



**Denton Independent School District  
Transportation Department**

**2015 – 2016**

A close-up photograph of the side of a yellow school bus. The words 'SCHOOL BUS' are printed in large, bold, black letters on a yellow background. Below that, 'DENTON ISD' is printed in smaller, black letters. Above the text, there is a black strip with three orange reflective lights. The background shows a blue sky with light clouds and the top of the bus's windshield.

**SCHOOL BUS**  
**DENTON ISD**

**Student  
Transportation  
Procedures  
Manual**

**Denton I.S.D. Transportation....**

*Where the word "TEAMWORK" means something.*  
**Safety \* Service \* Leadership \* Professionalism**

*The Denton Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following people have been designated to handle inquiries regarding the non-discrimination policies.*

*Title IX Coordinator (Student Issues)*

*Mr. David Hicks  
1307 N. Locust Street  
Denton, TX 76201  
940-369-0000*

*Section 504 Coordinator*

*Mr. David Hicks  
1307 N. Locust Street  
Denton, TX 76201  
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*Section 504 Liaison*

*Ms. Amy Lawrence  
1307 N. Locust Street  
Denton, TX 76201  
940-369-0000*

*Title II and Title IX Coordinator (Employee Issues)*

*Dr. Richard Valenta  
1307 N. Locust Street  
Denton, TX 76201  
940-369-0000*

*El Distrito Escolar Independiente de Denton, en sus programas y actividades, no discrimina por motivos de raza, color de piel, origen nacional, sexo, discapacidad ni edad. Se han designados a las siguientes personas para tratar las preguntas referentes a las políticas de no discriminación.*

*Coordinador de Título IX:*

*Mr. David Hicks  
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*Liaison de Sección 504:*

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*Coordinador de Títulos II y IX:*

*Dr. Richard Valenta  
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# **SCHOOL BUS DRIVER PROCEDURE MANUAL**

## **Mission Statement**

The objective of the Denton ISD Transportation Department is to provide safe, efficient and dependable transportation for the students and parents of this district. We recognize that this is an important service within the educational system. As members of the Transportation Department we will conduct ourselves as professionals, dedicated to caring for the people we serve. We will also serve to be progressive in thought and action as we plan for the present and the future. We must do our part willingly and unselfishly. Working together we will provide the safest and best service possible. When this is accomplished, we can be proud of the contribution that each of us has made in preparing our students for the future.

You are a valuable asset to this organization. The staff of the department will strive to provide the support and guidance needed to fulfill the critical responsibilities of your job. We maintain an open door policy so that through communication and understanding we can reach the goals for our department together.

## Transportation Department Staffing

Superintendent .....	Jamie Wilson
Executive Director of Operations.....	Paul Andress
Director of Transportation.....	TBA
Assistant Director of Transportation .....	Sheryl Alden
Department Administrative Assistant .....	Angie Powell
Administrative Secretary.....	Julia Price
Supervisor of Dispatch .....	Kim Copley
Assistant Dispatcher/Trips Coordinator.....	Tracy Williams
Assistant Dispatcher.....	Tracy Edwards
Navo Facility Supervisor.....	La'Keyshia Johnson
Supervisor of Routing.....	TBD
Routing Specialist.....	Conor Wallace
Supervisor of Special Needs .....	Caroline Johnson
Student Safety Officer .....	Frank Pacheco
Student Safety Officer .....	Ken Arnold
Supervisor of Safety and Training.....	Don Mitchell
Safety and Training Specialist.....	John Rachel
Supervisor of Fleet Maintenance.....	Alan Wilcox
Fleet Operations Specialist .....	Jennifer Adair
Fleet Maintenance Foreman .....	Cornel Cadar
Fleet Mechanic .....	Clint Dobbs
Fleet Mechanic .....	Kevin Roberts
Fleet Mechanic .....	Colby Davis
Fleet Mechanic .....	Michael Robertson
Fleet Mechanic .....	Matt Williams
Fleet Mechanic .....	Clint Clopton
Mechanic Assistant.....	Alan Violet

## I. Personnel & Administration

- A. Equal Opportunity: Denton ISD Board Policy provides equal opportunity in education and employment for all persons in the district; that no discrimination on the basis of sex, race, color, disability, religion, age, gender or national origin will exist in the school district. The implementation of this policy embodies two concepts:
1. Nondiscrimination: The school district will carefully examine all of its employment policies and practices to be sure that they do not either purposely or inadvertently operate to the detriment of any person on the basis as listed above.
  2. Affirmative Action: The school district will make a determined effort to maintain recruitment, employment and promotional procedures that provide equal opportunities for minority groups and physically handicapped individuals.
- B. Personnel Responsibilities:
1. Employee Questions, Concerns, Complaints  
Immediate Supervisor, Secretary  
\* Transportation Department
  2. Payroll, Sick/Personal Leave, direct deposit, payroll deductions, W-4 changes  
Pam Hammons, Payroll Supervisor,  
\* Central Services
  3. Employee Health/Dental/Life Insurance  
Karen Almon, Insurance Supervisor,  
\* Central Services
  4. Operations/Transportation employment opportunities, application materials, Personnel records, Timekeeper System  
Regina Wright,  
\* Human Resources, Annex
- C. Employment Requirements: Driver candidates who complete application, interview and reference procedures will be scheduled for pre-employment screening. New employees will be required to pass a physical examination, a drug and alcohol screening test and obtain the Commercial Driver License (CDL) Learners Permit prior to starting their school bus driver training program. All qualifications and CDL tests (DPS written tests) are to be completed before employment. New employees are on probation for 60 scheduled work days after hire date.
1. School Bus Driver Qualification and Training Objectives:
    - a. Employee must be 18 years of age or older
    - b. Possess a High School Diploma or GED
    - c. Pass an annual USDoT Physical Examination
    - d. Pass a Drug & Alcohol Screen Test
    - e. Pass an Annual Motor Vehicle Records Check
    - f. Pass an Annual Criminal Records Check
    - g. Possess a Class B Commercial Driver License with Air Brake, Passengers, School Bus Endorsements
    - h. Complete the TEA School Bus Driver Certification Course
    - i. Complete Denton ISD's School Bus Driver Orientation Course
  2. Physical Examination: The U.S. Department of Transportation, Texas Education Agency, State of Texas and Denton ISD require an annual physical examination as a pre-employment requirement of all personnel hired as a school bus driver. Charges for the physical are paid by the district.
  3. Drug & Alcohol Testing: The U.S. Department of Transportation, Texas Education Agency and Denton ISD (DI-LOCAL) require a Drug and Alcohol Screening Test be administered as a pre-employment requirement of all personnel hired as a school bus driver. Charges for the tests are paid by the district.
    - a. In the event of an on-the-job accident and/or an indication of unsatisfactory performance with reasonable suspicion that an employee is under the influence of alcohol, drugs or any controlled substance, the employee will be required to undergo a drug/alcohol screening test per USDoT Regulations.
    - b. U.S. Department of Transportation Regulations requires that Denton ISD Transportation conduct Random Drug and Alcohol Testing of all department personnel. An employee is subject to random testing throughout his/her tenure and may be directed to report for testing at any time as directed by a supervisor.

4. Motor Vehicle Record Evaluation: The Texas Department of Safety, Texas Education Agency and Denton ISD require an Annual MVR Evaluation. Each employee's MVR will be evaluated annually for the three (3) year period immediately preceding the date of the report. Any employee who has accumulated three (3) or more occurrences (accidents, speeding violations, etc.) in a three (3) year period will not be considered for employment as a school bus driver. Any employee who has a DWI listed during the past seven (7) year period will not be considered for employment. If the driver is presently employed, that driver shall be disqualified and terminated.
5. Denton ISD Motor Vehicle Records Standards
  - a. Acceptable Record
    1. Clear record for the three (3) years preceding the date of the MVR.
    2. Any one occurrence within three (3) years preceding the date of the MVR which include the following:
      - a. Motor with motor (preventable or non-preventable)
      - b. Hazardous traffic violation
  - b. Marginal Record
    1. Two (2) occurrences within three (3) years preceding the date of the MVR which include the following:
      - a. Motor with motor (preventable or non-preventable)
      - b. Hazardous traffic violation
  - c. Unacceptable Record
    1. Three (3) occurrences within three (3) years preceding the date of the MVR which include the following:
      - a. Motor with motor (preventable or non-preventable)
      - b. Hazardous traffic violation
    2. MVR check seven (7) years preceding date of report which exhibit:
      - a. DWI or DUI
      - b. Illegal possession of alcohol/drugs
      - c. Drivers license suspended
      - d. Driver license restricted to "occupational driving only."
      - e. Conviction of "hit and run" or "leaving the scene of an accident."
      - f. Ten (10) point violation in accordance with DPS Regulations.
6. Denton ISD Bus Drivers Requirement to Report Traffic Violations/Citations: A driver is required by the Commercial Vehicle Act of 1986, Title XII, 90-570 to report any citation received in either a school bus or personal vehicle to the Denton ISD Transportation Department. Employees are to report a traffic ticket to a supervisor, complete an Incident Report and attach a copy of the citation for record evaluation within 72 hours. Failure to do so may result in disciplinary action up to and including termination.
7. Criminal History Evaluation: Denton ISD will conduct a pre-employment/annual Criminal History Check on all departmental employees. Individuals convicted of a felony or a crime involving a child will be terminated.
8. Background and Fingerprinting Information:
 

Denton ISD is required by state law and the Texas Education Code Section 22.083, to conduct pre-employment criminal background investigations, including submission of fingerprints to the Department of Public Safety and Federal agencies, for each applicant that is being considered for employment, as student teachers, student observers, volunteers and any other party deemed necessary. No person who has been convicted of a felony offense of any degree of moral turpitude will be eligible to work in any capacity for the school district.

Current employees are required to report any arrest or charge by authorities within three days of occurrence to their supervisor for review by the Executive Director of Human Resources, using the district's Offense Self-Reporting form.



The district will conduct annual background investigations on all employees to ascertain if individual employees have committed subsequent offenses that may cause them to be ineligible for continued employment

- D. Personnel Records: The district is required by law and local policy to maintain specified personnel records for employees. Every effort is made to maintain strict confidentiality of the contents of these records. Employees may review their records upon request; however, a person other than an employee, the record custodians or his/her supervisor may not review a record without the expressed written permission of the subject employee. An appointment must be made in advance to avoid delaying the review of one’s record.
- E. Reasonable Assurance of Employment: Denton ISD employees will receive letters of “reasonable assurance” on an annual basis. This means that during break times in the school calendar, such as Summer time, Christmas/New Year’s and Spring Break an employee has assurance that within reason, they will have a job when school starts after the break. Reasonable assurance cannot be construed as an employment contract only that except for unforeseen interruptions beyond the control of the district, such as a lack of school funding, natural disaster, court orders or public insurrection, employees’ jobs will be available.
- F. Driver Classification: A bus driver’s classification as part or full time driver is based on hours and type of route he/she is assigned. All primary morning, midday and afternoon routes and shuttles qualify in tabulating an employee’s classification. Extracurricular trip hours are not used in calculating a driver’s classification due to the volunteer nature of the task.

State Personal Leave and Local Sick Leave days for the Transportation Department is based on the number of hours worked weekly. Transportation employees must work 180+ days to earn the leave listed below.

<b>Driver Classification</b>	<b>HOURS</b>	<b>EARNED LEAVE</b>	<b>T.R.S. BENEFITS</b>	<b>INSURANCE</b>
Full-time	30+	60 hours	Yes	Yes
Part-time	20-29	40 hours	Yes	No
*Part-time 2	9 or less	N/A	No	No

\* In order to remain a PT2 driver, a driver must execute two trips/routes per school semester prior to date of medical re-certification and/or TEA recertification, and have an updated trip availability form on file for the current school year.

- G. Compensation: School employees are considered 180 day employees. Employees are paid in accordance with the wage schedule set and approved by the Denton ISD Board of Trustees. Annual increases in hourly rate are reviewed by the Board of Trustees. Approval or non-approval of increases in hourly wage is based on the district’s fiscal budget.
  1. Straight Time: Both full and part-time employees are paid according to the Fair Labor Standards Act. Full-time employees are paid on the basis of hours worked up to a forty (40) hour week. All work performed up to forty (40) hours in a single week will be paid at the straight hourly rate. A work week is defined as a Sunday through Saturday. Workdays and schedules will be assigned by the supervisor. Time off for lunch or between routes is not considered time worked.
  2. Overtime: Work performed in excess of forty (40) hours in a single week will be paid at one and one-half times the straight hourly rate. At times within a week when a holiday falls, an absence for sick or personal leave is taken, overtime will not be paid if “hours worked” is under the FLSA forty (40) hour rule. Even if Saturday work is scheduled, time may be paid at straight rate if the forty (40) hour rule has not been met during the week. All Transportation staff must have overtime approved in advance by their immediate supervisor.
  3. Payroll periods are set by the payroll department. Timesheets are given to employees for review at the beginning of the week in which a payday falls. Employees are to review all punches, report any discrepancies to the secretary for correction *in person*, and sign and return them. Paychecks will
  4. be distributed on the payday and held until the following business day. They are then returned to the Central Services building for mailing. If a holiday directly proceeds a payday, checks will be

distributed on payday and returned at 3:00 p.m. to the Central Services building for mailing. Should the payday fall outside the realm of the normal work week (Spring Break, Summer, etc.), checks will be distributed from 8:00 a.m. until 11:00 a.m. They will then be returned to the Central Services building for mailing. Checks may only be picked up by the employee. In the event that it is necessary for an employee to have his/her checked picked up by another designee, written permission must be given before the payday. Written permission must be dated for that pay period only and have the designee's name, employee's name, and employee's signature. The designee must present a form of photo identification in order to receive the check. **PHONE CALLS WILL NOT BE ACCEPTED!**

5. Direct deposit is available for all employees. It is the employee's responsibility to turn in all paperwork related to the direct deposit at the earliest possible date. Information that is incorrect or incomplete runs the risk of being rejected by the designated financial institution. Please review the paperwork carefully before returning it to the secretary.
- H. Attendance: Maintaining an acceptable attendance record is a condition of employment in the Denton ISD Transportation Department. Each employee is expected to be on time to punch-in and drive his/her route for each scheduled school day.
  1. Notification of Absence/Tardiness: All Denton ISD school employees agree to work all scheduled workdays in the school year to support operations. Within a school year, an employee may request time off **at least 3 days in advance** using a Leave Request Form. The time off is authorized AFTER authorization/approval from a supervisor. It is the obligation of the employee to notify their immediate supervisor whenever he/she will be late or absent from work. The employee will be required to state the reason for tardiness or absence. Notifications must be made in person or by phone. **Messages left on answering machines do not qualify for notification.** Employees must repeat this procedure for each route they will not be reporting or are tardy for work. Notification of absence or tardiness does not preclude that incidence from being counted when an individual has excessive absenteeism or tardiness.
    - a. Excessive absenteeism and tardiness. Defined as follows:
      1. Tardiness: A tardy is classified as punching in 6 minutes or more after your assigned time. No more than one incident of tardiness will be allowed in a one month period. Further incidents will result in disciplinary action.
      2. Absenteeism: Not being present for duty and without district authorized absence. Unauthorized/unexcused absenteeism will result in disciplinary action. Excessive absenteeism that is not authorized will result in disciplinary action. Excessive absenteeism is defined as more than 5 days (10 routes) in a semester/10 days (20 routes) within a school year.
    - b. The Transportation Department's office is open at 5:00 A.M. Employees are provided an Emergency Call Card to facilitate after hours contact.
  2. Consequences: Failure to follow notification procedures will cause the employee to be subject to disciplinary action.
  3. Authorized Absence: Employees may request sick or personal leave in accordance to district and department policy. Employees hired after the start of the school year will have their sick/personal leave prorated based on classification and hire date.
    - a. Sick Leave: Sick leave may be used for personal illness, and/or illness or death in the immediate family. Immediate family is defined as: husband, wife, son/daughter, father, mother, grandparent, step and in-laws respectively.
    - b. Personal Leave: Personal leave days are state leave days that may be taken for personal reasons other than illness. They are not in addition to State or Local leave days.
      1. Personal leave days must be approved three (3) days in advance by a supervisor.
      2. Only two consecutive (2) days of personal leave can be taken at a time, unless approved by the Director or Assistant Director.
    - c. Military Leave
      1. District employees who are members of the armed services or of the reserve components of the United States Armed Forces shall be granted a leave of absence from their duties without loss of time, efficiency rating, vacation time or salary on all days during which they

- are engaged in authorized training or duty ordered or authorized by proper authority, not to exceed fifteen (15) days in a federal fiscal year. (DEC LEGAL)
2. Copies of military orders indicating such service must be submitted in advance and approved by Denton ISD's Human Resources Department.
  3. Upon returning from military duty, a copy of the employee's orders must accompany the absence from duty report.
- d. Jury Duty or Civic Duty
1. Upon presenting a summons for jury duty, an employee will be granted time with pay for jury duty. The employee must provide evidence of jury service to his/her supervisor. A copy of the summons/documentation must be attached to the absence from duty report.
  2. Upon being presented with a Subpoena to appear as a witness in a legal proceeding, to which the employee is not a party, an employee will be granted time off, with pay to serve this civic duty.
- e. Workman's Compensation Leave: Any employee who is missing work due to an On-the-job Injury or Illness is considered to be on W/C Leave. An employee who is off work from a W/C injury will continue to receive payment for those days as long as he/she has leave days to be paid. Employees must be cautioned that this may result in all leave days being used, having none remaining at a later date.
- f. Return to Work Certificates/Doctor's Release
1. Written certification for personal illness absences in excess of five (5) or more consecutive workdays must be made by a registered physician or qualified health care provider and must be provided to the supervisor before the employee will be allowed to return to work. A copy of the release must be attached to the absence from duty report. You must report to Insurance to receive clearance.
  2. Employees absent from duty from illness in their immediate family for five (5) consecutive days also require written certification.
  3. Employees who are off from work on a W/C injury, no matter how short or long the period, must furnish a physician's release before they will be allowed to return to work. This applies to a person who is injured, goes to seek medical attention the same day and returns to work the same day. You must report to Insurance to receive clearance.
  4. Any employee who does not report to work, or call in his/her absences from work for three consecutive routes or fails to report to work after being released by a physician is considered to have abandoned his/her job and is subject to disciplinary action up to and including termination.
- g. Unemployment Compensation: Denton ISD subscribes to unemployment compensation insurance through the Texas Workforce Commission. Any employee who loses his/her job with the district through no fault of his/her own is eligible for unemployment benefits during breaks in the school calendar, as specified above, by virtue of the "Reasonable Assurance Letter" received annually.
- I. Dress Code: All school employees reflect the standard of Denton ISD. Proper, professional attire sets the tone on each bus and can lay the ground work for earning the respect of students, parents, and peers. Drivers must meet the department's dress code guidelines prior to reporting to work. Employees not complying with the dress code will be subject to disciplinary action up to and including termination.
1. Appropriate Attire
    1. Hemmed jeans, pants, trousers, slacks, and Capri-pants that fit appropriately at the waist; knee-length, hemmed walking shorts
    2. Shirts, tops, tee-shirts and blouses with sleeves that are cap length (3 inches) or longer
    3. Dresses, skirts, and shorts that are no more than 3 inches above the knee
    4. Clean and neat hats/caps worn with bill facing forward properly
    5. Shoes that are safe for driving (only closed toe/heel shoes; heels no more than 2")
    6. Single nose stud piercing no bigger than 2 mm
    7. Employees must wear undergarments at all times.
  8. Fleet Maintenance Staff
    - Approved uniform

2. Prohibited-Inappropriate Attire
  1. Short skirts, dresses, and all forms of athletic shorts, athletic pants, sweat pants, yoga pants
  2. Pants in the any of the following styles: hip-hugger, skate style, saggy/baggy
  3. Tight, form-fitting, see-through, low-cut, strapless clothing
  4. Tank tops, half-tops, halter tops
  5. Clothing displaying/promoting/advertising tobacco products, alcohol products, or other products prohibited by Denton ISD policy
  6. Clothing displaying offensive, obscene or inappropriate graphics, pictures, symbols, images, printed messages, statements, or phrases, including weapons and tobacco products
  7. Clothing promoting a religious or political belief, persuasion, statement or message, including religious symbols such as crosses, skulls, etc.
  8. Flip-flops, sandals, open toe/heel shoes, and any shoes deemed unsafe while driving
  9. Ragged, tattered, ripped, cut, or worn clothing
  10. Military fatigues
  11. Eccentric attire, makeup, hair-color, hair style, headgear, bandanas, accessories or jewelry and offensive tattoos.
  12. Facial piercings (excluding nose rings)
  13. Wind/warm-up suits
  14. Other attire deemed inappropriate by the Director of Transportation or his designee
3. **Standards for Grooming and Dress**
  1. Men will be clean shaven or keep their beard/mustache groomed and trimmed.
  2. Hair is to be neatly trimmed and well groomed.
  3. Clothing must be clean, pressed, and sized to fit properly.
  4. Clothing will cover the midriff/waist area and all under garments.
- J. Employee Evaluation: School employees may be evaluated biannually as a department policy. Evaluations can be announced or unannounced. Evaluations may be conducted by a Supervisor or Training and Safety Officer. Evaluation is a continuous process designed to improve the quality of performance and promote safety and professionalism of our staff.
- K. Work/Route Schedule
  1. Driver Assignments: Route and work schedules for personnel will be assigned by the Transportation Supervisory Staff. Individual assignments will be based on department requirements and driver ability to support the school calendar.
  2. Time Clock Procedures
    - a. Employees must punch-in/out for route at their assigned time
    - b. Employees must enter the correct Activity Code
    - c. Employees may not punch-in/out over two (2) minutes before the start of their work period.
    - d. Employees will not punch-in or out another employee under any circumstances
    - e. Employees will punch-out immediately after route
    - f. Authorization must be given by a supervisor for an employee to work the following auxiliary support functions:
      1. Student Safety
      2. Fleet Maintenance
      3. Administration
      4. Training
      5. Special Needs
      6. Routing
    - g. Employees must complete an orange slip to obtain approval for auxiliary support for a specific task and specify time frame.
    - h. Employees who have a punch-in error or fail to punch-in/out must see the Dispatcher and fill out a Time Clock Exception Form
    - i. Properly punching in and out for routes/trips is the sole responsibility of the employee. If a punch has been missed, the employee must obtain and complete a Time Exception Report from the dispatcher. Occasionally, the time clock may malfunction. It is still the sole responsibility of

the employee to attempt at least one punch AND complete the Time Exception Report. Failure to properly punch in or out OR complete a Time Exception report may result in disciplinary action.

L. Benefits:

1. Insurance: Denton ISD provides a monthly supplement toward the cost of benefits for employees classified as being full time. Full time is defined as six or more department approved hours per day, thirty (30) or more hours a week. Employees working 20-29 hours per week are eligible to participate in the district's insurance program at their own expense. The district will make no contribution to the plan cost. Employees may choose from several options, including: Medical, Dental, Vision, Life Insurance, Short and Long Term Disability Plans. Employees must meet with the Insurance Department for details on each plan before making a decision on which plan is appropriate for him/her.
2. Personal and Sick Leave: Refer to Driver Classification table on page 5 for earned Personal and Sick Leave. Sick and Personal leave hours will carry over and accumulate if not used. Leave may only be used on days when school is in session. It cannot be used during holidays or inclement weather.
3. Retirement: Denton ISD is a member of the Teachers Retirement System of Texas (TRS). Employees pay 7.05% of his/her salary into the system each pay period. This money is refundable from TRS if the driver resigns before retirement. Refunds will be paid at 6.4% minus 20% income tax, and 10 % early withdrawal fee. TRS is not held out for PT2 employees.
4. Workers' Compensation: Denton ISD provides workers' compensation insurance for its employees.
5. Unemployment Compensation: Denton ISD subscribes to unemployment compensation insurance for its employees. Specific requirements must be met to qualify.
6. Vacation: No paid vacation is allocated to school employees on the 180 day work calendar.
7. District Holiday Schedule: The Transportation Department will conform to the holiday schedule approved by the Denton ISD Board of Trustees. A district calendar will be made available to each employee and posted in the department.
8. Staff Awards and Recognition: Awards and recognition are given to outstanding individuals who exemplify standards of safety and professionalism as a school bus driver and monitor. Recognition for attendance and service are acknowledged annually.

M. Employee Safety: An employee's safety and health is primarily the responsibility of the individual employee. Employees must carry out their daily job responsibilities in a manner attentive to his/her surroundings and working conditions. Any situation which creates an unsafe condition or any unsafe act by oneself or by a fellow employee must be reported to a supervisor immediately so that corrective action can be taken to avoid an accident. All accidents, no matter how minor, must be reported to a supervisor immediately so that the initial report of injury (TWCC-1) can be sent to the Denton ISD Human Resources Department the same day. The district/department goal is "zero" on the job accidents.

N. Employee Complaint Procedure: Denton ISD Board Policy DGBA (LOCAL) contains specific guidance on formal complaints.

1. Purpose: The purpose of this policy is to provide employees with an orderly process for the prompt and equitable resolution of complaints. The Board intends that, whenever feasible, complaints be resolved at the lowest possible administrative level.
2. Definition: A complaint under this policy shall include grievances concerning employees' wages, hours, conditions of work and/or specific allegations of unlawful discrimination in employment on the basis of sex, including sexual harassment, race, religion, national origin, age, disability or the employee's exercise of his/her constitutional rights. A complaint must specify the individual harm alleged.
  - a. An employee's legal right to present a grievance is satisfied at each level when someone in a position of authority hears the employee's concern; however, that authority is under no legal compulsion to rectify the matter.
  - b. The Board shall provide an opportunity at its regular meetings for employees to present their complaints or grievances for Board action.

