic law violations and accident involvement appearing on his/her current driving record.

Convictions for violations included in Table I shall be assessed one (1) penalty point for each occurrence if the date of the violation is within three (3) years of the date of the driving record evaluation.

Accident involvements included in Table II shall be assessed two (2) penalty points if the date of occurrence is within three (3) years of the date of the driving record evaluation. Persons
disqualified because of penalty points assessed for accident involvement shall be notified of their right to review. (See Table II for review procedure).

Convictions for violations included in Table IV shall be assessed ten (10) penalty points for each occurrence if the date of the violation is within seven (7) years of the date of the driving record evaluation.

Convictions for violations in Table V shall be assessed the (10) penalty points for each occurrence if the date of the violation occurs on or after October 7, 1996, and is within five (5) years of the date of the driving record evaluation.

The assessment of penalty points is not required for any entry which does not appear in the alphabetized table listings. However, any entry which is deemed comparable to one appearing in these tables should be assessed an equivalent number of penalty points.

For assistance in determining driver eligibility, please contact the Texas Department of Public Safety School Transportation Unit at (254) 759-7111

**REVIEW PROCEDURE FOR DISQUALIFICATION APPEAL**

Ten (10) penalty points should automatically be assessed for any of the code entries listed above that appear on the driver’s license record of a school bus driver if the violation occurred on or after October 7, 1996. Any persons disqualified from driving a school bus on the basis of penalty points assessed from an Administrative License Revocation (ALR) suspension or disqualification appearing on their driver’s license record and who has properly filed an appeal, may request the points be withdrawn pending appeal of the ALR judge’s decision. The school bus driver must provide to the designated person(s) a file-stamped copy of the appeal filed with the State Office of Administrative Hearings and Texas Department of Public Safety. Once the designated person(s) has confirmed that an appeal has been properly filed, the penalty points assessed for an ALR suspension or disqualification shall be removed from the applicant’s driving record pending the final decision of the appeal if:

A. The applicant’s driver’s license has not been suspended as a result of any alcohol-related or drug-related enforcement contact (as defined in the Texas Transportation Code Annotated § 524.001) during the five (5) years preceding the date of the person’s arrest.

B. The person has not been convicted during the ten (10) years preceding the date of the person’s arrest of an offense under:
   1) Article 6701l-1, revised statutes, as that law existed before September 1, 1994.
   2) Section 19.05(a)(2), Penal Code, as that law existed before September 1, 1994.
   3) Section 49.04, Penal Code.
4) Section 49.07 or 49.08, Penal Code, if the offense involved the operation of a motor vehicle.

A withdrawal of the penalty points under this table is effective for not more than ninety (90) days after the date the appeal petition is filed. On the expiration of the ninetieth day, the person(s) designated by the employer shall assess ten (10) penalty points. An extension of the ninety day period or additional time shall not be allowed.

If, in the final decision of the court, the driver’s license is not suspended or disqualified, no penalty points shall be assessed. If, in the final decision of the court, the driver’s license is suspended or disqualified, ten (10) penalty points shall be assessed for each suspension or disqualification arising from a separate arrest.

**Credit for concurrent suspension arising from same alcohol-related incident:**
If a criminal conviction occurs that arises out of the same arrest as the ALR suspension/disqualification, the penalty points shall be assessed for the Table IV criminal conviction only. Any disqualification time already served under the Table V disqualification will be credited to the Table IV disqualification time period. The total disqualification period arising out of the same arrest shall not be longer than seven (7) years.
The Training Department does DMV checks twice a year. If the Training Department notices that the driver is close to 7 points, the Training Department will call the driver to the Training Office to inform the driver of their point status and have the driver sign an acknowledgement form.
Every employee who possesses a commercial driver's license (CDL) in order to operate a District commercial motor vehicle (CMV), including a school bus, must report all motor vehicle traffic control (except parking) convictions for violation of state or local law while driving any type of motor vehicle including a private vehicle to their supervisor within 5 business days. Any employee who possesses a CDL, and who has their CDL suspended for any reason, shall notify their supervisor of the license suspension within one business day.

### POTENTIAL CONSEQUENCES FOR COMMERCIAL LICENSED DRIVERS FROM CONVICTIONS FOR TRAFFIC VIOLATIONS WHILE DRIVING A NON-COMMERCIAL MOTOR VEHICLE (NON-CMV) OR PERSONAL VEHICLE.

<table>
<thead>
<tr>
<th>Event</th>
<th>If Found Guilty</th>
<th>JISD Action if Guilty</th>
<th>TX DOT Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Refusing to submit to an alcohol test while driving a non-CMV or personal vehicle</td>
<td>Driver responsible for any penalties and/or fines assessed by the court</td>
<td>Termination. State law prohibits operation of a school bus for 10 years</td>
<td>Mandatory suspension of CDL for 1 year.</td>
</tr>
<tr>
<td>2. Driving a non-CMV while under the influence of alcohol (In Texas -.08) or a controlled substance</td>
<td>Driver responsible for any penalties and/or fines assessed by the court</td>
<td>Termination. State law prohibits operation of a school bus for 10 years</td>
<td>Mandatory suspension of CDL for 1 year.</td>
</tr>
<tr>
<td>3. Leaving the scene of an accident in non-CMV</td>
<td>Driver responsible for any penalties and/or fines assessed by the court</td>
<td>Termination. State law requires assessment of 3 MVR points for 3 years</td>
<td>Mandatory suspension of CDL for 1 year.</td>
</tr>
<tr>
<td>4. For a 2nd conviction resulting in the revocation, cancellation, or suspension of non-CMV driving privileges for any combination of items a-e below, within a 3 year period, while driving a non-CMV.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4a. Speeding in excess of 15 mph over the posted speed limit</td>
<td>Driver responsible for any penalties and/or fines assessed by the court</td>
<td>Termination. State law requires assessment of 3 MVR points for 3 years</td>
<td>Mandatory suspension of CDL for 60 Days</td>
</tr>
<tr>
<td>4b. Reckless driving</td>
<td>Driver responsible for any penalties and/or fines assessed by the court</td>
<td>Termination. State law requires assessment of 3 MVR points for 3 years</td>
<td>Mandatory suspension of CDL for 60 Days</td>
</tr>
<tr>
<td>4c. Improper or erratic lane changes</td>
<td>Driver responsible for any penalties and/or fines assessed by the court</td>
<td>Termination. State law requires assessment of 3 MVR points for 3 years</td>
<td>Mandatory suspension of CDL for 60 Days</td>
</tr>
<tr>
<td>4d. Following the vehicle ahead too closely</td>
<td>Driver responsible for any penalties and/or fines assessed by the court</td>
<td>Termination. State law requires assessment of 3 MVR points for 3 years</td>
<td>Mandatory suspension of CDL for 60 Days</td>
</tr>
<tr>
<td>4e. Violation of state or local motor vehicle traffic control laws arising in connection with a fatal accident</td>
<td>Driver responsible for any penalties and/or fines assessed by the court</td>
<td>Termination. State law requires assessment of 3 MVR points for 3 years</td>
<td>Mandatory suspension of CDL for 60 Days</td>
</tr>
<tr>
<td>5. Ticket for operating any motor vehicle with a suspended license.</td>
<td>Driver responsible for any penalties and/or fines assessed by the court</td>
<td>Termination. State Law prohibits operation of a school bus for 10 years</td>
<td>Could result in Suspension of CDL for up to 1 year</td>
</tr>
<tr>
<td>6. Accumulating 6 points or more under the Texas State Driver Responsibility Program</td>
<td>Driver responsible for any penalties and/or fines assessed by the court</td>
<td>Termination if driver is found, during MVR check, to have operated or to be operating a school bus while license is suspended</td>
<td></td>
</tr>
</tbody>
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Chapter 6

ROUTE

MANAGEMENT
ROUTE MANAGEMENT

The computerized routing software currently in use will be the standard medium for publication of route sheets. This will enable the Routing office to maintain a central database for various uses to build and maintain routes.

I Regular School Year/Summer Program Driver/Monitor Route Policies
Route assignments and other duties are assigned based on the following:
   A. Employee work schedule and payroll history to avoid overtime.
   B. Seniority date.
   C. Past work history.

II Student Count Procedures/Eligible Riders
The District is reimbursed by the State for transportation provided to eligible students who ride buses to or from school. Reimbursement is based on average rider-ship. The bus driver must conduct student count on report days to obtain this information. The student count information is recorded on a Register of Eligible Riders form and must be accurate and factual.

III Route Bidding Policies and Procedures
   A. When a route becomes open, an Open Route form is written and posted with details of the route in dispatch. The route remains posted for three (3) full working days closing at 4 pm on the third day.
   B. Employees wishing to place a bid may request to see the Bid Book in dispatch.
   C. Once a bid closes, all bids are authorized by payroll clerk, supervisor, and director.
   D. Employees cannot bid on any duties causing them to exceed a 40 hour work week.
   E. Employees may be awarded a route change once a year with the exception of administrative reassignment.
   F. It is requested new assignments be held for at least six (6) months prior to a request for change.
   G. Excessive absences may be a cause for removal from a regular or extra duty assignment.
   H. All routes can be administratively awarded at any time by the Director and Supervisor.
   I. All routes are subject to change.
   J. While on a Summer School route, employees are not allowed to take vacation.

IV Operational Management
   A. All employees are required to follow and assist in the maintenance of an operational route description.
   B. Request for route changes should be made in either written or verbal format to
the routing department.

C. Employees should not implement any changes without pre-coordination and authorization from the routing department or management.

D. A current copy of the route sheet will be maintained in the transportation dispatcher’s office.

V  Bus Route Schedules
   A. Employees who experiencing time discrepancies should report them to the router or supervisor immediately.
   B. Buses should not run ahead of schedule. Drivers should wait at a bus stop or other safe location until the proper time comes to continue the route.

VI  Route Riding Time
The objective for student riding time for any route is not to exceed 60 minutes; the goal is 45 minutes maximum.

   A. Schedules – Various schools will have different start and dismissal times. In the morning, your arrival at a school should be between 15 and 30 minutes before the first bell time. If you are arriving too early or too late, report it to operations immediately. Routes should be designed to allow students in the breakfast program adequate time to eat before first bell.

   In the morning, never run your route ahead of schedule. You must follow the time schedule listed on your route sheet. Begin with the time of your first pick up and stick with that time, and the rest of the stops and times should fall right in at the proper time before continuing the route. Do not blow your horn at the stops or wait on students who are always late. If you are consistently ahead of schedule report it to operations and make an immediate time change to the route.

