

WINDSOR CUSD #1

Bus Driver Handbook

**“Providing tools that Drivers need to safely transport
students to and from school.”**





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School Bus Driver

The school bus driver has a very important position. Learning to drive a vehicle the size of a school bus is a difficult task in itself. When you sit behind the wheel of a school bus, you become aware of the many differences in handling a larger vehicle. These differences are magnified from the time you first put the transmission in gear to the time you apply the brakes at the end of any given day. Positioning a school bus vehicle in relationship to another object can give you a whole new perspective on your ability to judge distance in any direction. A seemingly simple maneuver such as turning a corner in traffic can be an experience you won't soon forget. Mastering these tasks is a challenge, add in student management and parent communications and the role of bus driving is even more impressive.

It is evident that you, the school bus driver, are an essential part of the educational community. The school bus is an extension of the classroom. In many instances, you will be the first representative of your school to meet the students who ride your bus in the morning. You will probably be the last school representative to see the students at night. As such, your conduct must be professional at all times, serving as a role model of correct behavior.

While the students are on your bus, their safety is in your hands. Perhaps in no other area of education does any one person accept more responsibility for the safety and well-being of students than the school bus driver. You are now part of a very important and exceptional population - some of the most important people in your community. You are vital to the school system and students' access to school.

The school bus driver is often perceived as serving multiple roles including guardian, teacher, friend, and sometimes disciplinarian to the students riding a school bus. The driver must also focus on one primary objective of the bus driver's role - to provide safe transportation for students. This responsibility requires that you devote full attention to the driving task, with the safety and welfare of your passengers foremost in your priorities. Therefore, as a member of this dedicated population, you must always take those steps necessary to assure that your equipment is in the best possible working condition. Also, you must constantly strive to improve the safety and efficiency of all the activities related to operating your school bus or any other legally acceptable vehicle used to transport students.

DRIVER QUALIFICATIONS & JOB DUTIES –SUMMARY

Position Title: Bus Driver
Department: Transportation
Reports to: Transportation Director
FLSA Class: Non-Exempt

SUMMARY

This position is responsible for the safe operation of a school bus transporting students or passengers to specified destinations based on established schedules. Performs all duties relative to the safe operation of a school bus.

DUTIES

1. Drive gasoline or diesel powered multi-passenger vehicles to transport students between neighborhoods, schools, and school activities.
2. Makes routine checks and inspections of buses and bus equipment for proper operation, safety, and maintenance to include, but not limited to checking the condition of a vehicle's windshield wipers, lights, oil, fuel, water, seats, and safety equipment.
3. Observes and follows all federal, state and local regulations for operation of school bus.
4. Follows school district policies and guidelines regarding student management, discipline, and bus operations.
5. Comply with traffic regulations in order to operate vehicles in a safe and courteous manner.
6. Follow safety rules for railroad crossings and as students are boarding and exiting buses, and as they cross streets near bus stops.
7. Pick up and drop off students at regularly scheduled locations, following strict time schedules.
8. Read maps and follow written and verbal geographic directions.
9. Keep bus interiors clean for passengers to include but not limited to sweeping interior of bus and picking up trash.
10. Maintain knowledge of first-aid procedures.
11. Performs basic vehicle maintenance and cleaning.
12. Performs any required emergency procedures as needed.
13. Maintains required written records.
14. Attends required safety training and annual refresher training as required by state, Illinois State Board of Education, and the school district.
15. Maintains a safe environment according to school policies and procedures.
16. Performs related duties and responsibilities as assigned.

DRIVER QUALIFICATIONS & JOB DUTIES –SUMMARY

QUALIFICATIONS

1. Must be 21 years of age or older and have a high school diploma or equivalent.
2. Must possess or be able to obtain a CDL with passenger endorsement or a CDL with school bus endorsement. To obtain a CDL, each driver will have to go through a prescribed program of theory and behind-the-wheel instruction by a registered FMCSA training provider.
3. Possess a valid driver's license, which has not been revoked, suspended, or canceled within the 3 years prior to the date of application.
4. Must be able to meet all requirements for a school bus driver permit in accordance with the Illinois Administrative Code Chapter 2 SEC. 1035.15.
5. Pass all State of Illinois written testing and behind-the-wheel examinations.
6. Ability to maintain good working relationships with fellow employees and students.
7. Physically be able to bend, stoop, twist, turn, reach, carry, pull, push, and climb steps frequently and sit extensively.
8. Ability to lift up to 10 lbs.
9. Ability to push/pull up to 45 lbs.
10. Repetitive use of arms, hands, and shoulders especially on right side to operate door opener.
11. Repetitive use of legs and feet.
12. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
13. Ability to understand and follow basic oral and written instructions.
14. Ability to operate a wheelchair lift.
15. Enforce school regulations and policies in a professional manner.

SCHEDULING

The work hours for this position will vary based on assigned route or destination. The schedule is subject to change with district demands. Overtime is required when requested.

DRESS CODE

All bus drivers and aides must present a clean, neat appearance while driving/riding a school bus. As a representative of Windsor CUSD #1 you must dress in a manner designed to instill a degree of respect therefore, you must abide by the following:

- No open toed shoes or heeled shoes greater than 2"
- No tank tops, tube tops

FMCSA DRUG AND ALCOHOL CLEARINGHOUSE

It is the policy of Windsor CUSD #1 that the FMCSA Drug and Alcohol Clearinghouse must be checked on all CDL license holders. The Drug and Alcohol Clearinghouse Checks will be conducted as part of the pre-employment investigation and annually on all current CDL holders, including bus drivers. The Clearinghouse will contain information on all CDL driver's drug and alcohol violations. Employers will utilize the Clearinghouse to report any drug and alcohol violations and ensure that any prospective employees are not prohibited from safety-sensitive positions due to violations. The District will obtain the consent of each driver before running the query. A new employee should not be allowed to drive a district vehicle that requires a CDL license until the FMCSA is obtained and favorable results are noted.

POLICIES & PROCEDURES

INSPECTIONS

Pre-tripping and post-tripping your bus

A pre-trip and post trip inspection is required by law each day a school bus is in service. There is a sample checklist form for you to use in the “Forms Binder” or you may obtain one from the Transportation Director.

Check the Bus at Shut-down

Procedures for shutting down your bus at the end of the route or trip are simple. The few steps you need to take are vital to you, the driver, and to the students you are responsible for and who have been placed in your charge.

1. **SECURE THE BUS** - Place the transmission in neutral and set the parking brake.
2. **DIESELS** - Let diesels cool down five minutes before shutting the bus off.
3. **WALK THE BUS** - Walk to the back of the bus to check for sleeping children **by looking on and under all seats**. Leaving a child on the bus at the end of your route or trip is inexcusable. It is **YOUR RESPONSIBILITY** to see that no child is left on the bus. Failure to thoroughly check the bus can result in the termination of your employment. It is also a **Class 4 felony** if you are convicted of leaving a child on a school bus. Also check for items that have been left, trash on the floor (sweep the bus if needed), and any damage to the seats.

“Empty Bus” Sign Procedure

- a. The “empty bus” sign must be placed on the Velcro in the rear door after children have been on the bus.
 - b. Shut off the engine; Some buses may require a button to be pressed in the rear of the bus to turn off the engine.
 - c. Activate the interior lights;
 - d. Walk to the rear of the bus checking for students;
 - e. Place the “empty bus” sign on the rear door window;
 - f. Leave the “empty bus” sign on the Velcro in the front dash area when there are students on the bus.
4. **RECORD ANY PROBLEMS** - Record any mechanical or functional trouble and/or damage to the bus that may have occurred since the initial daily report. If immediate attention is needed, make sure the proper person is notified.