3. Procedure:
  - a. Level One: An employee who has a complaint shall meet with the immediate supervisor within fifteen (15) days of the time that the employee first knew or should have known of the event causing the complaint. This complaint must be submitted in writing and must contain the employee's name, the date of the event causing the complaint, the specific concern/allegation and the relief sought.
  - b. Level Two: If the outcome of the conference at level one is not to the employee's satisfaction, the employee may request, in written form, to meet with the Superintendent or his/her designee. The meeting will be held within seven (7) days after receipt of the request to discuss the complaint.
  - c. Level Three: If the outcome of the level two conference is not to the satisfaction of the employee, the employee may submit a written request to place the matter on the agenda of a future Board meeting (BE-LEGAL). The Superintendent shall inform the employee of the date, time and place of the meeting. The Board President may set reasonable time limits on the complaint presentations. The Board shall listen to the complaint, but is not required to respond or take action on the matter. The lack of official action by the Board upholds the administrative decision at level two.
  - d. Closed Meetings: If the complaint involves the appointment, employment, evaluation, reassignment, duties discipline or dismissal of the employee bringing the complaint, it shall be heard in a closed meeting session, unless the person bringing the complaint requests that it be heard in public. If the complaint constitutes a charge against another district employee, it will be heard in a closed meeting unless an open hearing is requested in writing by the employee against whom the complaint is brought.
- O. Standards of Employee Conduct: The Standards of Conduct for Denton ISD employees are detailed in the Denton ISD Board Policy Manual. Copies of this manual are located in the Director of Transportation office and the Human Resources office in the Operations Service Center.
  1. Employee Expectation: As a public employee, one is held to a higher level of conduct than employees of private companies would be held. Conducting oneself in a professional manner befitting an employee of Denton ISD is a condition of employment. Misconduct will subject him/her to the progressive disciplinary procedure.
  2. Prohibited Conduct: Employees may be suspended and or terminated for the following reasons:
    - a. Immorality or engaging in any illegal activity or conduct which is or may be harmful to a student or district/non-district personnel
    - b. Conviction of any felony or other crime involving moral turpitude
    - c. Unauthorized use or theft of Denton ISD property or services
    - d. Possession or use of a firearm or illegal weapon or knife while on Denton ISD property, working in the scope of the employee's duties, or attending a school sponsored activity. This policy applies to all personnel, with or without a legal "right to carry" permit
    - e. Using, possessing, transmitting, distributing, or being under the influence of any alcoholic beverage, narcotic drug, hallucinogenic, amphetamine barbiturate, marijuana (including any form of the plant substance known as marijuana), or any controlled substance listed in Federal or State Codes except where possession or use is authorized by a licensed physician or dentist
    - f. Assault, either physical or verbal abuse of students or employees
    - g. Failure to comply with official directive and established departmental or Denton ISD Board Policy
    - h. Physical or mental incapacity preventing performance of the contract of employment
    - i. Willful or repeated neglect of duties
    - j. Breach of agreement
    - k. Willful failure to pay debts owed to Denton ISD for the replacement of damaged/lost equipment
    - l. Failure to comply with requirements the district/department prescribe for achieving professional growth
    - m. Reduction in force
    - n. Responsible for an "At Fault or Preventable Accident"
    - o. Endangering the safety and welfare of students, district or non-district personnel



- p. Insubordination, failure to follow legal/moral directives or instructions issued by a supervisor or his/her designee
  - q. Conducting personal business during working hours especially those which would result in a conflict of interest.
  - r. Falsification of employment records or other documentation related to Denton ISD activities/operations
  - s. Misrepresentation of facts to a supervisor or any other Denton ISD official in the conduct of school business
  - t. Excessive absenteeism or tardiness
  - u. Harassment: Employees shall not engage in hazing or any conduct constituting harassment of any kind
  - v. Illegal Student Conduct: Employees shall limit contact including conversation and/or physical contact, with students to specific information or instructions that would be required to perform their duties. No employee shall attempt to discipline a student. The need for discipline shall be reported to a supervisor for action in accordance with Denton ISD Student Safety Policy.
  - w. Sexual Harassment: Defined as unwelcome sexual advances, request for sexual favors or other conduct, either verbal or physical, or conduct or other offensive unequal treatment of an employee or group of employees that would not occur but for the sex of the employee or employees, when: The advances, request or conduct have the effect of interfering with performance of duties or creating an intimidating, hostile or otherwise offensive work environment; submission to such advances, request or conduct is explicitly or implicitly a term or condition of employment; or submission to or rejection of such advances, request or conduct is used as a basis for employment decisions. Sexual harassment between supervisors and employees, employee to employee, employee to student, and student to student will be handled with a "zero tolerance" policy. For further information refer to Denton ISD Board Policy.
  - x. Other good causes determined by the Director of Transportation, Executive Director of Operations, Superintendent or Board of Trustees. Good cause being failure of the employee to meet the accepted standards of conduct as determined by the Board of Trustees pursuant to Board Policy, or where retention of the employees is detrimental to the best interest of the department or children of the district.
3. Smoking/Tobacco Products Policy: The Board shall prohibit smoking or the use of any tobacco (including the use of e-cigarettes) products at any district or school related or sanctioned activity on or off school property. Smoking is prohibited in all Denton ISD buildings and owned school properties, including the service center and transportation compounds and in all district-owned vehicles. Any employee who violates these restrictions will be subject to the progressive disciplinary procedure. Board Policy DH (LEGAL).
- P. Progressive Disciplinary Program: The goals of discipline are to remedy improper conduct on the part of an employee in order to maintain an effective workforce. When used properly, discipline should be progressive in nature. For that reason, discipline within DISD will be handled in a progressive manner, increasing the level of discipline upon each repeated rule, policy, etc., violation. All violations will be investigated thoroughly for seriousness and mitigating circumstances before the decision to take disciplinary action is made. Upon making that decision, the following disciplinary steps will be taken:
- 1. First Offense: Verbal Warning:
    - a. Employee will be formally counseled by the Supervisor explaining the offense and remedial action to be taken. The main points will be written and both parties will sign. **(Supervisor is to document action on a DISD Transportation Department Personnel Performance Report.)**
  - 2. Second Offense: Written Warning:
    - a. Employee will again be counseled. The Supervisor of Dispatch and the Assistant Director will state in writing the nature of the offense and will emphasize that this is the second offense committed. The Supervisor will give the employee specific instructions on remedial action and time limitations in which the employee must take that remedial action. Both parties must sign this counseling record. **(Supervisor is to document action on a DISD Transportation Department Counseling Report.)**
  - 3. Third Offense: Written Final Warning: Suspension:

- a. The Employee will meet with the Assistant Director and Director and will be given specific instruction on remedial action and time limitations in which the employee must take that remedial action. Both parties must sign a record of this meeting. As a part of the remedial action, the supervisor will recommend to Human Resources that the employee be **suspended** for three (3) consecutive work days, at the Supervisor's convenience, **without pay**. The employee **will be informed that this is the last and final warning**, and that any further violation **will result in termination**. (*Supervisor is to document action on a DISD Transportation Department Counseling Report*)
4. Fourth Offense: Written — Termination:
  - a. The Employee will be informed in writing of the nature of the fourth offense, dates and reasons for the former offenses and that he/she is being recommended for **termination**. A properly documented recommendation will result in termination of employment. (*Supervisor is to document action on a DISD Transportation Department Counseling Report*)
5. Disciplinary Summary: Following state laws, district policy, regulations and requirements governing school employees shall be the sole responsibility of the employee. Failure to comply will result in activating the progressive disciplinary program
  - a. Severe Clause: There are some conditions which shall be subject to immediate suspension or termination
  - b. Employees may be suspended, with or without pay, in the event of an investigation into inappropriate actions while employed with Denton ISD or whenever the employee does not comply with state, district or departmental rules, guidelines and policies
  - c. Each step of the program will remain active in the employee's personnel file for a period of twelve (12) scheduled work months. In order for an employee to clear all active steps from his/her personnel file, an employee must remain free from formal disciplinary action for a period of twelve (12) scheduled work months from the last documentation on file.
  - d. At no time shall an employee be allowed more than three active steps in their personnel file during a twelve (12) month scheduled work period.

## II. Denton ISD School Bus Employees

Denton ISD School Bus Employee: The Denton ISD school bus employee is an important contributor to the educational program in the district. This position makes great demands on the mental, moral and physical strength of the individual. In the execution of our daily tasks, character traits will weigh more heavily than intellectual keenness. Even in the age of high technology, it is still the individual driver who will make a difference. As a representative of Denton ISD, you are the first person from the school system the student sees in the morning and the last he or she sees at the end of the day. The bus employee often sets the mood of the day for the children. Contact with children, parents, district staff and the community makes the driver a public relations representative. With this in mind the department will provide extensive training to ensure a driver's success.

- A. **Job Description:** To provide safe and efficient transportation for students participating in the district's curricular and extracurricular programs.
 

**Bus Driver:** Employee has completed all Federal, State and DISD CDL licensing, endorsements, certifications and training as defined by law and district/department policy that authorizes operation of a public school bus.

**Bus Monitor:** Employee has completed all Federal, State, and DISD certifications and training as defined by law and district/department policy that authorizes supervision of students on a public school bus.
- B. Driver /Monitor Characteristics
  1. The employee must be friendly in dealing with people. Being friendly and pleasant with students does not mean the driver should attempt to be a buddy to them. On the contrary, attempting to be a buddy to students will eventually erode the students' respect for the driver and will lead to problem situations.
  2. It is imperative that the driver exhibit emotional stability. Demonstrating emotional instability by losing one's temper or self-composure will result in difficulty when dealing with people.

3. The competent school bus employee is dependable and punctual. A number of people, e.g. parents, students, school administrators, teachers, etc., depend on the driver. Maintaining the time schedule is a vital part of the driving task.
4. The school bus driver must be honest and fair at all times.
5. The employee must practice good communication skills. By habit, the driver's language should be free of profanity, derogatory remarks, and abusive words.
6. The employee must demonstrate respect for all students, regardless of race, color, creed, or socioeconomic status.
7. Employees are prohibited from using tobacco products on school property or during school sponsored activities/field trips.
8. The employee must not operate the bus while under the influence of alcoholic beverages or drugs that may impair driving ability.
9. The employee must practice good personal hygiene. Dress and personal appearance should be in compliance with school district policy.
10. To protect the welfare of all concerned, Denton ISD Transportation Staff are not allowed to utilize personal cameras on the job during working or business hours. The unauthorized photographing of staff or students is strictly prohibited. This shall include cell phone cameras.
11. The employee and the students: Although it is generally understood that the chief responsibility of the school bus driver is to transport the students to and from school in a safe and efficient manner, there are other important aspects of the job which must not be overlooked.
  - a. The employee sets the educational tone of the day for students. The employee often is the first and last contact the student has with the school each day.
  - b. The employee must maintain good student control on the bus. This is a must for safe school bus operation. Some guiding principles for maintaining good student behaviors are:
    1. Remember that you are a staff member of the school system and recognize the responsibilities as an employee.
    2. Know the policies and regulations relating to duties.
    3. Explain to the students at the beginning of each school term the rules which govern their conduct on the bus.
    4. Conscientiously obey rules governing drivers; setting a good example creates respect.
    5. Have students address the employee by his or her proper name, such as Mr. Brown. The bus employee should address the students by their given names.
    6. Get acquainted with the students who will be riding the bus for the first time. Arrangements for meeting parents must be made by the local school administration.
    7. Take a personal interest in each student.
    8. Be alert and watch for disruptive situations.
    9. Avoid real trouble through prevention. When conditions causing trouble are found, correct them as soon as possible.
    10. Assign seats as an aid to student control. In cases of vandalism, seat assignments aid in the investigation.
    11. Talk to campus staff or supervisor to aid in understanding and dealing with inappropriate conduct. A disobedient student on the bus may also be disobedient in the classroom.
    12. Approach the disruptive student through personal contact. Such contact or discussion may be of value in solving behavior problems. Do not humiliate the student.
    13. Follow the three "F" s in dealing with students:
      - Be *friendly* but not familiar
      - Be *firm* but not unduly strict
      - Be *fair* but not partial
12. The employee and other school personnel
  - a. Feel you are a member of the educational team for a given school district. (It is extremely important that cooperation and mutual respect exists between all members of the school team.)
  - b. Respect other school officials' duties and responsibilities.
  - c. Avoid criticizing other school personnel to students, parents, other drivers, or to the public.
  - d. Utilize strategies of fellow team members regarding problem students.

- e. Share information about students with other school personnel when the student's welfare is at stake.

13. The employee and parents

- a. Create a feeling of security in the minds of parents by establishing and maintaining safe driving procedures and effective student control on the bus.
- b. Parents hear students talk about their experiences on the school bus and may form opinions relative to the driver and the school on this basis.
- c. 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 student problems with a parent through the open door of the bus.
- d. Remember, if the employee has established good relations with the parents of his or her passengers, much can be accomplished when the driver needs their help and cooperation.

14. The employee and the community

A school employee driver operates a yellow and black billboard some thirty-five feet long, 11 feet high, and eight feet wide down the community's highways each morning and evening.

- a. Create a favorable image for the school district by:
  - 1. Being a careful and alert driver
  - 2. Practicing courtesy on the highway
  - 3. Observing local and state traffic laws and regulations on the streets and highways
  - 4. Driving a clean bus. The vehicle may not be new, but it should be clean, well-kept, and in good mechanical condition.
- b. Some citizens in a community often have no other contact with the local school except the school bus which they see each day as it travels up and down the street or road. The driver, the vehicle, and the students on that particular bus route are the basis upon which they judge the entire school system.

C. Driver/Monitor Responsibilities

- 1. Absolute safety precautions shall be exercised at all times in the operation of buses. Any driver/monitor who operates a school bus in an unsafe manner or who permits any condition to exist which might jeopardize the safety of the passengers shall be subject to immediate suspension/termination.
- 2. Employees are responsible for the operation, fueling, pre and post route-trip inspection of his/her bus. A Vehicle Condition Report (VCR) must be completed documenting all pre and post route-trip procedures. In the event that the driver, through negligence, causes damage or destruction of equipment, suspension/termination may result.
- 3. If the employee is unable to report to work for their assigned shift, he/she should notify the Transportation Department at (940) 369-0333 by:
  - 5:30 a.m. for AM shift     • 9:00 a.m. for MID shift     • 1:00 p.m. for PM shift.**YOU MUST CALL IN FOR EACH SHIFT AND SPEAK TO A LIVE PERSON UNLESS OTHERWISE INSTRUCTED BY THE DISPATCHER.** If you need to be out on personal business (excluding an emergency), a completed leave request shall be submitted to Dispatch at least three (3) days in advance. If you would like your leave request to be considered with less than three (3) days-notice, you will need to discuss your situation with the Supervisor of Dispatch or the Assistant Director/Director of Transportation.
- 4. Maintain a regular schedule for departure, travel, and return of the bus. Be on time at all designated stops. **Always come to a complete stop, set your parking brake, open and close your student door.** Never pass a designated stop before the stated time on the route sheet. Drivers are required to have a watch which is set with the clock in the Transportation office.
- 5. Employees are to follow the route sheet as defined by the Supervisor of Routing. Changes must be submitted in writing and approved by a supervisor prior to implementation.
- 6. Drivers are required to have in their possession while driving a bus the following:
  - a. Driver License                      c. DOT Physical Card
  - b. TEA Certification Card            d. Denton ISD Employee Badge

Monitors are required to have in their possession:

- a. Driver License or State ID      b. Denton ISD Employee Badge

**Note: Denton ISD will provide one badge upon employment. Badges that are lost or damaged must be replaced by the employee at a cost of \$5. Replacement badges can be purchased at the Service Center Annex.**

7. Drivers and Monitors are to report to Dispatch no earlier than 5 minutes before their designated clock-in time and clock-in only after the Dispatcher gives them their badge. Clocking in before the Dispatcher gives your badge to you will result in disciplinary action. Absenteeism/tardiness will result in disciplinary action. Drivers are not to loiter in office or shop work areas.
8. Abide by all traffic laws and regulations set by the city, state, and district. Any driver receiving a traffic ticket while driving a Denton ISD school bus or private vehicle will report the ticket to a supervisor. Drivers may be subject to disciplinary action. (Report must be written and a copy of ticket attached).
9. When submitting your resignation, you are required to give written notice of resignation. This should be given at least two weeks in advance.
10. Keep the Transportation Department informed of any changes of home address or phone number. The department must be able to contact driver by phone.
11. Utilize two-way radios for district business only.
12. Allow time after loading for students to be seated before proceeding with route.
13. Maintain discipline and enforce all of the rules on the bus in a consistent manner.
14. Employees are to stay on their bus. If an employee must be away from the bus, he/she is to contact Dispatch and request permission to leave the bus. When permission is granted the employee is to secure the bus, remove the key and notify Dispatch when they return to the bus. At no time are students to be left on the bus unsupervised.
15. Allow students to depart bus only at their designated stop.
16. Only district personnel and students assigned to a route are authorized to ride the bus.
17. All employees are directed to properly Pre- and Post-inspect your bus for each route, shuttle or trip as outlined on a Vehicle Condition Report (VCR).
18. Complete the extracurricular trip form with the appropriate information.
19. Assign all students seats. Seat assignments should be noted on a seating chart and a copy (updated once per semester) placed on file in the Student Safety Office and Route box. The employee is responsible for making all changes necessary to the seating chart. Drivers must assign seats to all students. Drivers are to maintain the seating chart.
20. Complete all reports and supply all information as requested by a supervisor.
21. Report any and all accidents, incidents, and traffic tickets by completing the Incident Report and giving it to a supervisor. Failure to report an accident/incident or traffic ticket may result in suspension/termination.
22. Refrain from placing stickers, decals, or any other material that are not state approved on any surface of the bus.
23. Comply with campus loading, unloading, and dismissal procedures as outlined by the principal or transportation staff.
24. Be responsible for all vehicles and equipment charged to their care.
25. It is the responsibility of the bus driver to follow any directive given by a supervisor (e.g., changing driving assignments, route change, pick-up time, etc.)
26. Comply with all federal, state, district, and departmental rules, guidelines and policies.
27. Drivers are prohibited from using cell phones or operating CD/tape/radio players with headphones while driving or fueling a district vehicle or school bus. This includes earpieces, speakerphone, and text messaging while driving. (The same shall apply to bus monitors while working in support of the driver.) **Note: Denton City Ordinance 2014-114 prohibits the use of wireless communication devices while operating a motor vehicle.**
28. Employees are prohibited from consuming food/drink while driving or in the presence of students. **Note: If you have any questions concerning your responsibilities, please contact your supervisor.**

29. Employees are not authorized to photograph students or allow students to be photographed at any time.
30. Employees are prohibited from engaging in immoral, illegal activity or conduct which is or may be harmful to a student or district/non-district personnel.
31. Parking: Employee parking is in the designated area of the Ryan High School parking lot south of the transportation facility. The yellow spaces define employee parking. White spaces are assigned to RHS students. Employees who park in white striped area run the risk of being ticketed or towed. Spaces along the Ryan High School access road marked "RESERVED" are designated for Lead Drivers/Monitors only. Any employee utilizing the handicapped spaces must be approved by the Supervisor of Safety and Training and show proof of eligibility at which time a handicapped space will be assigned. Extra-curricular trip drivers may park in the **bus space only**. Please do not park in designated staff or visitor parking. Because parking is limited and bus traffic remains a priority, we ask that all drop-off and pick-up of driver and monitor staff take place in the employee parking lot.
32. Red Light Enforcement Violations: The employee is financially responsible for any citations received while operating **ANY** Denton ISD owned or leased vehicle.
33. Each driver/monitor is responsible for the cleanliness of his/her bus. Random bus inspections will be conducted. At that time, if the bus is not in satisfactory condition disciplinary action will be taken.
34. Employees are to follow chain of command with all requests and/or complaints. Drivers will start with the Supervisor of Dispatch (hours are 5:00 a.m. to 2:30 p.m.) who will either assist or direct the employee with whom to speak. If the employee is not satisfied with the action taken by the Supervisor of Dispatch, he/she may take concerns to the Assistant Director. If the employee is not satisfied with the actions taken by the Assistant Director, he/she may take concerns to the Director of Transportation.

#### D. Denton ISD Bus Driver Training

When selected as an employee, the staff of the Transportation Department will provide all necessary training to become a qualified bus driver. Guidelines are as follows:

1. Commercial Driver License (CDL) Training
  - a. CDL Driving/Learner's Permit
 

An applicant must obtain a Class B learners permit and complete all written tests before he or she can begin any behind-the-wheel training or operate a school bus. This consists of taking the written CDL examination (Section 14) at the Department of Public Safety. The cost is \$61.00 for state license and is the responsibility of the employee.
  - b. CDL Written Examination
 

This test is administered by the Texas Department of Public Safety and consists of six sections. The employee is responsible for the cost of the tests. A Learner's Permit must be obtained before hiring (current cost \$11.00). The following tests must be completed before a Driving Test will be given by DPS: General Knowledge, Passenger, Air Brake, School Bus, and Pre-Trip (\$61.00). Upon completion of the Learner's Permit the applicant can be called in for paperwork and physical scheduled. Upon results of background checks, pre-employment physical and drug screening, the applicant is referred to Human Resources for fingerprinting and badges to complete the hiring process. Upon completion of the remainder of the five tests at DPS and the necessary training in the school bus, a Drive Test appointment will be scheduled with DPS.
2. TEA Bus Driver Certification Training
 

The TEA Bus Driver Training Course Certification is mandated by federal and state law. All new drivers will be required to take this 20-hour course within 3 months of employment. This class is taught by Region XI Service Center. Guidelines for the course are as follows:

  - a. Temporary Certification
 

Temporary certificates are issued by the Region XI Education Service Center. The temporary certificate is good for only six (6) months during the school year it is issued and cannot be renewed for the following year.
  - b. Bus Driver Training Course
    1. New drivers who do not complete the course within six (6) months of employment will not be allowed to continue driving until classes are completed.



2. Class periods are usually five, four-hour sessions on week nights. Should the driver miss one of these sessions, he/she will make up that class at the next available class.
3. All drivers must complete a recertification course consisting of eight (8) hours every three (3) years. This class may be taken up to six (6) months before the expiration date on the current certification card.

If you miss a class or classes due to an emergency situation, you must notify Dispatch and Training immediately, as well as make arrangements for the make-up class.

4. If your card expires, you have one (1) year to be recertified, but you may not drive with an expired card. If you do not take the course before the one (1) year grace period, you will be required to repeat the 20-hour course.
5. Denton ISD Transportation Department Driver Training  
 In addition to TEA Bus Driver Certification Training, drivers will receive instruction/training in the subject areas prior to being assigned to a route. Employees will be required to attend any and all scheduled training/safety meetings. Time and date will be posted in the Driver Ready Room and Dispatch Office
  - a. Administrative/Standard Operating Procedures..... 2.0 Hrs.
  - b. Route and Operations Procedures..... 5.0 Hrs.
  - c. Fleet/Bus Maintenance and Care Procedures..... 2.0 Hrs.
  - d. Traffic Regulations and Driving Procedures ..... 6.0 Hrs.
  - e. Student Safety and Discipline Procedures ..... 2.0 Hrs.
  - f. Special Needs/Education Student Procedures..... 2.0 Hrs.
  - g. Alcohol/Drugs & Sexual Harassment Orientation ..... 1.0 Hrs.

Denton ISD Training .....	20.0 Hrs.
TEA Training.....	20.0 Hrs.
Total .....	40.0 Hrs.

### III. Routing, GPS & Student Tracking Procedures

- A. Route Administrative Procedures
- B. Drivers will be provided with a route sheet displaying stop location and travel directions before school begins. After your route “rehearsal” you will turn in a Route Change Requisition form and your route sheet to the Routing Department with any directional changes. Stop times/locations cannot be altered during the first two weeks of school.
- C. **A driver is not allowed at any time to change his/her route unless authorized to do so by the Routing Department.** If you feel your route needs to be changed to accommodate any new students or to delete a scheduled stop, turn in Route Change Requisition form along with those changes you would like to make. You will receive a copy of the Route Change Requisition form along with a new route sheet after the Routing Department determines the feasibility of the proposed change. At the bottom of the Route Change Requisition form, you will be able to see whether or not the request was approved along with an explanation if the changes were denied.
  1. **TEA Reports:** The Transportation Department receives funding from the State of Texas based on the number of students riding in proportion to the miles driven on your route. In order to provide this information to the State of Texas, you will be given a copy of the TEA Report listing all registered students. You will mark the students who ride your bus on the designated day and return the report to Routing. You will be given detailed instructions with the report.
- D. GPS & Student Access Card Program  
 During the 2010-2011 school year the Transportation Department implemented full use of our GPS and Student Access Program.
  - The GPS Bus Tracking monitor your speed and whether or not you are following the Denton ISD sanctioned Bus Stops and Driver Directions. All departments will be

monitoring the GPS at different times to answer departmental/parent questions and in some cases will be used to exonerate a driver when we get a call from “one of those parents”.