   B. Dismissal - In the afternoon, when you are at a school before dismissal time, you do not wait more than ten (10) minutes after dismissal time before leaving. If school has been dismissed when you get there, five (5) minutes are all you need to wait. The students will quickly learn that they must go to the bus loading area immediately. If you wait for them, they will keep you waiting all afternoon. If you leave with no students, report it to operations by radio.

If, for any reason you should get behind schedule on your route or on a field trip, do not speed up and try to make up time. A driver tends to be more careless, take more chances and concentrate less on driving, thereby increasing the possibility of being involved in an accident. Notify the office by radio and proceed on your scheduled trip at a normal rate of speed. It is better to get to your destination late and safe than not at all.
VII  Selection
Routes are offered based on the individual performance, seniority and absenteeism. The supervisors have the discretion to make exceptions when circumstances warrant such exceptions.

VIII  Route Sheet
The route sheet is a mandatory guide for a scheduled bus route. You must have a current copy of the route sheet when driving the route, and it must be followed because schools, parents, and students depend on the bus being on time. You will not deviate from your route sheet without approval of Operations. Failing to get approval will result in either an informal or formal transaction. A copy of the route sheet along with the riders will be provided to the school. This includes all changes as they occur.

ROUTE SELECTION

Drivers may request an open route through the supervisor. Selection will be based on the following:
   A. Seniority.
   B. Attendance.
   C. Evaluations.

The Director of Transportation or his designee retains the authority to reassign any route as necessary.

The selection process will apply to both Regular Routes and Special Needs Routes.

I  Register of Eligible Riders (Student Master Roster) / Seating Chart
   A. At the beginning of the school year, the routing office will provide the Register of Eligible Riders to each driver for their respective route. This roster must be kept on the bus at all times.
   B. Mandatory seating charts will be used to assign students to certain seats to maintain proper bus safety and student conduct.
   C. New students can arrive at bus stops in the morning to be transported to school. New students may be placed on a bus at the campus in the afternoon with a blue slip. For AM pick-ups, accept the student on the bus, get the student information and provide it to the Routing Department. For any other route times, the campus should provide a completed blue slip to the driver. Upon returning to Transportation, the blue slip should be delivered to the Routing Department.
Chapter 7

Special Needs Policies
SPECIAL NEEDS POLICIES

I  Special Needs Bus Drivers and Bus Monitors Guidelines
A. Special Needs drivers and monitors are subject to the same regulations and policies that govern all Transportation employees and additional policies and requirements associated with the handling and transporting of Special Needs students.
B. The driver and monitor will formulate an emergency evacuation plan in writing. List a plan for each student. A new plan must be written and placed in the Bus Information Book within five (5) days of the beginning of the school year or within five (5) days of a change in driver or monitor. Do not do an actual evacuation with Special Needs students.
C. Be able to operate lift equipment and secure devices.
D. Possess working knowledge of how to care for challenged students with diverse and special transportation needs.
E. Communicate with the parents, school staff, and JISD Transportation supervisors about any information relevant to the students or route.
F. Follow all instructions on the Release Form relating to the transfer of custody of a student.
G. Be knowledgeable in the operation of all adaptive equipment. This equipment might include, but is not limited to, car seats, safety vests, lift equipment, tie-down equipment, etc...
H. Maintain a Daily Journal, noting any occurrences or problem situations during the route.

II  Special Needs Bus Driver
A. Never allow a student or student whose IEP states they will be met by a designee to disembark at the bus stop unsupervised, unless a designee is there to accept the student- per District policy. Contact the dispatcher and advise that you will finish the route and try to deliver the student again. If no designee is there on second attempt, advise dispatch you will return the student to home campus so administrators may contact parents.
B. Conference with parents and other special education personnel at the school when dangerous or unsafe student bus behavior exists.
C. Comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). These laws assure student record, behavior, and ridership confidentiality.

III  Special Needs Bus Monitor
Special Needs bus monitors share responsibilities with their drivers as driving team members. The Special Needs bus monitor will work under the direction of the Special Needs driver to fulfill the duties of the team. Monitors are jointly responsible for student rider care, safety, and support. The Special Needs monitor is also responsible
for adaptive equipment operation, including wheelchair tie-downs and other related items. Bus monitors check first aid kits and body fluid management supplies. Bus monitors will assist in maintaining and updating route sheets, seating charts, and special needs student records on the bus with the driver so that onboard emergency information is readily available. Further duties include:

A. Providing all necessary student assistance outside the bus and at the bus stairwell as students board or depart.
B. Providing support and instruction to students for their understanding and compliance with bus safety rules.
C. Monitoring students throughout their bus ride and addressing individual needs.
D. Communicating with the driver, school personnel, and parents about student needs.
E. Reporting all student injuries and/or illnesses – no matter how minor – to the school nurse immediately, if they occurred while on the bus or to parents on the ride home.
F. Meeting in conference with parents and other special education school personnel at the school when dangerous or unsafe student bus behavior persists.
G. Operating all bus adaptive equipment as well as storing/securing all students’ personal equipment transported on the bus. (This includes transporting extra or spare wheelchairs, mobility aids, and other equipment essential for the welfare of the child.)
H. Following established procedures during boarding, securing, transportation, and exiting of all students with wheelchairs or those who use similar mobility aids (scooters, carts, walkers, crutches, canes, leg braces, or leg prostheses).
I. Complying with the *Family Educational Rights and Privacy Act of 1974 (FERPA)* and the *Health Insurance Portability and Accountability Act of 1996 (HIPPA)* to assure student record, behavior and ridership confidentiality.
J. Monitors are required to do a child-check after each run.

### IV Adaptive Equipment

A. **Car Seats** – Texas State Law regarding use of Child Safety Restraint Systems applies to children transported in school buses. The current law states that all children younger than 4 years of age OR less than 36” in height are required to utilize a child safety restraint system. Due to the configuration of the seat belts in the school bus, NO child weighing more than 40 pounds is to be placed in a car seat.

B. **Wheelchairs** – Lap trays are to be removed from the wheelchair prior to securing the wheelchair. The tray should be secured during the route.

C. **Safety Vest** – A safety vest will not be utilized until an ARD has been performed and a copy is on file.
V  **Bus Information Book**  
Each Special Needs bus driver/monitor team will maintain current information as follows:

A. Supervision Waiver and Emergency Contact Form (for each student assigned to your route).
B. Seating Chart (for each school).
C. Weekly/Monthly Student Attendance Record.
D. Emergency Written Evacuation Plan.

VI  **Forms and Documents**

A. Emergency Contact Information Form is required for every student that receives service from an educational setting to either home or a caregiver. The release instructions on this form are to be followed exactly.
B. Student Daily Journal should be maintained daily by the driver and monitor. An entry should be made for each run. Note any occurrence or problem situation that happens during the run, including information relating to any of the students assigned to the bus, students that are assigned to the run that did not ride, timing of the route (late start, breakdowns, etc...).

VII  **Loading/Unloading Procedures**

These procedures are to be followed when loading or unloading Special Needs students:

A. When loading a student, the monitor must get off the bus and greet the student at the bottom of the bus steps. This will provide an additional safety measure while the student is going up the bus steps. When loading at a school campus and an adult brings a student to the bus, the monitor may meet the student at the bus stairwell. Any exception must be approved by the Supervisor and noted on the L/R sheet.
B. Assist the student to their seat and ensure that all adaptive equipment is used properly. This includes the seat belt, safety vest, car seat, etc... Students should be encouraged to get into their seats on their own.
C. The driver should not move the vehicle until both the student and the monitor are properly seated. Monitors should always be seated while bus is in motion (no standing).
D. The monitor should not stand up until the bus has come to a complete stop.
E. When unloading, assist the student to the door and precede them down the steps (i.e. the monitor must exit the bus prior to the student). However, if an adult meets the bus at the schools, assist the student to the steps and allow the adult at the school to assist the student.
F. If you have any doubt about the instructions, err on the side of safety for the student. Call the dispatcher if you have any questions about releasing a student.
G. If you are unable to deliver a student because an authorized person is not available to receive the student or if none is home, contact the dispatcher for further instructions.
VIII Loading/Unloading Procedures, Lift Bus
A. Stop the vehicle in a location where the lift platform will rest on a flat surface.
B. When the student approaches the lift, the driver will inspect the wheelchair for the following safety items:
   1) Seat belt.
   2) Tires.
   3) Brake.
   4) Frame.
   5) Tray (removed if equipped).
C. Driver will back the wheelchair onto the lift platform and set or apply the wheelchair brakes.
D. If the lift is equipped with a safety strap, the wheelchair must be centered on the platform, and the safety strap secured around the student.
E. Electric wheelchairs must be disengaged (power source disabled) prior to lift operation.
F. The driver’s hand is to remain on the wheelchair at all times while the wheelchair is on the lift platform.
G. Raise the platform only high enough to be level with the floor of the bus facilitating transfer of the student onto the bus.
H. The driver must move to the front of the lift and guide the wheelchair into the bus as the monitor pulls the wheelchair from inside the bus.
I. After stowing the lift, the driver will enter the bus and help secure the wheelchair. Driver and Monitor will double-check the security of the wheelchair for safety.
J. Reverse the procedures for unloading. Release security straps and unload one wheelchair at a time.
K. Tie-down equipment should be secured and off the floor.
L. The lift platform should only be used for loading/unloading students that are in a seated apparatus only. Do not allow anyone, including the bus staff, to ride up or down on the lift.
M. The wheelchair tray is to be removed prior to securing the wheelchair. Secure the lap tray during the route.

NOTE: The driver is ultimately responsible for the security and safety of everyone on the bus. The driver must physically double-check the security of wheelchairs prior to moving the bus. The monitor will check the safety straps during the run when the bus is stopped to ensure straps remain secure.

IX Route Procedures
A. The instructions on the Release Form must be followed for student drop-off.
B. Maintain attendance records on the Monthly Student Attendance Record. If a student does not ride for three (3) consecutive days without notification, report
to the routing office and do not return for that student until instructed by the dispatcher, office personnel, school or parents.

C. The Special Needs driver and monitor are to take special care that all seatbelts and wheelchair locks are secured when loading and unloading.

D. No food or drinks should be given to the students at any time. It is permissible for students to bring water on the bus in a sports-type bottle.