School Bus Driver's Pretrip Inspection Form

School District or Contractor's Name _____

Bus Identification No. _____ Date _____ Time _____

PLEASE CHECK "S" FOR SATISFACTORY OR "U" FOR UNSATISFACTORY. (✓) EACH COMPONENT CAREFULLY AND INDIVIDUALLY.

Open Hood and Check:

S	U				S	U			
<input type="checkbox"/>	<input type="checkbox"/>	Oil			<input type="checkbox"/>	<input type="checkbox"/>	Power Steering Fluid		
<input type="checkbox"/>	<input type="checkbox"/>	Coolant			<input type="checkbox"/>	<input type="checkbox"/>	Washer Fluid		
<input type="checkbox"/>	<input type="checkbox"/>	Battery			<input type="checkbox"/>	<input type="checkbox"/>	All Belts		
<input type="checkbox"/>	<input type="checkbox"/>	Transmission Fluid			<input type="checkbox"/>	<input type="checkbox"/>	Wiring		
<input type="checkbox"/>	<input type="checkbox"/>	Master Cylinder Brake Fluid			<input type="checkbox"/>	<input type="checkbox"/>			

With Engine Running, Driver Activates All Exterior Lights, Walks Around the Bus and Checks:

S	U			
<input type="checkbox"/>	<input type="checkbox"/>	Right Front Wheel and Tire		
<input type="checkbox"/>	<input type="checkbox"/>	Right Side Marker and Turn Signal		
<input type="checkbox"/>	<input type="checkbox"/>	Right Side Reflectors		
<input type="checkbox"/>	<input type="checkbox"/>	Right Side Rear View and Safety Mirrors		
<input type="checkbox"/>	<input type="checkbox"/>	Crossing Control Arm		
<input type="checkbox"/>	<input type="checkbox"/>	Headlights (high/low beams)		
<input type="checkbox"/>	<input type="checkbox"/>	Front Turn Signal Lights		
<input type="checkbox"/>	<input type="checkbox"/>	Front Clearance Lights		
<input type="checkbox"/>	<input type="checkbox"/>	Front Identification/Cluster Lights		
<input type="checkbox"/>	<input type="checkbox"/>	Front Eight Light Flashing System		
<input type="checkbox"/>	<input type="checkbox"/>	Front Reflectors		
<input type="checkbox"/>	<input type="checkbox"/>	Windshield		
<input type="checkbox"/>	<input type="checkbox"/>	Underside of Chassis		
<input type="checkbox"/>	<input type="checkbox"/>	Crossover Mirror(s)		
<input type="checkbox"/>	<input type="checkbox"/>	Left Side Rear View and Safety Mirrors		
<input type="checkbox"/>	<input type="checkbox"/>	Left Front Wheel and Tire		
<input type="checkbox"/>	<input type="checkbox"/>	Driver's Side Window		
<input type="checkbox"/>	<input type="checkbox"/>	Stop Arm Panel		
<input type="checkbox"/>	<input type="checkbox"/>	Left Side Marker and Turn Signal Lights		
<input type="checkbox"/>	<input type="checkbox"/>	Left Side Reflectors		
<input type="checkbox"/>	<input type="checkbox"/>	Side Emergency Door (open/close) (if applicable)		
<input type="checkbox"/>	<input type="checkbox"/>	Left Rear Wheels and Tires		
<input type="checkbox"/>	<input type="checkbox"/>	Exhaust System (tail pipe clear?)		
<input type="checkbox"/>	<input type="checkbox"/>	Rear Tail/Brake Lights		
<input type="checkbox"/>	<input type="checkbox"/>	Rear Turn Signal Lights		
<input type="checkbox"/>	<input type="checkbox"/>	Rear Clearance Lights		
<input type="checkbox"/>	<input type="checkbox"/>	Rear Identification/Cluster Lights		
<input type="checkbox"/>	<input type="checkbox"/>	Strobe Lamp (if applicable)		
<input type="checkbox"/>	<input type="checkbox"/>	Rear Eight Light Flashing System		
<input type="checkbox"/>	<input type="checkbox"/>	Rear Reflectors		
<input type="checkbox"/>	<input type="checkbox"/>	Rear Emergency Door (open/close) (if applicable)		
<input type="checkbox"/>	<input type="checkbox"/>	Right Rear Wheels and Tires		
<input type="checkbox"/>	<input type="checkbox"/>	Fuel Tank Filler Caps		

Signature of person performing above inspection if not the driver/Date

Driver Enters Bus and Checks:

S	U			S	U		
<input type="checkbox"/>	<input type="checkbox"/>	Steps		<input type="checkbox"/>	<input type="checkbox"/>	Warning Devices	
<input type="checkbox"/>	<input type="checkbox"/>	Cleanliness		<input type="checkbox"/>	<input type="checkbox"/>	Fuses (if applicable)	
<input type="checkbox"/>	<input type="checkbox"/>	Seats		<input type="checkbox"/>	<input type="checkbox"/>	First Aid Kit	
<input type="checkbox"/>	<input type="checkbox"/>	Seat Belts (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>	Fire Extinguisher	
<input type="checkbox"/>	<input type="checkbox"/>	Windows		<input type="checkbox"/>	<input type="checkbox"/>	Lettering	
				<input type="checkbox"/>	<input type="checkbox"/>	Two-way Radio or Authorized Cell Phone	

Record Month and Year displayed on the front of the Certificate of Safety

Record Odometer Reading from the Vehicle's Odometer

If today's month and year is after the month and year recorded above or if the vehicle's odometer reading is greater than the miles recorded on the back of the Certificate of Safety, the Certificate of Safety has expired or is not valid.

Driver Starts Engine, Activates All Interior Lights and Checks:

S	U			S	U		
<input type="checkbox"/>	<input type="checkbox"/>	Valid Certificate of Safety		<input type="checkbox"/>	<input type="checkbox"/>	Child Check System (electronic or manual)	
<input type="checkbox"/>	<input type="checkbox"/>	Steering Wheel		<input type="checkbox"/>	<input type="checkbox"/>	Braking Warning Alarm	
<input type="checkbox"/>	<input type="checkbox"/>	Windshield Wipers and Washers		<input type="checkbox"/>	<input type="checkbox"/>	Controls and Indicators	
<input type="checkbox"/>	<input type="checkbox"/>	Heater and Defroster		<input type="checkbox"/>	<input type="checkbox"/>	Ammeter (voltmeter)	
<input type="checkbox"/>	<input type="checkbox"/>	All Interior Lights		<input type="checkbox"/>	<input type="checkbox"/>	Gear Shift Lever	
<input type="checkbox"/>	<input type="checkbox"/>	Horn		<input type="checkbox"/>	<input type="checkbox"/>	Neutral Safety Switch	
<input type="checkbox"/>	<input type="checkbox"/>	Service Door (open/close)		<input type="checkbox"/>	<input type="checkbox"/>	Water Temperature Gauge	
<input type="checkbox"/>	<input type="checkbox"/>	All Mirrors (adjustments)		<input type="checkbox"/>	<input type="checkbox"/>	Fuel Gauge	
<input type="checkbox"/>	<input type="checkbox"/>	Sun Visor		<input type="checkbox"/>	<input type="checkbox"/>	Vacuum or Air Pressure Gauge	
<input type="checkbox"/>	<input type="checkbox"/>	Emergency Exits (windows/doors)		<input type="checkbox"/>	<input type="checkbox"/>	Odometer	
<input type="checkbox"/>	<input type="checkbox"/>	Emergency Exits Alarms		<input type="checkbox"/>	<input type="checkbox"/>	Switches	

Drive Bus Forward and Apply Brakes

S	U		
<input type="checkbox"/>	<input type="checkbox"/>	Service and Emergency Brake Operation	

Clutch (if applicable)

Driver's Seat Belt

REMARKS

Signature of Driver _____

Signature of Mechanic Making Report/Adjustments _____

Date Repairs/Adjustments Completed _____

(rev 4/12)

(Source: Amended at 36 Ill. Reg. 14428, effective September 6, 2012)

POLICIES & PROCEDURES

SCHOOL BUS EVACUATION

Pre-emergency Evacuation Plan

A pre-emergency plan for each school bus and its route that includes all populations of students transported will save precious time. In many emergencies only 2 to 5 minutes are available to complete an evacuation before possible serious injury to students might occur. School bus evacuations must be practiced with the students. Emergency response personnel must also be familiar with these policies, procedures and techniques. School buses carry a variety of students varying in size, age and special needs. Make sure everyone is aware.