- It is for your protection that we have a route sheet and it's in your best interest to follow your route sheet. Your route sheet, VCR and any other piece of documentation are legal records and can be brought into play should litigation occur.
- Over the last few years, we have changed hardware and had our challenges with the Student Access Program. We have worked diligently to make sure that our equipment is working properly and as with any technology, continues to be a work in progress. As this year progresses, the Student Access Card program will be monitored to confirm compliance on the part of the Drivers and the Students. We will begin with a small sample size of schools/busses and once we feel that a certain level of compliance has been accomplished, we will add another small sample size until the entire fleet is in compliance.
- The GPS & Student Access Card Program is a program that the district has invested in and should be given every chance to succeed. Here are the Program Goals.
- Promote Student Safety, Security & Situational Awareness:
  - Take immediate action and get instant results with emergency event notification.
  - Improve community service by increasing situational awareness and communication capability.
- Enhance Efficiency:
  - Optimize routing and scheduling based on automatic vehicle location (AVL) data.
  - Maximize fleet use, and enhance productivity through comparative analysis.
- Reduce Operational & Maintenance Cost:
  - Track, store, and report on real times and real miles, for the fleet.
  - Quality expenditures, calculate savings, and track efficiencies while providing information to parents & Staff.
- Integration:
  - System interfaces with security systems, student databases, financial software, maintenance schedulers.
  - Systems can be expanded to monitor student attendance, library, cafeteria and extracurricular functions.

## 1. GPS & Student Card Access Program Equipment & Capabilities

# Fleet Tracking

The GPS program tracks bus speed, location, movement, overhead light, stop sign deployment and door activations. The department has the ability to plot the approved route for a specific bus and then over-ly the actual track of a bus for any give day.

Bus VIN Number

Bus Route Status  
 Red – Bus is late  
 Green – Bus is on time  
 Yellow – Bus is early

Real Time Bus Speed

Real time location & status of bus on route.  
 \*Red – Bus is late  
 \*Green – Bus is on time  
 \*Yellow – Bus is early

The screenshot displays the EdSurg Transportation Manager software interface. At the top, there is a menu bar with options: File, Vehicle, Map, Tools, Help. Below the menu bar, there are several tabs: Debibles Historical, Debibles Planning, and Debibles Tracking. The main window is divided into several sections:

- Data Table:** A table with columns: RI S BusNo., Location, Condition, Speed, Status, Event, TStamp, Location, Condition, Event, Duration. The table contains multiple rows of bus data.
- Map:** A large map showing a city street grid with a bus route overlaid. A legend in the bottom right corner explains the color coding for bus status: Red (late), Green (on time), and Yellow (early).
- Toolbars:** There are several toolbars, including a reference map toolbar, an emergency toolbar, and a legend toolbar.
- Status Bar:** At the bottom, it shows 'EdsTracker', 'Student Tracking', 'UnitManagement', 'Scale: 36.262 mi', and '(2365542.407,7160876.087) (8:59:40)'.

## Route Change Requisition

Route #: \_\_\_\_\_ VIN \_\_\_\_\_ Driver: \_\_\_\_\_ Date: \_\_\_\_\_

Change requested:

- |                                       |   |   |
|---------------------------------------|---|---|
| <input type="checkbox"/> Reroute      | <input type="checkbox"/> Delete Stop(s) | <input type="checkbox"/> Change Stop(s) |
| <input type="checkbox"/> Change times | <input type="checkbox"/> Other          | Specify: _____                          |

Explain the changes you want to make or attach a copy of your "marked up" Route sheet :

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Why are you requesting these changes? \_\_\_\_\_

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**For Office use only**

Changes Made       Changes not made      Date: \_\_\_\_\_

The change(s) will become effective: \_\_\_\_\_

Reason: \_\_\_\_\_

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## E. Radio Communication Procedures

All Denton ISD Transportation drivers/monitors are required to use proper radio procedures at all times. All radio transmissions shall be done professionally and expeditiously. We are governed by the FCC and can be penalized for failure to comply with all FCC regulations. (Bus 3 to Base, or Bus 116 to Base). Ensure that proper contact has been made before beginning communication.

1. Do not key Microphone (mic) and distort transmissions from Base or other drivers.
2. Utilize 2-way radios for district operations only.
3. Ensure you key the mic before making a radio call.
4. Drivers are to use the following codes for emergencies:

### Emergency Codes & Procedures

#### Code 1

- a. District Vehicle involved in non-injury accident.
- b. Call Dispatch immediately!
- c. Give bus number, exact location, and description of other vehicle (color, make, model).
- d. Supervisor or appropriate emergency personnel will be dispatched to location. Do not leave scene!
- e. Ensure **seating chart** shows exact location of each passenger at time of accident (name, age, seat #).
- f. Do not discuss accident with anyone but supervisor or police, other than to show other driver involved the proper credentials.

#### Code 2

- a. District Vehicle involved in accident. (Injuries apparent.)
- b. Call Dispatch immediately!
- c. Give bus number, exact location, and description of other vehicle (color, make, model).
- d. Supervisor will be dispatched to location. Do not leave scene!
- e. Ensure **seating chart** shows exact location of each passenger at time of accident. (name, age, seat #)
- f. Do not discuss accident with anyone but supervisor or police, other than to show other driver involved the proper credentials.

#### Code 3

- a. **Student Safety Coordinator**, Supervisor or Principal will meet the bus at the campus or on route.
- b. Principals are not to be used to perform transportation discipline; they can identify students, but it is the responsibility of the driver, **Student Safety Coordinator** or Supervisor to handle discipline of students on his/her route.
- c. When a **Student Safety Coordinator** or Supervisor meets a bus on route, he/she can aid the driver in dealing with situations deemed "unsafe to drive".

Examples of Code 3 Situations:

- Severely disruptive students not complying with directives of driver (total chaos)
- Students burning seats
- Smoking on the bus
- Fighting with younger students that cannot be controlled

#### Code 4

- a. Supervisor meets bus on route. Police are called, and students may be removed from the bus.
- b. This involves a situation at its worst where driver feels a life is in danger or the lives of students in serious jeopardy.
- c. For example, bad fight among larger students, riot, weapons, drugs on bus
- d. Driver should try to protect uninvolved students' safety as well as his own.
- e. Immediately pull over, radio bus number & exact location.
- f. Help will be on the way as soon as humanly possible.

5. It is imperative that we use the radio properly and allow other employees the same opportunities to complete their transmissions uninterrupted. Please be courteous and professional to your fellow employees.

#### F. Sub-Bus Procedures

If your bus has a mechanical problem or is scheduled for an inspection, you will be required to drive a reserve bus. If this occurs, the supervisor will give you a key, Vehicle Condition Report (VCR), and direct you to the proper parking area for the bus. After your route, return the bus to the correct space. Complete a Pre/Post Inspection of the bus. If you incur a mechanical difficulty, document the defect on a Vehicle Condition Report, (VCR). **Leave the bus with a full tank of fuel and clean. All sub bus and trip bus keys are to be dropped for fuel, regardless of the fuel level.**

#### G. Speed Limits

Obey the posted speed limit at all times. The speed limit on Denton ISD property is **10 mph** at all times. This includes buses, cars, maintenance vehicles, and any other moving vehicles. If a driver is noted speeding on route, a written reprimand will be given and could result in further disciplinary action up to and including termination.

#### H. Student Loading and Unloading Procedures

A majority of student fatalities associated with school buses occur while the bus is loading or unloading. The driver must use sound judgment and proper procedures at these critical times.

##### 1. When Loading Students At Their Stops

- a. Prior to the bus stop (approximately 500 feet), the driver must activate the amber overhead flasher lights.
- b. Prior to the bus stop (approximately 100 feet), the driver must activate the right turn signal and pull the bus as close to the curbside as possible.
- c. Bring the bus to a stop at curbside, set the parking brake, and put the bus in neutral before allowing students to board the bus. **If no students are at a designated stop, open and close the bus door. This will allow GPS to document that you made your stop correctly.**
- d. Students at the bus stop are to be lined up in single file about ten feet from the point where the bus stops.
- e. If students run toward the bus as it approaches the loading area, the driver must stop the bus before reaching the designated stop. If this continues, handle it as a disciplinary incident.
- f. Instruct the students as to when they may board the bus. Students should not leave their place in line or approach the bus until the door opens and the driver signals the students to board.
- g. All students living on the left side of the roadway should make eye contact with the driver and wait for his signal before crossing the street. When the driver has checked traffic and signaled to the students, the student/students should check traffic again from both directions and **Walk** across as a group.
- h. After starting across the street, students should not turn back or re-cross the street for any reason. They need to go directly to the bus to board.
- i. Observe the number of students at the bus stop and be sure that all of them board the bus. It is important to remember—know your students and where they get on and off the bus.
- j. After the students have entered the bus and are seated, close the door, check all mirrors and traffic, give left turn signal; when safe to do so, enter the traffic flow and continue the route.

##### 2. Unloading Students At Their Stops

Supervise the unloading of the bus. The position you assume depends on whom you are transporting. With small children it may be necessary to stand by the door and assist them.

- a. Team members must exit the bus to ensure safe loading of students with disabilities. This ensures a special needs student does not run out into traffic or hurt themselves falling on the steps. Team members also must exit the bus to unload special needs students as well to ensure their safety.
- b. Prior to the bus stop, (approximately 500 feet), the driver should activate the amber overhead flashing lights.



- c. Prior to the bus stop (approximately 100 feet), the driver should activate the right turn signal and pull the bus as close to the curbside as possible.
- d. Bring bus to a stop at curb side, set parking brake, shift to neutral, and activate red overhead flashers.
- e. Students should be instructed to remain seated until the parking brake has been set and the door opens.
- f. Students should exit the bus and walk straight away from the door. Students should never walk behind the bus or within five (5) feet of the side of the bus.
- g. All students living on the left side of the roadway should exit the bus and move to a point ten (10) to twelve (12) feet in front of the right front bumper. The students shall then stop and wait for eye contact with the driver so the driver can signal when it is safe to cross. Students will then cross as a group, stopping at the left bumper of the bus and checking traffic before crossing the street.
- h. It is important to instruct the students that this is not a time for horseplay. Students will go straight across the street, not diagonally. They should not re-enter the street for any reason.
- i. After all students have unloaded at the stop and crossed safely, the driver shall shut the door, check all mirrors carefully, give a left turn signal; when safe to do so, enter the traffic flow and continue. Authorized bus stops shall be established on each route by the Routing Supervisor or designee. Bus operators shall load and unload students only at the designated stops. No student shall be permitted to unload at any place other than the normal loading stop unless authorization is obtained from a supervisor.
- j. Always check for sleeping students upon unloading at schools and before next group boards.
- k. On p.m. route, checks for sleeping students after unloading at last stop.

#### I. Extracurricular/Field Trip Procedures

There are times both during the day and after regular hours that route drivers may be assigned to drive field trips. Your total route time and field trip time cannot exceed forty hours per week. Field trips are paid on the regularly scheduled Denton ISD payday following the pay period the trip is driven. This is included with the regular pay. Field trip assignments will be based on the number of hours a driver works per week and whether the driver can be at the destination at the time requested.

##### 1. Field Trip Availability

Every driver is requested to complete a "Field Trip Availability Form" from which a field trip driver list is compiled; therefore, it is your responsibility to advise the supervisor if changes occur in your schedule or regarding day/s you will not be available. The criteria for field trip driver are listed below:

- a. Hours available to drive field trips.
- b. Scheduling of time frames.
- c. No more than one **at fault** accident from the previous year to date.
- d. Scored satisfactory in all areas on the most recent bus observation.\*
- e. Have kept their certification, and other requirements current.

**\*Note:** A driver may at any time request an observation to establish a satisfactory score in the area of needed improvement.

##### 2. Guidelines For Field Trip Drivers

- a. Make sure to have your Driver License, TEA Certification, DOT Physical Card, and Denton ISD Employee badge.
- b. When you have a field trip, it is your responsibility to fuel your bus. If you are driving your own bus for a Saturday field trip, prepare the bus on Friday. If you are driving a spare bus, conduct a complete Pre/Post route inspection and fuel your bus as required. You will be issued designated equipment for entry into the lot after hours. Park your private vehicle in the space of the bus you are driving on the field trip.
- c. Dispatch will determine the best route to your destination. A map will be provided. Review the map/route prior to driving the trip. **Plan Ahead!**
- d. The driver will maintain the field trip bus in the same manner as his/her own route bus, leaving it clean with the windows up. Report any mechanical or seat damage to the Dispatcher. The trip sponsor and students are responsible for cleaning the bus after the trip and should be reported

- for failure to do so. However, it is the driver's responsibility to ensure the bus is returned to the lot clean. After returning to the lot, you may report to Dispatch if you feel the trip sponsor was uncooperative in helping to maintain and clean the bus.
- e. Before leaving the school, let the sponsor know what you expect. Let him/her know that he/she will be responsible for checking for items left on the bus and for picking up any trash. Although the sponsor is in charge of student discipline, the driver will request enforcement of certain rules to ensure safety.
  - f. Upon returning to the school, after the group has checked and cleaned the bus, re-check the bus yourself **before driving away**. Any damage to the bus (torn seats, etc.) should be reported to the sponsor immediately as well as to the Transportation Department.
  - g. When traveling in convoy with two or more buses, never pass the bus ahead of you and do not follow too closely. Always keep the other buses of the convoy in sight. If you are the leader, keep a constant lookout for the last bus in your group. It is recommended that you keep three to five bus lengths between each bus to ensure you have a safe and adequate distance to determine an alternate route if problems develop. Never pass a Denton ISD bus on the side of the highway. Stop to see if you can render assistance.
  - h. Field trip drivers are to remain with the students and sponsors they are serving unless directed by the Transportation Director to carry out some other assignment or excused by the teacher or sponsor. Ensure that you, the driver, and the sponsor know place, time, and schedule information regarding all extracurricular trips. Requests for permission to leave the group must be cleared through the Transportation Department **before** the trip. At times, it may be necessary for you to come back to the lot for other trips or routes. It is not desirable to leave a group and should be done only when necessary and with permission.
  - i. Each bus must have a teacher or chaperone on it before it leaves the school unless prior authorization has been given. **Unauthorized persons are not permitted to be on the bus.**
  - j. Drivers are not permitted to give or trade an assigned trip to another driver without approval of Supervisor.
  - k. All field trip drivers will be issued a Trip Ticket. All pertinent information must be completed and returned to the Dispatch office following the trip.
  - l. In case of bus failure during regular hours, (5:00A.M. - 8:00P.M., Monday-Friday) notify the Transportation Office by radio or call (940) 369-0333. Drivers will be provided emergency contact procedures information. Have the following information ready before you contact the office/supervisor:
    1. Your **exact** location including block number and correct spelling of street. If on the freeway, give the exit number or a familiar landmark.
    2. If possible, try to determine the nature of the problem (e.g., broken hose, belts, etc.) so the mechanics will bring the necessary equipment.
3. Field Trip Procedures
- a. For an after-hours trip, drivers must park personal vehicle in trip bus space.
  - b. Punch-in one hour prior to trip time (as directed by Dispatch).
  - c. Receive trip ticket, bus keys, map and instructions. Review emergency/accident procedures. (See inside clipboard)
  - d. Fill out VCR and perform Pre Trip Inspection.
  - e. Record Punch-in & Punch-out time from time clock, on trip sheet
  - f. Record Beginning & Returning Mileages from odometer, on trip sheet
  - g. Sponsor is to have in their possession (3) three copies of student list available for the driver.
  - h. Remember: School buses may not exceed 50 mph. D.O.T. inspected school buses may not exceed 60 mph. The Driver is to stay with the group at all times. When you leave your bus, secure the bus and pump down the brakes until the parking brake handle pops out.
  - i. Perform a Post Trip Inspection when you return to the Transportation Compound.
    1. Thoroughly sweep and clean bus.
    2. Fuel bus.
    3. Secure all windows/doors.
    4. Ensure all electrical items are working before they are turned off.

5. Check for sleeping children. (Child Check-Mate System procedures).
- j. Return all documentation and bus key to dispatcher. (Note any changes in directions.)
- k. When returning after hours, keep your badge/gate card with you to avoid being locked in. As you are departing lot, place badge/gate card in receptacle by gate. If the gate will not open, your gate key will open the north gate. If automatic gate will not close, contact on call supervisor.

#### J. Emergency/Incident Management Procedures

The driver is responsible for the safety and well-being of the passengers being transported as well as for the safe operation of the vehicle. The driver is in full charge of the bus at all times. Knowledge of proper emergency procedures and accident scene procedures is a must! These areas of responsibility deal directly with the safety and care of passengers in the event of an accident, as well as other emergency situations which may arise.

##### 1. Emergency Equipment on the Bus

- a. Insurance Card.
- b. Red triangle reflectors as warning devices.
- c. Reflectors may be used either day or night.
- d. Deactivate Child Check-Mate System.
- e. Warning triangle reflectors should be properly placed.
  1. Place the first reflector at the side of bus nearest the roadway, approximately 10 feet to the rear of the bus.
  2. Place second reflector approximately 40 paces or 100 feet to the rear of the bus.
  3. Place third reflector 40 paces or 100 feet to the front of the bus on the roadway side.
  4. Place reflectors at greater distances if conditions warrant.
- f. Emergency hazard flashers. These flashers should be used as a warning device. They should be activated when a need exists to draw motorists' attention to the bus. For example, they should be used in case of mechanical failure on the highway or when the driver is preparing to stop at a railroad crossing, construction cones, or backing in lot.
- g. Fire extinguisher. One five-pound or larger dry chemical type fire extinguisher shall be located in driver's compartment. It must be mounted securely. A five-pound extinguisher has approximately 60 seconds of use.
  1. Use of dry chemical fire extinguishers
    - a. Remove extinguisher from mounting bracket.
    - b. Hold extinguisher in vertical position.
    - c. Release safety device. Pull pin from handle.
    - d. Squeeze handle to discharge chemicals.
    - e. Direct chemical discharge at the base of the flame.
  2. Fire extinguishers must be recharged after each use. Note on VCR and turn into shop for replacement.
- h. First aid/body fluid kit. Each bus shall have a removable metal first aid/body fluid kit container mounted in an accessible place within driver's compartment. Replace any item used from emergency equipment supplies as soon as possible.

##### 2. Emergency Procedures for Mechanical Breakdown

- a. If possible, move bus off roadway to prevent accidents.
- b. Set parking brake.
- c. Deactivate Child Check-Mate System
- d. Turn off ignition switch and remove key.
- e. Activate emergency hazard flashers, and place reflectors in recommended positions if conditions warrant.
- f. If you have a mechanical breakdown, or are involved in an accident, **immediately contact Dispatch/Transportation**. Police/Emergency Personnel will be notified. If your radio is inoperative and you are not near a phone, stop a passing motorist or send two dependable, mature students to seek assistance.

- g. Keep passengers on the bus, in most cases. Student safety is the highest priority. Safety conditions may warrant off loading/evacuation of bus. If students are evacuated, the driver should give precise instructions as to where students should relocate and how they should do it.
- h. Upon arrival, the relief bus should stop in line with and as close as possible to the rear of the disabled bus.
- i. Drivers of both buses shall activate the alternating red overhead flasher lights prior to transferring students from one bus to the other.
- j. The driver of the disabled bus shall open the door, get out of the bus, and stand to the right of the door.
- k. The driver of the relief bus should open the door, get out of the bus, and stand to the left of the door of the relief bus. Keep students between two drivers.
- l. The driver of the disabled bus shall instruct students to change buses in an orderly manner staying in single file. Have students take same seats or first available seat.
- m. The alternating red overhead flasher lights on each bus shall be deactivated as soon as all students are on the relief bus.
- n. After all pupils have been loaded on the relief bus, the regular driver should complete the route.
- o. The driver of the relief bus should assist in getting the loaded bus back on the roadway.
- p. The driver of the relief bus should stay with the disabled bus until additional help arrives.

### 3. Accident Procedures

If an accident results, secure the bus and immediately contact Dispatch/Transportation with appropriate code. If needed due to blocking traffic, and each vehicle involved can be safely driven, each driver shall move his or her vehicle to a designated accident investigation site, if available, or other suitable location so as to minimize interference with other freeway traffic and the possibility of additional collisions. If injuries are involved and one or both of the involved vehicles are inoperable, the following procedures shall be followed:

- a. If you are involved in an accident, **immediately contact Dispatch/Transportation.** Police/Emergency Personnel will be notified. If your radio is inoperative and you are not near a phone, stop a passing motorist or send two dependable, mature students to seek assistance.
- b. Set parking brake.
- c. Turn off ignition switch, deactivate Child Check-Mate System, and remove keys.
- d. Remain calm and reassure students.
- e. Account for all students as a check is made for injury of students. If students are injured, follow recommended first aid procedures.
- f. Students should be kept on bus unless safety hazards warrant evacuation. Safety of students is the highest priority. If evacuation is deemed necessary, the recommended procedures for evacuation should be followed.
- g. Protect the accident scene from further damage.
  - 1. Check for fire and possibility of fire.
  - 2. Activate emergency hazard flashers and place reflectors in designated locations.
  - 3. Recruit adult assistants to flag approaching vehicles from all directions. Flagmen should take positions and operate approximately 100 yards from the accident.
  - 4. If the accident occurs at night, direct headlight beams on vehicles involved in the accident.
  - 5. Have flagmen avoid undue traffic congestion by directing traffic around the accident scene. In some cases, it may be necessary to stop all traffic. If traffic is stopped, all drivers should be instructed to park at least 100 feet from the accident and to remain in their vehicles unless requested to do otherwise.
- h. Do not transport students from the accident scene until authorized to do so by school officials.
- i. Complete Accident Report.
- j. Prepare and submit to school officials a complete and comprehensive report of the accident (on incident report) immediately.
- k. At the scene of the accident, **be sure to obtain the following information:**
  - 1. Follow instructions/procedures as outlined on Accident Form.
  - 2. Date and time of accident.
  - 3. Other driver's name, license number, and date of birth.

4. Vehicle owner's name.
5. Insurance company and policy number.
6. List names and ages of all passengers (even when there is no injury) on a seating chart.
7. Names, addresses, and phone numbers of witnesses.
8. Do not discuss the accident with anyone other than a police officer or a Denton ISD Transportation Supervisor.



**Initial  
Vehicle Collision/Claims Report  
DRIVER'S REPORT**  
(Report for District Use Only)

Claim # _____
Location # _____

**I. Date of Collision** \_\_\_\_\_ Time \_\_\_\_\_ am / pm Day of the Week \_\_\_\_\_  
 Location of Collision \_\_\_\_\_ Posted Speed Limit \_\_\_\_\_ MPH

**II. Driver and Vehicle**

Driver's Name \_\_\_\_\_ Driver's License # \_\_\_\_\_  
 Soc. Sec. # \_\_\_\_\_ Job Title \_\_\_\_\_ CDL Yes / No Class  A  B  C  
 Dept. \_\_\_\_\_ Work Location \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Seat Belt Used? Yes / No Driver Hurt? Yes / No Vehicle Make \_\_\_\_\_ Vehicle Model \_\_\_\_\_  
 Vehicle/Bus # \_\_\_\_\_ License Plate # \_\_\_\_\_ Vehicle Damaged? Yes / No  
 Started Work at \_\_\_\_\_ am/pm # Years Driving \_\_\_\_\_ Vehicle Inspection done? Yes / No  
 Bus Route # \_\_\_\_\_ Driver's Regular Route? Yes / No Substitute Driver? Yes / No  
 Other People in the Vehicle: Yes / No If yes, list names on next page. VIN Number \_\_\_\_\_

**III. Other Driver and Vehicle**

Driver's Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_  
 Driver's License # \_\_\_\_\_ Class \_\_\_\_\_ Driver Hurt? Yes / No  
 Vehicle Make/Model \_\_\_\_\_ Vehicle Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_  
 Owner's Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_  
 Insurance? Yes / No Insurance Company Name \_\_\_\_\_ Policy # \_\_\_\_\_  
 Vehicle Damaged? Yes / No Describe \_\_\_\_\_  
 Other Passenger(s):  
 Name \_\_\_\_\_ Address \_\_\_\_\_ Hurt? Yes / No

**IV. Other Damage**

What was damaged? \_\_\_\_\_ Description of damage \_\_\_\_\_  
 Owner's Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

**V. Witness Information**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_  
 Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

- VI. Conditions at the Time of the Collision**
- |   |  |  |   |
|---|--|--|---|
| <p><b>A. Where were you driving?</b></p> <p><input type="checkbox"/> 1. On School Property<br/> <input type="checkbox"/> 2. On a Public Street<br/> <input type="checkbox"/> 3. Off-Road (ditch, shoulder, field, etc.)<br/> <input type="checkbox"/> 4. Other</p>  | <p><b>C. Weather Conditions?</b></p> <p><input type="checkbox"/> 1. Sunny/dry<br/> <input type="checkbox"/> 2. Rain<br/> <input type="checkbox"/> 3. Ice<br/> <input type="checkbox"/> 4. Hail<br/> <input type="checkbox"/> 5. Fog<br/> <input type="checkbox"/> 6. Other</p>   | <p><b>E. Visibility?</b></p> <p><input type="checkbox"/> 1. Good<br/> <input type="checkbox"/> 2. Blinding light<br/> <input type="checkbox"/> 3. Obstructed view<br/> <input type="checkbox"/> 4. Curve in road<br/> <input type="checkbox"/> 5. Hill or dip in road<br/> <input type="checkbox"/> 6. Change in road width<br/> <input type="checkbox"/> 7. Other</p> | <p><b>G. Police officer's name?</b></p> <p>_____<br/>         Police officer's badge #: _____</p> |
| <p><b>B. What were you doing?</b></p> <p><input type="checkbox"/> 1. Backing up<br/> <input type="checkbox"/> 2. Driving in traffic<br/> <input type="checkbox"/> 3. Slowing down to stop<br/> <input type="checkbox"/> 4. Parking<br/> <input type="checkbox"/> 5. Start from stop<br/> <input type="checkbox"/> 6. Crossing intersection<br/> <input type="checkbox"/> 7. Turning<br/> <input type="checkbox"/> 8. Passing<br/> <input type="checkbox"/> 9. Other</p> | <p><b>D. Road Conditions?</b></p> <p><input type="checkbox"/> 1. Light traffic<br/> <input type="checkbox"/> 2. Heavy traffic<br/> <input type="checkbox"/> 3. Muddy Road<br/> <input type="checkbox"/> 4. Sand or gravel<br/> <input type="checkbox"/> 5. Object in the road<br/> <input type="checkbox"/> 6. Unpaved road<br/> <input type="checkbox"/> 7. Slippery surface<br/> <input type="checkbox"/> 8. Other</p> | <p><b>F. Type of Road?</b></p> <p><input type="checkbox"/> 1. One way traffic<br/> <input type="checkbox"/> 2. Two way traffic<br/> <input type="checkbox"/> 3. Exit/Entrance ramp<br/> <input type="checkbox"/> 4. Divided highway<br/> <input type="checkbox"/> 5. undivided highway<br/> <input type="checkbox"/> 6. Other</p>                                      |   |

**SUBJECT TO CHANGE/AMENDMENT AS ADDITIONAL INFORMATION IS OBTAINED**



Tell how the collision happened and draw a picture below. (If more room is needed, use page 4 of this form).

