



LONGVIEW ISD TRANSPORTATION PROCEDURES 2022 - 2023





A Message from the Supervisor

To The Lobo Transportation Team:

Your job of safely transporting children to and from school plays a vital part in the educational experience of our students here at Longview ISD. Remember, as a school bus driver, you are usually the first school employee the students will see in the mornings and the last one they will see in the afternoon. The student's experience on the bus helps set the tone for the entire day. Please make every effort to make sure that each one of your students has a positive experience while riding your bus.

This handbook has been developed to help ensure a safe and positive experience for our students. It will also help you understand your job and responsibilities as a member of the transportation team. The policies in this handbook are based on the Longview ISD Board Policies, along with state and federal regulations.

Thank you for your willingness to be a part of our transportation team. I appreciate your service to our students at LISD and wish for each of you a great 2022-2023 school year.

John Mathis

LISD Transportation Supervisor

Our Mission Statement

Our mission as the Longview Independent School District Transportation Team is to provide safe, effective, efficient, and courteous transportation services for the district's students, staff and community at large. Our daily activities support exemplary educational opportunities for all.

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This document may be updated as required. An official copy is kept on file in the office of the Supervisor. An electronic version may be viewed on the district website www.lisd.org.

LONGVIEW INDEPENDENT SCHOOL DISTRICT TRANSPORTATION HANDBOOK

I. Driver Role and Responsibilities

Perhaps no other area of educational operations demands more responsibility for student welfare than the transportation of students in buses on public highways, streets, and roads. The driver is a very important member of the **safety team**, which includes students, parents, teachers, school administrators, and law enforcement officials. As a key member of this team, you must constantly strive to improve operational safety and efficiency.

YOUR RESPONSIBILITIES AS A DRIVER

As a professional driver, you are expected to meet high standards of conduct. A school bus driver is expected to meet standards of conduct higher than those of other drivers. Student passengers and their parents place a great deal of confidence in you. You should act deserving of this confidence, including being:

- A dependable person who can be relied upon to carry out your duties in letter and spirit.
- Emotionally stable to work effectively and patiently with students, parents, and school officials under different weather conditions and mechanical difficulties.
- Mature enough to cope with unexpected and unusual situations.
- Interested in the welfare and needs of others.
- Willing to practice patience and understanding.
- Observant of all traffic laws, Texas Department of Transportation regulations, and local rules and regulations.
- Neat and clean, as a symbol of the entire school system.
- Careful to refrain from using profanity.
- Well rested, so that you are free from fatigue.

Know Your Students

Establish a positive relationship with your students. Their conduct will depend a great deal on what you say and do. If possible, learn your students' names and greet them in a personable and friendly manner. Your expression of interest in each child will help you to gain the confidence of your riders. Remember, an essential part of your job is to maintain discipline according to procedures established by Longview ISD. Since students desire recognition of their good traits and abilities, compliment good conduct, habits, and deeds.

Under ordinary loading and unloading circumstances, communication between driver and passenger should be encouraged. You should help your passengers understand and follow what is considered normal and proper behavior on the school bus. Maintain a businesslike yet friendly relationship with all students.

STATE OF TEXAS COMMERCIAL DRIVERS LICENSE

All Longview ISD School Bus Drivers must possess a Class A or B License with both the "S" and "P" endorsements and they must carry it at all times while working. Trainees must take the DPS Driving Test in a 65-78-passenger school bus in order to receive a Class B license. Drivers must inform their Supervisors any time the license expires or is revoked. Original licensing requires passing written and driving tests as well as an eye test. Renewing the license requires an eye test. As part of their bus driver training, new drivers who do not have the correct endorsements will receive behind-the-wheel training, which will qualify them to apply for a Class B license.

The following documented behaviors may be cause for immediate termination:

1. Operating a school bus with a suspended or *expired* Class A or B license;
2. Operating a school bus before having completed the proper licensing procedures through DPS.; and
3. Approval of such illegal operation of a school bus by anyone in a supervisory capacity.

Anyone who reports in advance that their Class A or B license has expired is not to be terminated (unless they actually operated a school bus with an expired license), but will be suspended without pay until the license is made current.

SCHOOL BUS DRIVER SAFETY TRAINING CERTIFICATION

All drivers must at all times carry with them an up-to-date state school bus driver certificate which shows that they have completed the state-approved school bus driver safety training course. New drivers must carry an enrollment certificate for the course. It is the responsibility of the driver to keep his/her certification current. Drivers whose certification has expired will be suspended without pay until the certification is made current. Drivers must take an 8-hour recertification course every three years. The recertification course may be taken within six months of the expiration date listed on your certification card.

The District will pay the drivers 8 hours at their normal rate of pay to attend the 8-hour recertification course and will also pay the registration fee for taking the 8 hour course. However, drivers who let their certification lapse, thus requiring them to take the 20 hours course, will only be reimbursed for the cost of the 8 hour course. The driver will be responsible for the difference.

DRIVER TRAINING REQUIREMENTS/NEW DRIVERS

All new drivers will undergo an approved training program prior to being assigned

to a bus route. This training shall include training on safety operating a school bus, student management, and department/district policies and procedures. The amount of training required for each driver shall depend upon the experience and proficiency of the driver.

PRE-EMPLOYMENT MOTOR VEHICLE RECORDS CHECK

A driver record check is made with the Texas Department of Public Safety (DPS) on all school bus drivers prior to employment. Drivers who have recently moved to Texas from out of state will be required to furnish a three-year record from the state or states in which they lived for that period of time. Their driving records must be acceptable according to standards developed by the DPS, Texas Education Agency, and Longview ISD.

ANNUAL MOTOR VEHICLE RECORDS EVALUATION

The driver's license record of each school bus driver shall be evaluated at least annually with penalty points assessed for violations and accident involvement. Any person who has accumulated ten (10) or more penalty points in a three-year period shall be considered ineligible to transport pupils until such time as he/she may become qualified. Penalty points are listed under Tables I-V on pages 52-57 of the appendix.

MOVING VIOLATIONS/CITATIONS

A driver receiving a preventability rating on an accident causing injury(ies) and/or large monetary damages (minimum total damage of approximately \$2,500) will be assessed a minimum of a written reprimand and two-day suspension without pay which may include additional days pending results of accident investigation. The driver will also undergo mandatory retraining as soon as possible (i.e., State Certification, Empty Bus Training, etc.). A driver receiving a moving citation in a school bus will undergo the same above suspension without pay, and mandatory retraining procedure. Federal Law requires all drivers to immediately report to their respective Supervisor all citations received while driving a school bus or their private car.

CRIMINAL HISTORY CHECK

As a condition of employment, all employees must submit to finger printing and a criminal history check. Additional periodic checks may be completed throughout a driver's tenure of employment.

ANNUAL PHYSICAL EXAMINATION

All school bus drivers must complete a Texas Education Agency physical examination each school year. A copy of the medical certification card along with the CDL-7 form must be on file in the transportation office. The district will reimburse new bus drivers for the cost of a physical for the purposes of employment upon successful completion and passage of the CDL training and obtain licensure and subsequent employment by the district for 90 days. The original receipt for the physical must be provided – no exceptions. Should the employee not remain employed with the district, the expense will be taken out of the final paycheck.

EMERGENCY CONTACT INFORMATION

Employees must keep the transportation staff informed as to where they may be contact during the day in case of an emergency. This includes an up-to-date address and telephone number. Any changes in contact information should be reported **immediately** to the transportation staff.

COVID 19 PROTOCOLS

Longview ISD will implement the following safety protocols for students that are transported on any district school bus while Covid-19 procedures are in place.

- LISD will provide hand sanitizer when entering the bus and during the route. The bus driver, or bus monitor will apply the sanitizer directly into the hands of students entering the bus to prevent excessive use and accidental dropping of hand sanitizer, which will prevent students from slipping and falling.
- Transportation personnel will disinfect all interior surfaces between routes, utilizing the methods recommended by the district.
- LISD will use the A/C systems with windows partially open to circulate fresh air. This is in accordance with TEA and CDC recommendations.
- LISD students will have assigned seating on every bus. Students within the same family unit will be seated together to help with social distancing.
- Bus stops would be modified as needed to improve social distancing.

II. General Principals and Organization

Transportation Department procedures for employees are established by the Transportation Supervisor and will be in force from the date of the first school program day of each fall term to the first program day of the next school year.

Any employee violating policies of the LISD or procedures of the LISD Transportation Department will be subject to disciplinary action.

Refer to the District Handbook for additional policies dealing with personnel, leave, etc.

SUPERVISOR'S AUTHORITY

All transportation department employees are subject to authority of the Transportation Supervisor, including assignment or reassignment. Route assignments are subject to change throughout the year as determined by the Supervisor or her designee. The Supervisor's authority is delegated through appropriate supervisory personnel, including the Route Coordinator, Dispatcher, Trainers, and Shop Foreman.

DUE PROCESS CORRECTIVE DISCIPLINE

The Transportation Department handles problem situations with employees through Due Process Corrective Discipline. This procedure is designed to provide the employee with information as follows:

- 1) Nature and scope of the problem
- 2) Possible solution for the problem
- 3) Consequences for future violations

NOTICE OF REPORT

We sometimes receive reports from parents or the general public concerning unsafe driving practices or violation of departmental policies. When this occurs we will notify the driver of the incident by summarizing the incident in a *"Notice of Report"*. The report will be given to the driver in a timely manner. The driver will have an opportunity to respond to the report and should then sign the report and submit to the Supervisor or her designee.

SUPPLEMENTAL RULES

In addition to departmental procedures, employees must abide by supplemental rules and instructions which are published at the bus barn. These rules may be

department-wide but more often will be specific guidance for drivers such as campus specific rules and regulations, special parking situations, changes in time schedules, etc. Drivers must check for these notices in their mailbox or on the bulletin board before leaving on any route or field trip.

DISTRICT DRUG & ALCOHOL POLICY

All bus drivers must complete a drug/alcohol test prior to their initial employment at Longview ISD. Drivers will then be placed in a random testing pool. Once they have been notified that they have been randomly selected for testing, they must report to the testing site **immediately**. The testing site will always be the bus barn unless notified of a change in the testing site.

In addition to the consequences established by federal law, a District employee confirmed to have violated the District's policy pertaining to alcohol or controlled substances shall be subject to District-imposed discipline. Such discipline may include any appropriate action from suspension without pay during the period of removal from safety-sensitive functions, up to and including termination of employment. Failure to complete a drug/alcohol screening of any kind is considered a positive test and will result in immediate termination from the district.

Comprehensive information of the required controlled substances and alcohol testing policies may be found in the District Employee Handbook and/or Board Policy On-line at the district web-site www.lisd.org.

PAYROLL & TIMEKEEPING

TIME CLOCK PROCEDURES

All employees are required to clock-in and clock-out through the Skyward Finance / True Time system. You may enter your time by using the time clock or by using one of the computer work stations. Employees are responsible for making sure the time they enter is accurate. It is also the *responsibility of the employee* to submit their time sheet at the end of each week. Drivers/monitors who have additional field trips during the weekend should wait and submit their time on Monday morning. Failure to submit your time sheets in a timely manner will result in a delay in receiving your paycheck.