1. Obtain a copy of a step-by-step procedure which includes alternatives and special needs populations prepared by the proper school authority.
2. Make sure that students have been instructed about what to do and how to proceed.
3. Identify three assistants from the student population to assist if an evacuation is necessary.

Driver Responsibility

Primarily, the school bus driver must know the subject and be able to get the message and the commands across to the passengers. This will come with some practice. Each driver should conduct a simulated drill. It will be much easier when working with the passengers.

Secondly, a driver must know the equipment and make sure it is in good working order. For example, don't wait until the passengers are on board to find out the emergency door latch is inoperative. Make sure the fire extinguisher is properly charged and sealed and the first aid kit has the proper units.

As a driver, be a leader by being positive and sure of yourself. Appoint the ride-evacuation helpers with an eye toward responsibility.

When to Evacuate

Evacuation is a very difficult situation. **The driver must consider the fact that the safest place for the students may be on the bus.** In an actual emergency, the decision to evacuate the school bus is the initial step and one of the most important that the driver will have to make. That decision will initiate a chain of events to result in the safest possible situation for the passengers under the existing circumstances. The decision must be made as quickly as possible based on all the facts at hand.

1. Evacuate if there is any indications that the bus is on fire or in danger of catching fire.
2. Evacuate the bus if it cannot be moved to a safe position and it is in:
 - a. The path of other motor vehicles;
 - b. The path of a train or adjacent to any railroad tracks
 - c. A position of inadequate visibility and in danger of being hit;
 - d. A dangerous position related to water or a sudden, extreme drop;
 - e. The area of a hazardous spill for which there is need to quickly evacuate to an area upwind at least 300 feet from the incident; or
3. Natural emergencies may require evacuation.

Evacuation Drills

Due to the increased number of students being transported and the ever-increasing number of accidents on the highways, there is an urgent need to instruct students on how to properly vacate a school bus in an emergency.

Illinois law requires that all bus-riding students must experience a practical school bus evacuation drill at least once a year. Please see the Transportation Director for your district's evacuation drill policy.

POLICIES & PROCEDURES

STUDENT MANAGEMENT

Passenger support in maintaining a climate on the bus that allows you to focus on the driving task is crucial. The students riding your bus must understand from the outset that you cannot allow anyone's actions to keep you from providing for the safety of your passengers and yourself. Without a clear understanding of who is in charge, the conditions could be unmanageable and potentially dangerous for everyone. The climate that exists on the school bus is up to you. Appropriate behavior of the bus driver is essential. The bus driver must conduct herself/himself with professional demeanor. There are some basic steps you can take that will allow you to function safely while maintaining control. Bus drivers have the authority to conduct the following disciplinary actions:

1. A driver may attempt to correct minor misbehaviors themselves, including verbal warnings and/or reassignment of seating can be handled to attempt to resolve problems. If the problem progresses, the driver should contact the parent(s) and/or guardian(s) of the student to discuss the issues and resolve the problem
2. If a written disciplinary action report is warranted, the report should be given to the Transportation Director and the Building Principal who will assign appropriate disciplinary action and notify the parent(s). A copy of the report or communication will be provided for the driver.

Disciplinary action assigned by the Principal should not be questioned by drivers, if there is concern a driver should talk with the Transportation Director and Principal when necessary. Criticism of her personnel or of student behavior in front of students, parents, or over the radio will not be tolerated.

3. If the driver wishes to talk with a parent or if a parent wishes to talk to a driver, that talk should be scheduled by the Transportation Director at a time and place other than during the transportation students.
4. Spouses/Kids of drivers shall not be on the bus while driving extra trips.

Effective Discipline For The Bus

1. Never give an order you do not mean to enforce.
2. The response of the child is an action. Give your command to stimulate action, not to check it. Say "Do this," rather than "Don't do that." Suggest an action which can be successfully obeyed.
3. Give a child time for reacting.
4. Have a reason for what you ask a child to do and when possible, take time to give the reason so he/she can see the point.
5. Be honest in what you say and do. A child's faith in you is a great help.
6. Be fair; it isn't punishment, but injustice that makes a child rebel against you.
7. Be friendly. Always show an interest in what the children are doing.
8. Commend good qualities and actions.
9. Try to be constructive, not repressive, in all dealings with children.
10. Remember that a sense of humor is extremely valuable.
11. Never strike a child. It may seem to be the easiest way, but it only aggravates the problem.
12. Do not judge misconduct on how it annoys you.
13. Do not take your personal feelings and prejudices out on the children.
14. Maintain poise at all times. Do not lose your temper.
15. Remember "The tongue is the only keen-edged tool which grows sharper with constant use." Do not nag, bluff, or be officious.
16. Look for good qualities. All children have them.
17. Do not "pick" on every little thing a child does. Sometimes it is wiser to overlook some things.
18. Keep in mind that misbehavior is seldom willful.
19. Listen for suggestions and complaints from the children.
20. Follow up all cases which have been disciplined. Be certain that you still have the respect and confidence of the child.
21. Be sincere in your work.
22. Set a good example yourself.
23. Intelligence in handling youth consists of thinking faster than they do.
24. Defiance of established procedures comes from failure of some adult's to keep the situation at hand. If there is a danger of a direct break, the child should not be forced. An adult's will should never be pitted against that of a child. It is far wiser to give some simple directions that will be mechanically obeyed and pick up the reins of control in a quiet way.
25. Never hold a child up to public ridicule. It is the surest way to create a discipline problem.
26. Touching students should only be employed in an effort to protect them from hurting themselves, someone else, or destroying property. Be sure to use the very minimum of restraint necessary.
27. A record should be kept on all students' misconduct and turned in to the Transportation Director.
28. A student should never be put off a bus for disciplinary reasons at any location other than his home or school. The potential risk and liability are just too great. In extreme circumstances, the driver should contact the Transportation Director or Building Principal.

STUDENT MANAGEMENT

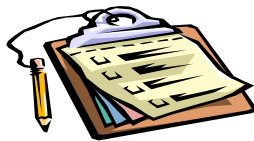
Gang Awareness & the School Bus Driver

All school bus drivers must be aware that gang activities exist in our society. Recruitment starts as early as third grade. While the school bus driver cannot control who is or is not recruited, you can report unusual or inappropriate behavior to your supervisor. **Under no circumstances are you, the bus driver, to confront gang leaders or potential gang members.** Explain to your bus riding students the rules of the bus (what is and is not acceptable behavior). If they misbehave, follow district policy.

Gang activity is extremely serious and sometimes deadly. **Never interfere.** Should you see gang signs or symbols on the outside or inside of the bus, report it. If you or students on the bus are approached by gang members, avoid confrontation, leave the area as quickly and as safely as possible then report the incident to your Transportation Director.

School Bus Conduct Report

A School Bus Conduct Report has been developed to track discipline. When a student violates the rules of the school bus, the bus driver is to fill out the School Bus Conduct Report and file it according to district policy. A copy of this form can be found on the next page.