DRAW

EXPLAIN IN WRITING

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Were the police called? Yes / No    Did they report to the scene? Yes / No    Police report completed? Yes / No  
 Were any tickets given? Yes / No    To whom and why? \_\_\_\_\_

Driver's Signature \_\_\_\_\_ Date Completed \_\_\_\_\_ Date given to Supervisor \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date Reviewed \_\_\_\_\_

**WHAT TO DO IN EVENT OF AN ACCIDENT**

- Secure Vehicle
- Survey for danger of fire (leaking fuel tank, if fire hazard — evacuate
- Survey pupil injuries. Check stoppage of breath, profuse bleeding. Administer first aid.
- Notify dispatch by radio if possible or send (2) older students or an adult to call for help. (See opposite side).
- Use appropriate emergency code to describe accident.
- Protect accident scene. Do not move vehicles unless in danger or until ordered to do so by Police.
- Display emergency warning devices
- Discuss accident with **authorized personnel ONLY**, such as Police officer or school official. **NO ONE ELSE!**

**DENTON INDEPENDENT SCHOOL DISTRICT  
 TRANSPORTATION DEPARTMENT  
 5093 E MCKINNEY  
 DENTON, TEXAS 76208**

**TRANSPORTATION OFFICE .....940-369-0300  
 TRANSPORTATION DISPATCH OFFICE .....940-369-0333**

**EMERGENCY CODES**

- Code 1.**      Accident without injuries (give location).
- Code 2.**      Accident with injuries (give location).
- Code 3.**      Principal or Supervisor meets bus at campus or on scene (give bus #, school name, & ETA).
- Code 4.**      Discipline problem – discipline concerning threatening safety of students. Police will be called to scene (give location for rendezvous).

<b>TEXAS AUTO INSURANCE I.D. CARD TASB RISK MANAGEMENT FUND</b>	
<small>Liability coverage in effect meets the minimum limits required by article 6701h, V.A.T.S.</small>	
<small>School District:</small>	<small>Denton ISD</small>
<small>Contract Number</small>	<small>061901-990101</small>
<b>IF YOU HAVE AN ACCIDENT, NOTIFY POLICE IMMEDIATELY!</b>	
<small>Write down names, addresses, and license numbers of persons involved and witnesses of the accident.</small>	
<small>Notify TASB, Inc. Property/Casualty Claims Department at 800-580-2567.</small>	
<small>Coverage remains in effect only if contribution has been paid.</small>	

#### 4. Bus Evacuations (Regular Routes)

It is a requirement of Denton ISD that each bus driver conduct an emergency evacuation with students. The Transportation Department realizes that this must be an orderly, disciplined procedure. Each driver is expected to give instructions to the students and to practice evacuations once each semester. Special Needs drivers should see the film pertaining to evacuations.

##### a. Emergency Evacuation of School Buses (diagram page 23)

###### 1. The need for emergency evacuation procedures.

Occasionally, prevailing conditions will warrant the evacuation of students from a school bus. When evacuation is deemed necessary by the driver, it is imperative that certain procedures be followed. In order to expedite evacuation and eliminate confusion and disorder, the evacuation procedures described hereafter should be utilized.

##### b. Use of assistants.

Utilization of student assistants on school buses can promote safety for all students. On each regular route and on special trips, the driver should request that four mature and responsible students serve as assistants. Student assistants should be instructed as to responsibilities, duties, and procedures. In addition, assistants should know procedures to follow in case the driver is incapacitated.

###### 1. Position and duties of rear-door assistants

- a. One assistant is positioned on each side of the aisle in the seat nearest the rear-door. The third assistant should sit on the seat in front of the rear-door assistant on the right-hand side next to the aisle.
- b. Assistants should prevent students from touching the emergency door.
- c. Assistants should open the door on command of the driver or, if the driver is incapacitated, open the emergency door when a rear evacuation is necessary.
- d. Assistants should exit first and assist passengers as they exit from the bus. The third rear door assistant should exit the bus immediately behind the two that were seated on either side of the rear-door.
- e. Rear-door assistants should check the buses to make certain all passengers are out of the bus when front-door evacuation is utilized.
- f. The third rear-door assistant should, in rear-door evacuation, lead passengers to a safe place and assist in keeping order to maintain safety.

###### 2. Position and duties of front-door assistant

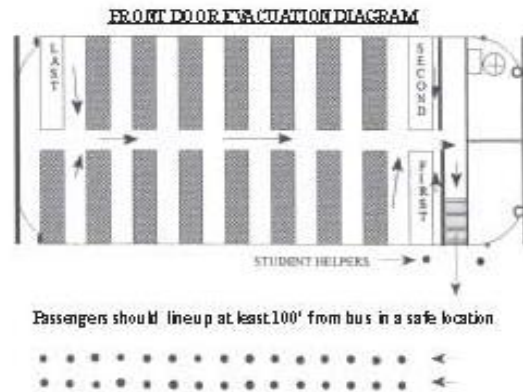
- a. The front-door assistant shall be seated next to the aisle on the front right-hand side of the bus and shall assist the driver in the event he/she is incapacitated.
- b. In a front-door evacuation, the assistant should depart the bus first and lead the passengers to a place of safety designated by the driver. The assistant will make this decision if the driver is incapacitated.
- c. Assist the driver in keeping the passengers in an orderly group while out of the bus.
- d. If the driver is incapacitated, make certain all passengers have departed the bus when rear-door evacuation procedures are used.

###### 3. Evacuation procedures

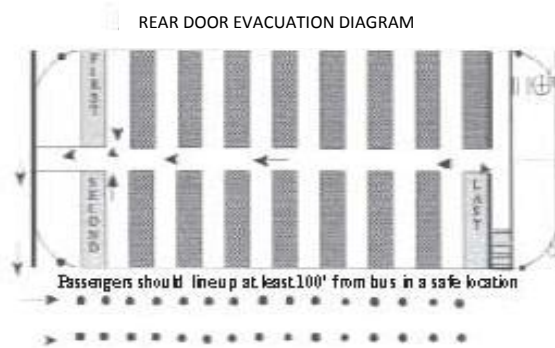
###### a. Front-door evacuation

1. Bus must be stopped, parking brake set, Child Check-Mate System deactivated, and engine turned off.
2. The driver should stand, open the door, face the passengers and get their attention.
3. The driver gives the command, "Front door evacuation." If the driver is incapacitated, the front door assistant should give the command. Passengers should be reminded that all books, lunches, coats, etc., should be left on the bus.
4. The front-door assistant should rise and step out of the bus and lead students to a place of safety.
5. Passengers seated in the front seat of the bus on the **right-hand** side should rise and leave the bus followed by the passengers occupying the front seat on the **left-hand** side.

6. The evacuation continues as described, **right-hand** back and **left-hand** back seats alternately, until the last passenger has departed the bus. The driver should move toward the rear of the bus as the passengers depart, making certain that all passengers have departed the bus. The driver should check between and under all seats as movement toward the rear of the bus is made.
7. When the last passenger has apparently departed the bus, the driver should walk to the rear of the bus checking under and between seats to make certain that complete departure has been achieved.
8. When the driver is certain that all passengers have departed, the fire extinguisher, first aid kit, and reflectors should be transported from the bus.
9. The driver shall check to see that all passengers are in a safe area and order is being maintained.
10. The driver shall place the reflectors in keeping with state statutes.



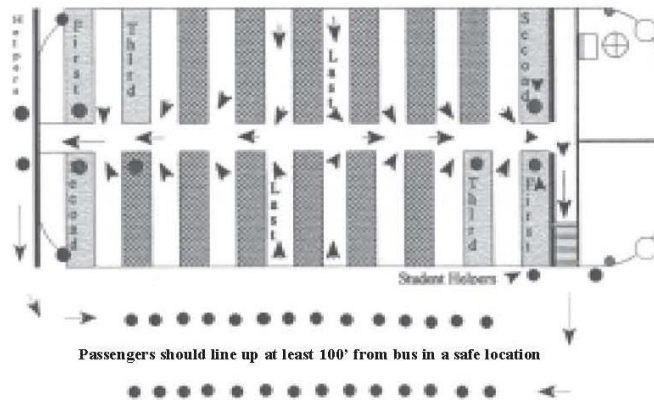
- b. Rear-door evacuation
  1. Bus must be stopped, parking brake set, check Child Check-Mate system deactivated, and engine turned off.
  2. The driver should stand, face the students, and get their attention.
  3. The driver gives the command, "Rear-Door Evacuation." A rear-door assistant will give the command if the driver is incapacitated. Passengers should be reminded that all books, lunches, coats, etc., should be left on the bus.
  4. The two rear-door assistants sitting on the back seats of the bus should open the emergency door, get out of the bus, stand one on each side of the door and provide assistance to passengers.
  5. A third rear-door assistant seated in the rear of the bus should follow the first two helpers out of the bus and lead passengers, to safety.
  6. Passengers on the back **right-hand** side should rise and depart the bus followed by the passengers on the back seat **left-hand** side.
  7. The evacuation continues as described, **right-hand** back and **left-hand** back seats alternately, until the last passenger has departed the bus. The driver should move toward the rear of the bus as the passengers depart, making certain that all passengers have departed the bus. The driver should check between and under all seats as movement toward the rear of the bus is made.
  8. When the driver has ascertained that all passengers have departed the bus, the fire extinguisher, first aid kit, and reflectors should be transported from the bus.
  9. The driver shall check to see that all passengers are in a safe area and order is being maintained.
  10. The driver shall then place reflectors in keeping with the state statutes.



c. Front and rear-door evacuation

1. Bus must be stopped, parking brake set, deactivate Child Check-Mate system, and engine turned OFF.
2. The driver should stand, face the students, and get their attention.
3. The driver gives the command, "Front and Rear-Door Evacuation." Passengers should be reminded that all books, lunches, coats, etc., should be left on the bus.
4. Passengers in the front half of the bus exit through the front door and passengers in the rear half of the bus exit through the rear door.
5. Procedures for front and rear-door evacuation as previously described should be followed.
6. When all passengers have apparently departed, the driver should walk to the rear of the bus checking to make certain that all passengers have departed.
7. When the driver is certain that all passengers are off the bus, the fire extinguisher, first aid kit, and reflectors should be transported from the bus.
8. The driver should then check to see that all passengers are in a safe area and order is being maintained.
9. The driver shall then place reflectors in keeping with state statutes.

FRONT & REAR DOOR EVACUATION DIAGRAM



5. Storm/Tornado Safety Preparedness Plan

a. Why is there a need for tornado preparedness?

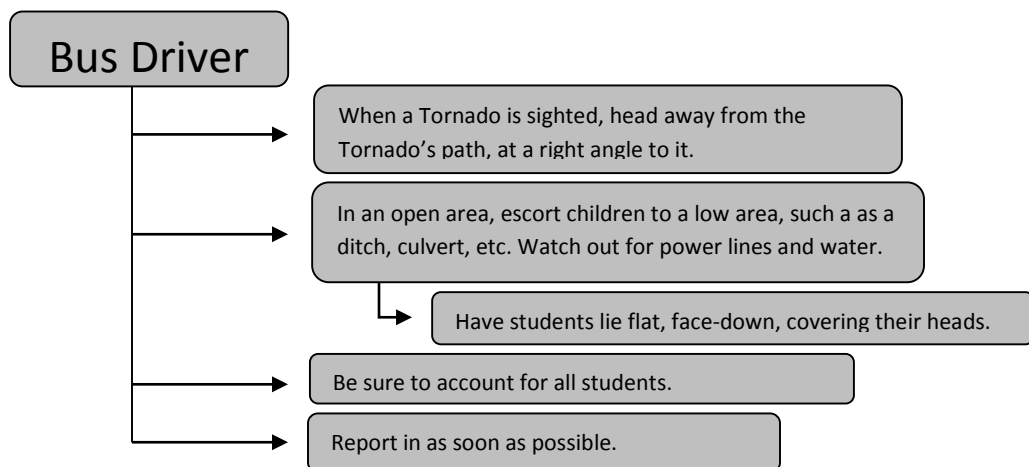
Not only is the tornado nature's most violent storm; it is also the most unpredictable. Warning time is usually limited to minutes and seconds. Planning before the storm is vital to ensure prompt and proper action during a storm.

b. What are the elements of a good tornado plan?

1. Each school principal, administrator, and faculty member should be alert for the warning signs of severe weather and tornadoes. In general, the following are indicators of potential danger.
  - a. Very dark, turbulent clouds.
  - b. High winds and/or hail.
  - c. Frequent lightning and thunder.
  - d. Continuous rumble or low roar.

2. An understanding of severe weather terminology is vital. All personnel should understand the meaning of the following terms:
  - a. **Severe Thunderstorm Watch** means that weather conditions are such that severe thunderstorms are likely to develop.
  - b. **Severe Thunderstorm Warning** means that severe thunderstorms (those producing damaging winds and or hail) are in the immediate area.
  - c. **Tornado Watch** means that conditions are such that tornadoes are likely to develop.
  - d. **Tornado Warning** means that a tornado has been sighted in the area.
  - e. **Flash Flood Watch** means that it is possible that rains will cause flash flooding in the specified area. Be alert and prepared for an emergency.
  - f. **Flash Flood Warning** means flash flooding is occurring or is imminent in the specified area. Move to safe ground immediately.
3. For protection from a tornado, **remember:**
  - a. Avoid upper floors; make use of interior rooms and hallways.
  - b. Rooms with exterior walls facing north or east are safest.
  - c. Avoid areas with glass.
  - d. Avoid areas with expansive ceilings such as an auditorium, gym or cafeteria.
  - e. Temporary buildings should be completely evacuated.
  - f. What actions should a bus driver take during a tornado warning?
    1. Situation: In route to or from school  
Action: Proceed to nearest school building where students will unload and move to shelter under direction of the principal.
    2. Situation: Midway through route in rural areas, tornado sighted close by (danger eminent)  
Action: Move students to ditches, culverts, or ravines and instruct them to lie face down, hands over heads. They should be far enough away so that the bus cannot topple on them. Be cautious of overhead power lines.
    3. Situation: Arriving at school to pick up students  
Action: Check with building principal. Students may need to be retained until the threat passes.
  - g. "During actual emergency conditions, students and faculty shall be retained at the school buildings unless otherwise directed by the Superintendent. Buses will not be made available for transportation until authorized by the Superintendent or a designee, and Civil Defense vehicles, ambulances, firefighting units, police, and other authorized vehicles shall have priority in the vicinity of the school"

## During a Tornado WARNING



## 6. Closing of Schools

If there is reason to believe that the schools may be closed, and the driver has not received confirmation through radio, television, or a call from the Transportation Department; drivers are to report to work at their scheduled time.

Designated callers will notify drivers when school is to be closed or the school day shortened. In the event of an early dismissal, drivers will report at least fifteen (15) minutes prior to the route departure time to make sure the bus is de-iced and will start.

Callers will be provided with adequate information, and drivers are requested to refrain from calling the Transportation Department to avoid tying up phone lines.

Employees should understand that **children should not be taken home without prior notification of the parents by the school.**

**Please remember that icy or snowy road conditions do not always mean school closings, but may require that drivers adjust their techniques to the road conditions to safely complete their route.**

### a. Closing Of Schools Due To Conditions Of Inclement Weather

When conditions of extremely inclement weather, icy roads, or lack of adequate heat exist, the Superintendent of Schools will make the decision as to the closing of campuses. The official announcement will be made on the following radio and television stations:

#### **Radio Stations**

KNTU 88.1 FM  
WBAP 820-AM  
KRLD 1080-AM

#### **Television Stations**

KDFW Channel 4  
KXAS Channel 5  
WFAA Channel 8  
KTVT Channel 11  
Charter Channel 25

or check the District website at [www.dentonisd.org](http://www.dentonisd.org)

## 7. Motorists Violations

One of the most serious problems associated with loading and unloading students is that of being passed by motorists. Often a motorist will pass while the overhead red flashers are operating. The driver's responsibility for the safety of the students should be his main concern at such time. If you have the opportunity, the driver should get the license number of the vehicle as well as basic description of driver (male/female, etc.). When the route is completed, the driver should fill out the appropriate forms. As time and staff demands permit, the Transportation Department will then submit the license number to the Denton County Records Department who, in turn, will run a check with the Texas Department of Public Safety. The owner of the car is ascertained, and a letter is sent by the Police/Sheriff's Department advising the motorist of the violation and requesting that the motorist be more aware of buses and students. Avail yourself of this service. In an effort to keep radio traffic to a minimum, please do not call in to Base when someone runs your reds and students are not involved.

## **IV. First Aid Procedures:**

**When contacting Dispatch with a medical emergency give the following information:**

- 1. Location**
- 2. Approximate age of patient**
- 3. If the patient is awake/and or breathing**
- 4. Problem**

## **Contents:**

- 1. Prevention of Infectious Diseases**
- 2. Bleeding**
- 3. Burns**
- 4. Bone Injuries**
- 5. CPR**
- 6. Choking**
- 7. Shock**
- 8. Head Injuries**
- 9. Eye Injuries**
- 10. Vomiting**
- 11. Mouth or face injuries**
- 12. Fainting**
- 13. Falls**
- 14. Seizures**
- 15. Nose bleeds**

### **Prevention of Infectious Diseases**

1. Wash hands often
2. Clean and disinfect commonly used surfaces.
  1. Germs can live on surfaces, disinfect daily or weekly while waiting at schools to minimize illness amongst the students and yourself on the bus.
3. Cough and sneeze into your sleeve
4. Don't share personal items
5. Stay home when you have a fever or contagious.

(Insert what is already in the handbook)

### **Bleeding**

Get emergency medical help for severe bleeding. This is very important if you think there is internal bleeding. Internal bleeding can very quickly become life threatening.

Serious injuries may cause heavy bleeding. Sometimes, relatively minor injuries can bleed a lot.

1. Calm and reassure the person. The sight of blood can be very frightening.
2. If the wound affects just the top layers of skin (superficial), cover the wound until you reach the school, contact dispatch to have a school nurse or administrator meet the bus once it reaches the school.
  1. If the bleeding is severe, pull the bus over in a safe location. Contact Dispatch immediately to contact Fire/EMS, give dispatch your location, approximate age of the patient, if the patient is awake and/or breathing and description of the injury.
2. Lay the person down. This reduces the chances of fainting by increasing blood flow to the brain.
3. Put pressure directly on an outer wound with a clean dry cloth or towel. Press down firmly on the wound and DO NOT lift it up to look. If bleeding continues and seeps through the material being held on the wound, do not remove it. Simply place another cloth over the first one and maintain pressure.
4. If an object is protruding from the wound DO NOT remove the object. Place pads and bandages around the object and tape the object in place.

5. DO NOT apply a tourniquet to control bleeding. Doing so may cause more harm than good. A tourniquet should be used only in a life-threatening situation and should be applied by an experienced person.
6. DO NOT try to clean a wound after you get the bleeding under control.

## **Burns**

1. Background:
  1. There are various types of burns including thermal burns, chemical burns and electrical burns.
  2. Burns are classified as first, second or third degree indicating the depth of the burn.
    1. First being sunburn like
    2. Second resulting in blistering
    3. Third is involving all layers of the skin and underlying tissue
  3. Electrical burns should always be assumed to be worse than they appear on the surface, as internal burns may be present between the point of contact and the site where the electricity grounded out of the patient.
  4. Patients with facial burns should be monitored closely for possible airway complications.
  5. It is important to determine if anything is still burning and if so, evacuate the dangerous area if safe to do so.
  6. In case of burns that occur in enclosed areas, be aware of the possibility of carbon monoxide (CO) or other toxic poisoning/inhalation. If this is a concern evacuate the bus immediately.
7. Common Causes:
  1. Thermal burns from a heat source.
  2. Chemical burns from an acid or lye compound.
  3. Electrical burns from an electrical source.
8. Common Symptoms
  1. Burns are usually painful.
  2. Blistering or peeling of the skin.
  3. Patients with electrical burns may be unconscious. If this is the case assume cardiac arrest and prepare to perform CPR.
4. Instructions Commonly Provided:
  5. Monitor and maintain patient's airway, especially if the patient is unconscious.
  6. Contact Dispatch immediately to contact Fire/EMS, give dispatch your location, approximate age of the patient, if the patient is awake and/or breathing and description of the injury.
  7. Cool small burns (10% or less total body area) with clean water.
  8. If the patient is still burning, extinguish flames with water or roll patient in a blanket or whatever is handy. DO NOT REMOVE BURNT CLOTHING.
  9. Do not apply anything to the burned area.
  10. Continuously irrigate or flush household chemical burns with water until help arrives.
  11. If an electrical burn is suspected do not touch the patient if they are still in contact with the electrical source.
  12. Control bleeding.
  13. Lay patient on left side. EXCEPT IN SPINAL INJURY SITUATIONS.
  14. Keep patient warm.

## **CPR**

If you come into the situation of needing to perform CPR while on route, first pull the bus over in a safe location. Contact Dispatch on the radio immediately your location, approximate age of the patient.



Cardiopulmonary resuscitation (CPR) is a lifesaving technique useful in many emergencies, including heart attack or near drowning, in which someone's breathing or heartbeat has stopped. It's far better to do something than to do nothing at all if you're fearful that your knowledge or abilities aren't 100 percent complete. Remember, the difference between you're doing something and doing nothing could be someone's life.

Here's advice from the American Heart Association:

15. **Untrained-** If you're not trained in CPR, then provide hands-only CPR. That means uninterrupted chest compressions of about 100 per minute until paramedics arrive. You don't need to try rescue breathing.
16. **Trained and ready to go-** If you're well-trained and confident in your ability, begin with chest compressions instead of first checking the airway and doing rescue breathing. Start CPR with 30 chest compressions before checking the airway and giving rescue breaths.
17. **Trained but rusty-** If you've previously received CPR training but you're not confident in your abilities, then just do chest compressions at a rate of about 100 a minute.

CPR can keep oxygenated blood flowing to the brain and other vital organs until more definitive medical treatment can restore a normal heart rhythm.

### **Before you begin**

Before starting CPR, check:

1. Is the person conscious or unconscious?
2. If the person appears unconscious, tap or shake his or her shoulder and ask loudly, "Are you OK?"
3. If the person doesn't respond and two people are available, one should call 911 or the local emergency number and one should begin CPR. If you are alone and have immediate access to a telephone, call 911 before beginning CPR — unless you think the person has become unresponsive because of suffocation (such as from drowning). In this special case, begin CPR for one minute and then call 911 or the local emergency number.
4. If an AED is immediately available, deliver one shock if instructed by the device, then begin CPR.

### **Remember to spell C-A-B**

The American Heart Association uses the acronym of CAB — compressions, airway, breathing — to help people remember the order to perform the steps of CPR.

### **Compressions: Restore blood circulation**

1. Put the person on his or her back on a firm surface.
2. Kneel next to the person's neck and shoulders.
3. Place the heel of one hand over the center of the person's chest, between the nipples. Place your other hand on top of the first hand. Keep your elbows straight and position your shoulders directly above your hands.
4. Use your upper body weight (not just your arms) as you push straight down on (compress) the chest at least 2 inches (approximately 5 centimeters). Push hard at a rate of about 100 compressions a minute.
5. If you haven't been trained in CPR, continue chest compressions until there are signs of movement or until emergency medical personnel take over. If you have been trained in CPR, go on to checking the airway and rescue breathing.

### **Airway: Clear the airway**

1. If you're trained in CPR and you've performed 30 chest compressions, open the person's airway using the head-tilt, chin-lift maneuver. Put your palm on the person's forehead and gently tilt the head back. Then with the other hand, gently lift the chin forward to open the airway.

2. Check for normal breathing, taking no more than five or 10 seconds. Look for chest motion, listen for normal breath sounds, and feel for the person's breath on your cheek and ear. Gasping is not considered to be normal breathing. If the person isn't breathing normally and you are trained in CPR, begin mouth-to-mouth breathing. If you believe the person is unconscious from a heart attack and you haven't been trained in emergency procedures, skip mouth-to-mouth breathing and continue chest compressions.

### **Breathing: Breathe for the person**

Rescue breathing can be mouth-to-mouth breathing or mouth-to-nose breathing if the mouth is seriously injured or can't be opened.