PAY PERIODS

Payroll Dates 2022 - 23 School Year

Jul. 14	Jul. 28	Aug. 12	Aug. 26	Sep. 9	Sep. 23
Oct. 7	Oct. 21	Nov. 4	Nov. 18	Dec. 2*	Dec. 16
Jan. 6*	Jan. 20	Feb. 3	Feb. 17	Mar. 3	Mar. 24*
Apr. 6	Apr. 21	May 5	May 19	Jun. 2	Jun. 15
Jun. 29	*Holiday Pay				

PROCEDURES TO FOLLOW FOR ABSENCES

Employees who are absent must fill out an *Absence From Duty Form* designating the type of available leave they wish to use for the absence. This request must also be entered through the Skyward Finance / True Time system. If the employee has no available leave they must request/submit *Leave Without Pay* for the days they are absent.

MEDICAL CERTIFICATION

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than five consecutive workdays because of personal illness or illness in the immediate family.
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent.

DISCRETIONARY PERSONAL DAYS

Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request **three days** in advance of the anticipated absence to his/her supervisor. The effect of the absence on the department operations as well as the availability of substitutes will be considered before granting approval of the request. Discretionary leave may not be allowed the day before or after a school holiday. If an employee takes discretionary leave without the approval of the Supervisor he/she shall be subject to disciplinary action up to and including **termination of employment**. Please see Board Policy DEC (LOCAL) for additional information concerning the use of discretionary leave.

HOLIDAY PAY - Bus drivers and monitors shall be eligible to receive holiday pay for eight (8) student holidays during the academic school year. Five (5) of these holidays will be at Christmas and three (3) during Spring Break. An employee may not take a personal business day the day before or after any paid or unpaid school holiday. To receive holiday pay for Christmas and spring break, an employee must have perfect attendance the entire week before and after each of these holidays.

Christmas: 12/18 – 12/24/2022 and 12/25 – 12/31/2022 Payroll date; 1/6/2023
Spring Break: 3/12 – 3/18/2023 Payroll date; 3/24/2023

The only allowable absences whereby an employee may be absent and still receive their holiday pay are *bereavement leave* and *jury duty*. An employee using bereavement leave or jury duty must follow the guidelines and provide the required documentation explained in the district handbook.

INCENTIVE PAY - See appendix

ABSENTEEISM AND TARDINESS

1. It shall be each employee's responsibility to notify the Dispatcher when they are going to be either tardy or absent. The employee should make contact with the Dispatcher a minimum ***thirty minutes*** prior to the established time for clock-in. The employee's failure to meet the 30-minute minimum prior requirement will result in disciplinary action regardless of whether or not the tardy or absence is ultimately approved for sick pay. Employees should strive to give the Dispatcher as much advance notice as possible.

When calling in, the person must state the reason for the absence and whether or not he or she will be available for additional assignments that day. If the person later decides not to work the additional assignment(s), the Dispatcher must again be notified at a minimum 30 minutes before clock-in time.

If the employee tells the Dispatcher that the absence will last all day or for a specific number of days, then one notification is sufficient. If the employee cannot come to work on the date specified in the previous notification, the Dispatcher must again be notified. (These requirements shall apply to all assignments, including mid-day and other assigned runs.)

2. The following guidelines will be used for handling excessive absences or tardiness. In determining whether an employee has been absent or tardy an excessive number of times, the following definitions will apply:
 - a. Tardiness - Any employee clocking-in five (5) or more minutes after his/her scheduled starting time will be considered tardy.
 - b. Excessive Tardiness - Any three (3) occurrences of tardiness within a twenty (20) work day period will be considered *excessive*.
 - c. Absence - An employee who is not present at his or her work assignment for fifty percent (50%) or more of any scheduled work period will be considered absent for that period.
 - d. Excessive Absenteeism - Any three (3) separate occurrences of absence within a twenty (20) day period will be considered *excessive*.
 - e. Excessive Tardiness/Absenteeism - Any combination of four (4) absences/tardiness within a twenty (20) work day period will be considered excessive and employee will receive due process corrective discipline.

YOU WILL BE EXPECTED TO ARRANGE YOUR PERSONAL AFFAIRS SO THAT THEY DO NOT INTERFERE WITH YOUR WORK.

Employees with excessive absences or tardiness will be subject to losing their route assignment. The employee may be assigned to another route or may be assigned to substitute driving or monitoring duties upon return to work.

TIME EXAGGERATION

Clock-in times for all routes and mid-days will be assigned by the Route Coordinator and approved by the Supervisor. The clock-out times listed on your route sheet are only estimates. Drivers and monitors are expected to clock out at the time they arrive back at the Plant & Auxiliary Services facility and complete the post-trip inspection (10-minute maximum). Employees will be paid for all the work time they are due. However, clocking out at a later time is considered padding, is fraudulent, and could result in suspension without pay or termination of employment. Drivers and Monitors who do not report Special Ed student drops and continue to clock in/clock out for that time will be considered to be time padding.

SUSPENSION FROM AUXILIARY DUTIES AND ADDITIONAL DUTIES

The driver or monitor will be suspended from Field Trips, Additional Duties and/or Auxiliary Duties for 20 consecutive calendar days from date of:

- a) A write-up for excessive absences or tardiness
- b) A written reprimand for disciplinary action due to progressive discipline.
- c) Operating a school bus without mandated credentials
- d) Receiving a ticket in a school bus
- e) Having a preventable accident causing injury (ies) and/or large monetary damages (minimum total damage of approximately \$2,500).

Note: Christmas, Spring Break, and summer non-work days will be skipped and not counted for the 20-day period. A driver will also not be eligible for additional assignments should his/her certification or physical expire.

ASSIGNMENT OF BUSES

Buses are assigned to routes and not to drivers or monitors, and bus assignments may be changed during the year. Check with dispatch whenever you clock-in to ensure all routes are covered. Spare buses must have the proper number posted in the window.

BADGES/ID CARDS

Badges should be in the possession of the individual employee at all times. Badges should be worn and plainly visible when in public settings.

Lost cards may be replaced by contacting the Department of Human Resources. Employees will be charged a fee for this service. Cards needing repair should be returned to the Transportation Office for replacement. Report badge problems to staff immediately.

DRIVER TRAINING REQUIREMENTS

BEHIND-THE-WHEEL TRAINING

Classifications for drivers- All new drivers will be grouped into one of the following classes:

Class 1 – An experienced driver who has driven at Longview ISD or another school district within the past 12 months.

Class 2 – An experienced CDL driver who has no experience driving a school bus or who has not driven a school bus the past 12 months.

Class 3 – A new CDL driver

Training requirements - The new driver's classification will determine his or her training requirements as follows:

Class 1 - Retrain at least one hour or as needed (to be determined by the trainer).

Class 2 - Minimum of five hours if certified by the State of Texas. If not certified, then train completely.

Class 3 - Put driver through entire 20 hr. orientation.

Training Period - The complete training course consists of at least eight hours of behind-the-wheel training, some of which is range training on an empty bus, plus four hours of observation, and driving a loaded school bus with a field trainer observing the trainee.

The field trainer must complete training of a new driver prior to assignment of a route unless approved by the Supervisor. If the trainer realizes that the trainee will need more than eight hours to complete behind-the-wheel training, the trainer must get approval from the Supervisor to train beyond eight hours.

Transfers - Any driver who transfers from a Regular route to a Special Education route must receive all extra training as required by the Supervisor or designated staff.

Certification Class - Successful completion of the school bus driver-training course is required of all drivers. School bus drivers shall have in their possession a certificate indicating enrollment in or completion of the twenty-hour course.

Drivers are responsible for renewing their certification every three years by completing an eight-hour refresher course. Effort will be made by staff to inform the driver of course offerings early; however, it is the responsibility of the driver to request refresher courses and complete the requirement in a timely manner. Drivers should register for recertification class 180 days before expiration to ensure timely completion of the course.

3-D Driver Training - All Route Drivers must complete a 3-D Driver Training session each year. The 3-D Defensive Driving form is used to check each of the observed items inspected as the driver performs the morning or afternoon route for which he or she is assigned as the observer records each checklist item. This document must be completed by the trainer and the driver with the route number performed, bus number used and a complete in and out odometer meter reading of each digit (including the decimal).

MISCELLANEOUS REGULATIONS

EMPLOYEE PARKING

The parking area for bus drivers and monitors is located at the west end of the Plant facility. Parking spaces for handicapped drivers and monitors are located at the north end of the maintenance staff parking lot. Only buses, maintenance personnel, delivery vehicles, and handicapped drivers with the appropriate permit should enter or exit from the two gates on the east end of the plant. If you have a handicapped parking permit on your vehicle it must be for you, not for your spouse or another family member. Employees who parks in the handicapped parking spaces must present a copy of the required documentation to the transportation secretary

HANDICAPPED PARKING AREA

Handicapped parking places are for handicapped individuals **only**. If you have a handicapped parking permit on your vehicle due to a handicapped spouse or other family member, that does not entitle you to park in the handicapped parking spot if you are able bodied. Please be considerate of persons with disability that actually need to park in the handicapped parking spaces.

BUS PARKING

Drivers are required to park their buses in the same corresponding parking slots as their bus numbers unless instructed to do otherwise by the Supervisor/designee or the shop manager/designee.

EMPLOYEES' CHILDREN

Any Transportation Department employees who are the parents of school age children (K-12) may request that their children be transported from a bus facility, when the parents' work schedule interferes with the school transportation needs of their children.

All such requests must be directed to the Supervisor. Special arrangements will be granted on a space-available basis only.

Parents must assume complete responsibility for their children whether at the bus facility or on the school bus. The parents of children who are being transported from a bus facility must abide by the following:

- 1) Children **may not be left unattended** at a bus facility for any reason.
- 2) Children must be escorted to and from a bus.
- 3) Children are not allowed in the maintenance area for any reason.
- 4) Children may not be treated with favoritism by their parents or any other driver.
- 5) Children are not allowed to ride on a route that has not been approved by the Supervisor.

This policy limits employees' children to only riding to and from school as approved, in advance, by the Supervisor. Employees must not keep their children at the facility or on a bus while they perform auxiliary or additional duties, drive field trips, etc.

PROFESSIONAL APPEARANCE

Transportation employees will be expected to maintain a CLEAN AND PROFESSIONAL APPEARANCE. Some requirements are as follows:

1. Employees are required to wear uniform shirts at all times.
2. All Clothing shall be in good repair and must not be imprinted with or display obscene or suggestive language, alcohol, tobacco and/or illegal drug advertisements. (This includes headgear, i.e., caps, etc.). Articles of clothing as described above are not to be worn to work. This procedure also applies to carry articles such as handbags, backpacks, lunch boxes, etc.
3. Footwear must be in good repair, must be secured at both front and rear, and must be worn properly. Platform shoes, high-heeled shoes (more than two inches high), thongs (flip-flops), are not permitted.
4. The torso must be covered in good taste.
5. No spandex shorts/pants or pajama outfits.
6. Dresses, skirts and shorts must be mid-thigh or fingertip length which ever is shorter and cannot be distracting.
7. No spaghetti straps.

CELL PHONES /TEXTING

Drivers are strictly prohibited from using cell phones while operating a school bus or a passenger van. This includes talking, texting, checking messages, listening to music, or any other use of a cell phone or similar type of communication device while operating the vehicle. The driver's total focus should be on safely transporting the students. In the case of an emergency or other situation where you must use your cell phone, you should find a place to safely pull off the road and park before using your phone.

Drivers confirmed to be using a cell phone while operating a school bus or van shall be suspended for *three days without pay* on the **first occurrence**. A second violation shall result in the recommendation of the driver's *termination of employment*.

RADIO/SOUND SYSTEMS

The Supervisor must approve all sound systems. Any unauthorized sound system will warrant a *written reprimand* for the driver responsible and termination of that driver's privilege to use a radio/sound system on his/her bus for the remainder of the school year. Radio and speakers cannot interfere with operation of the bus. The radio must not be so loud that it interferes with the two-way radio communication between the driver and the dispatcher. The driver should never allow any radio station to be played that contains inappropriate words or music that might be considered inappropriate for the age of students on the bus. When in doubt, change stations or turn it off. Televisions are not permitted.