STUDENT MANAGEMENT

Form #174

NATIONAL SCHOOL FORMS

TO REORDER CALL: 1-800-431-1201

BUS CONDUCT REPORT	STUDENT'S NAME _____		CLASS-GRADE _____															
	DATE OF INCIDENT _____	<input type="checkbox"/> 1ST NOTICE <input type="checkbox"/> 2ND NOTICE <input type="checkbox"/> 3RD NOTICE																
	BUS NO. _____	TRIP NO. _____	DRIVER'S NAME _____															
NOTICE TO PARENTS																		
1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus. 2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.																		
DRIVER'S REPORT:																		
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> VIOLATION OF SAFETY PROCEDURES</td> <td style="width: 33%;"><input type="checkbox"/> HARASSMENT-BULLYING</td> <td style="width: 33%;"><input type="checkbox"/> EATING-DRINKING-LITTERING</td> </tr> <tr> <td><input type="checkbox"/> DESTRUCTION OF PROPERTY-VANDALISM</td> <td><input type="checkbox"/> EXCESSIVE MISCHIEF</td> <td><input type="checkbox"/> RUDE-DISOURTEOUS-ANNOYING</td> </tr> <tr> <td><input type="checkbox"/> FIGHTING-PUSHING-TRIPPING</td> <td><input type="checkbox"/> SMOKING</td> <td><input type="checkbox"/> UNACCEPTABLE LANGUAGE</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> _____</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> _____</td> </tr> </table>				<input type="checkbox"/> VIOLATION OF SAFETY PROCEDURES	<input type="checkbox"/> HARASSMENT-BULLYING	<input type="checkbox"/> EATING-DRINKING-LITTERING	<input type="checkbox"/> DESTRUCTION OF PROPERTY-VANDALISM	<input type="checkbox"/> EXCESSIVE MISCHIEF	<input type="checkbox"/> RUDE-DISOURTEOUS-ANNOYING	<input type="checkbox"/> FIGHTING-PUSHING-TRIPPING	<input type="checkbox"/> SMOKING	<input type="checkbox"/> UNACCEPTABLE LANGUAGE	<input type="checkbox"/> _____			<input type="checkbox"/> _____		
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<input type="checkbox"/> FIGHTING-PUSHING-TRIPPING	<input type="checkbox"/> SMOKING	<input type="checkbox"/> UNACCEPTABLE LANGUAGE																
<input type="checkbox"/> _____																		
<input type="checkbox"/> _____																		
PRELIMINARY ACTION:		PRESENT ACTION AND RECOMMENDATIONS:																
<input type="checkbox"/> CHECKED STUDENT'S FOLDER <input type="checkbox"/> HELD CONFERENCE WITH STUDENT <input type="checkbox"/> CONSULTED COUNSELOR <input type="checkbox"/> TELEPHONED PARENT <input type="checkbox"/> _____ _____ _____		<input type="checkbox"/> STUDENT REGRETFUL, COOPERATIVE <input type="checkbox"/> PLACED ON PROBATION <input type="checkbox"/> RECURRENCES WILL BE REPORTED <input type="checkbox"/> SUSPENDED <input type="checkbox"/> DENIED BUS PRIVILEGE UNTIL _____ <input type="checkbox"/> REFERRED TO: _____ <input type="checkbox"/> _____ _____ _____																

Driver's Signature: _____ Administrator's Signature: _____ Date: _____

If a check is entered in this box, Parent please sign and return: _____

PARENTS' COPY - WHITE OFFICE COPY - PINK DRIVER'S COPY - YELLOW

BUS ROUTES

- **Be as consistent as possible in following bus routes.**
- **Bus routes are set and assigned by Administration and the Director of Transportation in the best interest of the District.**
- **Do not change routes without advance approval of Administration or the Transportation Director.**



Parental Complaints about Route Safety or Bus Driver

1. Complaints made by parents regarding bus safety or a complaint about a specific driver will be referred to the Transportation Director, who will investigate the complaint and make a report to the District Superintendent.
2. A driver will always be made aware of a complaint, including who made the complaint, (regardless of the validity of the complaint .) An investigation will be completed on all complaints.

BUS ROUTES

Trip Rotation Guidelines

- Rotation starts with the most senior driver.
- Trip schedules are to be completed in week prior.
- Trip schedule should be open for viewing early in week prior to new week schedule.
- If the schedule is not completed by Friday prior to new week schedule, the Transportation Director / Superintendent reserves the right to assign trips (non-negotiable) unless covered by other driver.
- This trip assigning process will follow seniority by order. Starting with driver considered Last Out.
- If a driver turns down a trip and cannot get covered by another driver, that driver is responsible for that trip. If that driver openly refuses then consequences described below will be incurred.
- The Trans Director / Superintendent will post a trip schedule that will include the drivers name that would be up for that trip. Each driver will have an opportunity to turn down or accept their trip. If trip is turned down, then rotation order is to followed in order to cover the trip. If no other driver accepts, the original driver is responsible for that trip. If multiple trips are on same day, the most senior driver gets first pick and so on for that day. If a driver is scheduled for a trip, and later cannot go, it is their responsibility to get that trip covered, starting with most senior driver.
- Substitute Bus Drivers are NOT part of the trip rotation guideline and will only drive trips if it is an emergency and approved by the Transportation Director and the Superintendent.
- The Transportation Director will be assigned trips that are scheduled to leave and return during normal school operating hours unless circumstances don't allow and are approved by the Superintendent. The trip rotation guidelines would be followed as written.
- If a trip is cancelled by the school for any reason, the driver will forfeit that trip but will be next up for a trip, not considered Last Out. Then rotation will start from prior Last Out driver.
- Any trips added after trip schedule has been realized, starting from the Last Out driver, the rotation will start to determine who is next up for the added trip.
- It is the drivers' collective responsibility to:
 1. Cover all trips
 2. Keep their bus neat clean and proper
 3. Keep 2 means of communication: FM Radio and supplied cell phone
 4. Be on time or early for all trips
- If a driver wishes to leave a trip before its over for any reason, the driver is only obligated to one round trip time and forfeits "wait time". This action must be approved by Transportation Director / Superintendent.
- If a driver splits a trip with another driver, those two drivers will split the assigned drive time for that trip.
- The pre-designated time on each trip is what the driver will get compensated for. (See "trip time" sheet)
- If a driver cannot be contacted in tight time constraints (24hrs), that person will be skipped in rotation.
- Trip rotation will not be stopped or delayed due to any drivers willful indecision.
- Any driver refusing to take a trip will reprimanded by these actions:
 1. Verbal warning and documented
 2. Written warning
 3. Release of duties
- These guidelines are considered standard operating procedure, the Transportation Director / Superintendent reserve the right to accommodate trips as needed, outside of these guidelines.
- It is above all else paramount to communicate with the Transportation Director / Superintendent if these instructions cannot be met.
- Coaches who are certified to drive will have first choice to drive games in season. Coaches will be paid for drive time only.

POLICIES & PROCEDURES

Public Relations / Media Inquiries

Windsor CUSD #1 will generally provide a response to media inquiries within 24 hours of receipt. Individuals designated to speak on the organization's behalf are the Superintendent and Board of Education President. No one other than these individuals (with the exceptions noted below) should represent Windsor CUSD #1's position to the media.

Exceptions

When inquiries require a detailed technical explanation, a spokesperson may be designated to address a particular issue. That spokesperson will usually be a Superintendent, Board of Education President, legal counsel, or outside expert who is qualified to speak on Windsor CUSD #1's behalf on the issue in question.

Procedure

All media inquiries, whether verbal or written, are to be directed to the Superintendent or specified spokesperson, which will evaluate the request and answer or direct it to the appropriate spokesperson.

All press releases will be issued as deemed necessary and relevant by the Superintendent or specified spokesperson. The Superintendent or Board of Education President will approve all press releases prior to distribution. In addition, the individual quoted will approve press releases that include quotes. All inquiries should be directed to the Superintendent or Unit Office.