1. With the airway open (using the head-tilt, chin-lift maneuver), pinch the nostrils shut for mouth-to-mouth breathing and cover the person's mouth with yours, making a seal.
2. Prepare to give two rescue breaths. Give the first rescue breath — lasting one second — and watch to see if the chest rises. If it does rise, give the second breath. If the chest doesn't rise, repeat the head-tilt, chin-lift maneuver and then give the second breath. Thirty chest compressions followed by two rescue breaths is considered one cycle.
3. Resume chest compressions to restore circulation.
4. If the person has not begun moving after five cycles (about two minutes) and an automated external defibrillator (AED) is available, apply it and follow the prompts. Administer one shock, then resume CPR — starting with chest compressions — for two more minutes before administering a second shock. If you're not trained to use an AED, a 911 or other emergency medical operator may be able to guide you in its use. If an AED isn't available, go to step 5 below.
5. Continue CPR until there are signs of movement or emergency medical personnel take over.

### **To perform CPR on a child**

The procedure for giving CPR to a child age 1 through 8 is essentially the same as that for an adult. The differences are as follows:

1. If you're alone, perform five cycles of compressions and breaths on the child — this should take about two minutes — before calling 911 or your local emergency number or using an AED.
2. Use only one hand to perform chest compressions.
3. Breathe more gently.
4. Use the same compression-breath rate as is used for adults: 30 compressions followed by two breaths. This is one cycle. Following the two breaths, immediately begin the next cycle of compressions and breaths.
5. After five cycles (about two minutes) of CPR, if there is no response and an AED is available, apply it and follow the prompts. Use pediatric pads if available, for children ages 1 through 8. If pediatric pads aren't available, use adult pads. Do not use an AED for children younger than age 1. Administer one shock, then resume CPR — starting with chest compressions — for two more minutes before administering a second shock. If you're not trained to use an AED, a 911 or other emergency medical operator may be able to guide you in its use.

Continue until the child moves or help arrives.

### **Shock**

Shock is a life-threatening medical condition as a result of insufficient blood flow throughout the body. Shock often accompanies severe injury or illness. Medical shock is a medical emergency and can lead to other conditions such as lack of oxygen in the body's tissue, heart attack or organ damage. It requires immediate treatment as symptoms can worsen rapidly.

Medical shock is different than emotional or psychological shock that can occur following a traumatic or frightening emotional event.

Contact Dispatch immediately to contact Fire/EMS, give dispatch your location, approximate age of the patient, if the patient is awake and/or breathing and description of the injury.

1. Lay the person down, if possible

2. Elevate the person's feet about 12 inches unless head, neck or back is injured or you suspect broken hip or leg bones.
3. Do not raise the person's head.
4. Turn the person on side if he or she is vomiting or bleeding from the mouth.
5. Begin CPR, if necessary
5. Treat obvious injuries
6. Keep person warm and comfortable
  7. Loosen restrictive clothing
  8. Cover with coat or blanket
  9. Keep the person still. Do not move the person unless there is danger.
10. Reassure the person
11. Do not give anything to eat or drink

## **Head Injury**

A head injury is any trauma to the scalp, skull or brain. The injury may be only a minor bump on the skull or a serious brain injury.

Head injury can be either closed or open.

6. A closed head injury means you received a hard blow to the head from striking an object, but the object did not break the skull.
7. An open or penetrating, head injury means you were hit with an object that broke the skull and entered the brain. This is more likely to happen when you move at high speed, such as going through the windshield during a car accident.

Learning to recognize a serious head injury and give basic first aid can save someone's life. For a moderate to severe head injury contact Dispatch immediately who will then contact EMS.

The person needs to seek medical attention immediately when:

8. Becomes very sleepy
9. Behaves abnormally
10. Develops a severe headache or stiff neck
11. Has pupils (the dark central part of the eye) of unequal sizes
12. Is unable to move an arm or leg
13. Loses consciousness, even briefly
14. Vomits more than once

Then take the following steps:

1. Check the person's airway, breathing, and circulation. If necessary begin CPR.
2. If the person's breathing and heart rate are normal but the person is unconscious, treat as if there is a spinal injury. Stabilize the head and neck by placing your hands on both sides of the person's head. Keep the head in line with the spine and prevent movement.
3. Stop any bleeding by firmly pressing a clean cloth on the wound. If the injury is serious, be careful not to move the person's head. If blood soaks through the cloth, do not remove it. Place another cloth over the first one, do not lift it up to look.
4. If you suspect a skull fracture, do not apply direct pressure to the bleeding site, and do not remove any debris from the wound. Cover the wound with sterile gauze dressing.
5. If the person is vomiting, to prevent choking, roll the person's head, neck and body as one unit onto his or her side. This still protects the spine, which

you must always assume is injured in the case of a head injury. Children often vomit once after a head injury.

15. Do NOT wash a head wound that is deep or bleeding a lot
16. Do NOT remove any object sticking out of a wound
17. Do NOT move the person unless absolutely necessary
18. Do NOT shake the person if he or she seems dazed
19. Do NOT remove a helmet if you suspect a serious head injury
20. Do NOT pick up a fallen child with any sign of head injury

If you suspect a serious head injury

21. Contact Dispatch immediately of your location, approximate age of patient, if they are awake and breathing
22. There is a severe head or face bleeding
23. The person is confused, tired or unconscious
24. The person stops breathing
25. You suspect a serious head or neck injury, or the person develops any signs or symptoms of a serious head injury

## **Choking**

Choking occurs when a foreign object becomes lodged in the throat or windpipe, blocking the flow of air. Because choking cuts off oxygen to the brain, administer first aid as quickly as possible.

The universal sign for choking is hands clutched to the throat. If the person doesn't give the signal, look for these indications:

1. Inability to talk
2. Difficulty breathing or noisy breathing
3. Inability to cough forcefully
4. Skin, lips and nails turning blue or dusky
5. Loss of consciousness

If choking is occurring, the Red Cross recommends a "five-and-five" approach to delivering first aid:

26. Give 5 back blows- First, deliver five back blows between the person's shoulder blades with the heel of your hand.
27. Give 5 abdominal thrusts- Performs five abdominal thrusts (also known as the Heimlich maneuver).
28. Alternate between 5 blows and 5 thrusts until the blockage is dislodged.

The American Heart Association doesn't teach the back blow technique, only the abdominal thrust procedures. It's OK not to use back blows, if you haven't learned the technique. Both approaches are acceptable.

To perform abdominal thrusts (Heimlich maneuver) on someone else:

1. **Stand behind the person.** Wrap your arms around the waist. Tip the person forward slightly.
2. **Make a fist with one hand.** Position it slightly above the person's navel.
1. **Grasp the fist with the other hand.** Press hard into the abdomen with a quick, upward thrust — as if trying to lift the person up.
2. **Perform a total of 5 abdominal thrusts,** if needed. If the blockage still isn't dislodged, repeat the five-and-five cycle.

If you're the only rescuer, perform back blows and abdominal thrusts before calling 911 or your local emergency number for help. If another person is available, have that person call for help while you perform first aid.

If the person becomes unconscious, perform standard CPR with chest compressions and rescue breaths.

To perform abdominal thrusts (Heimlich maneuver) on yourself:

First, if you're alone and choking, call 911 or your local emergency number immediately. Then, although you'll be unable to effectively deliver back blows to yourself, you can still perform abdominal thrusts to dislodge the item.

1. **Place a fist** slightly above your navel.
2. **Grasp your fist** with the other hand and bend over a hard surface — a countertop or chair will do.
3. **Shove your fist** inward and upward.

To clear the airway of a pregnant woman or obese person:

1. **Position your hands a little bit higher** than with a normal Heimlich maneuver, at the base of the breastbone, just above the joining of the lowest ribs.
2. **Proceed as with the Heimlich maneuver**, pressing hard into the chest, with a quick thrust.
3. **Repeat** until the food or other blockage is dislodged or the person becomes unconscious.

To clear the airway of an unconscious person:

1. **Lower the person** on his or her back onto the floor.
2. **Clear the airway.** If a blockage is visible at the back of the throat or high in the throat, reach a finger into the mouth and sweep out the cause of the blockage. Be careful not to push the food or object deeper into the airway, which can happen easily in young children.
3. **Begin cardiopulmonary resuscitation (CPR)** if the object remains lodged and the person doesn't respond after you take the above measures. The chest compressions used in CPR may dislodge the object. Remember to recheck the mouth periodically.

To clear the airway of a choking infant younger than age 1:

To prepare yourself for these situations, learn the Heimlich maneuver and CPR in a certified first-aid training course

### Eye Injury

4. Any eye injury is serious, and the bus driver should never attempt to treat an injury of this nature.
5. In case of eye injury, the eye should be covered with a sterile gauze pad and attended to by a doctor or nurse as quickly as possible.
6. Use your best judgment, if the eye injury is severe enough pull over at a safe location, contact Dispatch with your location, approximate age of the patient, whether they are awake and breathing and the nature of the injury and EMS will be sent to you. If the injury is minor contact Dispatch over the radio with your ETA to the school. The school will be notified and an administrator or nurse will meet you in the bus lane, if you are en route to take the child home Dispatch will notify parents.

### Vomiting

7. Vomiting is very seldom preventable, but some relief could be given both before and after vomiting by exposing the person to fresh air.
8. A supply of paper bags and/or a commercial absorbent should be kept on the bus for use in cases of nausea.

### Mouth or face injuries

9. Most minor internal mouth injuries are self-healing.
10. An external cut on the mouth or other part of the face should be covered with a sterile gauze pad until the services of the school nurse can be obtained.

## **Fainting**

Fainting occurs when the blood supply to your brain is momentarily inadequate, causing you to lose consciousness. This loss of consciousness is usually brief.

Fainting can have no medical significance, or the cause can be a serious disorder. Therefore, treat loss of consciousness as a medical emergency until the signs and symptoms are relieved and the cause is known.

If someone faints:

11. Position the person on his or her back. IF the person is breathing, restore blood flow to the brain by raising the person's legs above heart level – about 12 inches – if possible. Loosen belts, collars or other constrictive clothing. To reduce the chance of fainting again, don't get the person up too quickly. If the person doesn't regain consciousness within one minute, Contact Dispatch immediately to contact Fire/EMS, give dispatch your location, approximate age of the patient, if the patient is awake and/or breathing and description of the injury.
12. Check the person's airway to be sure it's clear. Watch for vomiting.
13. Check for signs of circulation (breathing, coughing or movement). If absent, begin CPR.
14. If the person was injured in a fall associated with a faint, treat any bumps, bruises or cuts appropriately.

## **Falls**

The common fall is more dangerous than it may seem. While the majority leave behind no more than a few bumps, bruises or scratches others can be the injury behind a concussion, broken bone, or seizure.

If there seems to be a serious injury, like any of the ones listed above and more, contact Dispatch immediately with your exact location, approximate age of the patient, if the patient is awake and/or breathing and description of the injury. Also call if you see any of these signs:

15. Unconsciousness-even if it is very brief (concussion)
16. Becomes very sleepy or is difficult to wake up (concussion)
17. Walking in an abnormal fashion- off balance, dizzy (concussion)
18. Difficulty breathing
19. No breathing-begin CPR
20. Clear fluid or bleeding coming from the nose, ears or mouth
21. Complains of intense or increasing pain
22. Vomiting
23. Deep or large wounds
24. Trouble focusing eyesight distorted vision (concussion)
25. Odd behavior or symptoms
26. Irritable and oddly moody, nonstop crying

If the fall does not seem to be an emergency contact Dispatch who will then contact the school for an administrator or Nurse meet the bus at the school, if you are en route to take the child home Dispatch will notify parents.

## **Seizures**

About 1 out of 10 people will have a seizure. That means seizures are common, and one day you might need to help someone during or after a seizure.

First aid for grand mal seizures:

27. In this type of seizure, the person may cry out, fall, shake or jerk, and become unaware of what's going on around them.
28. There are things you can do to help someone who is having this type of seizure:
  1. Ease the person to the floor
  2. Turn the person gently onto one side. This will help the person breathe.
  3. Clear the area around the person of anything hard or sharp. This can prevent injury.
  4. Put something soft and flat, like a folded jacket, under his or her head.
  5. Remove eyeglasses.
  6. Loosen ties or anything around the neck that may make it hard to breathe
  7. Time the seizure, if the seizure lasts longer than 5 minutes EMS needs to be dispatched. Contact Dispatch immediately with your exact location, approximate age of the patient, if the patient is awake and/or breathing and length of seizure.

First aid for any type of seizure

8. Stay with the person until the seizure ends and he or she is fully awake. After it ends, help the person sit in a safe place. Once they are alert and able to communicate, tell them what happened in very simple terms.
9. Comfort the person and speak calmly.
10. Keep yourself and other people calm

Knowing what NOT to do is important for keeping a person safe during or after a seizure. Never do any of the following things:

11. Do NOT hold the person down or try to stop his or her movements
12. Do NOT put anything in the person's mouth. This can injure teeth or the jaw. A person having a seizure cannot swallow his or her tongue.
13. Do NOT try to give mouth to mouth (like CPR).
14. Do NOT offer the person water or food until he or she is fully alert

### **Good Samaritan Law:**

Most people know generally what is meant by the term "good Samaritan" but did you know that Texas (and many other states) has a law that is designed to protect individuals who give emergency medical assistance to those in need? Well, we do.

The basics of the law are as follows: If you voluntarily attempt to help someone who is in an urgent situation as a result of an accident or other emergency, then you are protected from any liability for damages that may result from your care. This law applies to most common situations, such as where someone is injured in a motorcycle or automobile accident. The idea behind the law is really very simple: The State wants to encourage bystanders at an accident scene to render assistance to someone in need, and to do so without fear of being "sued" if things don't turn out well for the victim.

There are some exceptions to the protection. For example, if you willfully or wantonly act in a negligent manner then you are not protected. Another exception is the situation where you are acting "in expectation" of pay. (Such as a physician in an emergency room). Another important exception to this protection would be for the person whose actions "caused" the injuries in the first place. So, if you were at fault in the accident, you may not be covered by the Good Samaritan protection.

## **V. Fleet/Bus Maintenance and Care Procedures**

- A. Vehicle Condition Report.

When a bus/vehicle experiences a mechanical failure or is in need of repair, the driver will record and report the condition of each area/ item listed on the Vehicle Condition Report (VCR, page 49) when conducting a Pre/Post Route Inspection. If a defect is noted in the shaded portion of the VCR, the driver is to notify Dispatch immediately and request instructions on bus/vehicle status. Dispatch will notify maintenance to assist in correcting the defect or assign a spare bus to the route/trip.

If a vehicle is written up with a defect, Dispatch will remove the vehicle from service until maintenance repairs and verifies that the equipment is safe for assignment. Once repairs are completed the bus will be returned to service. The following procedure outlines Driver, Dispatch and Shop Unscheduled Maintenance Procedure:

1. Driver notes equipment defect during Pre/Post Vehicle Inspection and notifies Dispatch.
2. Dispatch instructs driver to continue on route/trip or assigns a sub-bus.
3. If bus/vehicle is removed from service, the VCR is routed to the shop for Repair Order (R.O.) and mechanic assignment. Equipment repairs are done, corrective action recorded on VCR and returned to Shop Supervisor for Quality Assurance Check. Shop Supervisor verifies.
4. Under no condition is a bus/vehicle to be placed in service that has a defect noted relating to:
  - a. Brakes, tires, steering, suspension
  - b. Performance—engine, transmission, cooling, charging, starting
  - c. Body—mirrors, windows, lights, safety equipment, radio
  - d. Past due Preventative Maintenance
5. Fleet Maintenance will review the open repair order file daily and repair buses/equipment in accordance with safety and operational requirements.

B. Daily Pre-Route Inspection Procedures

1. Driver should have on their person:
  - a. Badge
  - b. Driver License
  - c. TEA Certification Card
  - d. DOT Physical Card
2. Monitor should have on their person:
  - a. Badge
  - b. Driver License/ I.D.
3. Approach Bus: (Look underneath for leaks, flat tires, or debris)  
Remember: Child Check-Mate System is activated with key on and brake pedal depressed, or a loading light cycle is activated. (See page 44 for procedure)
  - a. Ensure air valves are left closed.
  - b. Check stairwell for obstructions, debris, & that stairwell light isn't broken. Check that handrail is secure & there are no loose metal strips or rubber mats.
  - c. Check door for proper operation & ensure glasses are clean.
4. Refer to starting procedures according to vehicle type (Be sure to observe oil pressure), Start bus
  - a. While engine is warming (at least 10 minutes) you can check the interior of bus.
    1. If engine will not start check to see if Shifter is in neutral, try again.
    2. Report to dispatch for another bus or for repairs.
    3. Fill out VCR
    4. Check Route Box for appropriate information: Route sheets, student lists, seating charts, accident report form, off-limits streets, tornado information, etc.
    5. Be sure to stay with bus while engine is running.
    6. Honk horn & turn on radio!
  - b. Check safety equipment inside bus
    1. Emergency Triangles (Bus must have 3 in good working order)
    2. Fire extinguisher (check gauge and date)
    3. Additional Equipment
      - a. Check Seat Belt
      - b. Insurance Card
      - c. First Aid Kit
      - d. Bio-Hazard Kit
      - e. Window Cleaner, Paper Towels
      - f. Trash Bags, Broom & Garbage Pail



5. Work your way toward rear of bus checking to see that seats are secure, floor mats & metal strips are secure (Gather up debris.)
6. Check condition of emergency escape windows, roof hatches, rear & side doors. (Make sure you know how to use escape windows & roof hatches in case of an EMERGENCY EVACUATION.)  
Return to front of bus.
7. Check steering wheel play (no more than 2 inches on a 20 inch wheel.)
8. With engine warming begin light check, starting inside the bus. Check all lights visually. Some lights have an automatic light check system. The driver must still exit the bus and visually check that all lights are in good working order.
9. Turn on left turn signal, master switch & activate overheard yellows. (Look up through windshield to view.)
10. Ensure park brake is holding & place bus in reverse. Go to rear of bus & check reverse lights, overheard yellows, & left turn signal, along with rear door and rear door buzzer.
  - Note: There is a buzzer on the back door & one that buzzes in your driver console to alert you that the door is being opened. Roof hatches and emergency windows (escape) also are equipped with buzzers and must be checked daily.
11. Request someone to look at your brake lights while you depress the brake pedal or depress brake pedal with tire stick between seat and go to back and check brake lights.
  - a. Do not press down hard on the brake pedal with park brake set.
  - b. Do not go outside bus with bus running and in gear!
12. Return to front of bus. Turn on headlights, clearance lights, right turn signal, & open the door to activate overhead red flashers.
13. Take your tire stick & as you depart bus check stairwell light.
14. Begin an overall check of exterior of bus.
  - a. Check mirrors. Make sure they're clean, properly mounted & properly adjusted.
  - b. Windshield clean. Windshield wipers should function properly.
  - c. Check headlights, front & side clearance lights, right turn signal and overhead red flashers.
  - d. Look under bus again to see if you have any leaks.
  - e. Check your front tires for overall condition & proper inflation. (Cannot be recaps or have less than 4/32 tread depth on the front tires.) (Look for nails, etc., in tires, as well as bubbles, blisters, missing chunks of tread, etc.)
  - f. Check rims for cracks or broken welds.
  - g. Check lug nuts for tightness.
  - h. Check to see that valve stem isn't bent or leaking air.
  - i. Ensure that stop arm is working correctly. (Some are operated by air & will not open out unless air pressure is sufficient. Brake lights are also operated by air pressure on some vehicles.)  
Check reflectors on sides.
  - j. Check to see that battery box door & fuel doors are shut.
15. Check rear tires (especially inside duals).
  - a. Proper inflation (2/32), tread depth, damage or foreign objects.
  - b. Check between the duals for rocks, etc.
  - c. Check lug nuts for tightness, condition of rims & valve stems.
  - d. Check underneath bus for any signs of damage like broken springs, leaking shock absorbers, or debris wrapped around drive line, holes in exhaust system, etc.
16. At rear of bus, check
  - a. Exhaust pipe to see that it's not crushed.
  - b. Tail lights, right turn signal, overhead red flashers, rear clearance lights (red as opposed to amber on sides & front) & reflectors.
  - c. Open rear door from outside.
  - d. Keep glass on rear of bus as clean as possible for visibility.
17. Continue down the right (door) side of the bus
  - a. Check rear tires, lug nuts, rims & valve stems.
  - b. Check fuel door & fuel cap.
  - c. Check front tire & enter bus.

- d. Check hazard flashers
  - e. Switch lights off & prepare for Brake Test
  - f. Secure student door
  - g. Switch off engine turn key to on position
18. After bus is warmed up (At least 10 minutes, especially propane buses!)
- a. Perform Air Brake Test (You must have at least 90 lbs. of pressure to begin test.)
    - 1. Allow key to remain on, but do not start engine.
      - This allows low pressure warning light & buzzer to activate at proper time. If they don't activate, call Dispatch.
    - 2. Release (push in) park brake lever – this will allow bus to roll!
    - 3. Depress brake pedal for one minute . . . Pressure should not drop more than 3 psi. during that minute.
    - 4. After 1 minute decrease pressure by pumping brake pedal.
    - 5. Pump pressure down until low pressure warning light & buzzer sound. (Approx. 60 psi)
    - 6. Continue to pump service brake until the park brake lever pops out (Approx. 30 psi) (This indicates the low air pressure emergency braking system is coming on automatically)
    - 7. Start engine—build air pressure back to normal operating range before moving bus. (90-120 psi)
    - 8. Turn on MDT/GPS.
19. Check all gauges when bus starts (especially oil pressure) (Fuel bus if necessary)
- 1. Be sure to drive with headlights & clearance lights on for safety.
  - 2. Use hazards approaching railroad crossings, backing, break downs on roadside.
  - 3. Be sure to check Off-Limits Streets Information sheet (Refer to page 72)

**DRIVE SAFELY!! YOUR KIDS CAN'T LIVE WITHOUT IT!!**

C. Daily Post-Route Inspection Procedures.

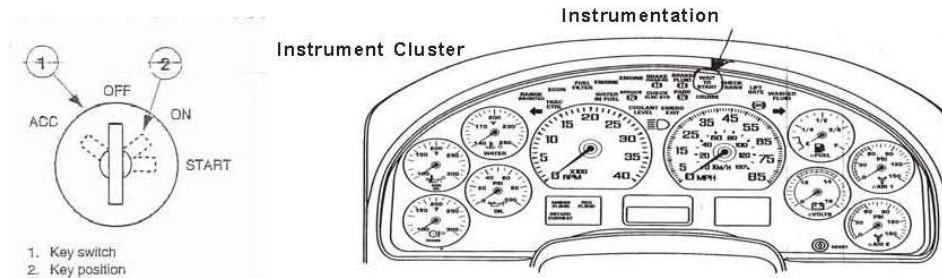
- 1. When entering Transportation lot: (10 mph—Lot Speed Limit)
  - a. Check fuel gauge and make sure that the tank is not less than half full.
  - b. Park bus in its designated area, next to yellow line on driver's side (left).
- 2. Shut Down Procedures:
  - a. Pull parking brake
  - b. Set shift to neutral
  - c. Walk around check all lights, heater, defroster, etc. before turning off
  - d. Turn off radio
  - e. Record mileage on your VCR (Vehicle Condition Report) and check off post trip items
  - f. Check for lost items
  - g. Check for sleeping students
  - h. Deactivate Child Check-Mate System (Refer to page 45 [Child Check Mode])
  - i. Check seats for damage
  - j. **Sweep/clean bus.**
  - k. Close all windows/doors/vents

3. Walk Around Bus:

- a. Check general appearance of bus
- b. Check condition of tires
- c. Check condition of mirrors and radio antenna
- d. Check condition of lights
- e. Check condition of tailpipe
- f. Complete VCR (Vehicle Condition Report)
- g. After last route of day, drain air tanks. When drainage is complete, close valves. **Do Not leave drain valves open.**
- h. Secure bus. Push in park brake lever and pump pressure down until lever pops out. Bus cannot roll away.
  - i. If bus needs fuel, place key and fuel tag in box in Dispatch.

4. Return Bus Key and Box/Completed Vehicle Condition Report to Dispatch.

D. Starting Procedures for 2005 International Diesel Buses and new 2009 Bluebirds (propane)



1. Set parking brake and place transmission control lever to NEUTRAL
2. Turn key switch to ON position
3. Watch for the WAIT TO START lamp on the dashboard to go off
- NOTE: DO NOT CRANK THE ENGINE UNTIL THE WAIT TO START LAMP GOES OFF**
4. When the WAIT TO START lamp goes off turn the key switch to START
5. When the engine starts, release the key. The key switch will return to ON and the engine will continue to run.

If the engine does not start after 20 seconds of cranking, allow two to three minutes for the starter to cool before trying again. If the engine does not start after three attempts, call Dispatch for assistance.

#### E. CHILD CHECK-MATE SAFETY SYSTEM

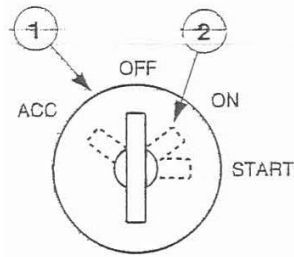
The Child Check-Mate Safety System is an electronic child reminder system that becomes activated the moment the brake pedal is pressed or the loading light system is activated. **THIS SYSTEM IS INSTALLED ON ALL Denton ISD BUSES.** It cannot be deactivated until YOU, the driver, actually walks to the rear of the bus at the end of a route or trip, conduct a visual sweep of the entire bus and look for lost articles or sleeping children.

Most incidences of children being left onboard a bus are the result of accidental failure on the part of the driver to perform a child check. Let's face it, we're all human, and mistakes can, (and do) happen! This is why Denton ISD has added this safety device as a tool to help assure all concerned for the safety of our young riders.