SOLICITATION AND COLLECTION

The solicitation and/or collection of money or property from students is prohibited.

LAW ENFORCEMENT AND OTHER SUPPORT GROUP REQUESTS

Requests for assistance from any law enforcement agency or other support agency must be made through the Dispatcher.

IMMEDIATE NOTIFICATION: STUDENT DISCIPLINE, INJURIES, AND ACCIDENTS

Drivers or monitors are required to notify the Supervisor if any of the following situations occur:

- 1) Student discipline problems requiring police action.
- 2) Student injuries of any type.
- 3) Accidents **of any type** involving your bus.

Failure to report accidents, injuries or serious discipline problems may result in disciplinary action.

INCOMING PERSONAL PHONE CALLS

Due to the high volume of calls to the transportation department telephones, employees are requested to notify their family, friends and business associates that incoming personal calls should be restricted to emergency situations only.

NO IDLE POLICY

Longview ISD has adopted a “no idle” policy for the school bus fleet. “No idle” is defined as no more than 5 minutes idling at any time. This means that everyone should shut down every bus during wait periods at campuses and events. Buses should not be idled in the facility parking lots more than the 5 minute limit unless temperatures are below 20 degrees Fahrenheit. When below 20 degrees Fahrenheit; the maximum idle time will be 10 minutes or until the bus reaches normal operating temperature, whichever comes first. The policy is not in force while waiting in traffic or at railroad crossings.

Exceptions to this policy will only be granted by the Supervisor in unusual circumstances due to temperature requirements for specific special education students.

SHOP – AUTHORIZED PERSONNEL ONLY

The shop area is a restricted workplace for mechanics and mechanics’ helpers. It is not a place for drivers and monitors to congregate for social visits or to take a short cut through the shop in order to gain entrance to other parts of the Plant facility. When you stop by to make a social visit you are keeping the mechanics from doing their job. Also, when you enter an area with heavy equipment and a place where there are often oil spills, you are putting yourself at the risk of being injured. It should not be necessary for a driver or monitor to enter the shop area. If your bus has mechanical problems that need attention you should submit a *Repair Request* to the Dispatcher who will forward the request on to the shop. Information concerning the status of the repair request will be communicated to the Dispatcher who will then pass the information on to the driver.

TRANSPORTATION OFFICES AND STAFF

The transportation staff is readily available to assist employees and to listen to any problems or concerns. Our door is always open. However, please keep in mind that the office area is a place for conducting business. Respect it as such and help maintain a professional, businesslike atmosphere when you visit the office. Please keep in mind that our staff has work to do so please keep your visits short. Also, please refrain from loud and boisterous talk or behavior that is disruptive to staff members who are talking on the phone or conducting business.

SUMMER ROUTES

NOTE: ROUTES AND/OR TRIPS MAY BE CANCELED OR ADDED AT ANY TIME. The number of driver positions may vary from week to week as the routing needs change. No summer route or employment carries any guarantee.

In general, policies for the summer will remain the same as those during the regular school year, with additional considerations.

- 1) If a driver or monitor voluntarily quits a summer route, or is terminated by corrective discipline from a summer route, he or she will be considered terminated from LISD with loss of all benefits.

- 2) If a driver or monitor is eligible for summer employment, he or she may be selected for either a regular or special needs route as per the selection procedures, regardless of the type of route he or she drove during the regular school term.
- 3) Leave, including personal days and state sick days, is not available for use by drivers and monitors during summer school. Leave may only be used during the 180 work days during the regular school year.

REQUIRED REPORTS

Drivers will be responsible for completing all required reports accurately and on time. Reports are uniform across the district but will vary from time to time. Official counts, daily inspection forms, Medicaid rosters, State Report Rosters, Student Conduct Reports, Extra Duty Records, Missed Punch Forms, etc. are essential to the proper operation of the Transportation unit. Official State forms must be accurate and signed before submitting to the Supervisor. These are mandatory for the purposes of state funding. Failure to complete any official records will be subject to due process corrective discipline.

III. Student Management and Discipline

GUIDELINES FOR STUDENT BEHAVIOR

Listed below are some general guides for encouraging correct student behavior:

1. Maintain a clear set of rules and enforce them consistently.
2. Only issue an order you can enforce or intend to enforce.
3. Let children know the reasons for the rules.
4. Stop undesirable behavior as soon as you spot it. Don't "save up" the mistakes a child makes. Address each one as it occurs. The longer you allow it to go on, the harder it will be to stop that behavior.
5. When correcting children, be brief and clear. State the reason for the correction. Praise them later if they have maintained good behavior.
6. Give the student time to respond after disciplinary directives are given.
7. As a rule you should not use physical force when dealing with a child. However, it may be necessary to intervene if another child is at risk of serious injury.
8. Avoid power struggles.
9. Set a good example yourself.
10. Be friendly and show an interest in each student. Greet them with a smile.
11. Don't belittle or ridicule children. It will only make them resent you.
12. Treat children as individuals. Learn their names. Be friendly (but not buddy-buddy). Compliment them when they do well.

FIVE SIMPLE RULES

The basic rules for student conduct on school buses are simple. These 5 simple rules should be posted in all buses:

- 1) FOLLOW DIRECTIONS
- 2) KEEP HANDS AND FEET TO YOURSELF
- 3) LOW NOISE LEVEL
- 4) STAY SEATED UNLESS GETTING ON/OFF

5) NO FOOD OR DRINK

Safety rules should be strictly enforced. Drivers may use some discretion in the enforcement of other behavior rules. However, students will often "test" a new driver. Therefore, it is recommended that all rules be strictly enforced until a correct relationship has developed between driver and students. The driver may then wish to use some flexibility in applying the rules. For example, the driver may wish to reward good behavior by allowing snacks on special occasions or by relaxing some rules on a field trip.

Some rules are not posted on the bus. Drivers are responsible for instructing the students about such rules. Examples are:

- (1) Loading and unloading procedures;
- (2) Emergency evacuation procedures;
- (3) Procedures for carrying students' belongings;
- (4) Any other rules that will help drivers to provide safe and efficient pupil transportation.

In explaining to students the reasons for both posted and non-posted rules, it is important for drivers to emphasize concern for safety, which is the overriding factor in all cases.

Students deserve to know that bus behavior rules are developed in order to ensure a safe and comfortable trip for everyone on board.

ASSIGNED SEATS

All Regular and Special Education drivers are required to assign seats and or positions by the **second week** of school. All subsequent new students must ride in an assigned seat. An up to date chart of seat assignments must be maintained on the bus and a copy should be given to the Dispatcher.

BULLYING

Bullying will not be tolerated on Longview ISD buses or any Longview ISD facility. Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:

1. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational

environment for a student

When bullying occurs, the driver should address the matter immediately and report the incident to the campus principal.

BREAKING UP A FIGHT

1. Most fights can be stopped by calm, yet stern, authoritative voice. Give specific commands. Do not yell.
2. Evaluate the situation. How many students are involved? Is there anyone around who can assist you? Are weapons present?
3. Identify yourself; call students by name.
4. Stay within your capabilities to protect. Do not become another victim.
5. Avoid physical contact if at all possible, especially “grabbing.”
6. Send another student for help (if you are on campus)
7. If it is necessary to go into a fight, remove your glasses.
8. Separate the aggressor and the victim. Use your body more than your hands.
9. Remove participants to neutral location. Dismiss the audience.
10. Obtain identification.
11. Get medical attention if necessary.
12. Report incident to Dispatch.
13. Submit disciplinary referral to campus principal.

BUS CONDUCT REPORTS

When completing a *Bus Conduct Report* you should be **specific** about what the student has done but keep it **short and to the point**. Don't write a long narrative and do not nitpick. Remember that parents read the reports and comments should be limited to observable behaviors. Long narratives will only irritate the parents and appear to be confrontational from the driver. Please use a separate form for each student being careful not to identify any student other than the one for which you are writing the referral. We should never comment to the student's character. Appropriate example – “*The student would not sit in his seat.*”

Inappropriate example – *“The student is such a bad kid. He never listens, and he wouldn’t sit in his seat.”*

The driver should remove the gold carbon marked "TRANSPORTATION" and turn it in directly to the Dispatcher. The remaining carbons and the original should be given to the student's principal.

Working with the principal – Do not load down the principal with huge stacks of trivial disciplinary reports. *Bus Conduct Reports* should be used only for serious or persistent offenses when all other methods to correct the problem have failed. As a member of the educational team it is important to always cooperate with all members of the school district. Respect the positions and responsibilities of all staff members. Always conduct yourself in a professional manner when dealing with the principals, assistant principals, or other Longview ISD staff members. Avoid criticizing other school personnel to students, parents, other drivers or the public. We should all work together as a team for the benefit of the students.

CORRECTIVE ACTION BY DRIVER

Drivers may require students to sit in assigned seats in order to help control behavior problems. Drivers may not require any student to leave the bus before the student has reached his or her destination. However, when conditions on the bus become extremely difficult, it may be necessary for the driver to stop the bus and counsel the students until the situation is safe enough to permit finishing the route. (This type of situation should be reported to Dispatch and the principal of the students' school at the earliest possible time, so that the school district can respond to the parents who are concerned about their children coming home late.) Also, drivers must promptly report to the principal of the school any student who attempts to carry a weapon on board a school bus. *Under no circumstances should any student be discharged from a bus except at their assigned campus (to a school official) or at an authorized designated school bus stop.*

RETURNING STUDENTS TO CAMPUS

Drivers may under certain guidelines return to school on afternoon runs to get assistance from school personnel. The driver may return if:

- 1) The student or students in question present a danger to themselves or others. (serious fighting, or other major violence, threatening others with a weapon, displaying a weapon, threatening others while refusing the driver's instructions to cease the behavior)
- 2) The student's behavior creates a situation impeding the driver's ability to safely operate the bus.

- 3) The driver is in fear for his/her own personal safety.
- 4) A student becomes severely ill.

The distance from school as compared to distance to the drop off area should be considered in making the decision of whether or not to return the student to school.

Anytime it becomes necessary to return to campus the driver must notify the Dispatcher immediately.

IV. School and Community Relations

A school bus is like a large yellow-and-black billboard which moves down the streets of Longview each morning and afternoon. Remember that many citizens have no other contact with LISD except the school bus they see on the streets. The driver, the bus and the students on that route are the only basis they may have to judge the school system. Your major job in relating to the community as a bus driver is to do your job well, and particularly:

1. Be a careful and alert driver.
2. Be a courteous driver. Observe city, state and LISD traffic laws and regulations.
3. Drive a clean bus: well kept and in good mechanical condition.

HUMAN RELATIONS

The students' first contact with school each day is when boarding the school bus. The way you treat them will determine their attitude toward you, and they will act accordingly. Let children know that you like them and want them on your bus, and you will have far fewer behavior problems. Compliment them and take an interest in what each child does.

Some children suffer from physical and/or emotional isolation and low self-esteem. They may have few friends. Your interest means a lot.

Do not hesitate to speak with parents and teachers. They can give you good suggestions for dealing with each child.

Human relations mean dealing with people. LISD has certain standards which encourage good relations. They will be listed in this section. More importantly, LISD wants to avoid developing bad situations and seeks to have its employees trained to prevent problems before they occur and deal with them constructively.

BASIC PRINCIPLES

Be punctual and dependable: Show up. Show up on time.

Exhibit emotional control: "Keep your cool."