SPECIAL NEEDS

I. **Air Conditioned Buses**

*Special Needs buses are equipped with climate control air conditioning. Some special needs students have climate controlled requirements due to medical conditions, which dictate the temperature.*

During a field trip, the sponsor reserves the right to regulate the temperature through the driver. Drivers must be thoroughly knowledgeable of the air conditioning operating procedures and must test the system prior to departure. If any problems are encountered, report them to the operations supervisor or assistant supervisor.

II. **Animals**

Animals are not allowed on the bus unless a student requires a Service Animal.

III. **Assignments**

It may be necessary, during the school year, for drivers, sub drivers, or attendants to be temporarily or permanently assigned to other routes because of student needs, safety, absences, and tardiness, the need to learn another route or other unusual circumstance. District Policy DBE (Local) states that a person who is employed by the District is prohibited from being a first-line supervisor of a relative, as defined by DBE (Legal), both on the school campuses and in any District office. Drivers take on a supervisory role when driving a bus; therefore, an attendant may not be related to their drier.

IV. **Attendants**

Special needs attendants are professional employees that have additional training and work hand-in-hand with their drivers to keep the students safe and secure from pick-up to drop-off. The attendant also has knowledge of proper emergency procedures, emergency evacuation procedures, and accident scene procedures. These areas of responsibility deal directly with the safety and care of passengers in the event of an accident. Attendants are to direct their full attention to all students on the bus and will not engage in texting, cell phones, or reading material. Safety of Students is paramount.

V. **Drivers**

Special needs school bus drivers are professional drivers with a CDL, P and S endorsement as well as have special additional training and experience. Drivers are
responsible for driving the bus safely, transporting special needs students in a safe and orderly manner, and maintaining time schedules. They share this responsibility with the bus attendant.

The driver is responsible for the safety and well-being of the passengers being transported as well as for the safe operation of the vehicle and is in full charge of the bus at all times. You must always be on the bus while loading or unloading. Never leave your bus unattended while passengers are on board.

The driver and attendant must have knowledge of proper emergency procedures, emergency evacuation procedures, and accident scene procedures. These areas of responsibility deal directly with the safety and care of passengers in the event of an accident as well as other emergency situations that may arise.

**DRIVER/ATTENDANT DUTY**

I  **Bus Behavior**  
Both driver and attendant share responsibility for maintaining appropriate student bus behavior. They must act as a team, trust one another, and be supportive and specially trained for specific student behavioral requirements. All student behavioral infractions should be reported on an incident report.

II  **Communicating**  
Special needs bus drivers/attendants are required to communicate daily in a professional and courteous manner with each other as well as with school personnel and parents about student behavior.

III  **Equipment/Vehicle Check**  
Drivers and attendants must inspect the bus and related on-board equipment for mechanical defects before and after each run. Special education buses generally have more equipment on-board than a regular education bus. The equipment might include a lift, wheelchair tie-downs, restraints, specialized seatbelts, and child safety seats to name a few. Drivers and attendants are the only authorized persons to tie down wheelchairs. Parents, teachers, and students are not authorized.

IV  **Fuel**  
The special needs bus must be kept fully fuel. Regular education buses, for the most part, are interchangeable; however, special education buses are not. Only selected spare buses can be used when needed. All personnel must be off-loaded when refueling. The driver is the only person allowed to refuel the bus.
V  **Routes**
The special education driver drives a route that may be complicated, changed frequently, and consists of complex students and student abilities e.g. wheelchairs. For more information, see Section E-Routes and Schedules.

VI  **Safety Precautions**
The special education driver and attendant must maintain all safety precautions when students board or depart the bus. For student safety, the attendant will help the student board and depart the bus. The main difference between regular and special needs bus students is the curb-to-curb services, which includes assistance during the boarding and exiting process.

VII  **Eligible Riders**
Do not allow anyone on the bus, except eligible students, school officials, and authorized parent chaperones. News media and parents are not allowed on the bus. Friends, relatives, your children, etc... are not permitted on the bus neither on a normal route or a field trip, unless they are part of the authorized group.

Under very special circumstances, eligible bus riding students are permitted to ride a different bus other than their assigned bus. A written note from the parent or guardian requesting the change must be received before the change will be approved by the transportation supervisor. The director or his/her designated representative must approve exceptions to this policy.

Drivers must not allow any animal to be on the bus at any time. If necessary, a Service Animal may be required to assist a student. Special permission and approval must be granted by the students IEP or ARD.

VIII  **Field Trips**
Special Education rarely participates in out-of-town field trips. When out-of-town trips occur, the assignment procedures are the same as local trips. The special education operations supervisor or assistant supervisor will inform the driver of the location, assign credit cards for fuel, etc. If you have a breakdown or an accident, you may contact one of the nearest school districts, and then notify the operations supervisor or assistant operations supervisor. Ensure you have the numbers before leaving. If you are going over 100 miles and it is an overnight stay, request a mobile phone from operations.

Refusals – Field trips are a part of your job and will therefore, be offered to you on a routine basis. You may generally refuse a field trip with no penalty. However, if you refuse a trip offer after being informed by the office staff that there are no other drivers available for that trip, then your refusal will be considered as a refusal to perform your job and action will be taken accordingly. If you refuse a field trip on any given week, then you will not be offered another one until the next week, unless a medial
appointment or emergency accompanies your refusal or unless there is an overload of trips. The director will reserve final judgment in all cases. If there are enough field trips to require all drivers, then the above procedure will be waived by the director. Do not wait until the last minute to refuse trips.

IX  Lift Bus Loading/Unloading Procedures
The driver and student attendant share responsibility over all passengers, together, as a team. The driver or student attendant only works the lift or secure wheelchair tie-downs, safety equipment, board the bus to unload students. Only if absolutely necessary will someone other than the driver and student attendant allow another person on board the bus. To do otherwise could be grounds for termination. All lift buses transport both ambulatory students and wheelchair students. For more procedures for loading and unloading students, please see the safety/training manual. Drivers and attendants will be trained to operate the lift manually in case of emergency.

X  New Students
An ops specialist will contact the parent/guardian and advise time of pick up. The driver should contact the parent/guardian personally and advise of pick up times, bus number, etc... When a new student starts riding, a “Special Education Inter-Office Communication” form will be given to the driver to sign and return to the operation specialist.

XI  Special Instructions
Small children are never to be left alone at home or drop off location. Positive hand-off must be accompanied by the driver to another responsible individual prior to leaving a stop. If in doubt – CALL OPERATIONS.

XII  Radio
The use of the radio conversation in the Special Needs department should be brief and to the point. Do not give out private information about a student over the radio. Any information regarding any student is to be on a “need to know” basis. Do not give an explanation for a “No-Show”, just state that the student is a “No-Show”.

XIII  Responsibilities
The driver, student attendant, and sub-drivers work as a team. They share the responsibility for assisting students, maintaining appropriate student behavior, and the safety over all. They are:
A. Accountable for their own actions and the actions of the team.
B. To openly communicate problems and issues.
C. To contribute and commit to the success of the team.
D. To demonstrate mutual trust and respect for one another.
E. To share accountability, success, rewards, and penalties.
F. To resolve differences.
G. To possess a sense of caring for each special needs student and school bus “ownership” and pride.

XIV  **Stops**
Bus stops for special needs transportation are curb-to-curb service to the student’s home address, daycare address, or other. There are no cluster stops for special education transportation students.

XV  **Student Attendant**
Student attendants share responsibility with their drivers as the other team member. The driver and the attendant are responsible for student rider care, safety, and support. Both must assure that each child is delivered to the care of a responsible adult.

XVI  **Sub-Driver**
Sub-drivers are also part of the driver and student attendant team. Sub-drivers face a variety of challenges when driving in the place of the assigned driver. Some challenges are: not being familiar with the students and their disabilities or students acting differently with a new driver. It is very important for sub-drivers, drivers, and student attendants to communicate with each other.

**SPECIAL NEEDS TRANSPORTATION GUIDELINES AND RULES**

I  **Guidelines**
The student should be properly dressed and ready for pickup before the school bus is scheduled to arrive in the morning. Any delays due to the student not being ready could cause the entire bus load of students to be late to their school. The bus drivers will wait only 3 minutes unless operations advise them to wait longer, and will then be required to continue the bus route. The parent may become responsible for getting the student to school.

Unless otherwise directed from parents or guardians, in writing, an authorized person must be at the drop-off address to receive the student. Students will not be allowed to depart from the school bus if that authorized person is not there. If an authorized person is not at the drop-off address to receive the student, then student will be taken back to their Campus.

The Emergency Information and Alternative Person Authorized to receive the student listed on the Transportation Request Form must be properly completed before the school bus driver will be allowed to drop off a student at an address and/or to a person that is different from the drop-off address. These two pieces of information are very important and must be on file and updated as necessary at JISD Transportation in order for us to be able to provide safe and proper handling of the student.
II **Rules**

A. Eating, drinking, and smoking are prohibited.

B. Foul or abusive language will not be allowed. School authorities will be notified if this happens.

C. Students must stay in their seats. Do no stand while the school bus is in motion.

D. The school bus driver is authorized to assign seats.

E. The students must cooperate with the driver to ensure the ride is conducted safely.

F. The rear door is to be opened only during an emergency when the students are unable to exit the front door.

G. Students abusing or harassing other students will not be tolerated. School authorities will be notified if this happens. Authority to ride the school bus could be withdrawn if this becomes a frequent occurrence.

H. Students must wear seatbelts.

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**SPECIAL NEEDS TRANSPORTATION ROUTES AND SCHEDULES**

I **Routes**

A. Route Book – Each bus will be equipped with a route book that will have a route description and other useful information inside. It is the assigned driver’s responsibility to care for the route book and to keep its contents up-to-date after it is issued. The director has the discretion to make exceptions when circumstances warrant.

B. Changes – The route is subject to change at any time and may increase or decrease in hours and/or area, according to the needs of the schools and as approved by the operations supervisor.