1. For pre-2005 vehicles
  - a. The Child Check-Mate Safety System is armed when the driver turns on key and depresses brake pedal.
  - b. From that point nothing should happen until the driver turns the key off. Go ahead and do your pre-post trip, then turn key off.
  - c. Driver should turn key back on (unnecessary to restart engine).
  - d. Walk to back of bus and press button on Child Check-Mate for at least 3 seconds.
    - \*\*\* If you fail to go back of the bus and press button, the horn will then start blowing\*\*\*
  - e. Then return to front and turn key off.
  - f. System will beep that it is deactivating.
2. For 2005 International Diesel Buses
  - a. Child Check System is armed when key on and loading lights cycled.
  - b. With engine running, ensure that the transmission is in neutral and that the parking brake is set.

**THE DOOR MUST REMAIN CLOSED.**



1. Key switch  
2. Key position

- c. Turn the key counter-clockwise, first to the off position and then to the ACCESSORY position (ACC on the figure above).
  - d. Walk to the back of the bus, checking for sleeping children along the way.
  - e. Once at the back of the bus, pull the emergency door handle all the way up, and then all the way back down. This will make the inside warning beeper stop.
- NOTE: If this procedure is not followed in a timely fashion, the horn will begin to honk.
- f. After the beeper has stopped, walk back to the front of the bus, remembering to double check for sleeping children, turn the key to the off position and remove the key.

3. 2009 Bluebird Vision

- a. Child Check System is **ARMED** by key on and loading light cycle.
  - b. With engine running, ensure that the transmission is in neutral and that the parking brake is set. The door must be closed.
  - c. Turn key to the off position and remove key.
  - d. Walk to the back of the bus and press the child check deactivation switch. Wait for red light on the sleeping child check mode at the front of the bus to go out, you may then take your finger off of the button. The interior lights will then flash off and on to indicate the system has disarmed.
- Note: Interior lights will remain on for a period of time allowing you to exit the bus.

F. Anti-Idling Policy

Rationale: Exhaust from idling school buses can accumulate in and around the bus and pose a health risk, both to children and drivers. Exposure to diesel exhaust can cause lung damage and respiratory problems. Exhaust also exacerbates asthma and existing allergies, and long-term exposure is thought to increase the risk of lung cancer. Idling buses also wastes fuel and financial resources.

Purpose: Eliminate all unnecessary idling by Denton ISD school buses such that idling time is minimized in all aspects of school bus operation.

- Route/Trip Departure: Buses are to be started only long enough before route/trip departure to allow for completion of pre-trip inspection. **BUSES ARE NOT TO BE STARTED AND LEFT UNATTENDED PRIOR TO DEPARTURE**, nor are they to be allowed to run for excessive times beyond what is necessary to complete the pre-trip.
- Upon arrival at campus or other destination: Engines are to be turned off (this includes field trip location) **unless there is a special needs student on board with a documented requirement for A/C** when outside temperatures indicate use of A/C. Engines shall always be turned off when students are loading and unloading at a campus or other group boarding location (not a bus stop on a route) to reduce the exposure of students to unnecessary exhaust emissions.
- Upon return to Transportation: The bus may be idled only long enough for the driver to complete the post-trip inspection.
- **Cold weather exception:** When the temperature at AM route departure time is below freezing, designated personnel may still start buses and allow them to warm up. It is not recommended for the buses to idle for long periods of time with all the accessories on...especially the A/C buses. This damages the alternator because it is designed to maintain the battery state, not to recharge the battery. Therefore, it is NOT NECESSARY to cool down or warm up the bus except for the time during your pre-trip and post-trip inspections.

G. Fueling Procedures:

All District vehicles:

**ATTENTION: ALL DRIVERS ARE TO STAY WITH THE PUMPS/HOSES WHILE FUELING. DO NOT RIG HANDLE FOR HANDS FREE FUELING.**

1. Fueling Protocols:
  - a. Turn off engine and all lights. Set the emergency brake. Passengers must exit the vehicle. No cell phone operation during fueling.
  - b. No smoking during the fueling-extinguish all open flames.
  - c. Check tank, valves and fittings for any damage or leaks. Do not proceed if any damage or leaks are found.
2. Propane Protocols:
  - a. Open 80% bleeder valve. (Only open valve with one full turn of the wrist so valve can be closed accordingly with one full turn of the wrist. **(Liquid propane is extremely cold and can freeze fingers. Use precaution or gloves)**)
3. Instructions for operating automated fueling system:
  - a. Remove nozzle from dispenser.
  - b. Insert or attach nozzle to tank. (Insure the propane nozzle is secure and not cross threaded)
  - c. Turn dispenser to on position. (Dispenser handle covers nozzle cradle in the on position)
  - d. Wait at least 10 seconds before attempting to fuel. Some vehicles may require up to 40 seconds for communication from your vehicle to the fuel island to sync.
  - e. **Do not top off vehicle.** Fueling is complete when:
    - Diesel and Unleaded-When nozzle automatically trips the fill valve and stops fueling.
    - Propane-When 80% bleeder valve begins to exhaust liquid or the stop fill valve located within the tank stops the fueling process.
  - f. Turn the dispenser off. Remove/disconnect fuel nozzle from the vehicle and replace into dispenser. Be sure to close the 80% bleeder valve on propane units.

**Note:**

- a) There is no longer a need for manual data input. This is a “plug and play” system.
- b) Drivers are to fuel their own busses only if there is not enough fuel to complete the current route, or if returning after hours from a trip.
- c) Drivers are to fill any bus assigned to them for a trip which is not their regularly assigned route bus upon completing trip.

**H. Cold Weather Procedures**

To ensure that your bus will perform well during the cold weather season, note the following procedures:

1. Make sure you are clocking in 10 minutes prior to departure time.
2. Once you have clocked in, go directly to your bus. Drivers will not be allowed to leave their bus. Changing clothes, restroom breaks, and coffee drinking, must be done prior to clocking in.
3. A thorough pre-route inspection is critical during cold weather. Document bus condition on Vehicle Condition Report (VCR).
4. If you have any trouble starting your bus after several tries, notify the Dispatch office.
5. Once your bus is started, keep it at a low idle. Do not race the engine. If your engine is running rough, *hold accelerator at 1500rpm for 2 minutes*. Allow 5 to 10 minutes warm up before doing brake test.
6. Do not turn on heaters until after 5 minute warm-up.
7. If you have to leave your bus for any reason, turn off all electrical systems. (heaters, lights, etc.)
8. Do not fuel bus before morning route unless absolutely necessary. This will allow more warm-up time.

**I. Care and Maintenance Procedures**

It is the responsibility of the bus driver to report any mechanical problem that he/she may have on the bus. If there is a serious problem which will prevent you from driving your bus on your route, a spare bus will be provided. At no time should you report defects to a mechanic or ask the mechanics to repair

the bus. All repair requests are to be directed to the Dispatch Office and documented on a VCR before service is provided.

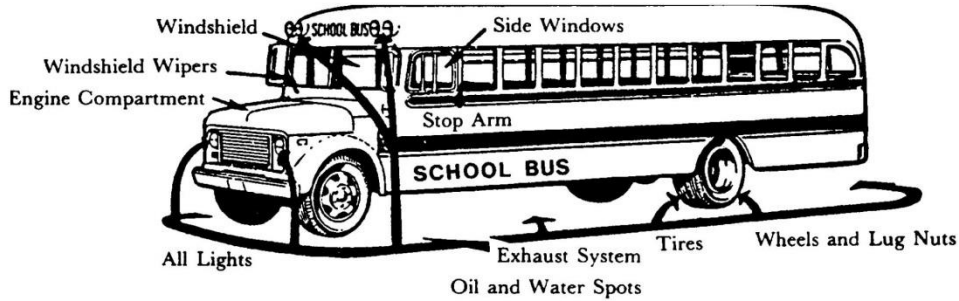
#### 2003 International Diesels

As part of the "Clean Buses for Kids" campaign, all 2003 International Diesel buses have been outfitted with particulate filter exhaust systems.

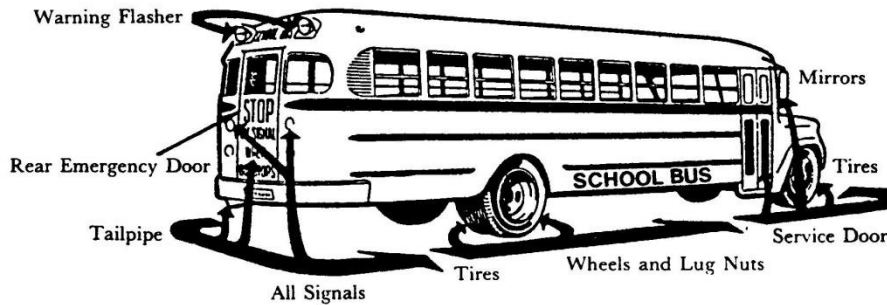
1. Yellow light is a service reminder and it needs to be recorded on VCR
2. Red light means you may finish current route only. It is okay to drive, but must be written up immediately.

## Daily Safety Check and Inspection Form

### Daily Walk-Around



### Daily Walk-Around



### Inside Safety Check

- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>• Steering Wheel</li> <li>• Directional Signals</li> <li>• Horn Button</li> <li>• Oil Pressure Gauge</li> <li>• Ammeter (Generator/Alternator)</li> <li>• Water Temperature Gauge</li> <li>• Fuel Gauge</li> <li>• Vacuum or Air Pressure Gauge</li> <li>• Defroster</li> <li>• Windshield Washer</li> </ul> | <ul style="list-style-type: none"> <li>• Windshield Wipers</li> <li>• All Warning Lights</li> <li>• Brake Pedal and Brake Warning Light</li> <li>• Clutch Pedal</li> <li>• Gear Shift Lever</li> <li>• Neutral Safety Switch</li> <li>• Parking Brake</li> <li>• Headlights</li> <li>• Hazard Warning Flasher</li> <li>• Stop Arm control</li> <li>• Service Door Control</li> </ul> | <ul style="list-style-type: none"> <li>• Driver's Seat and Seat Belt</li> <li>• Mirrors</li> <li>• Windshield</li> <li>• Side Glass</li> <li>• Fire Extinguisher</li> <li>• First Aid Kit</li> <li>• Fuses and Emergency Equipment</li> <li>• Emergency Door and Buzzer</li> <li>• Clean bus</li> <li>• Interior Lights</li> </ul> |
|---|--|--|

School Buses should be checked before placing bus in service, and before the day's run. All faulty or improperly functioning equipment should be reported, **in writing**, to proper authorities, so that maintenance personnel are notified promptly, and the condition can be repaired immediately, if necessary.

# Denton I.S.D. Vehicle Condition Report      BUS OUT OF SERVICE

<b>Driver's Name (Print):</b>	<b>Date</b>	<b>Time</b>	<b>Mileage/Begin</b>	<b>Mileage/End</b>
Trip 1				
Trip 2				
Trip 3				

<b>Bus/Veh. #</b>	FOR OFFICE USE ONLY		
<b>VIN</b>	1	2	3
<b>Slot #</b>			
<b>Sup. Review</b>			

### MANDATORY VEHICLE INSPECTION REQUIRED DAILY INSTRUCTIONS:

1. A vehicle pre-trip inspection, including the brake check applicable to your vehicle must be completed before the first run of the day and for each different vehicle driver during your work shift. All under-hood checks are completed by shop personnel.
2. A post trip inspection must be performed after each route.
3. Place an X in the box of each item that fails inspection.
4. If the vehicle is inoperable, place an X in the box in the upper right corner.
5. If item fails inspection, complete defect notes section & return to Dispatch.
6. Shop will retrieve "bad" VCR and assign an W.O.# for vehicle repair.

<b>Defect Notes 1.</b>	
<b>Corrective Action:</b> Check/Adjust <input type="checkbox"/> Repaired <input type="checkbox"/> Removed/Replaced <input type="checkbox"/>	
<b>Defect Notes 2.</b>	
<b>Corrective Action:</b> Check/Adjust <input type="checkbox"/> Repaired <input type="checkbox"/> Removed/Replaced <input type="checkbox"/>	
<b>Defect Notes 3.</b>	
<b>Corrective Action:</b> Check/Adjust <input type="checkbox"/> Repaired <input type="checkbox"/> Removed/Replaced <input type="checkbox"/>	

	TRIP 1			TRIP 2			TRIP 3		
	Pre	Post	Post	Pre	Post	Post	Pre	Post	Post
BRAKE CHECK	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
LICENSE/CERT. & PHYS. CARD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
LOW AIR PRESSURE BUZZER									
OVERALL COND (LEAKS, DAMAGE, ETC)									
GAUGES (OIL, TEMP, ALT, FUEL)									
LOADING LIGHTS/STOP ARM/GATE									
HEADLIGHTS									
TURN SIGNALS									
BRAKE/TAIL LIGHTS									
REVERSE LIGHTS AND HORN									
HAZARD LIGHTS									
CLEARANCE/MARKER LIGHTS									
DASH/CHECK ENGINE LIGHTS									
DOMESTEP LIGHTS									
HEATER/DEFROSTER FANS									
WINDSHIELD WIPERS/WASHERS									
HORN									
CHILD SAFETY CHECK SYSTEM									
CAMERA SYSTEM									
FLAT MIRRORS									
CONVEX/CROSS VIEW MIRRORS									
STUDENT MIRROR									
FIRE EXTINGUISHER(S)									
1ST AID KIT(S)/BODY FLUID KIT(S)									
TRIANGLE ROAD REFLECTORS									
EMERGENCY EXITS AND BUZZERS									

Driver to Driver notes:



## AIR BRAKE TEST INSTRUCTIONS

- A. **PERFORM AIR BRAKE TEST** Allow bus to warm-up 10 minutes prior to performing task. You must have 90 lbs. of pressure to begin test.
1. If air pressure is not 90 lbs. - Start engine & build up pressure to 90 lbs. then shut off engine.
  2. Turn key back on . . . but do not start motor.
  3. Release (Push In) Park Brake Lever—This will allow bus to roll!
  4. Press down brake pedal for one minute . . . Pressure should not drop more than 3 lbs.
  5. After 1 minute fan off pressure by pumping brake pedal.
  6. Pump pressure down until low pressure warning light and buzzer sound. (Approx. 60 psi)
  7. Continue to pump Service Brake until the Park Brake Lever pops out (Approx. 30 psi) (This indicates the low air pressure emergency braking system is coming on automatically.)
  8. Start engine—build air pressure back to normal operating range before moving bus. (90-120 psi)

## HYDRAULIC BRAKE TEST INSTRUCTIONS

1. Apply service brake firmly. Release parking brake (cable brake).
2. Start engine with parking brake released. Check for brake warning light to flicker while starting and immediately afterwards for 1 or 2 seconds.  
This will allow the braking system to self-diagnose.
3. Reset the parking brake. Parking brake pedal should not go to the floor.  
Brake warning light should light continuously.
4. Depress the service brake firmly for thirty (30) seconds.  
Pedal should feel firm with no softness or leakage.
5. Shut off engine. Release service brake.
6. Re-apply service brake pedal firmly
7. Restart engine. Pedal should remain the same height from the floor or “kick back” somewhat.
8. With the service brake covered, place bus in gear with parking brake set. Check holding power of parking brake.

## VI. Traffic Regulations and Driving Procedures

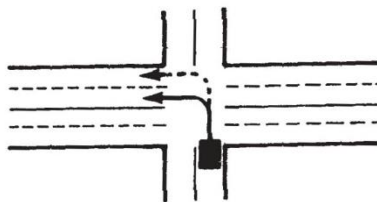
### A. Texas Department of Public Safety/TEA Regulations

1. The driver must position himself/herself for comfort, good visibility, and to be within reach of all driver compartment controls.
2. The driver must become familiar with the entire instrument panel and know where each gauge dial and switch is located.
3. The driver must adjust all mirrors for the most advantageous use.
4. The driver must use the seat belt.
5. The entrance door must be closed while the bus is in motion.
6. All drivers are required to signal each time before a turn is made from a direct course on the roadway, where lanes are changed, or where a turn is made to the left or right. Turn signals should be given continuously for at least 100 feet before turning. A minimum of 300 feet is recommended.
7. It is unlawful to operate alternating red flasher lights on any bus except when the bus is stopped on a roadway for school children to load or unload.
8. Headlights are to be on at all times for safety. Use low beam in fog conditions.

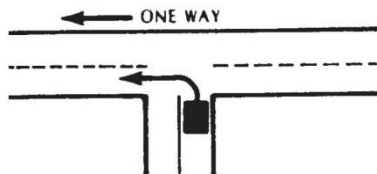
### B. Texas School Bus Drivers' Handbook Regulations

1. The brakes, lights, horn, rear-vision mirror and other safety devices must be in good working order, checked by the driver before proceeding.
2. If the driver leaves his/her seat or leaves the bus at any time, the keys must be taken with him/her. Keys are **never** to be left in the ignition while the driver is out of the bus.
3. The driver must not place the bus in motion until all students are seated.
4. **Drivers are to use caution when backing up.** Visibility through the back of the bus is limited. If an emergency occurs in which it is absolutely necessary to back up, assign someone to help guide the procedure.
5. The maximum speed in Texas for any vehicle bearing the words "School Bus" is fifty (50) miles per hour. Be certain to obey the speed limit at all times. (It is 60 miles per hour for D.O.T. inspected buses.)
6. Unless unavoidable, never drive in the center lane on the freeway.
7. The driver must obey all posted speed limit signs in all school zones.
8. Although the state requires all traffic to come to a complete stop when approaching a school bus, when the alternating red flasher lights are on, experience has shown that the average motorist is not fully appreciative of the above law. Loading and unloading must be planned with this in mind.
9. There is to be no smoking, eating, or drinking on the bus by passengers or the driver.

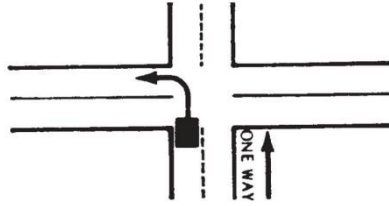
- (1) Left from a two-way roadway onto a two-way roadway having either two, four, or six lanes:



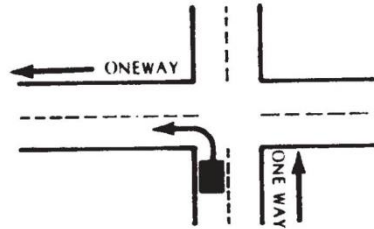
- (2) Left from a two-way onto a one-way roadway:



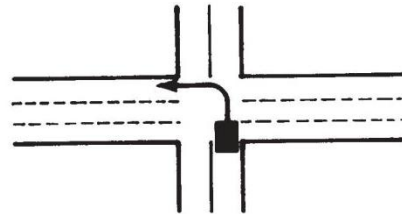
(3) Left from a one-way onto a two-way roadway:



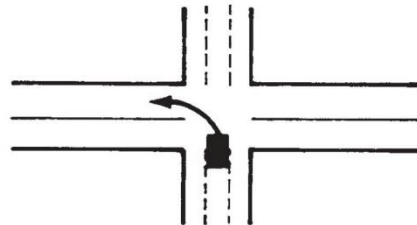
(4) Left from a one-way roadway onto a one-way roadway. Vehicle must approach for the turn, and make the turn, as close as practicable to the left-hand curb or edge of the roadway.



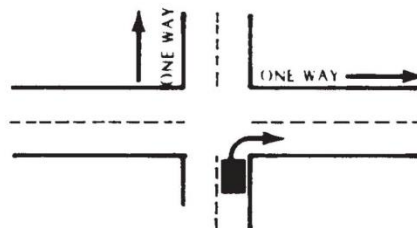
(5) Left from a two-way onto a three-lane, two-way roadway:



(6) Left from a three-lane, two-way roadway onto a two-lane, two-way roadway:



(7) Right turn from any type roadway onto any type roadway:



8. When turning right, large school buses must have curb clearance for the rear wheels. Two procedures may be used in executing right turns. Regardless of the method used, the driver

should remember that the responsibility for making a safe turn rests with the bus' driver. Two alternatives for making right turns are presented below:

- a. Approach the corner in the right-hand lane with the right turn signal on and about four feet from the curb. The bus should be close enough to the curb to keep a car from passing on the right. As soon as the front wheels pass the corner, turn wide to the right, swinging over the center of the side street if necessary, in order for the right rear wheel to clear the curb.
- b. If the street onto which the turn is being made is narrow, it may be necessary to approach as above, then carefully steer left far enough to place the right rear wheel in position to miss the curb but not far enough away to invite passing on the right. Then, turn sharply right into the narrow street or driveway. When you must enter the left side of the roadway, watch carefully and be prepared to yield to oncoming traffic.
- c. Turning around
  1. No turnaround shall be made on any curve or upon the approach to or near the crest of a hill or grade where the turning vehicle cannot be seen by the driver of any other vehicle approaching from either direction within 500 feet.
  2. In many cases, the safest and often quickest way to turn a bus around is to drive around the block or make a legal U-turn, since neither involves backing or prolonged exposure to through traffic. However, the use of these methods may not be possible when on a dead-end street, rural road, or in other prohibitive situations. (Do not attempt a U-turn in a large bus.)

Usually, the best type of turnabout can be executed by backing into an alley, driveway, or side street located on the right side of the roadway. The driver will usually have better visibility of through traffic since he/she can then enter the main street or highway in a forward direction. However, it is permissible to make a left or right turn into an alley, driveway, or side street and then back into the main street far enough to proceed forward in the opposite direction. In either instance, the driver shall signal properly and check carefully for pedestrians and other traffic while backing.
- d. Right-of-way rules
  1. Right-of-way at intersections not controlled by signs or signal devices
    - a. Drivers on single-lane or two-lane roadways must yield the right-of-way- to vehicles on divided roadways or roadways of three or more lanes.
    - b. Drivers on unpaved roadways must yield the right-of-way to vehicles on paved roadways.
    - c. Drivers on roadways consisting of the same number of lanes and similar surfacing must yield the right-of-way then enter the intersection if the movement can be made without interference or collision with traffic using the intersection.
  2. Right-of-way at an intersection with a stop or yield sign
    - a. Drivers approaching intersections controlled by stop or yield right-of-way signs must obey such signs and may then enter the intersection if the movement can be made without interference or collision with traffic using the intersection.
  3. Right-of-way at an intersection with a stop or yield sign
    - a. When stop-and-go lights are operating, a driver entering the intersection on a green light has the right-of-way.
    - b. When stop-and-go lights are operating, a driver approaching the intersection on a steady red light alone must stop. After standing until the intersection may be safely entered, a driver may then turn right or, if the intersecting streets are both one-way, may turn left. (Turns on red lights may be prohibited by traffic signs.) When a green arrow shows, the driver may drive only in the direction the arrow points and shall yield the right-of-way- to pedestrians lawfully using the crosswalk and to other traffic lawfully using the intersection.
  4. Right -of-way at an intersection with a signal light

- a. When stop-and-go lights are operating, a driver approaching the intersection on a green light has the right-of-way.
  - b. When stop-and-go lights are operating, a driver approaching the intersection on a steady red light alone must stop. After standing until the intersection may be safely entered, a driver may then turn right or, if the intersecting streets are both one way, may turn left. (Turns on red lights may be prohibited by traffic signs.) When a green arrow shows, the driver may drive only in the direction the arrow points and shall yield the right-of-way to pedestrians lawfully using the crosswalk and to other traffic lawfully using the intersection.
  - c. When a flashing red light is operating, a driver approaching the red light must stop completely before entering the intersection. Procedure and right-of-way after stop are the same as at a stop sign.
  - d. A flashing yellow light is a caution signal to warn drivers of a traffic hazard and requires a speed slow enough to stop to avoid a collision.
5. Right-of-way in entering a roadway
- a. A vehicle entering or crossing a roadway from an alley, building, private road or driveway must yield to vehicles on the roadway.
  - b. A vehicle emerging from an alley, driveway, or building in a business or residential area must stop before driving onto the sidewalk and yield to any pedestrians and to vehicles on the roadway.
  - c. A vehicle entering a roadway or traffic lane from an angle or parallel parked position, or from the roadway shoulder, must yield to all vehicles close enough to constitute an immediate hazard.
6. Right-of-way left turns
- a. A vehicle turning left at an intersection must yield to those vehicles approaching from the opposite direction that are so close as to constitute an immediate hazard.
  - b. A vehicle turning left within an intersection or into an alley, private road, or driveway, must yield to any vehicle approaching the opposite direction which is within the intersection or so close there is an immediate hazard.
7. Right-of-way on the approach of an emergency vehicle
- a. The approach of an emergency vehicle using a siren and/or red light requires other vehicles to move to the right, clear of any intersection, and stop until the emergency vehicle has passed. When conditions make it impossible to move to the right, the vehicles should stop and remain stopped until the emergency vehicle has passed.
- e. Regulations at school bus loading or unloading stops
- 1. A vehicle approaching from either direction must STOP AND REMAIN STOPPED for school buses loading or unloading students when the alternating flashing red lights are activated. This applies in both city and rural areas:
  - 2. A vehicle shall not proceed past the stopped bus until the bus resumes motion, the alternating red flasher lights cease flashing, or when the bus driver signals motorists to proceed.
  - 3. A vehicle on a highway divided into separate roadways is not required to stop upon meeting or passing a stopped school bus on a different roadway.
- f. Procedures at railroad crossing
- 1. The Federal Railroad Administration offers the following tips:  
**Texas leads the nation in highway/railroad crossing crashes!**
  - 2. School Bus Drivers—Always Expect a Train!
    - a. Remember: School buses stop at ALL railroad crossings.
      - 1. Activate hazards at least 200 feet before tracks. (Use hazard flashers on approach . . . not overheads.)
      - 2. Come to a complete **Stop in the right lane within 50 ft. but no less than 15 ft.!**