Staff will follow the procedures of the school district(s) in which he/she works as it pertains to regular news releases concerning classroom activities and district programs.

The below media card will be provided to you as a bus driver along with a disposable camera and accident reporting form in case of an accident.

Windsor CUSD #1

Windsor CUSD #1 is committed to ensuring that students, staff members, parents, the media, and the community have accurate, consistent, and timely information in the event of an emergency. The Superintendent or designee acts as a contact for emergency media communications. The Superintendent or designee will release a statement following an accident.

POLICIES & PROCEDURES

Telecommunication Devices

Use of Two-Way Radio and/or Cellular Phone

A school bus must contain an operating two-way radio or Cellular Phone and must be turned on or fully charged and adjusted to hear communications while the school bus driver is operating the school bus. The two-way radio or cellular phone must be tested before each trip to ensure that it is functioning properly and before leaving the bus at the end of each route and work shift. The district will provide a cell phone for use by the driver for school-purposes only.

*****Cell Phones are never to be used for idle chatter between operators about subjects unrelated to school business.***

Cellular Phone Usage

An employee operating a District vehicle is prohibited from using a cell phone, hands on or hands off, or similar device while driving, with the exception of communicating with school authorities or their designees about any other issue relating to operation of the school bus or the welfare and safety of any passenger. If an employee is found using his/her cell phone for personal use while operating a district vehicle will be in direct violation of this policy. Violators will be subject to disciplined up to and including termination.

When to Use the Two-Way Radio or Cellular Phone

The two-way radio or cell phone is to be used only to report the following:

1. Heavy or unusual traffic conditions or hazards or reporting delays;
2. Bus failure or malfunction;
3. Involvement in accidents;
4. Any other event requiring police, fire or medical assistance;
5. Field trip or event schedule adherence problems and communications with other field trip or event buses;
6. Providing or requesting directions;
7. Any circumstance in which you are in doubt as to the proper action to take.



POLICIES & PROCEDURES



Procedures for Using Two-Way Radios:

The fundamentals of correct telephone usage apply to mobile radio. Choice of words, voice, volume, tone, good manners, friendliness and good speaking habits are just as important as knowing how to operate the equipment property.

The first step when using the radio is to think about what you want to say and condense the message as much as possible in your mind. Once you have done that, follow the procedures below:

1. Remove the handset from the cradle;
2. Before pressing the transmit button on the handset, listen to see if another operator is already using the radio. If this is the case, wait and try again in a few moments. **Don't break into another conversation unless a real emergency situation arises.**
3. When the frequency is clear, press the transmit button on the handset, wait a second, then request permission to transmit. For example, "Bus 123 to Base 1—Alvin." A light on the radio should come on, indicating that you are transmitting.
4. After transmitting, wait a second, then release the button and wait for a reply. After 30 seconds, if you have not received a reply, try again. Remember, no one can transmit while you have your transmit button depressed.
5. After the base acknowledges your call, talk directly into the mouthpiece in a moderate tone of voice. Speaking loudly will cause the transmission to "break-up" or sound garbled. Speak slowly, distinctly and calmly.
6. Clear frequency when your conversation is complete. For example, "Bus 123 clear." At the end of the transmission, return the handset to its cradle and check that the transmission light is out.
7. Your radio may (depending on how it is installed) remain on when the bus engine is turned off. Be sure to turn radio off when you complete your route.

Report suspected radio malfunction (failure to transmit or receive) to the Transportation Director at the end of your route. Before you report a suspected malfunction, check the following:

1. Make sure the unit is turned on;
2. Make sure the volume control is set high enough;
3. Make sure your vehicle is not in a location where transmission is impeded by the terrain or building. Simply move to another location and try the radio again;
4. Make sure the transmit light is not on when the handset is in the cradle. If the transmit light is on you won't be able to receive—reset the handset in the cradle.

EMERGENCY EQUIPMENT & PROCEDURES

Know where the following are located and how and when to use them.

First Aid Kit

- Know what it contains.
- Maintain it so that it is always complete.
- Include rubber or plastic gloves in good condition at all times.
 - * Use for clearing blood
 - * Use when cleaning up vomit



Fire Extinguisher - dry chemical

- Check it on a monthly basis.
- Know how to operate it.

Emergency Warning Devices

- Must contain bi-directional red reflectors.
- Know where and how to place them.

Information packet containing:

- Bus license number, make & model
- Insurance carrier & insurance information
- Name and number of the school district or company and phone number.



List of student passengers by:

- Name
- Address
- Age
- Phone
- Medical conditions or allergic reactions

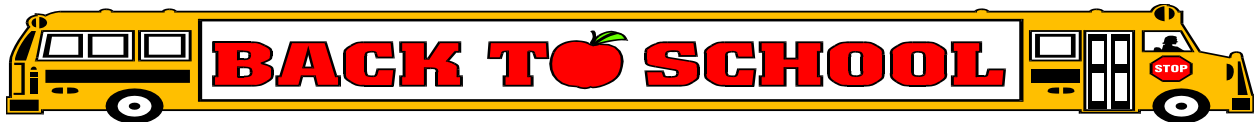
ACCIDENT REPORTING

Your responsibilities for reporting the accident include completing the following forms and reporting to the Transportation Director the day of the accident:

1. The required school district accident report
2. The Illinois Motorist's Report of Motor Accident Form (SR-1)

The completed forms should be submitted to:

- a. Illinois Department of Transportation
- b. Regional Superintendent of Schools, and
- c. School District Administrator.



The Health and Safety of your passengers is your first responsibility. Know what procedures must be taken to assure this responsibility is met.

Be prepared for an accident, but practice good defensive driving habits and use common sense and awareness to avoid them.

Exercise good judgment each day you drive; concentrate on your driving. You have been given the responsibility to provide for the safety of each student.

ACCIDENT REPORTING PROCEDURES

The following procedures are established to provide a consistent, accurate, and an effective way to report motor vehicle accidents.

Our first priority is to take care of the injured party, eliminate any immediate risk to others, report to administration and investigate the incident. If fire, explosion or other imminent danger, contact the nearest fire department, 911 or emergency responders as necessary.

Motor Vehicle Accidents –

- A. Reporting** – Any employee involved in a motor vehicle accident must immediately notify the police department and their supervisor. Supervisors shall notify administration immediately. Administration shall be responsible for communicating information with the police department and/or media relating to the accident.
- B. Motor Vehicle Accident Form (Form F)** - shall be completed by the supervisor investigating the incident and with the affected employee(s) and/ or any witnesses. This form is completed in addition to the police report as the district's internal documentation of the accident and will be located in the media/accident packet kept on the bus.
- C. Photographs**—a camera will be provided as part of the media/accident packet. If an employee is involved in a motor vehicle accident, take as many pictures as possible at various angles.

POST ACCIDENT PROCEDURES

What to do immediately after an Accident

If the bus is involved in an accident, you, as the driver, should:

1. Pull to a safe parking place
2. Turn off the ignition and remove the key
3. Place the transmission in neutral and set the parking brake
4. Activate the hazard lights
5. Leave the bus in place unless authorities tell you to move it
6. Locate and place the warning devices.
7. Contact the Transportation Director for assistance and if they cannot be reached contact the Superintendent

How to Ensure Student Safety

Determine whether the situation is safe for the students to remain on the bus or if they should be evacuated.

1. Check for injuries, using the passenger list to indicate injuries
2. Check for conditions that could cause fires:
 - Ruptured fuel tank, leaking or broken fuel lines;
 - Hot tires, etc. *Do not touch a suspected hot tire.* Place your hand “near” it to see if heat is radiating from it.
3. **Don't leave students unattended and/or unsupervised.** However, if you must leave the students to attend to the vehicle or warning devices, leave some students in charge.

POST-ACCIDENT PROCEDURES

Protect student passengers from injuries and the bus from further damage.