Practice good speech: Driver language should be clear and calming. Under no circumstances should employees use profanity, or any abusive remarks.

Maintain good physical condition: Never drive when severely ill or under the influence of alcoholic beverages or drugs of any kind.

Maintain good appearance: Appropriate dress and good personal appearance and cleanliness make favorable impressions on others and influence their

response to what you say or do.

THE DRIVER & PARENTS

Share information with parents about how their children are doing on the bus. Meet as many parents as possible and establish a good relationship with them. If you show parents that you care about the welfare of their children, they will support you when you approach them for help with problems.

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 or handle discipline problems with a parent through the open door of a bus.

In the above situation, listen as long as you can, explain that you must meet your schedule, and invite them to call you or your supervisor. Later, if necessary, a meeting can be arranged with you, the parent, your supervisor, the child, a teacher and/or principal.

V. Safety and Student Welfare

STUDENT WELFARE: CHILD ABUSE & NEGLECT

A person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall make such reports as are required by law. (Family Code 34.01)

A person who reports or assists in the investigation of a report of child abuse or neglect, other than a person reporting his own conduct or reporting in bad faith or with malice, is immune from any civil or criminal liability that might otherwise be incurred or imposed. (Family Code 34.03)

Non-accusatory reports shall be made reflecting the reporter's belief that one or more of the following acts have occurred:

1. A child has been or will be abused or neglected.
2. A child has died of abuse or neglect.
3. A child has violated the compulsory school attendance laws on three or more occasions.
4. A child has, on three or more occasions, been voluntarily absent from this home without the consent of his or her parent or guardian for a substantial length of time without the intent to return.

TO WHO REPORTED:

These reports shall be directed to:

1. Any local or state law enforcement agency.
2. The Child Protective Services division of the Texas Department of Family and Protective Services **1-800-252-5400**

POSSIBLE CHILD MOLESTERS AT BUS STOPS

If you see or hear of activity by a possible child molester at a bus stop, please contact the Dispatcher as soon as possible.

SLEEPING STUDENTS

It is imperative that we check our buses during the Post Trip Inspection for sleeping students. A student left sleeping on a bus due to a driver's failure to perform the Post Trip Inspection is a serious mistake. Failure to do so in the heat of summer could be a "fatal" mistake. We will use the *orange streamer* method to prevent accidentally leaving a student on the bus. The streamer shall be

physically moved to the front of the bus near the driver during the pre-trip inspection. It will then be moved back over the rear door (where it will be visible from the front of rear of the bus) during the post-trip inspection. Failure to comply with this procedure shall result in disciplinary action up to and including suspension without pay and/or **termination of employment**. All drivers will be required to use the orange streamer system even though they may have a *No Child Left Behind* alarm feature on their bus.

VI. Care of Vehicle

MAINTENANCE & INSPECTION RESPONSIBILITIES

As a driver, you are required to make a standard inspection of your bus before starting and after completing any trip. The standard inspection procedures are listed below.

If you discover, in the course of the inspection, that your bus is UNSAFE TO DRIVE, you must have it repaired before leaving the shop area. You are neither required nor permitted to drive an unsafe bus. Each inspection form has a place to document defects for repair.

If the bus cannot be made road-safe before your route begins, you should ask to be assigned another bus while yours is in the shop.

Final determination of bus safety is the responsibility of shop personnel. You are required to drive your bus if the shop determines the bus is safe to operate. If you refuse to drive the bus after the shop determines your bus is safe, your Supervisor may take disciplinary action, which may mean that you would not be paid for the route time involved.

PRE-TRIP/POST TRIP INSPECTION REPORT

Drivers are **required** to complete the *Bus Driver's Vehicle Inspection Report* after each trip. They should take a good overall look at the bus. They should check for vandalism and check under the bus for oil, fuel or coolant leaks. Drivers should make certain all safety systems are in operation. It is the driver's responsibility to sweep buses and close bus windows. All window glass, windshields, turn signals and warning lights should be clean. The report is your documentation that you have done the pre-trip and post-trip inspection of the bus each time it is in use. Drivers should check each inspection point for defects, marking each individual listing, recording a complete digit (including the decimal point) beginning odometer reading and recording the ending odometer at the post-trip inspection for which the driver signs off he or she has completed the post-trip inspection. These are turned in daily to the Dispatcher. If buses have defects, you must complete a *Repair Request* for service (do not expect the inspection form to substitute as a repair request).

REMOVE KEYS

The keys should be left in the buses during the day. After the PM route, each driver is required to remove the keys from his/her bus and hang on the hook at the top of their mailbox inside the bus barn.

ALLOTTED TIME FOR PRE-TRIP/POST TRIP INSPECTIONS

Drivers/monitors are given 10 minutes in the morning and 10 minutes in the afternoon for their pre-trip/post trip inspections. Upon clocking in, all drivers and monitors should immediately proceed to their respective buses and perform their pre-trip inspections.

REPAIR REQUESTS

Drivers are required to submit a *Repair Request* for any mechanical problems with their bus. This form is designed to give a record of the maintenance and costs related to the buses in the fleet. If the repair is not satisfactorily completed within a reasonable length of time, a second repair request should be written indicating "**second request**" on the form. A "*third request*" for the same maintenance concern should be personally given to the Supervisor.

STATE SAFETY INSPECTION STICKER

Drivers are responsible for keeping the safety inspection stickers on their buses up-to-date. Drivers may request safety inspections on standard shop Repair Request forms. Drivers can be ticketed for operating a bus with an out-of-date inspection sticker.

VII. Loading and Unloading Students / Daily Operations

All Drivers and Monitors should be on their respective buses when students are loading and unloading.

UNAUTHORIZED STOPS

If it becomes necessary for a driver to make a stop outside of their regular bus route for a restroom break or other emergency situation, the driver is required to notify the dispatcher, giving the exact location of the stop.

These stops shall be allowed:

- 1) When no students are on board.
- 2) When the bus can be parked legally and safely on a public parking area sufficiently large to allow the bus to be parked without obstructing other vehicles for the duration of the wait.

It is not permissible to make unauthorized stops on any route or field trip to take care of personal business. After completion of all assigned trips, drivers and monitors must proceed directly to their facility unless they are performing other transportation duties.

Unless you have necessary school business, or need an emergency restroom stop, all buses must immediately leave the school loading zones. Please do **not** block school drives and loading zones when waiting or parked as per above; always find a safe and non-congested place to park.

SAFE STOPS

Refer to the Texas School Bus Driver Certification Course guide and the Commercial Motor Vehicle Handbook TX DPS publications for comprehensive state guidelines for loading and unloading students. Longview ISD in addition to observing these state regulated guidelines has adopted the following rules to enhance student loading safety as follows:

1. No L.I.S.D. student may cross any divided roadway.
2. No L.I.S.D. student may be allowed to cross any roadway with a speed limit of over 35 mph.
3. No L.I.S.D. student may be allowed to cross more than one lane of traffic.
4. Special needs students shall be picked up and dropped off on the right side of the road so they will not have to cross over in front of the bus.

UNAUTHORIZED RIDERS

LISD employees such as school monitors, custodians, food service workers, etc., may ride a school bus to work only at the request of the school principal and with the approval of the Supervisor. Other persons must have the permission of the Transportation Supervisor. A driver may carry a parent to school on a non-regular basis (e.g., parent conference, school parties) if space is available and parent is not a threat to the students or driver.

Students who do not usually ride your bus may accompany regular riders to their stops, if they bring a note approved by the campus principal.

USE OF FLASHERS WHILE LOADING OR UNLOADING

All buses must use red loading flashers (alternately flashing lights) when loading or unloading students on city, county or state streets, roads or highways. Red loading flashers do not have to be used when loading or unloading on a school or private driveway or parking lot. School Bus drivers failing to follow State Law are subject to traffic citations and suspensions of their CDL licenses. Drivers should make every effort to minimize traffic congestion by operating alternating red flasher lights while being sensitive to surrounding traffic.

OFFICIAL TIMES/WATCHES

Drivers are required to have in their possession a watch and/or clock while performing their driving duties.

OVERLOADS

Should an overload occur on your bus, notify dispatch of the situation immediately. No one may stand or sit in the floor while the bus is in motion.

BAND INSTRUMENTS AND EQUIPMENT

The transportation of students' equipment (class projects, books, band instruments, etc.) is provided on a space-available basis after all students have been seated. Such equipment may be transported when it is securely held by the student for the entire duration of the trip. Items too large to be held by the student may be transported if the item does not obstruct the aisle or entrance or interfere with the driver.

LOADING/UNLOADING AT A SCHOOL CAMPUS

Unloading

- Students should remain seated until bus comes to stop.
- Position yourself to supervise student unloading, making sure all students move promptly away from the unloading area.

- After all pupils have moved at least 15 feet from the unloading area, check the area around the bus to see if it is clear.
- Board the bus, fasten seat belt, start engine, and perform the 5-point mirror check.
- When it is safe, slowly pull away from the unloading area and leave the campus.

Loading

- Students should wait in a designated location, facing the bus as it approaches.
- Position yourself to supervise student loading.
- Students should enter in single file and sit in their assigned seat.
- Wait until the principal or designee releases the bus. This will eliminate the need of having to return the bus to the campus when students are left.
- Perform the 5-point mirror check. Make sure no one is running to catch the bus.
- When safe, slowly move away from the curb and begin the route.

ROUTE TIME SCHEDULES

Drivers should not vary more than five minutes from the route time schedule under normal conditions. Any change in the route time schedule must be approved by the Route Coordinator.

Drivers should wait a minimum of seven minutes after bell time at all schools before leaving in the P.M., unless otherwise instructed.

ROUTE CHANGES AND DELETIONS

Drivers are expected to drive their routes **exactly** as they are written on their route sheets. Two legal problems arise when this is not done. First, if a bus is involved in an accident while "off-route", legal actions could be brought against the driver by other parties involved. Secondly, the District is partially reimbursed by the State of Texas for the route service we provide, and this reimbursement is based upon routes that we attest to as being driven as written. (To do otherwise is a violation of State Law).

Drivers should submit in writing any suggestions for changes to the Route Coordinator. Drivers making unauthorized route changes except under adverse conditions (extremely hazardous crossing) or extenuating circumstances (detours for accidents/construction) will be subject to disciplinary action up to and including suspension without pay and/or termination of employment.

DESIGNATED BUS STOPS

Except under emergency conditions, drivers should pick up or deliver students only at stops in their designated stop area.

Elementary students' pick-up and drop-off locations shall be at their place of

residence. Middle school and high school pick-up and drop-off locations shall be corner stops. *(Note: Special needs buses for all grades shall pick up and drop off at the student's place of residence).*

Generally, students should be let off only at their regular stops. However, if you have a note from the parent, approved by the principal, you may let off a regular rider at any designated stop.

PARENT NOT AT HOME

In an effort to ensure the safety of our elementary students at Longview ISD, students in grades PK-3 will not be dropped off at a residence unless the parent, responsible adult or older sibling is there to meet them. If no parent, responsible adult or older sibling is present, the student should be returned back to the bus barn where the parent/guardian will be notified.

BAD WEATHER CONDITIONS

Under normal conditions, students are expected to be at the bus stop on time and should be there waiting for the bus when it arrives. However, during bad weather (when it is raining hard or is unusually cold) students are not expected to be waiting at the stop. If the regular riders are not at a stop during bad weather, you should wait a few moments at the stop, anticipating that the students are waiting in nearby houses and will come out when they see the bus. When taking students home, you may make more frequent stops during bad weather. Good judgment and common sense will be appreciated by students and parents.