3. The law requires you to stop & wait & check even if you can't see a train. **(Stop, Set Park Brake, Open Driver's window & door, quiet kids and equipment, look & listen.)**
  - b. **Never** go around lowered gates. It is illegal to do so.
    - Lowered gates mean a train is just a few seconds away. Be Patient!
  - c. **Never** try to beat the train. If it's a tie, you lose.
  - d. Watch out for a second track. Two tracks may mean two trains.
    - Make sure all tracks are clear before proceeding.
  - e. Never stop or back up on the tracks & never attempt to cross tracks if traffic or other hazards prevent you from completely clearing the crossing.
  - f. Never remain in a stalled vehicle on a railroad track. **EVACUATE IMMEDIATELY!**
    - Abandon the vehicle, running away from the tracks, at an angle, toward the direction of the approaching train to avoid flying debris.
  - g. Never try to judge the speed & direction of an oncoming train.
    1. Due to its size it may seem to be moving more slowly than it actually is.
    2. Don't risk it.
  - h. Trains can't stop quickly or swerve out of your way, so you must stay out of their path.
  - i. When you see the Advance Warning Sign activate hazards, & slow in the right lane.
    - If you have to stop again between two tracks, make sure the containment area is large enough for 15 feet of clearance on both ends of the bus.
  - j. Buses & trucks carrying hazardous cargo are required to stop at every railroad crossing.
    - Be ready to stop if you are behind one of these vehicles.
  - k. Many vehicle/train crashes happen at night & in bad weather so be extra alert at these times.
    - Especially on extra-curricular trips.
  - l. Alcohol, distractions & fatigue are factors in a large number of vehicle/train collisions.
    1. Don't gamble with your life or the lives of your students.
    2. The Blood Alcohol level allowed by law for non-CDL Drivers is .08
    3. The BAC allowed by law for CDL Drivers is .04
    4. Practice safe driving habits at all times.
    5. Try to plan your route so you do not cross any railroad tracks.
  - m. Malfunctioning Grade Crossing Signal Devices Should Be Reported to Texas Dept. of Public Safety . . . 1-800-772-7677
    - Include Location & Posted D.O.T. ID Number

**Someone in America is hit by a train approximately every 90 minutes!**

- g. Procedures for expressway driving
 

Expressway driving is different from the stop-and-start routine the driver finds on the open roadway or on city streets. Expressways require the driver to adjust to a higher speed of travel. Procedures for driving on expressways are presented in the following paragraphs:

  1. Procedures for entering the expressway
    - a. Slow down, look, and signal before turning onto an expressway approach.
    - b. Use acceleration lane to pick up speed.
    - c. Yield right-of-way to traffic already on the expressway.
    - d. Pick an opening in the traffic, check mirror, signal to enter, adjust speed as needed and merge smoothly into the flow of traffic. Cancel signal when stabilized in driving lane.
  2. Procedures while driving on the expressway

- a. Select the lane of traffic traveling the speed of the bus. School buses should travel in the far right lane on expressways because their maximum speed limit is 50 mph.
  - b. Faster travel creates a need for increasing the following distance. Follow no closer than four seconds behind the vehicle immediately ahead. (Increase distance if driving over 40 mph.)
  - c. Observe signs identifying changes in speed limits, exit areas, entrance areas, construction or maintenance areas, or other factors that influence driving.
  - d. Driver blind spots must be checked immediately prior to any lane change maneuver.
  - e. Constantly apply the identify, predict, decide, and execute (I.P.D.E.) formula of defensive driving.
- h. Parking regulations
1. Outside a business or residence district no person shall stop, park, or leave standing any vehicle upon the main traveled part of the highway. When it is practical to do so, the vehicle shall be stopped or parked off the main portion of the highway. In every event, a clear view of the stopped vehicle shall be available from a distance of 200 feet in each direction and an unobstructed width of the highway opposite the stopped vehicle shall be left for the free passage of other vehicles. At night, activate hazard lights, parking lights, and/or low beam headlights.
  2. It is illegal to stop, stand, or park a vehicle under the following conditions:
    - a. On the roadway side of any vehicle that is stopped or parked at the curb or edge of the street; on a sidewalk; within an intersection; on a crosswalk; along side or opposite any street excavation or obstruction; upon any bridge or elevated structure; within a tunnel; on any railroad track; or at any place where official signs prohibit parking.
    - b. In front of a public or private driveway; within 15 feet of a fire hydrant; within 20 feet of a crosswalk; within 30 feet of any flashing signal, stop sign, yield sign or other traffic control device; or within 20 feet of the entrance to any fire station.
    - c. Within 50 feet of a railroad crossing.
  3. Except where angle parking is permitted, vehicles must be parked with the wheels on the curb side within 18 inches of the curb. Vehicles must be parked in the direction of authorized traffic movement.
  4. No person driving or in charge of a motor vehicle shall permit it to stand unattended without stopping the engine, locking the ignition, removing the key, and setting the park brake. When parking on any downgrade, the front wheels must be turned toward the curb or side of the highway. When parking on an upgrade with curbing, the front tires should be turned away from the curb. When a curb is not present, the front tires should be turned toward the edge of the roadway.
  5. No person shall open the door of a motor vehicle on the traffic side unless it is safe to do so and is done without interfering with other traffic, nor shall the door be left open longer than necessary to load or unload passengers.
- i. Accident reporting
- The driver should be familiar with the local school district's policy regarding the reporting of school bus accidents and abide by those policies in addition to state law.
- j. Other driving regulations and procedures
1. Following other vehicles
    - a. The driver of a following vehicle must maintain an assured clear distance behind the vehicle ahead, exercising regard for the speed of such vehicle, traffic and roadway conditions, so that the vehicle following can be safely brought to a stop without colliding with the vehicle ahead, or veering into other vehicles, objects, or persons.

- b. Motorcades and caravans must allow sufficient space between vehicles to permit other vehicles to enter and occupy such space safely. This law does not apply to funeral processions.
2. **Driving on the right side.** Driving on the right side of a roadway is required except in the following places:
    - a. When overtaking and passing a vehicle proceeding in the same direction on a two-lane highway.
    - b. When the right half of a roadway is closed to traffic. All traffic should share with caution the half that is open to traffic.
    - c. When a two-way roadway is divided into three marked lanes for traffic. A vehicle may use the center lane for overtaking and passing or for preparing to turn left unless the center lane is restricted to left turn traffic only.
    - d. When a roadway is designated and posted as one-way.
  3. **Driving on the left side.** Driving on the left side of a two-way roadway, even when passing, is prohibited in the following places:
    - a. Within a marked no-passing zone. A no-passing zone is identified by a solid yellow line in the driver's lane.
    - b. When approaching within 100 feet of or while passing through any intersection or railroad grade crossing. This applies both inside and outside the limits of an incorporated city.
    - c. When approaching within 100 feet of any bridge, viaduct, or tunnel.
    - d. Where there is a double yellow line between the lanes.
    - e. In any instance where the overtaking vehicle cannot safely return to the right-hand side of the roadway before coming within 200 feet of any approaching vehicle.
  4. **Passing regulations**
    - a. On a two-lane, two-way roadway, the driver may overtake and pass only on the left side, except when the vehicle being overtaken is making a left turn; or when the roadway is wide enough for two unobstructed lanes of traffic in each direction. The driver must clear by a safe distance the vehicle being overtaken and must return to the right-hand side of the roadway before coming within 200 feet of any approaching vehicle.
    - b. On a three-lane two-way roadway, the driver may overtake and pass in a center lane, but only when the lane is clear of oncoming traffic for a safe distance.
    - c. On a roadway with four or more lanes and two-way traffic, the driver may overtake and pass in any lane on the right half of the roadway, being sure before overtaking and passing another vehicle on the right that it can be done safely. The driver must not drive off the pavement in order to do so.
  5. **Being overtaken and passed by another vehicle**
    - a. On a two- or three-lane, two-way roadway, an audible signal given by an overtaking driver requires that the driver give way to the right side of the driver's lane and not increase his or her speed until the overtaking vehicle has completed passing.
    - b. On a four-lane roadway or a roadway divided into two or more clearly marked lanes, the driver must drive within a single lane. The driver must not leave this lane either to the right or left if such movement will interfere with a vehicle overtaking or passing the bus.
  6. **Backing regulations**
    - a. Backing should not be done unless absolutely necessary.
    - b. The driver of a vehicle shall not back unless such movement can be made with safety and without interfering with other traffic.
    - c. The driver of a vehicle shall not back the bus upon any shoulder or roadway of any controlled-access highway.



- d. When possible, the school bus should be positioned to eliminate the need for backing. However, if backing is necessary, the following practices are recommended:
  1. Get out and walk around the bus to make certain there is nothing behind. Then back immediately and watch carefully.
  2. Use both rearview mirrors.
  3. If necessary to back some distance, stop partway, then get out and check progress.
    - a. If possible, have another adult stand in a safe place and guide the driver by signaling.
    - b. Never back around an intersection corner to turn around.
    - c. When backing over a sidewalk into a street, stop at the sidewalk and check for pedestrians and proper clearance. Stop again at the curb to make a last check of traffic before backing into the street.
    - d. Do not depend entirely upon the rear view mirror.
  4. Special Needs attendants must go to back of bus and ensure that it is safe to back up.
7. **Caution.** In many instances, a school bus is a slower moving vehicle and should be driven accordingly.
  - a. It is illegal to willfully drive a vehicle so slowly as to obstruct or impede the normal, reasonable, and safe movement of traffic.
  - b. A vehicle moving slower than the normal speed of traffic is required to be driven in the right-hand lane or as near as practicable to the right-hand curb or edge of the roadway.
8. Speed limits
  - a. The maximum speed limit for school buses is 50 MPH.
  - b. Inside urban areas, school buses must comply with local speed regulations. In an urban area, the speed limit is 30 MPH unless otherwise posted.
  - c. In the transportation parking lot, the speed limit is 10 mph.
9. Signs, signals, and markings  
A thorough knowledge of highway signs, signals, and markings is necessary to be a safe school bus driver. This information is presented in the *Texas Drivers Handbook*, published by the Texas Department of Public Safety.

### C. Defensive Driving Procedures

According to the National Safety Council, defensive driving is defined as driving in such a manner as to “save lives, time and money in spite of the conditions around you and the actions of others.” This definition is soundly based on the indisputable premise that almost all collisions are preventable and, therefore, avoidable. The purpose of defensive driving is to reduce to minimum the chances of being involved in a collision. The welfare and safety of students riding on the school bus are dependent to a very large measure on the driver’s understanding and constant utilization of defensive driving practices. This unit of instruction presents the techniques commonly employed by a defensive driver.

#### 1. Components of defensive driving

The task of driving defensively is composed of many parts. It includes concentration, reasoning, making decisions, selecting, evaluating, planning, thinking, and other factors. In practical application, defensive driving involves at least the following types of driver behavior:

- a. Voluntary compliance with the traffic laws of the state and municipalities.
- b. Avoidance of driving errors or mistakes.
- c. Making allowances for the incorrect or unlawful acts of other drivers.
- d. Making allowances for hazardous weather and road conditions.
- e. Executing any driving maneuver in order to prevent a collision.

#### 2. A formula for defensive driving

A sound approach to defensive driving is to employ the I.P.D.E. formula. Each part of this formula is described in the following paragraphs:

- a. **Identify**—Identifying refers to the process of gathering information through the use of the senses from the traffic environment. Information gained in the “identify phase” of the I.P.D.E. formula is the basis upon which the balance of the formula must be developed. The sense of sight is the primary sense employed in the collection of traffic information in the “identify phase.”
  - b. **Predict**— Predicting involves making projections about how traffic patterns will develop based on observed circumstances. In predicting, the driver must take information gathered in the “identify phase” and anticipate impending traffic circumstances. Identification without prediction cannot be effective, whereas prediction must be accomplished prior to the application of the remainder of the I.P.D.E. formula. Factors such as speed, road conditions, vehicle capabilities, and environmental conditions are influential in the “predict phase.”
  - c. **Decide**—Deciding is the process of making a decision on the safest driving maneuver to make. In essence, it is the point at which the driver identifies available/viable alternatives to avoid collisions. Decisions must be based on predicted developments and other factors such as speed, road conditions, and vehicle performance. The frequency of quick decisions can be reduced if the driver functions effectively in the “identify” and “predict” phases. In the decision phase, it is imperative that the driver make a definite commitment in time to act before a collision occurs. Delaying a decision unduly is hazardous and will increase the frequency of quick and usually faulty decisions. A decision, based on accurate information and projections, must precede the “execute phase” of the I.P.D.E. formula.
  - d. **Execute**—Executing is the active process for the following through on a decision. It involves the manipulation of the vehicle being driven. The execution may be braking, changing lanes, accelerating, decelerating, or a combination of these and other driving skills. During the “execution phase,” the driver may be required by traffic developments to reevaluate the situation through the reapplication of the I.P.D.E. formula. The effectiveness of the execution in avoiding a collision is dependent upon physical skills in maneuvering a vehicle upon previous efforts in the “identify,” “predict,” and “decide” phases of the I.P.D.E. formula.
3. Factors contributing to accidents
- Accident statistics reveal that disobedience of traffic laws, especially regarding speed, is the factor most frequently associated with traffic accidents. In addition, a number of other factors have been identified that contribute to accidents. The following information describes some of these factors:
- a. Actions of drivers contributing to accidents
    1. Vehicle in front slowing down, stopping, or backing
    2. Vehicle behind following too closely
    3. Oncoming vehicle being driven to the left of center, turning left, or failing to dim headlights
    4. Vehicle approaching from an angle, driving or backing across traffic lane
    5. Passing vehicle cutting back into the lane of traffic too quickly, or passing on the right
    6. Vehicle passed changing lanes or pulling away from curb without clearance or warning
  - b. Driving conditions contributing to accidents
    1. Adverse road and weather conditions—water, ice, snow, gravel, reduced visibility, etc.
    2. Hazardous traffic conditions—congestion, roadway design, identification of roadway.
    3. Faulty vehicles—poor brakes, worn tires, steering problems, etc.
    4. Driver conditions—emotionally upset, physical maladies, under the influence of alcohol, fatigue, etc.
  - c. Driver distractions contributing to accidents
    5. Route problems. More than half of all traffic mishaps occur when drivers get so intent on route problems that they fail to operate the vehicle safely.
    6. Mental disturbance. A driver looks with the eyes but sees with the mind. Unless normal seeing habits in traffic are good, errors in seeing cannot be avoided when in a hurry, worried, irritated, bored, tired, not feeling well, or lost in thought. Every driver has a “hurry habit” to some extent and is tempted to find ways around traffic delays. This factor all too often contributes to traffic accidents.
    7. Scenery. This covers anything along the road that attracts the driver’s attention for too long a period of time.

8. Distractions in the vehicle. Staring at insects in the vehicle, staring at the instrument panel, turning the head to talk with passengers, or allowing noisy students to distract the driver are examples of in-the-vehicle distractions that should be avoided.

d. Incorrect seeing habits

An often overlooked fact is that accidents usually occur when conditions are favorable for safe driving. Accidents often happen to sober, well-intentioned drivers who have been driving for several years, and who have good driving records. However, when drivers think or concentrate on something else besides driving and therefore drive by habit alone, accidents will inevitably occur. When driving by habit alone, most drivers “see” only the left edge of the traffic lane a short distance ahead, objects near the right edge of the lane, and oncoming vehicles or the vehicle immediately ahead. All three of these seeing habits are incorrect for safe and defensive driving. Such practices allow distractions to trap drivers into making improper driving maneuvers.

4. Strategies for defensive driving

The basic principles of I.P.D.E. are designed to promote safe driving. To use the I.P.D.E. formula effectively, a driver must develop specific habits and driving techniques. Information presented in the following paragraphs should provide a foundation for defensive driving.

a. Seeing techniques

1. Aim high in steering

- a. Generally speaking most drivers tend to leave excessive space between their vehicles and the right edge of the roadway. The tendency to drive in the left lane, or in the left portion of any lane, is generally the result of a driver’s habit of looking to the left of the lane for steering purposes. Being positioned to the left of center in the vehicle causes the driver to position the eyes to the left of center. Also, a tendency exists in many drivers to restrict the visual search to the roadway immediately in front of the vehicle being driven.
- b. Drivers should develop the practice of lengthening the visual search area and execute an occasional brief glance well ahead of the usual search area. Such procedures will assist the driver in the identification process, in steering in a straight line or in turns, and in maintaining proper lane position.
- c. At night, the driver must visually search the area illuminated by the headlights. When visibility is poor and the driver must look nearer the front of the vehicle for proper vision, the high-aim steering habit will automatically reduce speed.
- d. The vehicle seat should permit the driver to sit erect with the mid-back supported and the line of vision well above the steering wheel. A low seating position for the driver will contribute to steering problems. If needed, the driver should secure and use a cushion to sit on in order to elevate the driving position.

2. Keep the eyes moving

- a. Important events take place in various parts of the driving scene. The eyes should be moved continually to look near, far ahead, to both sides, and in the rearview mirror.
- b. Keeping the eyes moving will prevent fixed staring. Staring results in concentration in only one area and is a dangerous habit. An entire traffic picture can change instantly. Movement of the eyes provides changes that give a sharp image and increases side vision. Eye movement also helps in keeping a high degree of alertness.
- c. More abundant and more current traffic details are available through continued eye movement. By keeping the eyes moving, the driver’s brain is constantly receiving reports on surrounding traffic conditions.
- d. The eyes moving technique is not only a side to side movement, but also a close up and far-away movement. The latter type of movement increases the driver’s accuracy of depth perception.

3. Get the “Big Picture”
 

The “Big Picture” is actually a product of aiming high and keeping the eyes moving. The Big Picture exists in the brain and is the product of information gathered through aiming high and keeping the eyes moving. Look with your eyes but see with your mind.
4. Leave a way out
  - a. Leaving a way out means leaving an escape route/path open. This is done by being alert to changing conditions in traffic and visualizing what to do if one of the other drivers makes a mistake.
  - b. The expert driver leaves an out by allowing adequate following distance at 40 M.P.H. and a swerve path to each side. A following distance of at least four seconds is recommended for school buses. Driving with a space cushion around the vehicle is one aspect of defensive driving.
5. Make sure others see the bus
  - a. Occasionally, pedestrians and other drivers using incorrect visual habits will need to have their attention drawn to the bus. A tap on the horn to warn the unsuspecting person is preferable to a certain stop. Sudden stops contribute to rear end collisions and can cause injuries to passengers inside the bus.
  - b. When adverse visual conditions prevail, such as dust or bad weather, use of low beam headlights will assist other drivers and pedestrians in identifying the school bus. Use of low-beam headlights under the conditions noted is preferable to use of the parking lights.
  - c. Flashing of brake lights by pumping the brake pedal, when slowing down or standing, will assist drivers to the rear in noting speed differentials.
  - d. The position of the bus on the roadway can affect the ability of the other driver to see the bus. Driving in another vehicle’s blind spot for any extended length of time is an example of poor vehicle positioning and should be avoided.
  - e. Signaling intentions is another technique for making sure other drivers see the bus.
- b. Compensating for special driving problems
  1. Night driving
    - a. Never over-drive your headlights. Reduce speed at night so as to be able to stop within the distance illuminated by the bus headlights.
    - b. Turn on headlights immediately at sunset, or earlier if twilight visibility is poor.
    - c. Dim headlights when within 500 feet of an approaching vehicle, and when following within 300 feet of another vehicle.
    - d. Pedestrians are sometimes difficult to see at night. Be especially alert for movement on the edge of the roadway.
    - e. Windshields and windows should be kept clean so vision will not be blurred or obstructed.
    - f. Driving while exhausted is extremely hazardous. A driver should park the bus and get some rest before proceeding. (Stop at least every two hours or every 100 miles and do not drive more than eight hours per day.)
  2. Wet/Winter driving
    - a. Reduce speed for hazardous road conditions.
    - b. Keep the vehicle in excellent operating condition.
    - c. Keep windows and windshield clear of fog and ice.
    - d. Be aware and alert for icing of bridges and roadways.
    - e. To prevent skidding when a sudden stop is necessary, apply brakes lightly and intermittently.
    - f. When driving in snow or fog, use the lower headlight beam.
    - g. Double the distance normally maintained when following behind another vehicle.
    - h. Do not drive through high water or water of unknown depth.
    - i. Do not drive around barricades.
  3. Skidding

- a. Procedures for preventing skidding.
  1. Good driver judgment is the best procedure for preventing skids.
  2. Slow down for curves and turns.
  3. Use brake pumping action. Sudden braking will cause skidding and loss of steering traction.
- b. Procedures for controlling a skid.
  1. Remain calm—THINK BEFORE YOU ACT.
  2. Release accelerator.
  3. Avoid braking.
  4. Police officers and other emergency vehicles know the best approach to recovering from a skid for both front wheel and rear wheel drive vehicles is: Turn the steering wheel in the direction you want the front wheels to go.
  5. Be ready to counter steer as bus begins to recover and realign with the road.
4. Other defensive driving techniques
  - a. A blow out when traveling at a high rate of speed is dangerous. Release the accelerator and allow the vehicle to coast using the engine compression to slow the vehicle. Downshifting to a lower gear can aid in bringing the bus to a quicker, safer stop. **Do Not Brake!** Do not disengage the clutch unless downshifting is used.
  - b. When a vehicle's wheels run off the pavement onto a soft shoulder, do not try to jerk the wheels immediately back onto the road. Release the accelerator and do not disengage the clutch. Allow the engine to slow the vehicle until a smooth steering movement can be used to relocate the bus on the roadway.
  - c. When rounding a sharp curve, apply the brakes prior to entering and accelerate slightly when approximately halfway through the turn.
  - d. Never coast down a grade in neutral or with the clutch depressed. Shift to a lower gear when going down a steep hill to help slow the vehicle.
  - e. Persons carrying white canes (or white canes with red tips) are to be given the right-of-way.
  - f. Slow and increase your following distance when being tailgated or experiencing other adverse driving situations.
  - g. Minimize a potential hazard by putting more distance between your bus and the hazard.
  - h. When possible, separate two or more impending hazards by adjusting speed accordingly.
  - i. When space is limited, reduce speed and compromise on space by giving more room to the greater of several hazards.

## VII. Student Safety Officer and Discipline Procedures

***The following information applies only to Regular Education students. Special Needs Drivers will notify the Special Needs Supervisor by Incident Report and/or in person if a concern is identified. Reprimands will be dealt with on a case-by-case basis according to the student's individual IEP or BIP.***

As part of our aim to provide ample opportunity for an education, the Texas State Board of Education and the district fund transportation for all students who live two miles or more from the school which they are assigned to attend. To accomplish this, we require the cooperation of all students and parents.

Student Registration Procedures:

Denton ISD requires all students to be registered for School Bus Transportation. Applications are available online as well as through the department. Drivers are responsible for maintaining accurate rosters to alleviate a "stowaway" situation. To assist drivers with record keeping, updated rosters will be provided through the Student Safety Officer on a regular basis.

The following procedure is recommended for auditing purposes:

Upon arrival at your campus (morning), do not allow students to get off the bus until you have read their name off your roster. Any students remaining on your bus at that point will be asked to provide you with their name and ID number. (Only secondary student will know their ID number). At that time, the driver will provide the student with an application for registration and instruct them to have parents complete and return to you, FAX it to the department or register online by the next day. We recommend that you track those applications distributed in order to follow up effectively. Failure to comply will be treated as a rule violation and could result in a bus suspension.

If a student is found to be ineligible, transportation will be refused and parents will be informed. If the student is found to be eligible, the student will be added to your permanent roster.

### **Student Safety Principles Regarding Attitude:**

#### **A. A Disciplined Bus Requires an Assertive Attitude**

1. Adopt a professional philosophy of preparation, respect and dedication.
2. Remain enthusiastic and courteous. This includes maintaining a sense of humor.
3. Establish positive expectations for your students.
4. Always be fair and consistent.
5. Have the courage to admit mistakes and apologize if necessary. Permit students the same.
6. Be authentic - don't try to be what you are not.
7. Don't expect or attempt perfection - everyone makes mistakes.
8. Never take misbehavior personally - avoid paranoia.

#### **B. Practical Steps to Achieve and Maintain a Disciplined Bus**

1. Be rested - students demand energy. Fatigue breeds short tempers and overly restrictive drivers.
2. Know your students - learn all your students' names as soon as you can - show that you care - be sensitive to moods.
3. Be friendly and personal, but don't try to be "one of the gang" - you must be the responsible adult on the bus.
4. Avoid using clichés and preaching.
5. Make effective use of eye contact, voice control, body language and distance management.
6. Guard against sarcasm.
7. Expect students to test you - students will search out to try to exploit your weaknesses (push your buttons).
8. Evaluate the day - try to improve any improper actions on your part.
9. Engage parent's help at the start of problem situations.
10. Be a role model - following the rules expected of a bus driver eliminates hypocrisy when expecting the students to follow their rules.
11. One of the worst things you can do is have a rule and not enforce it.

#### **C. First Day Objectives**

1. Introduce yourself and let students know how you want to be addressed.
2. Be assertive and look each student in the eye as you speak to them.
3. Inform your students of the rules and the consequences for infractions.
4. Let them know what you expect and begin to enforce the rules immediately.
5. Make sure the first few students you pick up are seated properly and quiet before continuing on route. Others will see the example and do the same.
6. Be prepared. Know how you want to run your bus and make it clear to the students from the start.
7. There needs to be a 100 percent card access enforcement to be maintained by the bus driver. Bus access cards are important and are the driver's responsibility.

#### **D. First Month Objectives**

1. Learn the names of your students and use them. Your most effective student management tool is to know all your students by name.
2. Determine which group of students works well together and which do not. Manipulate the environment by assigning seats.