1. Protect the accident scene.
2. Notify the appropriate law enforcement agency(ies).
3. Cooperate with law enforcement by providing concise and clear answers and details.
4. Give your name, address, driver's license and bus driver permit numbers.
5. Be ready to exchange necessary information with other drivers.
6. Contact the school district office and provide the following information:
 - Who,
 - What,
 - When,
 - Where,
 - Why and needs.
7. Do not discuss details of the accident with media or others. An administrator will be assigned to do so.
8. Get names, addresses, telephone numbers, and license numbers of any witnesses if possible.
9. Do not release any students to anyone unless told to do so by school district administration or Police.
10. If you are authorized by law enforcement to remove student passengers from the scene, be sure that you follow law enforcement directions and/or school district policies and procedures for removal and transport.
11. If there are no injuries, follow school district policies and instructions on moving, returning or delivering students.

Motor Vehicle Accident Form FORM F

Date of Accident:	/ /	Time of Accident:	A.M. P.M.
Accident Address:			
City, State, Zip:		County:	
Weather Conditions:			
-			
Vehicle Information			
Vehicle Make:		Vehicle Model:	
Year:		Vehicle Identification Number (VIN):	
State of Registration:			
-			
Vehicle Driver			
Name of Driver:		Driver's Job Title:	
Drivers License Number (DRL):			
Is Driver CDL Licensed:	Yes No	Driver Injured:	Yes No
First Aid Administered:	Yes No	Drug Tested:	Yes No
Blood borne Pathogen Used:	Yes No	Citation Issued:	Yes No

Vehicle Passenger(s)			
Passenger #1:		Injured:	Yes No
Passenger #2:		Injured:	Yes No
Passenger #3:		Injured:	Yes No

Hospital Information (Employee)	
Hospital Name:	
Hospital Address:	
City, State, Zip Code:	
Hospital Phone #:	

Other Vehicle Driver			
-----------------------------	--	--	--

Name of Driver:		Was the Driver Injured:	<input type="checkbox"/> Yes <input type="checkbox"/> No
------------------------	--	--------------------------------	--

Driver's Address:	
--------------------------	--

City, State, Zip:	
--------------------------	--

Vehicle Make:		Vehicle Model:	
----------------------	--	-----------------------	--

Year:		Vehicle Identification Number (VIN):	
--------------	--	---	--

State of Registration:	
-------------------------------	--

Insurance Company:	
---------------------------	--

Agent Name:	
--------------------	--

Insurance Company Phone#:	
----------------------------------	--

Other Vehicle Passenger(s)			
-----------------------------------	--	--	--

Passenger #1:		Injured:	Yes No
----------------------	--	-----------------	--------

Passenger #2:		Injured:	Yes No
----------------------	--	-----------------	--------

Passenger #3:		Injured:	Yes No
----------------------	--	-----------------	--------

Hospital Information (Other Driver)	
--	--

Hospital Name:	
-----------------------	--

Hospital Address:	
--------------------------	--

City, State, Zip Code:	
-------------------------------	--

Hospital Phone #:	
--------------------------	--

Hospital Information (Other Vehicle Passenger(s))	
--	--

Hospital Name:	
-----------------------	--

Hospital Address:	
--------------------------	--

City, State, Zip Code:	
-------------------------------	--

Hospital Phone #:	
--------------------------	--

Law Enforcement Agency Investigation			
State Police County Police City Police			
Name of Officer:			
Badge #:		Phone#:	
Photographs Taken:		Yes No	
Photographer's Phone #:			

Witness(es)			
Name of Witness #1:			
Witness Phone #:			
Witness Address:			
City, State, Zip:			
Witness involved in accident:		Yes No	
Name of Witness #2:			
Witness Phone #:			
Witness Address:			
City, State, Zip:			
Witness involved in accident:		Yes No	
Description of Accident:			

Administrator's Signature:	
Date Form Completed	

TIMESHEETS

Timesheets

Payroll for non-exempt employees is processed on the **1st and 15th** of the month by **8:00 a.m.** All non-exempt employees are responsible for accurately recording all of the time they begin and end work as well as any break beginning and ending times. Upon completion of the timesheet for the payroll period, the employee is to sign the timesheet and turn it into the Transportation Director by the **30th** of each month by **8:00 a.m.**

The Transportation Director will then review the time sheet(s), sign, and turn into payroll for processing. Should corrections be necessary, the corrections need to be made and initialed by the employee and supervisor prior to turning it into payroll for processing.

ALCOHOL AND DRUG ABUSE POLICY

All District workplaces and events are drug- and alcohol-free places. All employees shall be prohibited from:

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
2. Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy a controlled substance is one that is:

1. Not legally obtainable;
2. Being used in a manner different than prescribed;
3. Legally obtainable, but has not been legally obtained; or
4. Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will:

1. Provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;
2. Post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
3. Make available materials from local, state, and national anti-drug and alcohol-abuse organizations;
4. Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;

Alcohol And Drug Abuse Policy (continued)

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program if deemed necessary. The Board of Education shall take disciplinary action with respect to an employee convicted of a drug offense in or out of the workplace within 30 days after receiving notice of the conviction. Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

SUBSTANCE TESTING FOR BUS DRIVERS

To support the objective of a drug and alcohol free workplace, testing for alcohol, drugs & chemical substances may be required under the following circumstances:

(1) PRE-EMPLOYMENT

Pre-employment drug testing may be a part of the employment process. Upon an offer of employment, a test may be required for all final candidates, and no applicant-testing positive will be employed. This includes all employment and re-employment, whether for temporary, part-time or full-time positions.

(2) POST ACCIDENT

After a work-related accident where judgment, coordination or physical or mental ability may have been impaired. Testing is required after an injury resulting in medical treatment or lost time or for an employee whose behavior raises a reasonable suspicion of drug or alcohol use. (Testing is also required for an employee, who causes injury to another person, and may not have caused injury to themselves). A test will also be required after a vehicle accident as defined by the administrator.

As soon as possible following an accident involving a commercial motor vehicle on a public road, a post-accident drug and alcohol test shall be conducted when either of the two circumstances below applies:

- a. If an accident involves a fatality;
- b. If a driver receives a citation for a moving traffic violation **and either** the accident involves bodily injury to a person who as a result of the accident immediately receives medical treatment away from the scene of the accident, **or**, one or more motor vehicles incur disabling damage as a result of the accident, requiring the motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle.

(3) REASONABLE SUSPICION

Based on reasonable suspicion for conduct or appearances that suggest the use or abuse of controlled substances.

(4) PERIODIC OR RANDOM

On an unannounced and random basis. Random tests may be more frequent for those working in a safety sensitive position, however all positions may be subject to random testing.

SUMMARY

While we hope that the district will never have to address alcohol abuse or drug problems with any employee, it is only fair that every employee understand the consequences of violating this policy. Working under the influence of illegal drugs or alcohol, as indicated by test results or other evidence, and violation of other provisions of this policy will result in disciplinary action, up to and including discharge - even for the first offense. In addition, refusal to participate in any part of the program can be considered an act of insubordination and may also lead to disciplinary action, up to and including discharge.

BUS MAINTENANCE

1. Follow your mechanic's instructions. He is responsible for keeping the buses in good operating condition.
2. If you suspect a mechanical problem, report it immediately to the mechanic.
3. Mechanical problems should be reported on the Pre-Trip and Post-Trip Sheet and placed in the box located outside the Mechanics office. If necessary, communicate with the mechanic.
4. Park the bus in the designated spot, letting it idle at least one (1) minute. Plug block heater in when necessary.
5. Use your pre-trip inspections properly. If there are problems and they are not reported, the mechanic will not be responsible for them.