RIDER LISTS

The rider lists are for route documentation and are not to be used to determine who rides or who does not ride the bus. If a student is at an eligible stop, that student may ride the bus. If there is a question as to whether or not the student is an eligible rider, report the student information to the Route Coordinator but do not refuse the student a ride. Any problem with overloads should be reported immediately to the Route Coordinator by writing down counts at each stop.

VIII. Other Driving Regulations and Procedures

SPEED LIMITS AND TRAFFIC LAWS

Drivers must operate the buses within the legal speed limits with the maximum speed limit for school buses. The District will not pay fines for drivers who violate traffic laws while operating a school vehicle. Drivers who receive any type of traffic citation while operating a district vehicle will be held financially responsible and directed to pay. Drivers whose speeding is confirmed will be subject to disciplinary action up to and including suspension without pay and/or termination of employment.

MAXIMUM LEGAL SPEED FOR SCHOOL BUSES

Listed below are the **maximum** speed limits for school buses where other limits are not posted.

Maximum Speeds

50 mph	Interstate or state highway
60 mph	Interstate or state highway <i>with commercial (DOT) inspection</i>
50 mph	Other highways (county roads, farm-to-market roads, etc)
30 mph	Urban and residential areas
15 mph	Alley
10 mph	Plant and bus parking lot area
10 mph	Apartment complex driveway/parking lot

FOLLOWING OTHER VEHICLES

The driver of a following vehicle must maintain a clear distance behind the vehicle ahead and observe the four-second rule:

- 1) Watch the vehicle ahead.
- 2) Pick a stationary object (road sign, lane marker).
- 3) When the vehicle ahead passes the stationary object, begin counting, "1001, 1002, 1003, 1004"
- 4) If your bus reaches the stationary object before you have finished counting, slow down--you are too close to the vehicle ahead.
- 5) Use the counting procedure again until you are at least four seconds behind the vehicle ahead.

Caravans must allow sufficient space between vehicles to permit other vehicles to enter and occupy such space safely.

SLOW DRIVING

In many instances a school bus is a slower-moving vehicle and should be driven accordingly. It is illegal to willfully drive a vehicle so slowly as to obstruct or impede the normal, reasonable and safe movement of traffic. A vehicle moving slower than the normal speed of traffic must be driven in the right-hand lane or as near as practicable to the right-hand curb or edge of the roadway.

TRAVEL LANE SELECTION

Select the lane of traffic traveling the speed of the bus. Generally, on expressways with three or more lanes of traffic, buses should travel in a center lane. This allows faster vehicles to pass and avoids interfering with traffic coming on or off the expressway.

RAILROAD CROSSINGS

Hazard lights (not red or amber loading flashers) should be used when stopping at railroad crossings. Hazard lights should be switched on at least 200 feet before tracks and should be left on until the bus clears the tracks. Drivers must stop the bus within **fifty** feet but not less than **fifteen** feet from the nearest rail of any railroad track before crossing. (Many railroad crossings within LISD are marked with white restraining lines painted on the roadway and/or are equipped with electric warning signals and/or gates. Drivers should stop at the white restraining line and/or in such position as to be able to see the warning signal and to allow clearance for the gate to descend in front of the bus.) After stopping, the driver shall obey every signal which indicates the approach of a train and shall not cross the tracks when a train is approaching within a distance of 1,500 feet or less and such train, by reason of its speed or nearness to the crossing, is an immediate hazard. Drivers who fail to come to a complete stop before crossing a railroad track will be subject to automatic termination.

HEADLIGHTS ON WHILE DRIVING DAY OR NIGHT

In the interest of safety and accident prevention, drive with headlights on at all times. Wheelchair lift buses may turn off headlights when stopped and using lift.

PASSING LOADED BUSES

The passing of one loaded bus by another loaded bus is prohibited except under extenuating circumstances.

BUS DOORS

Bus doors must be closed while the bus is in motion and are to be operated only by the driver. Students are not allowed to enter or leave through an emergency door except during an emergency or when loading or unloading large equipment (band, athletic, etc.).

STOPPING BEHIND OTHER LOADING/UNLOADING BUSES

When stopping behind other loading/unloading buses (LISD and Longview Transit) use the four-way emergency flashers and **not the loading flashers** on your bus. The loading flashers should be used only for your bus's loading/unloading of students. Please try to stay far enough behind the loading/unloading bus that others can see the other buses loading lights or, in the case of Longview Transit (LT), its four-ways. When stopped behind another bus that is loading or unloading, be patient and wait for the bus to load or unload. Do not pass the bus and do not use the radio to "harass" or interrupt the driver while he/she is unloading.

Flashing four-way emergency lights within a school loading/unloading zone shall be an indication to other drivers that the vehicle will undoubtedly be idle for a considerable amount of time and avoid "trapping" themselves behind it.

BACKING THE BUS

Back your bus **only** when you have **no** other safe way to move the vehicle. Backing is dangerous and increases your risk of a collision. If you have no choice and must back your bus, follow these procedures:

1. Post a lookout. The purpose of the lookout is to warn you about obstacles, approaching persons, and other vehicles. *The lookout should **not** give directions on how to back the bus.* That responsibility is the drivers alone.
2. Choose the lookout carefully. You want a mature and reliable person who can be heard clearly.
3. If a monitor is on the bus they should **always** be the lookout when backing.
4. Signal for quiet on the bus so you can hear the lookout.
5. As you back, constantly check all mirrors and rear windows.
6. Back **slowly** and smoothly.
7. If no lookout is available:
 - a. Set the parking brake.
 - b. Turn off the motor and take the keys with you.
 - c. Walk to the rear of the bus to determine whether the way is clear.

IF YOU MUST BACK AT A STUDENT PICK-UP POINT:

- Pick up students **BEFORE** backing
- Watch for latecomers at all times

IF YOU MUST BACK AT A STUDENT DROP-OFF POINT:

- Unload students **AFTER** backing

EATING, DRINKING AND SMOKING

It shall be the policy of the Longview Independent School District to maintain a healthy environment for students and staff. In keeping with the concept, the use of all tobacco products shall be prohibited in all LISD facilities owned by or under the control of and used by LISD.

Eating or drinking by any employee is not allowed while the Transportation Department vehicle is in motion. The driver should keep both hands on the steering wheel rather than try to drive and eat/drink at the same time. Bus drivers may not smoke or use tobacco at any time while in a transportation department vehicle (violation of State Law). Smoking within line of sight of campus personnel and/or students is prohibited.

TRANSPORTING ANIMALS

Drivers should not allow any mammal, fish, reptile, bird, etc. to be on the school bus at any time without permission from the school Principal or designee. Exception will be made for animals that assist special needs students.

UNAUTHORIZED PERSONNEL AND VEHICLES

School vehicles are to be operated only by licensed employees of Longview ISD or by prospective employees who are using a school bus for their driving test under the direction and supervision of DPS or LISD trainer.

REMOTES

Drivers who must enter gated apartments/communities to pick up students may be issued a remote in order to gain entry through the gates. The remotes should be used only for official school business. The drivers are responsible for the remotes and should return them to the transportation department at the end of the school year. The driver will be responsible for the replacement cost of lost remotes.

USE OF SCHOOL VEHICLES

Except during A.M. and P.M. route time, all school vehicles are subject to use by the Dispatcher for picking up sick students, assignment to mid-day runs, searching for lost students, assignment to field trips, etc. Employees shall not use school vehicles except as directed and approved by transportation office staff. Employees are to use only the vehicle assigned by staff.

KEEP BUS CLEAN

The drivers and monitors (if applicable) are responsible for keeping the interior of their buses clean. A clean bus gives a professional appearance to students and parents.

MATERIAL SAFETY DATA SHEETS

The shop foreman maintains Material Safety Data Sheets for hazardous materials that are in use in the transportation department. The maintenance department also maintains notebooks of Material Safety Data Sheets. You should use only cleaners and chemicals approved by Longview ISD. Unauthorized products could cause a serious allergic reaction to students.

LOW WATER CROSSINGS

Use extreme caution at all low water crossings. **Do not** pass barriers or travel through water of unknown depth or water that is flowing swiftly. Do not pass barriers even if the water has receded. Street and bridge crews may have determined that the bridge or road is unsafe to use. Above all, use good judgment and common sense when dealing with low water crossings.

DRIVERS' MAILBOXES

Drivers are required to check their mailboxes at each clock-in time. Instructions from staff, special information about routes, new route sheets, etc., often are placed in mailboxes. Do not stuff the mailbox with large personal items.

CARE OF ELECTRICAL SYSTEM

At idle, alternators only put out enough amperage to charge the battery. Therefore, do not start and leave your bus idling with all the lights and heaters on except to make your daily walk-around inspections. Stop engine only after turning off all electrical switches (except emergency flashers during accidents and breakdowns.)

INCLEMENT WEATHER - EARLY START

When inclement weather requires early start of the buses, the shop staff will come in earlier than normal. The severity of the weather will dictate what time early starting procedures will be instituted and what personnel will be involved. The Dispatcher is authorized to use whatever and whomever it takes to get the buses out on time. The Supervisor or her designee will contact the shop staff as early as possible (usually the day before) for "early start".

SCHOOL CLOSING/DELAYS

All personnel are reminded to listen to local media stations by radio and television in case of possible school closings or delays. The guidelines we will follow for closings or delays are listed below:

Late opening

1. The superintendent or designee will make a decision by 5:30 a.m. as to late opening.
2. The LISD bad weather/disaster alert system (school messenger) will be activated.
3. Information will be communicated to the media listed below by the Coordinator of Community/Media Relations.
4. Buses and start of school day will be delayed 2 hours.

School closing prior to start of day

1. The superintendent or designee will make decision by 5:30 a.m. as to school closing.
2. The LISD bad weather/disaster alert system (school messenger) will be activated.
3. Information will be communicated to the media listed below by the Coordinator of Community/Media Relations.

School closing after school day has started

1. The superintendent or designee will make decision to close school early.
2. The LISD bad weather/disaster alert system (school messenger) will be activated.
3. Information will be communicated to the media listed below by the Coordinator of Community/Media Relations.
4. Bus drivers/monitors will be notified.
5. Utilize normal student dismissal procedure following the assigned schedule.

Media

KLTV ABC Channel 7

KNUE-FM 101.5

KYTX CBS Channel 19

KOOI-FM 106.5

KETK NBC Channel 56

KTBB-AM 600

LEAVING THE BUS: TAKE KEY

If a driver should, for whatever reason, have to leave the bus, (e.g., at a school or field trip site) unless specifically instructed otherwise (e.g., temporary engine restarting problem), the driver must turn off the ignition, take the key and drain the air tanks. There must be no opportunity for unauthorized personnel to start or move the bus or use the bus radio.

DECORATIONS ON BUSES

When decorating the interior of your bus, for safety purposes, please do not decorate the windshield, windows and back glass. Also, please do not decorate with glass or metal ornaments, icicles, etc.

Use of Two-Way Radios

All bus radio transmitters are authorized and licensed by the Federal Communications Commission (FCC). You must comply with all FCC rules governing your radio service. Violation of radio procedures will result in disciplinary action.

OPERATING PROCEDURES:

- Adjust volume on radio before you leave the terminal. Volume affects only your reception. It does not change the signal you transmit
- When placing a call, pick up the microphone and press the microphone button. Wait one second before speaking. This turns on your transmitter and cuts off your receiver. You must release the button before you can receive. Just remember: PRESS TO TALK - LET UP TO LISTEN.
- Speak clearly and use a normal tone of voice. All messages should be transmitted in as few words as possible. Identify yourself, "This is Bus Number ____".
- Remember: Only one person can transmit at a time. Wait until all transmissions are cleared before replying or calling. The word "clear" indicates the end of a transmission.