C. Daycare Facilities – Daycare providers have the responsibility to send someone out to receive the student from the bus. If the daycare providers do not assume the responsibility, the driver or student attendant, if available, will assume the responsibility to exit the bus and meet the daycare provider and student at the door of the daycare facility. *Do not go to look for the student in the classroom.* Some day care facilities will require the driver or student attendant to sign a student’s sign out form and have the employee receiving the student sign and date the form before returning to the bus. If a student attendant is not available on the bus to exit and unload the student, the daycare facility must assume the responsibility. If they do not, advise the operations supervisor immediately. The supervisor will contact the daycare facility. *Do not leave students unattended.*

D. Driver Responsibility and Route Changes – The driver and student attendant of a route are responsible for maintaining the route sheet accurately and up-to-date. The driver/sub-driver must report any student changes, unsafe stop locations, crossings, and hazardous conditions to the operations supervisor. The “Change of Route” form may be used for any changes in bus stops, streets, or highways
and must be submitted to the operations supervisor. Operations will then assign an operations specialist to update the route sheet. An effort will be made to involve the driver when practical. The driver will be notified in writing of route change(s). Changes will be reflected on all necessary route sheets and copies will be made as soon as possible. *(On operations supervisors and specialists can approve route change. A driver cannot change, add, or delete anything from the route sheet without approval of the operations supervisor.)*

E. Home Stop Address – Parents have the responsibility to have their students at the home stop location ready to board the bus at the designated time given to them by the driver or the Special Needs Operations Staff. If the student is not ready to board when the bus arrives, the driver will check to see if he/she is on schedule. If so, the driver will wait three (3) minutes before radioing into operations to advise that the student is not ready and will proceed on the route after the three (3) minutes is up. After the time is up, radio operations and advise them that the student is a no-show. *Do not proceed without advising operations of your situation.* If the parent calls and advises operations that the student was not picked up at all there will be no other alternative, but to return and pick up the student, which will delay the route.

F. Master File – The master file route sheet is composed of all the bus routes in the department. It is operation specialists’ responsibilities to maintain this file accurately and keep it up-to-date.

G. Route Approval – The Judson ISD Board of Education or designee must ultimately approve bus routes and reports.

H. Route Development – Department Staff is responsible for developing and changing routes. Staff will respond to drivers’ requests for changes as soon as possible.

I. Route Sheet – The route sheet is a written description and/or guide for a scheduled bus route. The sheet gives times, stops, turns, and streets the route follows. Drivers are responsible for keeping the route sheet up-to-date at all times. Drivers must clock in at the time indicated on their route sheet. You must have a copy of the route sheet when driving the route and it must be followed because schools, parents, and students depend on the bus being on time. You will not deviate from your route sheet without approval of operations. Failure to get approval will result in either an informal or formal transaction as described in the Discipline without Punishment procedures. See Employee Discipline – Section B.

J. Selection – Routes will be offered based on the individual performance, seniority, and absenteeism. The supervisors have the discretion to make exceptions when circumstances warrant such expectations.

II Schedules

A. Special Needs drivers must follow established schedules, but at the same time the drivers know that student safety is the highest priority.
B. The various schools will have different start and dismissal times. In the morning your arrival at a school should be between 10 and 15 minutes before school starts. If you are arriving too early or too late, report it to operations immediately.

C. In the afternoon when you are at a school before dismissal time, you should not wait more than ten (10) minutes after dismissal time before leaving. If school has been dismissed when you arrive, you need to wait only five (5) minutes. The students, paraprofessionals, and teachers will quickly learn that they must go to the bus loading area immediately. If you wait for them, they will continue this practice. If you are missing a student or if a student is not going to ride the bus, report it to operations by radio. Special Needs drivers must radio into base before departing the school. *Do not depart the school before calling operations.*

D. Never run your route ahead of schedule. You must follow the time schedule listed on your route sheet. Begin with the time of your first pick up and stick with that time and the rest of the stops and times should fall right in at the proper time. If you get ahead of schedule, wait at the bus stop until the proper time before continuing the route. If you are consistently ahead of schedule, report it to operations.

E. Special Needs drivers are to blow the horn one (1) time when they arrive at the stop location, two (2) times if necessary and then wait three (3) minutes. If the student does not come out, radio base. Advise operations that you have arrived at the designated pick up time and have waited the required three (3) minutes and are ready to proceed. *Do not depart stop location before radioing base.*

F. *If for any reason you should get behind schedule on your route or on a field trip, do not speed up and try to make time.* If you try to make up time on your route, you tend to be more careless, take more chances and concentrate less on driving, thereby increasing the possibility of being involved in an accident. Notify operations by radio that you are running late and proceed on your scheduled trip at a normal rate of speed. It is better to get to your destination late and safe than not at all.

**STUDENT RIDERS WITH DISABILITIES**

There are twelve major categories of students with disabilities who are student riders. Included in these categories of disabilities are:

1. Autism.
2. Visually Impaired or Dual Sensory Impairment.
3. Emotionally Disturbed.
4. Hearing Impaired.
5. Learning Disabled.
7. Multiple Disabilities.
8. Speech Impairments.
10. Other Health Impairments.
11. Traumatic Brain Injuries.

For more information on student disabilities, see the trainer or the special education operations supervisor.

I Rights and Privacy
The family Educational Rights and Privacy Act of 1974 (FERPA) assures student record, behavior, and family confidentiality. FERPA is for all students and their families, but the special education driver and attendant receive much more information on a “need to know basis” and this information must be kept confidential. Some “need to know information” includes special medical condition, special handling instructions to include medications and equipment.

II Senate Bill 1196
Senate Bill 1196 of the 77th Texas Legislature required the TEA to develop rules related to training on the use of restraint and time-out for students with disabilities. The TEA has addressed this requirement through implementation of the TBSI under the decentralization leadership of the Region IV Education Service Center. The TBSI training meets the requirements established in 19 Texas Administrative Code § 89.1053, related to procedures for use of restraint and time-out. However, the TBSI training also provides a framework for sharing a wide range of behavior strategies and prevention based interventions. The TBSI will address a full continuum of positive behavior intervention strategies professionally accepted practices and standards for behavior management, and skills learned in TBSI training will help educators establish school wide, classroom, and individual student level systems of behavioral support. It is critical that this knowledge be shared and utilized to address the many and varied needs related to the support of students with behavioral challenges.

III CPI-Nonviolent Crisis Intervention
The Nonviolent Crisis Intervention program is a safe, non-harmful behavior management system designed to help human service providers provide for the best possible care, welfare, safety and security of disruptive, assaultive and out-of-control individuals even during their most violent moments.

IV Eligible or Non-Eligible Student Riders
Only special needs students are allowed to ride the bus. Some students may have a medical or personal need to have a brother or sister ride the bus with them and Special Needs Operations has approved these situations on a case-to-case basis with the following criteria:
   A. Available bus capacity.
   B. No disciplinary problems.
   C. Scheduled delays caused by the non-eligible rider.
These non-eligible students may be removed from the route when necessary to protect the other eligible riders’ privacy or rights.

V  **Parents Riding The Bus**  
Parents are not allowed to board the bus unless authorized to do so by the Special Needs Operations office. When a parent has been authorized he/she will sign a rider notification consent form. Parents are not allowed to assist with other students on the bus. Do not allow parents to secure students with seatbelts, safety vests and/or wheelchair tie-downs.

VI  **Student Safety Equipment**  
Lift bus service is provided for students with disabilities that require mobility aids or lift equipment during their transportation. Mobility aids include manual or motor powered wheelchairs, walkers, crutches, and canes. Student is using leg prosthesis (leg brace) may also need lift bus service. Other equipment would include seatbelts, seatbelt buckle guards, and safety vests. Students who have conditions that affect their ability to walk up and down the stairs will require assistance from both driver and student attendant.

VII  **Damaged or Missing Safety Equipment**  
It is the parents’ responsibility to provide a safe workable wheelchair with a wheelchair safety belt to secure the student on the wheelchair. The driver and the student attendant are responsible for transporting each student safely to and from each destination. Report all wheelchairs needing repairs or missing safety equipment to base before loading the student onto bus. Do not transport any wheelchairs without proper brakes on the wheelchair without authorization from base.

VIII  **Student Supplies on the Bus**  
Student supplies such as health supplies, diapers, clothing, and books must go with the student wherever the student goes. These supplies should be stored behind the wheelchair, near the wheelchair and in a safe location. Most students carry a book bag behind their wheelchair. The driver and student attendant do not have the responsibility to look through the student’s personal supplies to check for articles left behind or missing. That is the responsibility of the parent, student, and school staff.

IX  **Transporting Medicines on the Bus**  
Medicines are not usually a part of the medical equipment that is to be transported on the bus. However, sometimes it is necessary to transport medication. If medication is being transported, it must be placed in the student’s book bag. It is the responsibility of the parent and the school staff to properly secure the medication in the student’s book bag. The driver and student attendant are not allowed to administer medication for any reason or relay medical information to or from school staff or parent.
X  **Transporting Wheelchairs on the Bus**
Do not transport a wheelchair without the student present to ride the bus. Empty wheelchairs are not the responsibility of the driver or the attendant. Call into base if a wheelchair is requested to be transported by bus without the student.

XI  **Student Management for Special Needs Students**
The driver and student attendant must be firm, fair, and consistent in dealing with all students. The driver and student attendant must become knowledgeable of each student’s disability.

A driver and student attendant should:
A. Know your students, their faces and names.
B. Take a personal interest in each student.
C. Explain to the students, at the beginning of the school term, the rules that govern their conduct on the bus and review those rules from time-to-time.
D. Conscientiously obey rules governing drivers; setting a good example creates respect.
E. Assigning seats is a must. You do not have a choice. Assigning seats aids student control and in case of vandalism aids in the investigation. Assign seats at the beginning of the school term and change seating arrangements when necessary.
F. List and observe carefully for trouble-making situations; correct them as soon as possible.
G. Use the “Bus Conduct/Safety Violation Report” to deal with the disobedient or disruptive student.
H. A talk with the teacher or assigned paraprofessional, operations supervisor, or assistant supervisor might be of assistance in understanding the disobedient student.

XII  **Conduct Issues**
If you encounter a situation on your bus that prohibits you from safely proceeding on your route, find a safe spot to stop the bus and then radio operations for assistance. If you are unable to radio in for assistance, go to the nearest school and call for assistance. When operations personnel receive your call, they will immediately request that the police authorities proceed to your location. After you have been released by the police, return to complete the route. Immediately upon returning to base, describe the incident in complete detail and list all the students involved.

XIII  **Conduct and Safety Reports**
The Incident/Complaint and the Bus Referral forms are tools used by the driver to use to help maintain safe and proper behavior on the bus. When writing a report, be as specific as possible detailing the actions and words used and then turn the report into the Dispatcher as soon as you return from your route. The Dispatcher will then give the copy to the operations supervisor or assistant supervisor. The operations department will follow up on the report until completion.
Severe misbehavior and safety violations must be reported immediately to the operations supervisor or assistant supervisor. An ARD meeting may be called to discuss student behavior. The school principal or designated school official and administrative officer may choose to follow a different procedure when dealing with the school bus reports.