Cleaning Buses

A school bus driver's workplace is, obviously, the school bus. Drivers should have pride in their workplace and make the necessary efforts to keep the bus clean and sanitary. However possible, drivers should seek cooperation of the pupils in this effort.

A dependable, daily inspection and cleaning routine will also help to identify vandalism, and which students may be responsible. The following are suggested cleaning routines:

Daily:

1. Gas up bus at the end of each work day.

Weekly:

1. Sweep the floor.
2. Dust seats and inspect for damage.
3. Clean windshield, side windows and mirrors (this is also a safety measure).
4. Follow Bloodborne Pathogens procedure when necessary.

After Each Trip:

1. Do a complete walk through and inspect for any items or trash left on the bus.
2. Sanitize as necessary.

SCHOOL BUS SAFETY

Steering and Stopping the Bus

If you are an accomplished, smooth bus driver you will be safe and have the respect of your passengers.

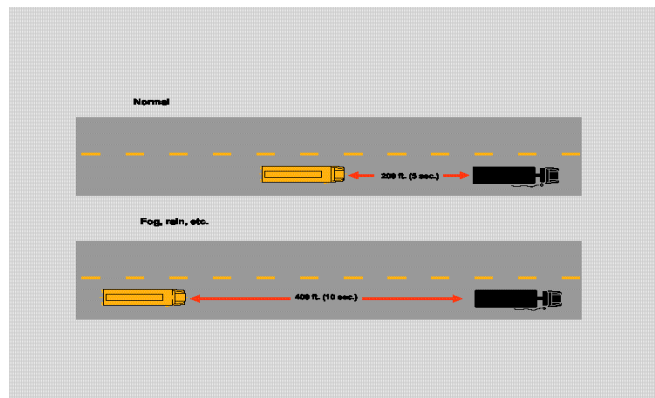
Steer smoothly, turning the wheel with a “hand over hand” motion. Always keep both hands on the steering wheel at the “ten o’clock” and “two o’clock” position. Driving with both hands on the steering wheel is much safer than driving with only one hand. If you are forced to steer quickly or with a jerking motion, you are traveling too fast for the maneuver.

Always use your right foot for normal braking. A school bus is much heavier than smaller vehicles, and it requires the driver to begin braking earlier in order to stop smoothly. For a smooth stop, “feather” the brake by slightly reducing your pressure on the brake pedal at the instant just before the bus stops rolling. The “feathering” action releases a small amount of brake pressure just before the stop is completed, making a smoother stop. You should never stop suddenly, except in an emergency to prevent a collision.



Safe Following Distance for the School Bus

You must always maintain a safe following distance between the school bus and a vehicle traveling ahead. This following distance should be long enough for you to be able to safely and smoothly stop the bus under any conditions. Constant practice to accurately estimate following distance can keep you prepared for most circumstances. The most important rule of maintaining a safe following distance is to keep at least **five seconds** behind the vehicle in front of you when weather and road conditions are normal and at least **10 seconds** behind the vehicle ahead when conditions are hazardous. For city driving, following distances must sometimes be changed to fit smoothly with the flow of traffic.



components of total

There are four
stopping distance:
Perception distance

Reaction distance
Brake lag distance (for vehicles with air brakes)
+ Effective braking distance

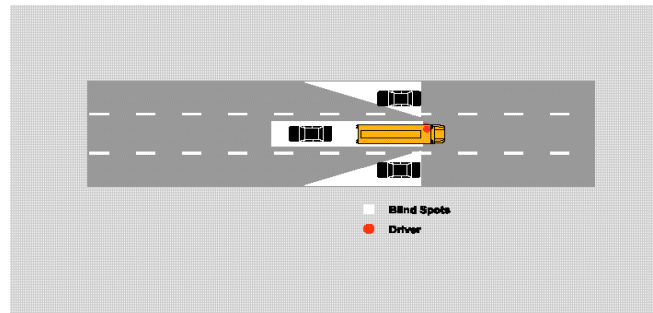
_____ = Total stopping distance

SCHOOL BUS SAFETY

Changing Lanes

When you drive a school bus in an urban/suburban area you must frequently change lanes. Changing lanes with a school bus requires greater concentration and more careful use of mirrors than changing lanes with a car. To change lanes with a school bus, you should signal early, thoroughly check mirrors and blind spots and gradually move into the new lane. When you have positioned the bus in the new lane, remember to disengage the turning signal.

The three cars in this illustration cannot be seen by the bus driver.

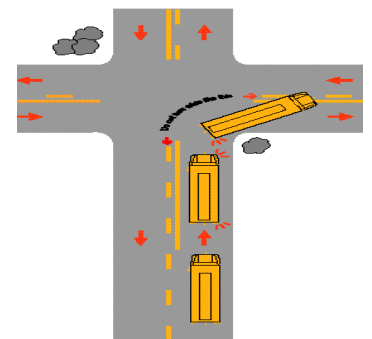


Turning the Bus

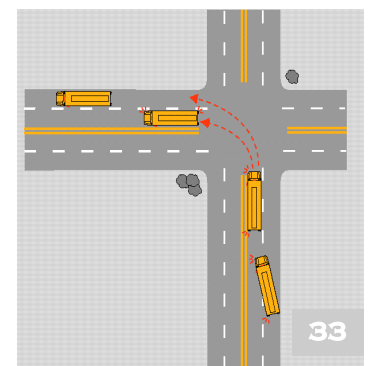
Many collisions result from improper and unsafe turns. Errors such as moving too fast; turning too soon; striking an object on the right or left; turning from the wrong lane and failing to yield right of way are common contributors to collisions. Many of these mistakes can be prevented by following safe driving habits such as knowing in advance where you are going and getting into the proper lane well in advance of the turn, turning carefully and deliberately using handover-hand steering, and always being prepared to stop or yield the right of way. Be sure to turn into a lane that is both lawfully available and the one that will benefit you the most down the road. In addition to these preventive measures, the following standard procedure should be used in making a safe turn:

Get in the proper lane well in advance of the turn!

1. Check traffic (to the front, rear, and sides).
2. Engage the turn signal 300 feet in advance.
3. Slow gradually to 10 mph or less at least 50 feet before the turn.
4. Check traffic (to the front, rear, and sides).
5. Check clearance while turning.
6. Straighten the bus and check traffic (to the front, rear, and sides).
7. Check that signal cancelled.



A safe and proper right turn



A safe and proper left turn

SCHOOL BUS SAFETY

Backing

Never back the school bus unless it is absolutely necessary.

But if you must, remember that there are several things you can do to insure safety. Approaching traffic may not know that you are backing, so using the hazard lights (four-way flashers) and blowing the horn will help alert them to your maneuver. Since there are blind spots that your mirrors cannot show you, appoint a responsible person to be a monitor at the inside rear of the bus to help you see what is behind the bus. Verbally communicate with the monitor before you begin and while backing. Check traffic to the front, rear, and sides both before and throughout the maneuver, using mirrors as needed. Many collisions happen because a driver is backing too fast. Therefore, always back at a slow, idle speed without using the accelerator and be prepared to stop for problems or improper position. Repositioning the bus may sometimes be necessary.

Using these safe driving practices, the following procedures will help insure safety while backing:

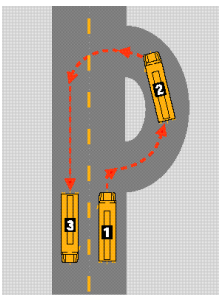
1. Check traffic (front, rear, and sides).
 2. Engage hazard lights (four-way flashers).
 3. Communicate with monitor.
 4. Blow horn.
 5. Back slowly, with no acceleration.
 6. Continue to check traffic and with monitor.
- Never back the bus to pick up passengers!**

Turning the Bus Around

A safe place for turning around should have at least 500 feet of unobstructed visibility in both directions and plenty of clearance for all sides of the bus. Using an unsafe place for turning around could eventually lead to a collision. Report any unsafe conditions at a turnaround point to the Transportation Director and/or Principal. **There are three methods of turning the bus around: the forward turn around, right side road turn around and left side -road turn around.**

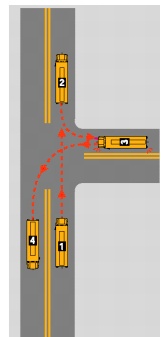
1. **Forward turn around:** Because backing the bus is an extremely dangerous procedure, the safest way to turn around is to avoid backing and use a forward turn-around instead. To perform the forward turn around, you select an adequately sized, safe area away from the road, such as a parking lot, where you can slowly move the bus forward in a wide circle to turn around.