RULES

- 1) Do not use radio for bus-to-bus communication.
- 2) Do not use the radio to discuss scheduling problems that should be handled when you return to the facility.
- 3) Do not use the radio to document times at stops or "no riders" unless a staff member has specifically asked for this communication.
- 4) All drivers should wear a watch daily and should avoid calling dispatch to check on the time.
- 5) Do not ask the staff to call the school to check on a student being at the school. You should ask before you leave the base if there is a question about a student.
- 6) Do not use profane or abusive language.
- 7) Do not use radio for personal messages.
- 8) Always keep your radio **on** when away from the terminal.
- 9) Communicate with your dispatcher only, unless special circumstances make that impossible: Can't "get through," after hours, etc.
- 10) Always hang the radio microphone on the microphone hook. Do not hang the microphone from the mirror, sun visor, etc.

Remember, the radio is for communication that must be handled immediately (accidents, breakdowns, etc.), not for routine communications.

NOTE: It is **unacceptable** to transmit other than "transportation business" on the radio. It is extremely disruptive to the other users to do otherwise. Any employee, whose unacceptable radio "performance" is documented, will be subject to disciplinary action up to and including suspension without pay and/or termination.

Occasionally we hear several buses call in the same accident or breakdown on another bus or private vehicle. Drivers should continually listen to the radio. By doing so they will avoid unnecessary, redundant radio calls.

Always listen for your bus number in radio calls. Occasionally, staff, a shop truck, or dispatcher may need to contact you by radio. You may be asked about a lost child, traffic condition, etc.

Before transmitting, make sure that the previous users of our radio system have completed their transmission. This avoids the unnecessary "walking on" of another's transmission.

The Federal Communications Commission (FCC) licenses the LISD Transportation Department to operate its radio system. The FCC prohibits any and all types of curse words or obscene language in any language. Failure to follow the FCC requirements could result in a fine to the Transportation Department or the loss of our license and the

loss of our radio system. Anyone who violates FCC laws will be subject to disciplinary action including suspension without pay and/or termination.

IX. Emergency Procedures

VEHICLE COLLISION / ACCIDENT PROCEDURES

1. Set handbrake.
2. Radio dispatcher and give details and exact location.
3. Remain calm and reassure students.
4. If unable to contact dispatch, call for emergency help if needed (911).
5. If a threat exists to the safety of children, follow the bus evacuation plan and move the students to a safe location.
6. Account for all students
7. Render first aid if needed.
8. Do not issue a statement to the press or say anything to anyone except LISD personnel, emergency workers, police, etc. Refer all questions to the LISD Director of Community Relations.

WRITTEN REPORT

In addition to the immediate verbal report given to the Dispatcher, drivers must submit to the Supervisor within 24 hours of the accident a written report discussing the details of the accident.

EMERGENCY PROCEDURES AND EQUIPMENT

Know your evacuation plans. If you are a substitute on a different bus know where all the emergency equipment is located, including:

1. Seatbelt cutter
2. First Aid Kit
3. Fire Extinguisher
4. Emergency Triangles
5. Rubber Gloves
6. Body Fluid Kit
7. Location and operation of the engine kill switch, emergency/parking brake and radio.

PREVENTABLE ACCIDENT/MOVING VEHICLE CITATION

A driver receiving a preventability rating on an accident causing injury(ies) and/or large monetary damages (minimum total damage of approximately \$2,500) will be assessed a minimum of a written reprimand and two-day suspension without pay which may include additional days pending results of accident investigation.

The driver will also undergo mandatory retraining as soon as possible (i.e., State Certification, Empty Bus Training, etc.). A driver receiving a moving citation in a school bus will undergo the same above suspension without pay, and mandatory retraining procedure. Federal Law requires all drivers to immediately report to their respective Supervisor all citations received while driving a school bus or their private car. Written reprimands will be removed from a driver's file if an appeal to the Supervisor determines a preventable accident to be a non-preventable accident.

All accidents should be reported on accident report forms. These forms promote consistency in this process. Drivers must complete a mandatory drug/alcohol screen immediately following any accident.

CLASSES OF PREVENTABLE ACCIDENTS:

Calling an accident 'preventable' is based on whether or not the accident could have been prevented or avoided by the driver in question, not who was primarily responsible or at fault.

Expert drivers have listed certain classes of accidents as being preventable by defensive driving unless thorough investigation shows unusual circumstances quite beyond the driver's control. Preventable accidents include but are not limited to the following:

1. Backing Accidents:

Responsibility for backing safely is entirely the driver's. The driver is responsible for making sure the way is clear when backing by using rear-view mirrors, looking back, getting out to look, or having someone direct them. However, a guide does not have control of the vehicle so a wise driver doesn't risk their record by using an unreliable guide. A defensive driver backs *slowly* and *cautiously* from the time they put their vehicle into motion until they stop. It is the driver's responsibility to watch for and be prepared for any change in condition during the movement. **Backing should always be avoided if possible.**

2. Intersection Accidents:

Intersections are dangerous locations because a lot of complex traffic movement is crowded into a small area. Safe passage requires exceptional driving caution. Right-of-way -- even when reinforced by stop signs or signals -- does not protect you from violators, funeral processions, fire, police and other emergency vehicles.

The defensive driver avoids intersection accidents by observing all regulations and by approaching, entering and crossing intersections *slowly* and *cautiously* with their foot covering the brake. In this manner, they are able to keep their vehicle under control, foresee accident-producing situations and avoid violators. They come to a full stop *gradually* at stop signs and traffic signals by slowing down -- coming to a stop when necessary -- and not proceeding until they are sure they can do so safely. They respect the right-of-way of the other drivers and

yield their own right-of-way when it will prevent an accident. They do not depend solely on lights, signals or other regulations to protect them at an intersection-- but protect themselves by being prepared to avoid violators. Drivers anxious to avoid accidents do not take chances by going through an intersection on changing lights.

3. Pedestrian Accidents:

Preventing pedestrian accidents at intersections requires the courtesy of allowing them to complete the crossing when the light changes, restraining from starting and confusing them with loud horn blasts, and respecting their right-of-way when you are making right or left turns. Preventing pedestrian accidents requires alert watchfulness to avoid "jaywalkers" everywhere -- including persons stepping out from between parked cars and children darting from curbs in residential areas.

Because of the serious nature of pedestrian accidents, they are to be reviewed carefully and are not to be (decided) declared unavoidable unless searching investigation fails to uncover anything that the driver could have done to prevent the accident. In all cases, pedestrians always have the right of way.

4. Rear-End Collisions:

Accidents in which your vehicle collides with the rear of the vehicle ahead are seldom excusable. A sudden stop by a vehicle ahead is a common occurrence. Every driver should be prepared for it. It is a driver's duty to follow at a safe distance and have their vehicle under control. Then, if the vehicle ahead makes an emergency stop, they neither hit it nor do they have to stop so suddenly that they become a target for the vehicle behind them. Rear-end collisions in which the vehicle to the rear strikes your vehicle are certainly preventable when they are caused by sudden stops at intersections, railroad crossings, passenger stops and when preparing to turn or park. Rear-end collisions which occur when your vehicle is improperly parked or allowed to roll back before starting up shall also be considered preventable.

Most rear-end collisions can be avoided by foresight in controlling speed and allowing sufficient following distance. Watch the traffic situation ahead of the vehicle ahead of you so you can anticipate the need to stop. Stop gradually, not suddenly.

5. Traffic Lane Encroachment Accidents:

Accidents resulting from unnecessary passing, weaving in and out of lanes, or entering a line of moving traffic have no place in the record of a professional driver. Such accidents are preventable.

The first requirement for passing is to wait for safe clearance, which is regulated by the traffic line ahead, oncoming traffic and following traffic. The defensive driver signals their intention before passing and waits until the driver ahead is aware of their intention. They make sure no driver to the rear is about to pass them. They then pass to the left (except where special regulations direct otherwise) and do not cut back to the right until they are sure of their clearance.

They watch for others to pass them, stay to the right and are ready to drop back if the other vehicles cut in too soon.

Weaving, either from lane to lane, or within one lane, is discourteous and can be disastrous! There is no excuse for it. The expert driver drives in a straight line and stays to the right except when passing. In heavy traffic, constant changing of lanes seldom gains time and often causes accidents. The safe driver is careful in changing lanes and in pulling around such temporary blocks in their lane as stalled or parked cars, street repairs or halted buses.

When entering traffic from the curb or a parking space, the driver should look before starting to move from the curb, signaling their intention, and then waiting until traffic is clear enough to pull out safely. They should never attempt to bulldoze their way into traffic nor should they use their loading lights to enter traffic. The driver should also be prepared to avoid amateur drivers who might pull out suddenly when they are passing parked vehicles. Such signs as drivers sitting behind the steering wheel, front wheels turned out and exhaust coming from the rear of the vehicle tips them off that the parked driver may pull out.

When entering traffic from an alley, driveway, side street, etc., the expert driver comes to a full stop back of the sidewalk and then proceeds with the same caution as when pulling into traffic from a parking space.

6. Accidents Resulting From Mechanical Condition:

It is the driver's responsibility to operate within the limits of the vehicles mechanical condition. It is their job to know the condition of their vehicle and report any faulty mechanical condition for repair. Conservation and care in the use of the vehicle are also part of the driver's job.

Any accident blamed on mechanical failure that reasonable and prudent attention could have foreseen -- but was not reported for repair -- shall be considered preventable. An accident blamed on mechanical failure that resulted from a driver's rough or abusive handling shall be considered preventable.

A driver can prevent accidents resulting from mechanical failure by inspecting their vehicle regularly and carefully, reporting faulty conditions for repair, driving within the mechanical limits of their vehicles and refraining from driving in a manner that will abuse the vehicle.

7. Accidents with Fixed Rail Vehicles:

Drivers always lose a good deal more than their safe driving record when they gamble with a train...and lose! If you can't afford to lose -- don't gamble. Trains always have the right-of-way. If a driver is involved in an accident with a train, the accident is considered preventable.

Expert drivers depend on their eyes and ears -- not on gates, automatic signaling devices, or watchmen at grade crossing. They keep to the right and do not shift

gears while crossing. They do not rush past the tail of a passing train until they are sure there is not another train coming on another track.

8. Collisions with Stationary Objects, Non-collision Accidents, Unattended Vehicle Accidents and Miscellaneous Accidents:

Often of minor severity, but serious because of high frequency, are such "collisions with stationary object" accidents as scraping or striking curbs, buildings, signs, trees, posts, bridges, parked vehicles and various overhead obstructions. Such accidents indicate sloppy driving. There is no room for them in the record of an expert driver. They must be considered preventable. "Stationary Objects" don't run into vehicles.

9. Accidents Blamed On Adverse Weather Conditions:

Rain, snow, fog, sleet or icy pavement has never caused an accident. These conditions merely add more hazards to driving and make the normal hazards worse. Accidents are caused by drivers who do not adjust their driving to meet these conditions. Accidents blamed on skidding or bad weather conditions are classed as preventable. Expert drivers can drive safely on extremely slippery road surfaces by reducing speed.

USE OF SEAT BELTS

School bus drivers shall always wear a seat belt **properly** according to the manufacturer's instructions. Statistics have shown that most serious accidents occur within 25 miles from their destination. Law enforcement officials will administer citations for NO SEAT BELT-DRIVER which is graded as three points on the MVR.