**XIV  Hitting and Grabbing**
Never hit or grab a student. Never put a student off the bus. Such actions are grounds for dismissal.

**XV  Injury or Illness**
Notify operations immediately if a student gets injured or becomes ill while on the bus; then try to determine the extent of the injury or the seriousness of the illness. If, in your opinion, the situation is not too serious, continue your route. When you let the student off you should notify the adult responsible for the student what happened. If this is not possible, ask operations to assist you in contacting an adult.

If the situation is serious, call operations on the radio or proceed to the nearest school, fire station, or hospital and request their help. Don’t forget to fill out an Incident/Complaint form when you return to base.

**XVI  Threats**
If a student or a parent threatens you, remain calm. Do not lose your temper and do not return a threat. Make sure you touch your camera switch. If you are not at a bus stop, get the student on or off the bus and leave. Do not argue with a student or parent at the bus stop. Ask the parent to call the director and request a meeting with all parties involved. Report the incident immediately to your supervisor, administrative officer, director, or a principal.

**XVII  Video Camera**
A driver or school official may request that a video camera be placed on a bus to monitor conduct at any time. Speak to your operations supervisor or assistant supervisor to request a video camera for your bus.
HELPFUL HINTS FOR SPECIAL NEEDS DRIVER AND STUDENT ATTENDANTS

1. Take disabilities in consideration.
2. When possible, treat all students the same.
3. Recognize students for their good traits and characteristics.
4. Do not embarrass any student in front of their peers.
5. Recognize every student as an unique individual.
6. Be reasonable with students and iron out problems privately, if possible.
7. Stop the bus if immediate disciplinary action is necessary.
8. If you need to return to a campus because of student discipline, radio base for assistance.
9. When speaking to the student offender be courteous, but firm.
10. Move the student offender closer to the driver, if necessary.
11. Never put a student off the bus.
12. Always display common courtesy.
13. Never given an order you cannot enforce or do not intend to enforce.
14. Be positive rather than negative when giving orders.
15. Allow the student time for reaction.
16. When asking the student to do something, explain why.
17. Be honest.
18. Be fair.
19. Look for a cause of misbehavior.
20. Never hold a student up to public ridicule.
21. Know policies and regulations relating to driver’s duties at both state and local level.
22. Obey all rules.
23. Explain rules to students at the beginning of the school year.
24. Generate respect by showing respect.
25. Show personal interest in each student.
26. Trouble causing conditions should be corrected as soon as possible.
27. Notify supervisor or assistant supervisor of any/all trouble areas.
28. Maintain good working relationships with school officials.
29. Respect other employees’ positions and responsibilities.
30. Take part in all scheduled or informal training sessions.
31. Turn in all required reports on time.
32. Create a feeling of security in the minds of parents.
33. Be receptive to parent’s suggestions, but do not become too personal with parents.
34. Be on time, consistently.
35. Never argue with parents.
36. Do not lose your temper.
37. Do not handle student problems through the open door of a bus.
38. Refer the parent to your supervisor, administrative officer, or transportation director.

If good human relations with the parents are built, much can be accomplished when parental help and cooperation is needed.
Chapter 8

FIELD TRIP POLICIES
What is a Field Trip?

A field trip is an extracurricular activity for a group of students and teachers/coaches. The purpose of the trip is usually observation for education, non-experimental research, competitions, or to provide students with experiences outside their everyday activities, such as going to the zoo, museums, parks, and camping. All field trips are open to ALL Regular Drivers and Special Needs Drivers and Monitors. A Field Trip Info and Driver Report Sheet will be given for the field trip.

I  Classifications
   A. Special Needs Weekday during business hours (daytime).
   B. Regular Ed Weekday during business hours (daytime).
   C. Special Needs Weekday after business hours (evening).
   D. Regular Ed Weekday after business hours (evening).
   E. Saturdays.
   F. Holidays.
   G. Band/Football.
   H. Drop-&-Goes are field trips in which the driver picks up students and teachers at their campus and transport to their destination. The driver will then return to the Bus Yard. At the appropriate time given, the Driver will return to the destination to pick up the students and teachers to transport them back to their campus.

II  Driver Eligibility
   A. Newly hired drivers and assistants will be field trip eligible after a minimum of a 30-day probation period, at which time the employee is to notify the field trip coordinator and sign up by filling out the Field Trip Sign Up Sheet with date of release from training and be placed on the appropriate alphabetical list.
   B. Drivers and assistants should not receive field trips that conflict with operational needs such as AM Route, Pre-K Route, PM Route, Extended Day Route, Job Site Route, Saturday Route, or Any Other Extra Duty Route is a priority over field trips and other duties.

III  Lead Drivers Duties and Responsibilities
   A Lead Driver is the Driver with Seniority or Driving Experience who supervises the Field Trip, Bus Drivers, and Assistants on a field trip. The Lead Driver is responsible for communicating with the Transportation Department, School Sponsors and other
transportation employees during a field trip. The Lead Driver reports any incidents or unspeakable conduct by Judson Independent School District Employees while on the Field Trip to the Field Trip Coordinator. If there are multiple buses on a field trip, the Lead Driver is the Driver in which all drivers on that field trip will report to during that field trip. If there is one bus on a field trip, then that Driver is the Lead Driver. All employees are accountable for the safe and reliable transportation of all individuals under the guidance of the Lead Driver.

Lead Driver’s responsibilities are:
1. To be aware of all bus numbers and names of drivers.
2. To communicate with sponsor regarding field trip details.
3. To obtain contact information from sponsor and all drivers on current field trip.
4. To inform transportation with any changes or service issues.
5. To notify campus once all buses have arrived.
6. To lead the convoy to ensure all buses stay in view and contact with the lead bus.
7. Security of all buses.

Employees are restricted to a typical 40-hour workweek. The AM Route, Pre-K Route, PM Route, Extended Day Route, Job Site Route, Saturday Route, or Any Other Extra Duty Route will take priority over Field Trips. Overtime restrictions may require that trips be awarded to the Driver(s)/Monitor(s) with the least likelihood of garnering overtime as a result of the field trip. Transportation employees have the responsibility to monitor their hours to prevent overtime or administrative action may result. Employees who repeatedly go into overtime may no longer be eligible for field trips. Once you have accepted a field trip, make every effort to complete that assignment unless you have an emergency or other extenuating circumstances. Drivers/Monitors who are not available in time for the field trip assigned may be passed over. No special requests from Teachers or Other School Personnel for Drivers and/or Monitors will be honored.

IV Field Trip Restrictions
The following actions will affect field trip rotation:
A. Attendance - the day before, the day of, and the day after.
B. No call/no show.
C. Accidents.
D. Disciplinary actions.
E. Failure to notify within 24 hours prior to the scheduled field trip.
F. Turning down three consecutive field trips.

V Special Needs Field Trips
A. These buses may require special equipment i.e. wheelchairs & tie downs, car seats, harnesses/restraints, etc....
B. Special training shall be required.
C. Drivers/Assistants must stay with all Special Need Buses at all times except to make quick drive to get food/drink.
D. Special Olympics are very unique and may sometimes require the assignment of the same drivers/assistants.

VI **Emergency Field Trips**

A. An “Emergency Field Trip” is a field trip received within less than 24-hours’ notice.
B. The Emergency Field Trip List will be used to assign Emergency Field Trips.

The Emergency Field Trip List is a list, which is used for “Emergency Field Trips” and is placed on the shelf outside the Field Trip Window. All Drivers/Monitors are encouraged to sign up on this list and check the dates that they are available.

VII **Rules Governing Field Trip Assignments**

A. Field Trip sign up is at the beginning of each semester.
   1) **1st Semester** – First Day of School to 1/18.
   2) **2nd Semester** – 1/18 to Last Day of School.
B. Alphabetical Field Trip Rotation Lists (Special Needs Monday-Friday; Regular Ed Monday-Friday; Saturday; Holiday; Band).
C. Field trip lists cover Monday-Sunday.
D. Field Trips postings are usually on Thursday/Friday for the following week.
E. As a reminder, employees are to check postings and **sign yes or no with a date**.
F. If you do not check **yes/no** on the alphabetical list by the time the List is taken down, you will forfeit your field trip, and it will be given to another driver/assistant.
G. Employee must give a 24-hour notice if employee is unable to meet assigned field trip.
H. Drivers/Assistants are to report no more than 30 minutes prior to departure time.
I. All field trips will pay a minimum of 2 hours.
J. Field Trip Info and Driver Report must be completely filled out and turned in after the field trip.
K. If you have a prescheduled (2 days in advance) absence/appointment the day before or after your scheduled field trip, you will be allowed to do the field trip. If you have an emergency prior or the day of your field trip, you will be reassigned another field trip, which is unassigned, when you return. The **first time you have a non-prescheduled**, you will automatically be skipped the next time your name comes up in rotation. The **second time you have a non-prescheduled**, you will be taken off the Alphabetical Field Trip Rotation List until the end of the semester or 60 days, whichever is longer. A pre-scheduled absence/appointment is a doctor’s visit with a note, funeral, or jury duty.
L. If a Driver/Assistant knowingly misses the PM Route after a field trip assignment, the Driver/Assistant will be removed from the Field Trip Rotation.

M. If a Driver/Assistant knowingly misses the AM Route before a field trip assignment, the Driver/Assistant will be removed from the Field Trip Rotation.

N. All full time Driver/Assistant must be present the entire work day of the field trip.

O. If you accept a field trip, then turn it down the day of the trip for any reason, you will be automatically removed from the Field Trip Rotation for the rest of the year.

P. Drivers/Assistants turning down 3 field trips during the semester will be removed from the Alphabetical Field Trip Rotation List for the rest of the semester or 90 days, whichever is longer.

At times during the year, it may be necessary to deviate from the normal field trip procedures. Occasionally, field trips will be assigned in the most logical manner to ensure smooth transportation operation.

VIII Cancellations
If a field trip is cancelled less than 24 hours, the Driver/Assistant will be paid 2 hours minimum unless another field trip is scheduled for the Driver/Assistant that same day.

IX MISCELLANEOUS FIELD TRIP INFORMATION
A. Alphabetical Field Trip Rotation Lists – Week runs from Monday to Sunday.
   1) Separation of Special Needs and Regular Education.
   2) Weekday during business hours (daytime).
   3) Weekday after business hours (evening).
   4) Saturdays.
   5) Holidays.
   6) Band/Football.