Forward Turn \ (no backing)



2. **Right side road turn around:** The second safest method for turning the bus around is to use a side road on the driver's right side. To perform the right side road turn around, select a safe, intersecting side road on the right. Drive far enough past the side road to clearly see it behind and to the right of the bus. Activate your hazard lights, sound your horn, and use a monitor. To turn around, cautiously back the bus onto the side road and then turn left into the correct lane of travel.

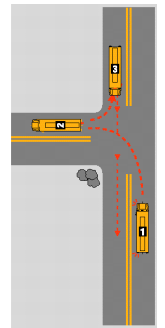
Side Road (right)



SCHOOL BUS SAFETY

3. **Left side road turn around:** Sometimes you might have no choice for turning the bus around except to use a side road on the left. To perform the left side road turn around, you should make a standard left turn onto a safe, intersecting side road. Activate your hazard lights, sound your horn, and use a monitor. Then cautiously back right onto the main road to turn the bus around. **If you must perform this maneuver, move cautiously: Backing onto a main road is very dangerous. For safety, remember these important rules for turning the school bus around:**

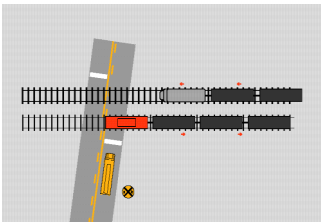
- Turn around only at places designated by the District.
- Always keep the bus in the proper lane of travel.
- Observe all the precautions for backing.
- **If you must turn the bus around by backing at a passenger stop, make sure all the passengers are on the bus while you are backing. If you are loading passengers at the turn around point, load them onto the bus before you back. If you are unloading passengers at the turn around point, back the bus before they are unloaded.**
- On a divided highway, the bus may not be able to make a U-turn from one inside lane to the opposite inside lane. Because divided highways are often heavily traveled, a U-turn at a median crossover point is extremely hazardous.
- Inform the Building Principal and Transportation Director of any turnaround problems you might notice on your route.



Side Road (left)

Railroad Crossing

School buses and school activity buses must stop at all railroad crossings. Some tragic collisions involving school buses have occurred at railroad grade crossings. Bus drivers and passengers should follow proper procedures at all times when crossing tracks. The school bus driver should:



Federal law requires that school buses, and activity buses must stop at all railroad crossings within 50 feet of the nearest rail but no closer than 15

1. Check traffic and turn on hazard lights.
2. Stop at least 15 feet, but not more than 50 feet from the track.
3. Turn off any accessories that prevent good hearing, open window and door, look and listen.
4. Close door, recheck track(s), proceed if safe.
5. After crossing tracks, turn off hazard lights, close window.

Additional Safe Driving Tips at Railroad Crossings are as follows:

- If you see or hear a train approaching, or the lights are flashing and/or the crossing gates are down, do not cross the tracks; shift to neutral, set the parking brake, and keep firm pressure on the foot brake.
- Be sure to look carefully in both directions. Look carefully at double tracks. One train might hide another.
- Never drive onto a track until you can drive all the way across.
- Accelerate enough so that the bus does not stall on the tracks.
- Never stop the bus on the track for any reason.
- When turning near a track, a turn signal should be used instead of the hazard lights.

SCHOOL BUS SAFETY

Road Surfaces

It takes longer to stop when the road surface is slippery. It is also harder to turn your bus. If you are to control your bus, slow down when the road is slippery. This is called managing your speed.

If your bus has antilock brakes, do not expect to stop any quicker. All antilock brakes do is allow you to stay in control while braking.

How much you slow down depends on the conditions. Refer to the following chart for approximate speed reduction under various road conditions.

Normal Driving Speed	Driving in Rain	Driving in Snow	Driving on Ice
55 mph	40 mph	28 mph	18 mph
50 mph	35 mph	25 mph	17 mph
45 mph	33 mph	23 mph	15 mph
40 mph	30 mph	20 mph	13 mph

Identifying Slippery Surfaces

Certain clues can help you identify slippery road conditions. When you see any of the following, slow down!

- **Shaded Area:** When the sun begins to melt the ice and snow, the shaded areas of the road stay icy long after the open areas are clear. Examples are around bridges and wooded areas.
- **Bridges:** Because air circulates over, under and around bridges, they tend to freeze more quickly than other parts of the road.
- **Black Ice:** This is a thin layer of ice that is clear enough to let you see the road underneath. It makes the road look wet. Any time it is below freezing and the road looks wet, watch out for black ice.
- **Just after it begins to rain:** When rain begins to fall after a period of dry weather, it mixes with dirt, grit, oil and other road particles. Then the road becomes very slippery.
- **Hydroplaning:** When water collects on the road, your wheels might lose contact with the road. A thin film of water separates the tires from the road and your bus simply slides along the water. This loss of traction is called **hydroplaning**. Under these conditions, you lose much of your ability to steer, brake and control the bus.

If you sense this occurring, gradually decelerate, but do not brake or turn the wheel.

MOTOR VEHICLE REPORTING

It is the policy of Windsor CUSD #1 that MVRs (Motor Vehicle Reports) should be obtained on all drivers on an annual basis and also used as the foundation for selecting employees who will be allowed to operate a company vehicle.

The review of these reports is important when hiring a new driver, as their past driving record affords one of the best clues to his/her future performance as a safe, dependable driver. Past experience has shown there is a high correlation between poor driving records and accident frequency. A new employee should not be allowed to drive a company vehicle until his MVR is obtained and favorable results are noted. Annual review of the MVR should result in the determination of whether an employee can continue to drive a company vehicle. One system of review follows:

ALL TYPE A VIOLATIONS (as defined below) WILL RESULT IN TERMINATION OF DRIVING PRIVILEGES FOR EMPLOYEES AND WILL DISQUALIFY ANY POTENTIAL DRIVER EMPLOYEES.

ANY DRIVERS (EMPLOYEES OR APPLICANTS) SHOWING ONE OF THE FOLLOWING WILL BE RESTRICTED FROM DRIVING COMPANY VEHICLES:

- One (1) or more type A Violations in the last 3 years
- Three (3) or more accidents (regardless of fault) in the last 3 years.
- Three (3) or more type B violations in the last 3 years
- Any combination of accidents and type B violations which equal Four (4) or more in the last 3 years.

Type A Violations:

- Driving While Intoxicated
- Driving While Under the Influence of Drugs
- Negligent Homicide Arising out of the use of a Motor Vehicle (gross negligence)
- Operating During a period of Suspension or Revocation
- Using a Motor Vehicle for the commission of a Felony
- Aggravated Assault with a Motor Vehicle
- Operating a Motor Vehicle Without the Owners Authority (grand theft)
- Permitting an Unlicensed Person to Drive
- Reckless Driving
- Speed Contest (racing)
- Hit and Run (Bodily Injury or Property Damage)

Type B Violations

- All Moving Violations not listed as type 'A' Violations

EMERGENCY CONTACTS

Unit Office

Transportation Manager

Mechanic

Police

911

Ambulance

911

Fire Department

911

Mid-West Truckers Association

(217) 525-0310 (after hours number for post accident testing)