PREVENTION OF INFECTIOUS DISEASES

Universal Precautions- Under the following recommendations, blood and other body fluids containing visible blood of all persons should be considered potentially infectious for the human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other blood borne pathogens. Scientific studies indicate the risk of transmission of HIV and HBV from feces, nasal secretions, sputum, saliva, sweat, tears, urine and vomit is extremely low or nonexistent unless they contain visible blood. Because blood is the single most important source for such pathogens in the occupational setting, infection control efforts must focus on preventing exposures to blood.

Although unbroken skin provides a good barrier to prevent HIV and HBV from entering the body, whenever possible, use some sort of protective barrier to avoid direct contact with blood. If you have cuts, sores, abrasions or eczema, it is best to avoid direct contact with blood or open wounds. People who are bleeding can often stop the bleeding themselves. The first responder should show the person how to apply pressure to the wound using a clean cloth. However, bleeding children or people who are confused or unconscious may not be able to help themselves. In such cases, the first responder should use a thick cloth, several dressings, a piece of plastic wrap, or other protective barrier whenever possible to avoid coming in direct contact with blood.

GUIDELINES FOR CLEANING UP BODY FLUIDS (Bio-Hazard Spills)

Using the Kit

1. Put on gloves
2. Use paper towels to clean up student. Send student to restroom to wash with soap and water.
3. Put used paper towels into garbage bag.
4. Pour cat litter over spill and wait a few minutes to allow the spill to be absorbed.
5. Use cardboard/transparency to scoop cat litter into the garbage bag.
6. Use plastic jug to dilute the disinfectant with water if necessary.
7. Saturate paper towels with disinfectant and scrub surface where spill occurred.
8. Dry the surface with additional paper towels.
9. Place all used paper towels into garbage bag.
10. Remove disposable gloves by turning them inside out by pulling the cuff over the fingertips. Discard into garbage bag.
11. Wash your hands thoroughly with soap and water, scrubbing at least 20 seconds with soap before rinsing.
12. Replace the disposable items in your kit as soon as possible so that you will have a complete kit ready for the next use.

MECHANICAL BREAKDOWNS

If possible, move bus off roadway to prevent additional accident. Turn off ignition switch and remove key. Set parking/emergency brake.

Activate emergency hazard flashers, and place reflectors in recommended positions if conditions warrant.

Use radio if operational (*note: key must be turned on or switched to "accessory"*). If radio is not operational, use a cell phone if available or request assistance from a passing motorist to notify your Dispatcher. Give the bus location, suspected mechanical failure, number of children on the bus, number of children left to pick up or deliver, and schools served. The driver should remain with the bus until help arrives.

Keep pupils on the bus in most cases. Pupil safety is the highest priority. Safety conditions may warrant evacuation of bus. If students are evacuated, the driver should give precise instructions as to where students should relocate and what they should do.

Upon arrival, the relief bus should stop in line with and as close as possible to the rear of the disabled bus.

Drivers of both buses will activate the alternating red flasher lights prior to transferring students from one bus to the other.

The driver of the disabled bus will open the door, get out of the bus and stand to the left of the door. The driver of the relief bus will open the door, get out of the bus and stand to the right of the door of the relief bus.

The driver of the disabled bus will instruct pupils to change buses in an orderly manner staying in single file.

The alternating red flasher lights on each bus should be deactivated as soon as all students are on the relief bus.

After all pupils have been loaded on the relief bus, the regular driver should finish the route. The relief bus driver will assist in getting the disabled bus back on the bus yard.

X. Transporting Special Needs Students

This section contains policies and procedures that are specific for drivers and monitors of special needs students.

PRE-TRIP MONITOR DUTIES

The monitor should assist the driver in pre-trip inspections of the bus. Upon boarding the bus, proceed to the rear of the bus while pushing back and forth on the seat backs. At the rear, open the emergency door, checking the amber warning lights, brake lights, back up lights and turns signals. Close door and check that the wheelchair straps and lap belts are in proper position. (There must be a set on every bus) Fire blanket must be in its box. In going to the front, check seatbelts and make sure that seat cushions and any other special equipment are secured. Check the lift from the inside of the bus after the driver opens the door from the outside.

POST TRIP MONITOR DUTIES

1. Return seatbelts to their normal position.
2. Close bus windows
3. Pick up any items left on the bus.
4. Assist the driver in post-tripping the bus
5. Take care of any housekeeping duties.
6. Make sure **no child is left on the bus.**

MONITOR HOUSEKEEPING DUTIES

Monitors are required to share the following duties with the driver from the front to the back of the bus:

1. Sweep
2. Wipe windows
3. Wipe seats including car and booster seats
4. Empty trash cans

WAITING TIME FOR SPECIAL NEEDS STUDENTS

If the student is not waiting when the bus arrives, come to a complete stop at the designated stop location. If someone appears and asks you to "wait a minute," use your own judgment as to how long you can wait without inconveniencing the other students on your route by running late. As a general rule, do not wait more than one minute. If no one appears, document the time at the stop and proceed with the route. Do not radio the Dispatcher of "no call-no show" students unless you are specifically asked to do so.

PARENT NOT AT HOME FOR SPECIAL NEEDS STUDENTS

If no parent or other responsible adult is at the special needs child's home or usual drop-off location, keep the child on board and wait a while. If no one shows up within a reasonable length of time, complete the route and then come back. If there's still nobody there who can take responsibility for the student, radio or telephone your Dispatcher for instructions.

Dispatcher will usually have you bring the student back to the bus barn and make the student as comfortable as possible until a parent or relative can be located.

LOADING AND UNLOADING

Drivers and monitors must be at their respective buses when students are loading and unloading

The door of the bus must face the student's home or school when loading or unloading Special Education students. Special Education students must not cross the street when boarding or leaving the bus. Red loading flashers must be used when bus is loading or unloading on a city street, county road or state highway. Red loading flashers do not have to be used when loading or unloading students on a school or home driveway or parking lot.

When waiting for a Special Education student to come out of his or her home, please do not open your door (turn on loading flashers) until the student actually comes out of the home. This will help reduce traffic problems.

Monitors must assist ambulatory students in boarding and unloading the bus. Greet students and parents outside of the bus door. Stay at the curb. Do not go on the property to get the student without your supervisor's prior approval. Let the student accomplish as much as the abilities will allow. Enter the bus behind the student. Be prepared to block the student in case they should trip or fall. Follow the student to their assigned seat. Make sure the student's seat belt is securely fastened. (Let them do this themselves if possible)

All drivers/monitors must **check off names** of all PM students when they board the bus at their respective campus. **Do not count heads.** Check with the campus for any missing students before leaving.

ASSISTING AMBULATORY STUDENT EXITING THE BUS

The monitor should depart the bus first after it has come to a complete stop and the emergency brake set. Remind the student to hold the handrail and watch their step. Check for articles left on the bus. Check the seat for damage. Check for sleeping students at the end of the route.

ASSISTING NON-AMBULATORY STUDENTS EXITING THE BUS

After the driver has stopped the bus and set the emergency brake, the monitor should go to the wheelchair. Remove the securement straps and release the wheelchair brakes. When the lift is level with the bus floor, push the wheelchair onto the lift. The driver or student will lock the wheelchair brakes on the lift. Monitor the student on the lift. Return

to the wheelchair area and secure straps so that no one may trip on them.

Never leave children in front of their homes or the school if there is any question of their ability to safely enter the building by themselves. If the child is unable to walk, transport him or her to and from the bus in a wheelchair whenever possible.

When lifting, bend your knees and lift with your legs, not with your back. Seek assistance rather than risk injury to yourself or the child.

Do not allow anyone other than transportation personnel to operate the lift or ramp on wheelchair buses or to carry other students on or off the bus.

Someone must be at home to receive any child who is unable to care for him or herself.

WHEELCHAIR STUDENT SEATING

Assist wheelchair students in boarding the bus. The driver will secure the bus and go outside to open the lift door. The monitor will go to the lift area inside the bus to receive the student. When the wheelchair has been raised to the floor level, the driver or student will release the wheelchair brakes to allow the monitor to pull the wheelchair inside the bus. Place the student between the proper floor securement devices and set the brakes of the wheelchair. Attach and secure the front wheelchair securement straps. Secure the rear wheelchair securement straps making sure to tighten them to prevent wheelchair movement. Do not cross the straps behind the wheelchair. Check the securement by trying to move the wheelchair. The lap belt must be used. If the bus is equipped for shoulder straps they must be in place and secured properly. Sit as close to the wheelchair as possible during the trip. If the wheelchair student is to be transported in a regular seat on the bus, school personnel should place the student in their seat.

Monitors and drivers are required to complete wheelchair securement training annually.

MAINTAINING STUDENT MANAGEMENT

Monitors should position themselves on the bus in such a manner that maximizes efficiency as it relates to student control and conduct. Sit with the student that needs attention. Give verbal instructions to correct behavior. Be aware that students may be taking prescribed medications that affect his/her behavior. Also, let the school principal know of any behavior changes immediately. Make sure every student has an *individualized student management program*, designated by the school so that monitors will be prepared to control any behavior problems. Be fair, firm and consistent.

Drivers should inform their Supervisor when it comes to their attention that a student will be missing for several days. Students who do not ride for five consecutive days should be reported so that staff can check for long- or short-term address change, long-term illness or other conditions that a substitute driver might need to know. Please immediately inform your Dispatcher of any students who no longer ride your bus.

APPROVED MONITOR SEATING

The use of chairs or stools on wheelchair buses is prohibited. The monitor should sit in a secure school bus seat.

MEDICATION FOR STUDENTS

Often parents have medication to send to the school. You should see that this has the student's name on it and that it gets to the teacher. DO NOT let students carry their own medication. DO NOT ever give a student any medication, even if the parents ask you to. DO NOT allow one student to give another student any type of medication.

TEAMWORK – SHARED RESPONSIBILITIES

1. Familiarize oneself with the operation of each bus assigned.
2. The driver and monitor should work together cooperatively.
3. Express genuine concern for the students.
4. Learn and refer to the students by their names as quickly as possible.
5. Go over the bus rules and what is expected from the students as soon as possible.
6. Complete the driver/monitor team training

XI. Field Trips

Driver Eligibility

New drivers with previous experience from other districts will be eligible for field trips without waiting; however, new drivers without any previous bus driving experience must take only in-town trips for the first three months. After the first three months, these new drivers will then be eligible to take out-of-town trips in convoy only for the next three months. After the first six months, if these new drivers have satisfactorily performed they will be eligible for all trips. The Supervisor at her discretion may advance the new drivers based on their performance.

Assignment of Field Trips

1. Field trips will be posted in the drivers lounge. In order to be selected, drivers must sign-up for a field trip. Drivers who do not have additional mid-day assignments or duties are considered "eligible" drivers for assignment of field trips. Once we have gone through the eligible list twice the "ineligible" drivers will be considered for trips.
2. A driver must drive their previous route assignment prior to a scheduled field trip. A driver that does not drive the previous route assignment will not be allowed to drive their field trip. For example, if a driver misses their morning route, they will not be allowed to drive any field trip until they have completed a route assignment. If a driver misses their Friday PM route assignment, they will not be eligible to drive a field trip on Friday evening or Saturday.
3. Tournaments: If a field trip is a tournament or a two (2) day trip (i.e., speech, football playoff, UIL Contest, Debate, etc.) they will not be split.

Assignment of Monitors to Field Trips

Attendance and general policy violations will be the primary factor for assigning monitors to field trips. Total hours worked the previous week(s) will also be a factor.