A. Pay – All field trips will pay a minimum of 2 hours. This includes One-Way and Drop Only Trips. Driver/Monitor must be present all day for their regular route on the day of the field trip. If the Driver/Monitor is absent, the Field Trip Coordinator and/or Dispatch may reassign the trip using the Emergency Field Trip List.

B. Notification – If you are calling in because you cannot report to work, inform Dispatch of any field trip assignment you have for that day.

C. Destination – If you do not know the location of the school or destination, seek assistance from the Field Trip Coordinator or Dispatch or other Office Personnel and ask for a map. Notify Dispatch if the Sponsor changes the Destination or field trip Return Time. The Pickup Time and Return Time MUST be authorized by the Field Trip Coordinator and/or Dispatcher. All field trips are between the hours of 9 am to 1:30 pm or after 5 pm Monday through Friday. Saturday field trips have no time limit.
Field Trip Info and Driver Report

A. Before leaving the Bus Yard, be sure you have read the Field Trip Info and Driver Report and understand the instructions noted in the “Directions/Special Instructions/Authorizations:” part of the Field Trip Info and Driver Report.

B. All information must be filled out correctly and legibly (easily readable).

C. Time begins 30 minutes prior to the Depart Date/Time on the front and time ends once the Drivers/Assistant has parked the bus at the Bus Yard and/or at Elementary School for PM Route.

D. Mileage begins at the bus yard and ends at the bus yard unless you go from campus of field trip to elementary school for PM route. **MILEAGE MUST BE DOCUMENTED.**

E. Seating Chart must be filled out or roster must be attached.

F. Required signatures from Bus Driver/Assistant and Sponsor.

G. The Field Trip Info and Driver Report should be turned in immediately after field trip or as soon as you have returned to the Bus Yard.

Information missing i.e. mileage, time, destination, campus, date, bus #, and signatures in front and on back may cause a delay in pay for this field trip. **ALL Routes have priority over Field Trips.** If you sign up on the Dispatch Extra Duty List on the day of your assigned field trip and your name gets highlighted, your field trip will be reassigned to another driver using the Emergency Field Trip list.
Chapter 9

Accidents

Procedures and Guidelines
ACCIDENTS

I On The Job Injuries
An employee who sustains any type of injury while on the job must immediately report it to the supervisor immediately, who will complete an accident report.

II Accident Procedures
A. Report accidental damage to the dispatcher immediately.
B. If involved in ANY sort of accident, check each student for possible injury. Obtain the name, address, grade and seat number each student was sitting in at time of accident. Do not release any student until instructed by the Police Department.
C. The procedures listed below are to be followed in the event of an accident. The sequence of actions depends on the particular situation.
   1) Move the bus off roadway to a safe location, if possible.
   2) Set the parking brake, turn off the ignition switch, remove key, and activate hazard lights.
   3) Check for fire or the possibility of fire.
   4) Reassure students and check each one for any injury.
   5) Administer first aid to anyone in immediate need.
   6) Keep students on the bus, unless a safety hazard exists. Evacuate the bus only if necessary.
   7) Contact dispatch by radio or cell phone with the following information:
      a) Bus number.
      b) Location and Cross Street.
      c) Description of the accident. Be brief. Give no details.
      d) A count of students on the bus, school, injuries.
      e) Remaining route information.
   8) Place reflector triangles as required per DPS.
   9) Discuss the facts of the accident only with investigating officers and school officials. Present the facts relating to what happened; do not admit liability to anyone.
   10) Driver should have ready their driver's license number, medical card, and certification card to present to officers and transportation staff.
   11) The following forms need to be filled out appropriately:
       a) Incident report.
       b) Seating chart.
       c) Pre-trip form.
   12) Training Department will determine if the driver goes for drug screening.
   13) If necessary, a replacement bus with a sub-driver will arrive at location of accident to pick up students from damaged bus and proceed on route. If there are no students present, then a replacement bus with a sub-driver will continue with the other routes.
The driver must see the Training Department before leaving at end of shift to complete a Written Accident Report and submit it to the Director of Transportation.

III  Reporting of All Motor Vehicle Accidents
A. A bus driver or monitor will immediately report all bus accidents to a supervisor no matter how minor. This person should give the exact location of the accident to the Department and/or police, also the extent of the injuries to the passengers and damage to the bus.
B. The driver/monitor, unless injured, is not to leave the scene of the accident.
C. Unless impending danger exists, students should remain on the bus. If evacuation is necessary follow recommended procedures in DPS School Bus Driver Certification Course. Students are not to be released from the scene of an accident until the investigating law enforcement officer releases the students.
D. In case of injuries to students, departmental personnel will notify campus administration and parents via telephone or personal contact.

IV  Investigation of Accident
A. A Judson ISD Transportation supervisor or District representative will conduct an investigation at the time of the accident and/or at any time, thereafter.
B. The supervisor or District representative will inspect the condition of the bus, and then determine whether the bus and the driver will proceed on the run after a release is received from the appropriate law enforcement officer.
C. The supervisor or representative will fill out an accident report and place a copy in the driver’s file and maintain a copy at the training department.
D. The supervisor/designee will notify the Executive Director of Operations by any means possible with the details of the accident.
E. The driver/monitor will complete a Transportation Incident Report and Accident Report and should be prepared to give further information or clarification upon request.

V  Courses of Action Regarding Accidents with Minor and Major Damage and Serious Bodily Injury.
Judson ISD reserves the right to investigate all accidents to determine preventability. Depending on the severity of the accident, Central office and Transportation Administrators will recommend course of disciplinary action. All Previous accident, driving, and training records will be considered. The following disciplinary actions may be recommended (in no particular order):
A. Retraining.
B. Written documentation.
C. Unpaid administrative leave.
D. Probation.
E. Termination.
NOTE: The District’s insurance carrier will determine driver insurability. An employee that is considered “Uninsurable,” as defined by the District’s insurance policy will not be permitted to drive a school bus.
Chapter 10

Student Management
STUDENT MANAGEMENT

I  Student Safety Management Record
   A. Each Driver and Monitor will be issued a Steno pad notebook to be used as a Daily Journal.
   B. All incidents will be recorded in the journal, whether or not they pertain to student misbehavior.
   C. Substitute drivers must make entries in the regular driver's journal along with his or her name.

II  Student Management Guidelines
Following are some guiding principles for maintaining good student behavior are:
   A. Make sure the rights and privileges of all students are observed. Harassment of others needs to be dealt with immediately and not tolerated by a driver.
   B. Drivers and Monitors must be available every day and be punctual. Maintaining consistency is next to impossible when strangers operate the bus every few days. Employees who are frequently absent have higher rates of discipline problems on their bus.
   C. Driver and students know and understand the School Bus Standards of Safety and Conduct. Enforce these standards uniformly, and be consistent. Any question regarding the standards should be clarified by Student Management personnel.
   D. Students should be educated regarding bus safety procedures. Bus safety procedures include, but are not limited to, loading and unloading, crossing the roadway, remaining seated, emergency evacuation and danger zone.
   E. Creating positive relationships can minimize behavior issues.
   F. Act within the limits of your authority. Do not threaten, intimidate or harass students.
   G. Do not engage in physical contact with a student unless protecting the student from himself, others, or rendering first aid.
   H. Learn student names as soon as possible. Require students to address you with a title and name-- e.g. Mr. Jones, Mrs. Smith or Miss Brown-- to encourage respect.
   I. To help maintain control, observe students frequently.

   NOTE: Drivers/monitors do not have the authority to suspend or deny bus

III  If You Are Threatened By a Student or a Parent
   A. Remain calm do not return a threat.
   B. Do not argue with a student or parent at a bus stop. Ask them to call Transportation.
   C. Never attempt to discuss student concerns through the open door of the bus.
D. Report the incident immediately to the principal and a supervisor.
E. Never leave your bus to discuss any information with a parent.

IV  
**Bus Behavior Referrals**

The Bus Behavior Referral Form is a tool for the driver and/or monitor to help maintain proper behavior on the bus. When writing a conduct report, use as much factual detail as possible. Avoid the use of personal opinion and conjecture.

The conduct report is processed as follows:

A. The report should be turned in the same as the incident and completely filled out.
B. The Training Department will submit all reports to school administration.
C. School administration will process and forward disposition to Transportation Department.
D. Training Department does weekly reports to investigate how many complete and incomplete referrals there are.
E. If there is a suspension, the Training Department prints out the suspension and places it in the appropriate employee’s box.

V  
**Video Taping On School Bus**

For disciplinary and safety purposes, video/audio equipment may be used to monitor student behavior on buses.

A. Bus Drivers/Monitors may request a video by using the Video Request Form for the following:
   1) Sexual harassment.
   2) Language.
   3) Fighting.
   4) Vandalism.
   5) Throwing.

B. Administrators may do a video request through the Bus Conduct Referral Program.

VI  
**Student Gets Hurt or Becomes Ill on the Bus**

Contact your supervisor. If Emergency Medical Service is contacted, continue to attend to the student until E.M.S. arrival. If possible, take the student(s) directly to his/her home, nearest campus, or other location where help is available. Please contact supervisors or dispatch. Parent(s) or guardian(s) will be contacted by supervisors and/or school administration concerning the situation when possible.

VII  
**Medication**

Medication is not to be transported by the bus team unless a Transportation supervisor grants approval. If you are asked to transport medication, please see management.
VIII Consequences For Violations of Student School Bus Rules and Regulations

A. Verbal warning documented. Driver will inform the student of the unacceptable behavior.

B. Written warning. Driver will fill out a Bus Conduct Referral and turn into the Training Department, and the Training Department will send to the Administrator of Campus. Depending on severity, the Administrator will give student a warning and notify parent. If the student continues unsafe behavior, the driver will continue filling out Bus Conduct Referrals and turning into the Training Department who will send to the Administrator of Campus. The Administrator increases the consequences.

NOTE: Each case is different, consequences are at the discretion of each individual campus.
CHAPTER 11

TRANSPORTATION SECURITY
TRANSPORTATION SECURITY

Our Children, Our Future, Our Duty

Security starts with each and everyone involved in the transportation of students. Therefore, in order to prepare you for these applications, the following information is provided from the Transportation Security Administration concerning School Bus Security. Please take time to read and understand this information in order to protect yourself and the students we transport daily. Since we do not live in a perfect world we must be proactive and diligent in our daily duties.

I  TRANSPORTATION SECURITY ADMINISTRATION
A. Mission - The Transportation Security Administration protects the Nation’s Transportation Systems to ensure freedom of movement for people and commerce.
B. Vision - The Transportation Security Administration will continuously set the standard for excellence in transportation security through its people, processes, and technology.
C. Core Values - Excellence in public service through integrity, innovation, and teamwork.
D. Disclaimer - The following security suggestions are recommendations only and are not mandated by law. Please use this information as a guideline for enhancing transportation security.

II  SURROUNDING AWARENESS
When on duty, be on the lookout for:
A. Unknown people who are pacing, nervous, or jumpy.
B. Any vehicle stationary for long periods of time.
C. Unusual delivery vehicles.
D. Suspicious or unattended packages, devices, baggage, suitcases, etc...

III  Identifying and Responding to Suspicious People
Only approach or question a suspicious person if you feel comfortable. If you feel uncomfortable or threatened, seek assistance. As the person questions, such as:
A. May I help you with anything?
B. May I see some identification?
C. Who are you visiting?
D. What is the purpose of your visit?
If the person refuses to answer or respond to your questions or does not answer the questions to your satisfaction, attempt to escort them to a public area and notify your supervisor or manager.

Avoid using “rough” approach – being aggressive, confrontational, abusive, or offensive. Avoid detaining or getting physical with the suspect.

Make sure to note individuals’ original location. Focus on their behavior and physical characteristics and keep them in your sight until law enforcement arrives.

If suspicious person is no longer visible, note the last known direction headed. If they are seen in a vehicle, be ready to give description of vehicle, license plates, any stickers, or logos. When reporting individual(s), note the following characteristics:

1. Head – Eyes, ears, hair, mouth, nose, forehead, cheeks, chin, complexion, and if wearing any jewelry, clothing, hats.
2. Body – Neck, arms, chest, stomach, shirt/blouse/dress, coat, accessories, tattoos, scars, and/or birthmarks.
3. Legs – Pants, skirt, belt, feet, socks, shoes.
4. Overall Appearance – Height, weight, gender, age.

**VEHICLE INSPECTIONS AND AREA OBSERVATIONS**

Pre-trip and post-trip inspections that reveal the following may suggest the need for further attention:

1. New marks or noticeable force of entry into vehicle.
2. Unusual foreign item(s) attached to vehicle.
3. Opened or disturbed compartments/cabinets.

TSA recommends checking the following areas for suspicious packages, devices, substances, unattended baggage, briefcases, etc....

1. Floors.
2. Below seats.
3. Driver’s area.
4. Steps.
5. Wheelchair lifts.
7. Wheel wells.
8. Engine compartments.
9. Exhaust system.
10. Fuel and air tanks.
11. Back/side emergency exit door(s).
EMPLOYEE GUIDE TO SCHOOL BUS SECURITY

I  Identifying Security Threats and Incidents
School bus security begins with you – your knowledge and your best judgment. Being able to define and identify security threats and incidents will help you distinguished between a prank and an actual emergency, and enable you to determine your appropriate course of action.

A. A security threat is any source that may result in an event or occurrence that endangers life or property and may result in the loss of services or equipment.
B. A security incident is an unforeseen event or occurrence that does not necessarily result in death, injury, or significant property damage, but may result in interruption of service.

II  Recommended Procedures for Employees
The purpose of establishing and implementing standard procedures is to protect lives and the security of the community.

In addition to knowing and applying your states, school district’s, and company’s established procedures, use the following guidelines as preventive measures to help ensure the safety and security of your passengers and yourself:

A. Wear your required uniform and/or company identification.
B. Familiarization yourself with any state, school district, and company, security guidelines.
C. Keep all vehicle doors, hatches, and compartments locked when vehicle is unattended.
D. Conduct pre-trip and post-trip vehicle inspections.
E. Maintain and uncluttered vehicle.
F. Maintain constant awareness of people, activities, and items around you.
G. Immediately report any operational security weakness, such as damages/broken fences or doors, faulty locks, and poor/insufficient lighting.

MONITORING SUSPICIOUS ACTIVITIES AND ITEMS

Maintain a high level of awareness at all times. Monitor and observe people, events, activities, and items around you and taken careful note of irregular or suspicious behaviors or happenings. Look for people who:

A. Are not where they are supposed to be (restricted area, etc…)?
B. Look lost and/or wandering around – especially at the bus stop, on school grounds, or parking and maintenance areas.
C. Appear to be conducting surveillance (using video cameras, taking photos, etc…).
D. Cause disruptions or intentionally distracting behavior.
E. Show an unusual interest in employees or students.
F. Abandon an item and leave the area quickly.
G. Openly possess a weapon and/or prohibited or dangerous item(s).
H. Use a vehicle in a suspicious way (illegally parked, erratic driving, following, etc...)

Identifying a suspect should not be based on national origin, ethnicity, color, race, gender, or age. Look for items or devices that:

A. Were abandoned by someone and left in the open.
B. Were abandoned and hidden.
C. Appear to be suspicious or dangerous, such as a canister, tank, metal box, bottle, etc...
D. Have an attached message.
E. Appear to be emitting a mist, gas, vapor, or odor.
F. Seem to have seepage or leakage of suspicious substance.
G. Are connected to wires, timers, tanks, or bottles.
H. Appear to be the source of a foreign substance that is causing people to cough, have trouble breathing, feel nausea, lose consciousness, or exhibit any other medical condition.

**RESPONDING TO SECURITY INCIDENT**

If you are threatened or involved in a security incident, remain calm, and stay focused. Collect specific information regarding the threat or incident, such as:

A. Location and direction headed.
B. A complete and detailed description of threat, activity, or incident.
C. Description(s) of any vehicle (license plate number, color, make, model, etc...) and/or individuals (attire, hair color, eye color, hair style, etc...).

Use state, school district, and company procedure(s) to notify the proper contacts (dispatch, local law enforcement, etc...). Maintain communication and wait for direction.

I **Controlling the Situation**

Evacuate the vehicle if necessary. Maintain clear communications with your passengers, continuously updating them about the situation, being mindful of their ages. Provide your passengers with any assistance, where appropriate.

Identifying yourself and point out witnesses to law enforcement and responders. Use state, school district, and company policy when you speak with reporters or unidentified people during or after an incident.
II Evacuating the Vehicle
If evacuation is necessary and possible, protect your passengers and yourself from danger or risk of injury by:

A. Shutting down the vehicle in a safe location.
B. Relocating passengers a minimum of 300 feet upwind and upgrade of the vehicle.
C. Prohibiting use of cellular telephones within 50 feet of the vehicle or suspicious device (if applicable).
D. Taking any onboard communication devices with you, if possible.
E. Waiting for assistance and direction.

COLLECTING INFORMATION

When reporting, make sure that information is accurate, detailed, and pertinent. Providing proper authorities with status of victims, indicators, and circumstances will assist with the effectiveness and timeliness of responding party(ies).

I Threats
A. Report site as accurately as possible.
B. Identify type of threat – observation, verbal, or written message.
C. Describe suspicious behavior.
D. Describe suspicious device(s) with size, shape, components (wires, batteries, clocks, etc...), color, location, sound, etc...
E. Describe suspicious odor, mist, vapor, powder, color, quantity, residue, and/or location.
F. Observe and notice weather conditions (especially wind direction).

II Incidents
A. Report your exact location and condition of scene.
B. Describe type and number of injured victims.
C. Note type of symptoms and/or unusual human behavior.
D. Identify location of both passengers and injured victims.
E. Describe any suspicious people, packages, devices, and/or substances.
F. Collect all pertinent information form passengers.
G. Suggest safe access routes for responding employees and emergency services personnel.

III Reporting
A. Immediately notify dispatch, operations control, or your supervisor.
B. Identify eyewitnesses or ear witnesses.
C. Contact law enforcement and/or emergency responder.
D. For incidents involving explosive devices, avoid using radios and cellular phones within 50 feet of materials or devices that may be explosives.
E. Remain calm and answer questions to the best of your recollection.
F. Clarify by repeating instructions just given.
G. Confirm that assistance is on the way and ask for estimated time of arrival.

If unable to contact dispatchers or your operations center, notify law enforcement authority.
SECURITY STARTS WITH YOU

Bus Operator Alerts

- In the event of an emergency, brief passengers by identifying yourself and pointing out all possible exits, including windows and escape hatches.
- Report any unusual behavior or suspicious packages to your dispatcher or proper authority.
- If possible, refer to company security procedures.

HIJACKINGS

- Do not attempt to confront the hijacker(s).

EVACUATING THE VEHICLE

- Shutting down the vehicle in a safe location.
- Relocating passengers a minimum of 300 feet upwind and upgrade of the vehicle.
- Prohibiting use of cellular phones within 50 feet of the vehicle or suspicious device (if applicable)
- Taking any onboard communication devices with your, if possible.
- Make sure to notify police or dispatch of your location after evacuating.
- Waiting for assistance and direction.

AWARENESS

Look For:
- Unattended boxes, packages, and/or cases.
- Possible container chemical i.e. any tanks, bottles.
- Messages attached to suspicious items.
- Suspicious mist, gas, vapor, or odor.
- Seeping or leakage from suspicious item.
- Location of unattended item(s).
- Visible dangerous weapons.
- Scan the engine compartment and/or baggage bay area for anything that may seem unusual.

POSSIBLE CHEMICAL/BIOLOGICAL WEAPONS

Look For:
- Suspicious canisters or containers.
- Unexplained illnesses, nausea, disorientation, difficulty breathing, convulsions, etc...
- Death of humans and/or animals.
Chapter 12

DISCIPLINE WITHOUT PUNISHMENT
In order for an organization to be undeniably and unquestionable efficient and effective, it must have organizational structure, guideline and operating procedures. One of the items concerns discipline and this organization will now operate under the Discipline Without Punishment procedures.

I The ideal system for handling the inevitable problems that arise in any organization has specific and identifiable characteristics:
   A. It must provide progressive steps and complete documentation so that full defensibility is ensured if any action the organization takes is ever challenged.
   B. It must focus on correcting problems and not punishing offenders.
   C. It should provide a means to recognize and reinforce the good performance delivered by the great majority of organizational stockholders.
   D. It must provide a method to confront the few who fail to meet expectations, in a way that maintains and enhances their self-esteem.
   E. It should be understood, accepted and supported by all.
   F. Finally, an ideal discipline system must produce this measurable outcome.
   G. Whenever an employee gets into a disciplinary scrape, the system must influence him/her to change his/her behavior, accept responsibility, and return to a fully acceptable level of performance.