Emergency Trip(s)

If a trip is received as or becomes an "emergency trip" (unassigned with 24 hours of the date and time of the trip), the Supervisor will post the trip on the bulletin board at the bus barn. The first driver who selects the trip and contacts the Dispatcher (or Supervisor if the Dispatcher is not available) will be assigned the trip. A canceled emergency trip does **not** qualify a driver to be placed at the top of the list for the next trip selection.

Cancellations

1. A driver with only one assigned trip will go to the beginning of the selection list and be offered the next available trip (unless it is an emergency trip). Drivers

with multiple trips will **not** go to the top of the selection list if they have a trip canceled.

2. If a driver does not meet the qualifications for driving the next trip (i.e. special education trip) or the field trip does not fall within the driver's time of availability (i.e. conflicts with the drivers route times or a trip was previously selected for that time), the driver will stay on the cancellation list until a trip becomes available. If no trip becomes available then the driver will have an opportunity to select on the upcoming trip selection day. After completion of the trip selection process the cancellation list will be cleared and a new list will begin for the upcoming week.
3. Drivers notified **prior to** reporting to the terminal or trip site to run their field trip will not be eligible for the cancellation pay, however, they will be placed on the trip cancellation list if they do not have additional trips.
4. Drivers that show up for a field trip which is cancelled **without prior notice** will be paid for 2 hours and will be placed on the trip cancellation list.

Consequences

1. **Turn-backs:** A driver will be taken off the trip list when they have 2 "turn-backs" within the same school year (a "turn-back" constitutes a driver choosing a field trip, then turning it back into the supervisor). Excused full day and half-day absences (personal illness, death of a relative) will not be counted as a turn-back. The driver must complete a Trip Conflict Information Form and return it with the trip ticket to the supervisor at least 12 hours prior to the start of the field trip. A driver with 2 turn-backs will be suspended from the trip list for 60 working days.
2. **No Show/No Call:** Drivers who do not report for the field trip they requested (No Show or No Call) will be removed from the trip list for **60 working days** on the first occurrence. The second occurrence will result in suspension from the trip list for one calendar year and or up to and including termination of employment.
3. **Turn-in of Field Trip Driver Sheet:** A driver that does not turn in their field trip sheet (including cancelled trips) upon completion of their trip will be suspended from the field trip list for **60 working days**. All field trip tickets must be returned in order for the school to be billed and the driver paid.
4. **Proper Equipment:** The driver is responsible for arriving with the proper bus and equipment that was requested for the trip. Failure to do so will result in suspension from performing field trips for **60 working days** on the first occurrence. Any second occurrence will result in removal from the trip list for one calendar year.
5. **Drivers who arrive late for field trips are subject to suspension from field trip privileges.**

Field Trip Driver Responsibilities:

Arrival at the Pick-up Location:

Field Trip drivers are required to be at the campus 15 minutes prior to departure time. Do not accept a trip that departs earlier than you can arrive at the campus. If you are going to be late to a campus for a field trip due to unexpected delays, such as an accident or other unforeseen incidents, radio the dispatcher so that they can call the campus. Failure to properly notify the dispatcher of a late arrival at a campus for a field trip may result in a loss of field trip privileges.

Standards of Behavior:

1. Drivers should expect the same basic standard of student behavior for trips as on routes. Exceptions may include permission for restroom breaks or stopping for food and/or drinks, based on sponsor requests. Drivers are expected to exhibit good judgment and be courteous while following department and district policies and procedures.
2. Driving safely and getting cooperation from passengers concerning appropriate bus behavior are the two (2) primary responsibilities of drivers on trips.

Additional Passengers:

Prior approval from the Supervisor and trip sponsor is required to transport any additional passenger(s).

Route:

Planning the route destination to and from the school and field trip site is the driver's responsibility. Assistance may be obtained from the dispatcher or other staff member.

Leaving Field Trip Site:

Drivers are expected to remain at the trip sites. However, with the sponsor's knowledge and approval, the driver and bus may leave briefly (no longer than one hour) at appropriate times for a meal. The **driver must leave information (phone #, bus #, name, where you are going, how long you will be gone, etc)** and be available to be contacted should the group's return transportation needs change.

Bus Condition:

Drivers should make certain that the interior of the bus is clean prior to the run and after the run.

Toll Roads:

All toll fees are the responsibility of the requesting school if the school sponsor requests that a toll road be used.

Loading/Unloading Times:

Be sure to check the loading and unloading times (this is the time to be at the school or pick-up location), pick-up location, destination, and any additional supervisor's instructions before you leave the bus yard. You should arrive at the pick-up site at least **15 minutes** prior to the printed departure time on the trip ticket.

Completing Field Trip Driver Sheet:

1. Drivers must turn in their completed Field Trip Driver Sheet upon completion of their assigned field trip to the dispatcher.
2. In the event that you arrive for a trip that cancels, make certain that the sponsor signs the Field Trip Driver Sheet and turn in the Driver Sheet to appropriate personnel.

Compensation:

Drivers will be paid their normal hourly rate when actively driving field trips and will be paid a reduced standard rate set by the District for "wait time". This shall apply to both local and out of town trips. Drivers will be paid a minimum of the amount equivalent to two hours driving time for all in town trips with the exception of drop-off/pick-up trips that are a continuation of their regular routes.

Meals and Fees:

1. Drivers and monitors will be reimbursed for out of town meals according to Longview ISD guidelines. Each driver must submit their own meal receipt. Sharing of receipts will not be accepted. Only **itemized** receipts will be reimbursed.
2. Entrance fees, tickets, etc. for the activities in which the student group is participating may be offered by the sponsor to the driver as a courtesy; however, there is no obligation to do so.

Driver Performance & Customer Feedback:

1. LISD Transportation competes for business with other private companies. The degree of professionalism shown on a field trip by you dictates whether customers continue using LISD or use our competitors. The better the service we provide, the more business we earn and the more hours you receive as an employee.
2. If a driver's actions or inactions during a field trip result in a complaint expressed for the safety and welfare of the customers, he/she is subject to removal from field trips. Transportation management will investigate the incident (taking both driver's and customer's perspective into account) and make a determination of possible consequences for the driver. Possible consequences may include:
 - No action (driver took appropriate action during the event)
 - Required retraining
 - 60 working days removal from the field trip list
 - 365 calendar days removal from the field trip list
 - Permanent removal from the field trip list
 - Termination

Appendix

Incentive Matrices

The Longview ISD M/T and D/G Performance and Incentive Matrix is reviewed and determined by the Longview ISD Board of Trustees or their Designee on an annual basis as a part of the school district budget process. The amount, if any, may be raised or lowered at the Board's discretion.

Full or part-time M/T and D/G employees of the District are eligible for the Performance and Incentive Pay if they are:

- not eligible for any other district or state incentive program (most dual-assignment employees do not qualify as a result);
- on the District payroll on or before the first day of a quarter; and
- remain employed in a permanent M/T and D/G position when the performance money is paid.

For incentive pay, including longevity/retention pay, it will include the District's pony drivers with the collective group's maintenance department.

Quarterly Performance and Incentive compensation will begin on January 1, 2021. Payments will be distributed the following month of each quarter except longevity/retention pay, which will be paid annually in December of each year. The longevity/retention pay will become retroactive as of August 17, 2020. All substitute positions do not qualify for the performance and incentive compensation.

The amount of Performance and Incentive Pay for an individual employee is determined by their success in meeting performance goals within the matrix below. The performance and incentive matrix includes:

1. On-time attendance
2. Work-loss events
3. School Vehicle Accidents
4. Longevity/Retention

The Performance and Incentive Matrix is a meaningful pathway for M/T and D/G employees to earn additional compensation while providing a district expectation that high performing employees are recognized for their successful contribution to the District's operations.

On-time attendance for all employees is defined as arriving to work on time and being present for an entire day. This incentive can be evaluated through Skyward and confirmed by the Supervisors.

Full Time Employees	
Tardiness/Absences	Quarterly payment
0	125
.5	100
1	75

Part Time Employees	
Tardiness/Absences	Quarterly payment
0	62.50
.5	50
1	37.50

Safety for all employees is defined as accidents that result in work loss time per each department. For example, all transportation employees are included as a collective group for the safety incentive. All maintenance employees are included as a collective group for the safety incentive. All garden workers and delivery drivers are included as a collective group for the safety incentive.

Full Time Employees	
Number of work loss days	Quarterly payment
0	125
.5	100
1	75
2	50

Part Time Employees	
Number of work loss days	Quarterly payment
0	62.50
.5	50
1	37.50
2	25

A **school vehicle accident** is defined as any accident resulting in any school vehicle damage due to employee error. For example, all transportation employees are included as a collective group for the school vehicle accident incentive. All maintenance employees are included as a collective group for the school vehicle accident incentive. All garden workers and delivery drivers are included as a collective group for the school vehicle accident incentive, including the tractor.

Full Time Employees	
Accidents	Quarterly payment
0	125

Part Time Employees	
Accidents	Quarterly payment
0	62.50

The **Longevity/Retention Pay Plan** is reviewed and determined by the Longview ISD Board of Trustees annually as part of the school district budget process. The amount, if any, may be raised or lowered at the Board's discretion.

Full or part-time M/T/D/G employees of the District are eligible for the Retention Pay if they are: ☐ on the District payroll December 1 of the following year; and ☐ employed in a permanent position on the date Retention is paid.

Retention Pay will be paid on the same day as the monthly December payday. All substitute positions do not qualify for the performance and incentive compensation.

The amount of Retention Pay for an individual employee is based on the number of creditable years of service that Longview ISD has continuously employed. To earn one year of creditable service, the M/T and D/G employee must have worked a minimum of 90 days for the 2020-2021 school year at 100% of the day during a school year, as defined by the Texas Administrative Code, Commissioner's Rules on Creditable Years of Service [19TAC §153.1021(f)].

Full Time Employees	
Years of Service/Retention	Annual Payment
0-5	100
6-10	200
11-15	300
16-20	400
20+	500

Part Time Employees	
Years of Service/Retention	Annual Payment
0-5	50
6-10	100
11-15	150
16-20	200
20+	250

2022-2023

CCB Hourly Payroll Schedule

<u>Pay Period</u>	<u>Payroll Date</u>
June 26-July 9	July 14, 2022
July 10-July 23	July 28, 2022
July 24-Aug 6	August 12, 2022
Aug 7-Aug 20	August 26, 2022
Aug 21-Sept 3	September 9, 2022
Sept 4-Sept 17	September 23, 2022
Sept 18-Oct 1	October 7, 2022
Oct 2-Oct 15	October 21, 2022
Oct 16-Oct 29	November 4, 2022
Oct 30-Nov 12	November 18, 2022
Nov 13-Nov 19	December 2, 2022
Nov 20-Nov 26	December 2, 2022 *Holiday Pay
Nov 27 - Dec 10	December 16, 2022
Dec 11-Dec 17	January 6, 2023
Dec 18-Dec 24	January 6, 2023 *Holiday Pay
Dec 25-Dec 31	January 6, 2023 *Holiday Pay
Jan 1-Jan 14	January 20, 2023
Jan 15-Jan 28	February 3, 2023
Jan 29-Feb 11	February 17, 2023
Feb 12-Feb 25	March 3, 2023
Feb 26-Mar 4	March 10, 2023
Mar 5-Mar 11	March 24, 2023
Mar 12- Mar 18	March 24, 2023 *Holiday Pay
Mar 19-Apr 1	April 6, 2023
Apr 2-Apr 15	April 21, 2023
Apr 16-Apr 29	May 5, 2023
Apr 30-May 13	May 19, 2023
May 14-May 27	June 2, 2023
May 28-June 10	June 15, 2023
June 11-June 24	June 29, 2023

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