The Traditional system is capable of providing only the first of those above criteria. Discipline Without Punishment fulfills all the above.

II Discipline Without Punishment has 3 Phases:
   A. Informal Transactions.
      1. Positive Contact.
      2. Coaching Session
   B. Formal Disciplinary Transactions
      1. Level 1 - Oral Reminder.
      2. Level 2 - Written Reminder.
      3. Decision Making Employee.
   C. Director’s Decision

III In order to have a complete picture Discipline Without Punishment, let’s examine each Phase.
   A. INFORMAL TRANSACTIONS
      1. Positive Contact - As a formal element of the system suggests to managers that recognizing good performance is as important as confronting poor performance. It also makes employees aware that the company expects that they will be recognized when they perform well.
2. **Coaching Session** - The job of a coach is to make performance expectations clear; to provide the training necessary to meet those expectations; to remove any obstacles that prevent the individual from performing at peak level; to ensure that the person gets the feedback necessary to know exactly how exactly how well or poorly s/he is doing and to make sure that performing properly, doing the right job, makes a difference, both to the individual him/herself and to the team as a whole.

**B. FORMAL DISCIPLINARY TRANSACTIONS**

1. **Level 1- Oral Reminder** - While we can punish people into compliance, we cannot punishment people into commitment. Therefore, when an individual receives an Oral Reminder under Discipline Without Punishment the individual is reminded of what the organization expects and equally as important, reminds that it is his/her responsibility to meet the company’s expectations and do what s/he is getting paid to do.

2. **Level 2- Written Reminder** - The next step in the formal process and is the same as an Oral Reminder; whereas, the individual is reminded of what the organization expects and equally as important, reminds that it is his/her responsibility to meet the company’s expectations and do what s/he is getting paid to do.

3. **Level 3-Decision Making Employee** - This is a major step in the Discipline Without Punishment phases; whereas, the individual needs to make a conscientious decision on whether this is the right job.

**C. DIRECTOR’S DECISION**

If an individual falls into this category, then it will be the Director’s Decision to determine the next phase of the Discipline Without Punishment.

Discipline Without Punishment does not reward misbehavior; it confronts it. It confronts misbehavior not merely with punishment, which, at best, generates only compliance. It confronts misbehavior with the demand that the errant employee take personal responsibility for what s/he has done, make a personal decision to either correct the problem or leave the company, and the live up to the decision s/he has made.

To create a highly efficient and effective organization as stated earlier, the manager has two responsibilities: to recognize and reinforce good performance and to confront and correct poor performance. Discipline Without Punishment will be the corner stone for this organization and I solicit your total cooperation in making this action a reality. In order to assist you in your efforts to better understand this new and innovative style of disciplinary actions, I have included a flow chart for a visual view of the steps.
Chapter 13

PERFORMANCE EVALUATION
PERFORMANCE EVALUATION

I Introduction
In order for any business to be successful and maximize their effectiveness and efficiency, they depend on the workforce. In this case the workforce is composed of individuals that support the Judson Independent School District, Department of Transportation. The sole mission for the Transportation Department is to safely transport students from their home-to-school, school-to-home, and their related activities. In order to have outstanding personnel, who share a vision where they are proud and committed, they must have periodic evaluations in order to achieve above all, to share in the professional satisfactions that come from team accomplishments and the professional rewards that come from an outstanding job.

Bosses and employees alike often see performance evaluations reviews as a necessary evil. Workers fear hearing their performance is inadequate, while management struggles to find the best way to balance praise and criticism. But regardless of how a boss feels about putting his or her staff under a microscope, regular performance reviews are an important and constructive way to evaluate the contributions an employee is making to the organization.

The goal of a performance evaluation is to give workers feedback on what they are doing right and what needs improvement. Frequent informal conversations with employees help managers to ensure everyone is staying on task and to address quick, easy-to-solve issues. Formal reviews, on the other hand, can carry much more weight and even determine an employee’s future career path at the organization, for better or worse.

II Writing A Performance Evaluation
Written reviews are an important component of a performance evaluation; however, many managers find it difficult to complete this task effectively. For example, if positive comments are not phrased well, they can sound trite and insincere and suggestions for improvements might sound severe or critical. The use of such words as excels, exhibits, demonstrates, grasps, directs, and communicates are measurable. Listed below are examples to assist in writing a performance evaluation:

A. Quality and Quantity of Work – accuracy, thoroughness, goal attainment, productivity.
B. Communications and Interpersonal Skills – teamwork, cooperation, listening, persuasion, and empathy.
C. Planning, Administration, and Organization – goal setting, prioritizing, and mission orientation.
D. Leadership – accessibility, responsiveness, decisiveness, collaboration, and delegating.
E. **Job Knowledge and Expertise** – knowledge base, training, mentoring, modeling, and researching.

F. **Attitude** – dedication, loyalty, reliability, flexibility, initiative, energy, and volunteering.

G. **Ethics** – diversity, sustainability, honesty, integrity, fairness, and professionalism.

H. **Creative Thinking** – innovation, receptiveness, problem-solving, and originality.

I. **Self-Development and Growth** – learning, education, advancement, skill building, and career planning.

III **Conducting a Formal Performance Evaluation**

When conducting a formal performance evaluation face-to-face, it does not require a perfunctory reading of the document to the individual. A good written performance review covers all the bases of an employee’s work. It should not be all positive or all negative. A healthy balance of both is necessary to help team members evolve in their roles. Give the employee an opportunity to share their own thoughts about their job performance. For example, have the employee share their thoughts on each majority category and compare thoughts and ideas. Allow the employee to do a majority of the conversation during the process and the evaluator should ask the employee what are the highs and low points in their experience thus far and what they would like to see changed in their current position. Absolute trust between supervisor and employee is paramount. Be honest and detailing goals and expectations for the next interview.

A word of caution if their conversation starts to get heated or out-of-control and you want to avoid saying something that you might regret, **put the dialogue on hold. You can continue a more serious discussion in another meeting after the employee has had a chance to cool down.**

In conclusion of the face-to-face formal performance evaluation, it should end with an offer for an open-door policy so the employee knows s/he can reach out with constructive concerns and issues immediately.

IV **Performance Evaluation**

In order to perform our obligation of a Formal Performance Evaluation, the process will have two phases. The first phase will begin in September and end on the last official day school ends for the December Holidays. This initial evaluation will be the benchmark for the second evaluation. The second and final phase of the evaluation process will end on May 15th and cover the entire school year. By having two evaluations during the course of the school year, it allows the employee to note all the positive issues and if specific categories need improvement, the employee has an opportunity to correct any deficiencies noted prior to the final evaluation.

Attached, you will find a copy of the Formal Performance Evaluation and the categories that will be covered during the face-to-face interview process and the scoring process.
WEIGHTED AVERAGE FOR NEW DRIVERS

Office of Transportation

Date: _________________________

Employee’s Name: ___________________________    Employee’s ID #: _______________

<table>
<thead>
<tr>
<th>Driver Points</th>
<th>Current School Year Months Employed (1-9.5)</th>
<th>Point Factor</th>
<th>Weighted Factor (%)</th>
<th>Excellence Points</th>
<th>Total Points</th>
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<td>SAMPLE</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2 x 6</td>
<td>12 = 90%</td>
<td>x 65 = 58.50</td>
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<table>
<thead>
<tr>
<th>Driver Points</th>
<th>Weighted Factor (%)</th>
<th>Excellence Points</th>
<th>Total Points</th>
</tr>
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<tbody>
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<td>17</td>
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<td>15</td>
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<td></td>
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<tr>
<td>13</td>
<td>92.50%</td>
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<td></td>
</tr>
<tr>
<td>11</td>
<td>90.00%</td>
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<tr>
<td>9</td>
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<tr>
<td>7</td>
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<td>4</td>
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<td>1</td>
<td>80.00%</td>
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Comments:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Employee Signature: ____________________________________  Date: __________________

Supervisor Signature: ____________________________________  Date: __________________
EXCELLENCE IN SCHOOL BUS TRANSPORTATION
Office of Transportation

Employee: ____________________________ Employee ID #: __________________

Hire Date: _______ Months Covered: ________ From: _______ To: _______ Points: _______

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<thead>
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<th>Quality of Work</th>
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<tbody>
<tr>
<td>5</td>
<td>Multiple Commendations</td>
<td>4</td>
<td>One Commendation</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Quantity of Work</th>
<th></th>
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<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>Accepts multiple assignments</td>
<td>4</td>
<td>Accepts one additional assignment</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge of Work</th>
<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>Demonstrates knowledge of multiple additional work related job functions</td>
<td>4</td>
<td>Demonstrates knowledge of one additional work related job functions</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Dependability (Excludes Jury Duty, Death in Immediate Family, Workers’ Compensation)</th>
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<tr>
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<td>No absences</td>
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<td>1-4 absences</td>
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<table>
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<th></th>
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<tbody>
<tr>
<td>5</td>
<td>Readily accepts multiple challenges in a professional and positive manner</td>
<td>4</td>
<td>Readily accepts one additional challenge in a professional and positive manner</td>
<td>3</td>
</tr>
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<table>
<thead>
<tr>
<th>Adaptability</th>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>Adapts to multiple changing environment</td>
<td>4</td>
<td>Adapts to at least one additional changing environment</td>
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<table>
<thead>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>Receives multiple letters of cooperation from administration, students, faculty, supervisors</td>
<td>4</td>
<td>Receives at least one letter of cooperation from administration, students, faculty, supervisors</td>
<td>3</td>
</tr>
</tbody>
</table>
## AUXILIARY EMPLOYEE PERFORMANCE APPRAISAL

**Office of Transportation**

Employee: ____________________________________  Employee ID #: __________________

Position: __________________________  Period Covered by this Report: _______ To: _______

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<tr>
<th></th>
<th>Performs job requirements exceptionally well</th>
<th>Performs job requirements above average</th>
<th>Meets job requirements satisfactorily</th>
<th>Performs job requirements but needs improvement</th>
<th>Does not meet job requirements</th>
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<td>Quality of Work Comments:</td>
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<td>☐</td>
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<tr>
<td>Quantity of Work Comments:</td>
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<td>☐</td>
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<tr>
<td>Knowledge of Work Comments:</td>
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<tr>
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<td>Supervision of Students or Other Employees (If applicable) Comments:</td>
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