3. Make an effort to meet principals/teachers working the bus lanes at the school your route services.
4. Speak to a Student Safety Officer on how your route is operating.
5. Seating charts and cards must be completed and posted by the end of the fourth week after school starts.
6. Ensure all riders are using their access cards.

## **Denton ISD BUS SAFETY RULES**

**Bus Safety Rules** – Denton ISD regards the bus as an extension of the campus school day. All rules and guidelines in the student code of conduct apply on the school bus to protect the passengers and shall include, but are not limited to the following:

1. **ALL STUDENTS ARE REQUIRED TO HAVE A BUS PASS** in their possession and ready to scan to ride the school bus. (Bus Passes can be **PURCHASED** for \$4 from Transportation.)
2. **The bus driver is in charge of students on the bus.** Students shall follow the driver's directions in regards to bus safety rules and bus operations at all times.
3. Only authorized personnel and eligible bus students may ride the bus they are **SPECIFICALLY ASSIGNED TO** and may only load and unload at the stop designated by transportation. Buses will stop at designated stops only. **Students are to arrive at their bus stop five (5) minutes before their pick up time.** Consistent tardiness to the bus stop will be handled as a normal rule violation. Students will wait next to (but not in) the street, driveway or parking lot. Students must be respectful of property surrounding the stop.
4. Students will remain properly seated at all times (***facing forward, keeping feet on the floor in front of them with their backs completely on the vinyl and NOT ON THE WINDOW***). **ALL Denton ISD Elementary students receive assigned seating; other grades are up to the driver's discretion.** All riders are responsible for the condition of their respective seats.
5. ALL Denton ISD Buses are **NO TOUCH BUSES**. **Zero tolerance will be applied.** Any verbal or physical behavior that constitutes Sexual Harassment and/or Bullying is **prohibited on the bus and at designated bus stops**. Students must keep all body parts, body fluids and personal objects from contacting another student unnecessarily.
6. Students are allowed to drink **WATER ONLY** from a container with a twist on spill proof top. Eating is prohibited.
7. No littering or throwing items inside or from the bus. Students must keep their hands, head, feet and personal objects inside the bus at all times. **Zero tolerance will be applied.**
8. Students are not allowed to engage in loud talking, yelling, inappropriate language, or displaying obscene gestures. No yelling out of an open window. The bus driver may require **any or all** students to be **silent on the bus**.
9. Students shall not vandalize the bus. Students who vandalize will be responsible for the cost of repair and will not be permitted to ride the bus until those damages are paid.
10. Students are not allowed to bring animals, insects, or harmful objects to the stop or on the bus (i.e. weapons, drugs, prescriptions, alcohol, tobacco, e-cig, fireworks, laser lights, etc.).
11. Students may use cell phones for any operation **EXCEPT Camera or Video Use.** (***No picture taking, video recording, face time, or Skype of themselves, others, or surroundings for any reason.***)

12. Band instruments or class projects are allowed on Denton ISD buses provided they can be held by the student (not taller than shoulder or seat high), fit in the seat with the student, does not interfere with the availability of seating of other students, and does not interfere with the safety of students or bus operation.
13. Students are not to engage in any other conduct that disrupts the safe operation of the bus. **All Denton ISD campus and Transportation policies and rules are enforceable at any DISD bus stop or campus.**
14. **Rail Road Crossings:** All students are to be silent at the crossing. (DPS commercial driver's manual, Section 10-School Buses)

Denton ISD Transportation operates under a progressive discipline policy when promoting and enforcing student safety on the bus.

This means that any safety violations will build on past violations in the same school year, resulting in longer suspension periods.

Written warning

3 Day Suspension

5 Day Suspension

10 Day Suspension

30 Day Suspension

Indefinite Suspension

FYI: Any child suspended from bus services is **NOT ALLOWED** to board **ANY DENTON ISD Bus** for any reason. Suspensions can only be served during active school days.

## **B, Principles for Handling Infractions**

1. Understand that disorder expands proportionately to the tolerance for it.
2. The overuse of punishment strengthens the student's power of resistance and defiance.
3. Eliminate emotion-laden blaming and threatening. Keep your cool!
4. Don't deal with discipline problems in anger. Don't let the actions of a few students allow you to become angry with the entire group.
5. Fit the consequences to the misbehavior.
6. Overlook minor infractions. Address habitual problems. No child is perfect!
7. Do not make empty threats. Avoid ultimatums and direct challenges.
8. Do not demand explanations or public confessions for infractions.
9. After giving a directive, allow the student time to comply.
10. Avoid arguing with students and/or parents. Use the "Broken Record" Technique to handle arguers assertively:
  - Know what you want the student to do: *I want the student to pick up the papers.*
  - Tell the student what you want: *"I want you to pick up the papers."*
  - If the student argues or talks back, repeat what you want - up to three times: *"I want you to pick up the papers."*
  - If the student still does not comply, use a consequence: *"If you do not pick up the papers, I will fill out a safety report and contact your parents."*

If you use the Broken Record Technique, three things will happen:

  1. You will stop arguments.
  2. You will stay in control and not get upset.
  3. The students will realize that you mean business and do as you say.



**C. Student Discipline Procedures - Riding a school bus that serves this district is a privilege.** The driver is recognized as the authority on the bus and has control over daily operations. The following procedures shall be followed when inappropriate behavior occurs on a bus serving a regular route or an extracurricular activity.

1. The Asst. Director of Transportation shall be responsible for enforcing discipline on all buses. All Transportation personnel are authorized to ensure the department and district discipline management guidelines are followed.
2. Misconduct is to be reported by the bus driver to a Student Safety Officer or the Asst. Director of Transportation using a Bus Safety Report. If deemed necessary, the Asst. Director of Transportation or Student Safety Officer may investigate any situation.
3. If consequences dictate a suspension parent notification will take place by phone or home delivery the day prior to the onset of the suspension. (Example: if the inappropriate behavior occurs during Wednesday's morning route, the suspension would not begin until Thursday morning - as long as parents were notified Wednesday. If the suspension is not home delivered until Thursday the suspension would begin on Friday morning.) **INFORMATION REGARDING SUSPENSION MAY NOT BE LEFT ON VOICEMAIL. Parents of suspended bus riders are responsible for their transportation to and from school.** Copies of Bus Safety Reports will be sent to the parents, appropriate school principal, and placed on file in the Transportation Department Office.
4. Students who violate bus safety rules will receive the following consequences:  
First Violation.....Warning  
Second Violation.....3-Day Suspension  
Third Violation.....5-Day Suspension  
Fourth Violation.....10-Day Suspension  
Fifth Violation.....30-Day Suspension  
Sixth Violation.....Indefinite Suspension (*Student will be suspended from the bus for the remainder of the school year*)  
Bus Pass Violation.....1-Day Suspension

Bus Safety Reports will be processed for all Warnings and Suspensions

**Severe Clause - If a student's conduct seriously jeopardizes the safety of the other students and/or the driver, or engages in any illegal activity, a suspension will be immediately placed into effect.**

5. Students who violate the Student Code of Conduct while under the jurisdiction of the Transportation Department will be referred to the appropriate campus administrator for additional assessment of discipline.
6. Considerations Prior to Choosing Suspension  
Our main purpose is to transport students to and from school. Both parents and the district are better served when the student is on the bus. Preventative action is always better than reactionary. The following should always be considered prior to each suspension.
  1. Have you communicated clearly and assertively your expectations regarding the rules to all students?
  2. What events led up to this action?
  3. What actions were taken on each prior event with this student?
    - a. Were prior actions assertive, consistent and productive?
    - b. Were prior actions positive?
    - c. Was the prior violation communicated to student and parent?
    - d. Did the parent "commit" to you their support?
  4. Always ask yourself: "Is there anything I could have done to prevent the suspension?"
  5. Suspensions are a last resort in student safety. The driver should strive to create a "win/win" situation in each case, and be prepared to lose a battle in order to win the war. However, there will be instances when a suspension is inevitable. When that occurs, provided the driver has given their best effort, there should be no need for waiving or negotiating the suspension. Each driver should set a goal to strive to reduce discipline problems and suspensions as the year progresses. By the end of the year, provided the driver has developed a solid student safety program, discipline problems and suspensions should be the exception rather than the rule.

#### **D. Student Safety Radio Procedures**

There may be times when a driver needs assistance with a student or students while on route. The following codes are proper radio procedure to call for assistance.

##### **A. CODE 3 - EXAMPLES OF CODE 3 SITUATIONS:**

1. Severely disruptive students not complying with directives of driver (total chaos)
2. Student/students burning seats
3. Fighting among younger students that cannot be controlled
  - a. A Student Safety Officer or Supervisor will meet the bus at campus or on route.
  - b. Principals are able to aid drivers with discipline problems and identify students on campus if a SSC or Supervisor is unavailable.
  - c. When a SSC or Supervisor meets a bus en route, assistance will be given to the driver in dealing with situations deemed "unsafe to proceed."

##### **B. CODE 4 - EXAMPLES OF CODE 4 SITUATIONS:**

4. Larger students involved in serious fight
5. Serious weapons on the bus
6. Student attempting physical harm to driver or student(s)
7. Any person boarding bus, refusing to deboard or threatening students or driver
8. Drugs on the bus
  - a. Pull over immediately. Radio Bus # and exact location.
  - b. Student Safety Officer or Supervisor will meet the bus as soon as humanly possible. Police are called to remove perpetrator(s) in handcuffs.
  - c. Driver should try to protect uninvolved students' safety as well as his/her own.

**If a driver deems it necessary to use a code 4, DO NOT leave the location or change your mind.**

#### **E. Student Safety Principles and Procedures for Parent Contact**

A. Principles of Parent Contact - Drivers should always be courteous and professional in the establishment of a good relationship with parents. If you have shown parents that you care about the welfare and safety of their children, they will be much more supportive when you approach them with behavior problems.

1. Never argue or lose your temper with parents.
2. Avoid discussing discipline problems through the open door of a bus at the bus stop. Politely explain that you have a schedule you must keep and that you will call them when you return to the Transportation Offices. Follow up on all calls you promise to make.
3. When discussing a situation with a parent that involves more than one student (such as a fight), **never disclose the name of a student(s) that is not the legal responsibility of that parent.**
4. Avoid calling parents for every problem. Handle the situation on your own or with the assistance of a Student Safety Officer or the Assistant Director.

A. Procedures of Parent Contact - The following format is provided to assist in making parent contact when issuing Safety Reports (warnings and suspensions) for unsafe behavior on your bus. Think through the way in which you will elicit parental support before you place your call. Having a plan of action will enable you to clearly and firmly communicate to parents what you expect them to do. Be prepared.

##### **1. Warning**

- a. Introduce and identify yourself: *"Mr. Doe, my name is Mary Smith and I am Johnny's School Bus Driver."* Communicate in an assertive, courteous manner. Address parents formally using Mr. or Mrs. Do not call the parent by his or her first name.
- b. State the purpose of your call and enlist parental support: *"Ms. Jones, the purpose of this call is to inform you of an unsafe incident involving your son, David, on the bus and to enlist your help and cooperation."*
- c. Describe unsafe behavior. Be brief and direct: *"David will not stay seated; Vanessa is pushing and tripping other students."*
- d. Inform parents of consequences: *"Please speak to David about this unsafe behavior. Further unsafe behavior will result in a loss of bus privileges."*

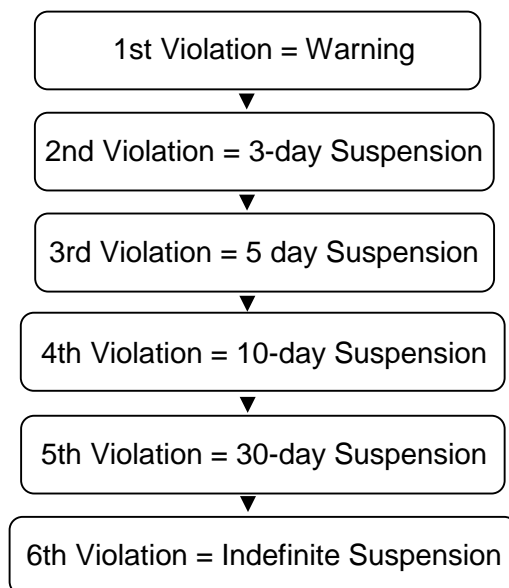
- e. End conversation on a positive note: "I feel that with your cooperation we can prevent this from happening." "I'm sure we can work this out." "I feel confident that the problem will be solved."

**Denton I.S.D. Bus Safety Report**  
**5093 E. McKinney · Denton, TX · (940) 369-0300**

STUDENT NAME / Nombre Del Estudiante	ADDRESS / Domicilio	ZIP CODE / Código Postal	STUDENTID# / #Identificación
PARENT NAME / Nombre De los Padres	HOME PHONE / Teléfono de la Casa	WORK PHONE / Teléfono del Trabajo	EMERG. PHONE / Teléfono de Emergencia
DRIVER NAME / Nombre Del Conductor	BUS # / Número Del Autobús	SCHOOL / GRADE / Escuela / Grado	REPORT / Aviso <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> SEVERE CLAUSE / Clausula grave
<p><b>NOTICE TO PARENTS / Aviso a los Padres</b></p> <p>1. The purpose of this report is to inform you of an unsafe incident involving your student on the bus.  <i>El proposito de este reporte es para informarles de un incidente peligroso el cual implica al estudiante.</i></p> <p>2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.  <i>Les recomendamos mucho apreciar la acción tomada por el conductor y cooperar con la corrección iniciada el día de hoy.</i></p>			
<p><b>Driver's Report / Informe del Conductor:</b></p> <p><input type="checkbox"/> Out of Seat / Fuera de su Asiento</p> <p><input type="checkbox"/> Fighting/Pushing/Tripping / Pelearse/ Empujarse o tropezar a otros</p> <p><input type="checkbox"/> Inappropriate Language/Gestures / Usar palabras o gestos no apropiados</p> <p><input type="checkbox"/> Excessively Noisy/Loud / Hacer demasiado ruido</p>			
<p><b>Action Taken / Acción Tomada:</b></p> <p><input type="checkbox"/> Student Conference / Conferencia con el Estudiante</p> <p><input type="checkbox"/> Changed Seat / Cambiar de asiento</p> <p><input type="checkbox"/> Warning: further inappropriate behavior will result in loss of bus privileges / Advertencia: Si siguen portándose mal, perderán los privilegios del transporte escolar</p> <p>Suspended: <input type="checkbox"/> 1 day / 1 Día    <input type="checkbox"/> 3 days / 3 Dias    <input type="checkbox"/> 5 days / 5 Dias    <input type="checkbox"/> 10 days / 10 Dias    <input type="checkbox"/> 30 days / 30 Dias    <input type="checkbox"/> Indefinite / Indefinito</p>			
<p><b>Parents Contacted:</b></p> <p>Date / Fecha _____ Time / Hora _____</p> <p><input type="checkbox"/> Phone / Teléfono    <input type="checkbox"/> Mail / Correo</p> <p><input type="checkbox"/> Building / Principal Contacted / Contacto con el Director</p> <p>Date / Fecha de _____ thru / a _____ may reboard / puede montar</p>			
Driver's Signature - Date / Firma Del Conductor - Fecha		Supervisor's Signature - Date / Firma Del Administrador - Fecha	
WHITE COPY - PARENT		GOLDEN COPY - DRIVER	

2. **Suspension** - Drivers must receive approval and confirm suspension dates with Student Safety Officer or Assistant Director BEFORE CONTACTING PARENTS.
  - a. Introduce and identify yourself as you would in a warning call.
  - b. State the purpose for your call - *“Ms. Smith, I’m calling to notify you of further inappropriate behavior involving David.”*
  - c. Describe unsafe behavior. Be brief and direct. *“David was throwing pencils on the bus.”*  
*“David was fighting on the bus.”*
  - d. Inform parents of consequences - *“According to our records, David has already received a warning that further unsafe behavior would result in a loss of bus privileges. At this time, David is suspended from the bus for \_\_\_\_ days beginning \_\_\_\_\_. He will be allowed to reboard the bus on \_\_\_\_\_.”*
  - e. End the conversation on a positive note. *“When David reboards the bus, I will do all I can to help him have a safe and enjoyable experience.”*

#### SAFETY REPORT FLOWCHART



#### **SEVERE CLAUSE: AUTOMATIC SUSPENSION - DATES DETERMINED BY STUDENT SAFETY OFFICER OR ASSISTANT DIRECTOR**

#### **VIII. Special Needs Transportation**

##### A. Introduction

Transportation is a “related service” for those students receiving special education. The purpose of this document is to establish standards & guidelines for those individuals involved in the transportation of special needs students.

##### B. General Principles

1. Pupil management encompasses all preparation and action taken to meet each child’s needs while riding to and from school, in the interest of comfort and safety for all those aboard the bus. For the exceptional students this means making a variety of adjustments to accommodate each one’s individual needs without compromising the safety of the riders or the primary role of the driver—to drive the bus.

2. Transportation for exceptional students is a highly personalized service requiring a thorough assessment of the child's physical, social, emotional, and intellectual capacities, and making allowances for existing impairments.
3. Successful student safety depends upon carefully planning for each child's needs before assigning a bus, and then continually monitoring and adjusting throughout the school year. It is important to recognize that often the driver spends several hours a day with these students, thereby assuming a significant role in their lives. Mutual respect, consistent communication and cooperation between transportation staff, parents, teachers, and other school officials will help to ensure safe, reliable and comfortable transportation service.
4. The district cannot and is not responsible for students before they board the bus.

#### C. Characteristics Of Exceptional Students

1. The definition of types of disabilities varies somewhat from state to state; but, in general terms, the following behaviors are characteristic. Keep in mind that it is unlikely that one student will have all of these behaviors.
  - a. Emotionally disturbed pupils may have great difficulty controlling their own behavior. Emotional disturbance is characterized by very low self-esteem, and the pupil may either withdraw or act out his frustration and insecurity. Seemingly inappropriate types or duration of behavior may be observed, the seriousness of which should be discussed with the Special Needs Supervisor. A limited number of clear, consistent rules will set goals for the pupil to regulate his own actions. Avoid angry outbursts and punishment. A lack of stability from day to day in desirable behavior may be observed. This is not willful disobedience, but is beyond the child's control.
  - b. Cognitive disability encompasses a range of impairment from the mildly (educable) disabled through the trainable, and finally the severely and profoundly impaired. Many pupils may have physical handicaps in addition to the mental handicaps and may be afflicted by disorders involving poor motor coordination, seizures, and body tremors. Students may have few self-care skills and require aid in dressing, expressing themselves, and boarding the bus. They may be very friendly and affectionate. They need frequent reminders of bus rules because they have limited retention.
  - c. Physical disabilities can include deafness, blindness, paralysis, lack of head, trunk or back control, or erratic movement. These pupils may be of average or above intelligence, but are frequently behind in social and academic development due to their impairing condition. Those with orthopedic disabilities often have leg braces, crutches, wheel chairs, or other supportive equipment. Make sure these pupils are seated comfortably.
2. Although the behaviors described are characteristic of certain categories of disabling conditions, it is important to remember that each child is an individual with his own distinct personality and that no label can completely or adequately describe him/her. It should also be noted that all exceptional children are people and can be expected to behave and misbehave very much like normal children. The driver for exceptional children needs to be more flexible, patient, and creative in his/her approach to managing these students.

#### D. Identification of Special Needs Students

Children with special problems can fall into one of three categories: physically disabled, mentally impaired, or educationally impaired. Physical handicaps vary, for example, from moderate hearing loss to severe orthopedic problems. The mentally challenged may be educable or merely trainable. It is important that each driver understand the differences between various disabilities and to deal with each child as an individual.

##### 1. Educable Mentally Challenged (EMC)

The EMC child is minimally educable in academic subjects and is capable of learning unskilled or semi-skilled occupations. The physical characteristics and motor coordination are close to average, but mental development is one-half to three-fourths that of normal children. These children are easily frustrated because they fail to perform according to their chronological age; therefore, it is important for these children to experience and to be praised for success.

2. Educationally Impaired, Emotionally Disturbed (ED), or Behavior Adjustment (BA). The ED child has neurological or emotional problems which very often result in behavioral problems and social maladjustment.
  3. Orthopedically Impaired (OI)  
The OI child has an impairment interfering with the functions of the bones, joints, or muscles. They have physical and emotional problems to conquer; but, unless mentally challenged, their learning process is normal. They must be helped to gain satisfaction within their abilities and to gain as much independence as their condition permits. Children who have little control over their muscular movements, or children prone to seizures, must be well restrained within the bus and carefully watched.
  4. Learning Disability (LD)  
LD students demonstrate a severe discrepancy between their academic achievement and their intellectual ability in one or more areas.
- E. Special Needs Bus Teams
1. Special Needs Bus Teams  
Bus Teams should have certain characteristics such as patience, alertness, flexibility, resourcefulness, enthusiasm, emotional stability, friendliness and understanding. A bus team should be able to develop and maintain a good rapport with students and must be able to exercise mature judgment in student safety and driving. The team should be aware that they play an important role in determining behavioral patterns of the students during transport. The primary task, however, is to safely transport the students to and from school.  
Bus teams should strive to maintain cooperation and communication to better serve their students. Teamwork in student safety should be every bus team's goal, as it is vital to maintaining safety and order on the bus. Bus teams should work with the Special Needs Office for guidance on cooperation and student safety.  
A brief list of driver/monitor responsibilities are as follows:
    - a. Assist students on and off the bus as directed by the Special Needs Office.
    - b. Establish authority and control behavior on the bus.
    - c. Supervise the use and maintenance of safety equipment.
    - d. Report misconduct or behavioral or safety occurrences to the Special Needs Office on the day they occur.
    - e. Complete and return all paperwork promptly as directed by Supervisors.
- F. Confidentiality  
Student information should be discussed only for the purpose of carrying out the safe transportation of special needs students. **Transportation staff is legally obligated to keep all student information confidential.** Revealing information about a student's disability, address, phone number, assigned school, or any other personal information is strictly forbidden by law.
- G. Special Needs Driver Procedures
1. Guidelines for Special Needs Bus Drivers/Monitors
    - a. It is very important that the Special Needs drivers establish a time schedule so that the individual student is picked up at the same time each morning.
    - b. A student must not be added or deleted from a bus route without authorization from the Transportation Department.
    - c. After waiting two minutes past a **(LS or ALS)** student's scheduled time, driver will notify Dispatch with child's first name and that they are a "no show". Drivers will wait for Dispatch to acknowledge and direct them whether to proceed on route or wait additional time.
    - d. Do not change a child's address unless advised to do so by the Transportation Department.
    - e. **Drivers must keep their route sheets up to date so that substitutes will be able to run the route properly.** Check over your route sheet once a day. The route should list the students in the order that you pick up and drop off. You also need to keep up with the Student Profile forms on every child that rides your bus. The Special Needs Office will provide you with the Student Profile forms. Changing of any special needs route must be approved by the Supervisor of Special Needs.

- f. Some children cannot be left at home unattended unless there is someone there to care for them. If no one is at home, keep the student on the bus and notify Dispatch for instructions. Do not leave the child unsupervised.
  - g. Do not let any student off at an address other than his home without authorization from the Special Needs Office.
  - h. Keep your bus clean at all times. The exceptional child often has severe allergies, and the dust inside the bus could aggravate this condition.
2. Door to Door Special Needs Transportation Procedures
- a. Pick-up time for children should not vary more than 5-10 minutes except for possibly bad weather.
  - b. It is the responsibility of the parent to have the child ready 5 min. prior to pickup and waiting for the bus every day. The bus driver cannot wait longer than two minutes at any stop due to time schedules.
  - c. If a child is to be transported to or from a place other than home, the parent must contact the Transportation Department in advance with the child's name and new pick up or drop off location.
  - d. If a student cannot be left alone, and no one is at home, keep the student on the bus and contact Dispatch. The child may have to be delivered back to his home campus. It is then the responsibility of the parents to transport the student home.
3. Wheel Chair Lift Operation and Securing Procedures
- Greater risk of injury is associated with improper use or malfunctioning of the power lift than with any other adaptive transportation equipment used in transit. The following is a list of procedures to use in operating your equipment safely and efficiently.
- a. In addition to all regular bus equipment you will need to check wheelchair locks, ratchets, chains, seat belts and restraints lift operation, and emergency brake.
  - b. The power lift, ramp, and loading area must be kept clean and free of obstructions.
  - c. Before operating the lift, make certain that the transmission is in neutral and the parking brake is set. When loading or unloading a wheelchair student follow these procedures.
    - 1. **Turn off the heater or a/c as the operation of the lift is taxing on the alternator.**
    - 2. The aide will prepare the wheelchair student for loading/unloading while the driver operates the lift.
    - 3. Make sure that your lift has clearance so that it will not hit anything when lowered.
    - 4. If you have other children on the bus, keep an eye on them while unloading the wheelchair student.
    - 5. The driver lowers the lift and loads students onto lift. Ensure that the seat belt over the wheelchair is secure and the brakes on the wheelchair are set. **The child should be facing away from the bus.**
    - 6. Raise the lift with your right hand while keeping your left hand on the wheelchair. The aide will take the wheelchair onto the bus and the driver can then fold up lift and close the door. **Do not forget to close the door!**
    - 7. Inside the bus, secure wheelchair in its position with the tie-downs and belts. **Check the wheelchair twice to make sure it is secure. If other children are on board make sure they are still seated properly before continuing on route.**
  - d. In movement, the ramp must be level or placed slightly upward to prevent the wheelchair from rolling forward while raising or lowering the lift. If this is not possible, extra precautions should be taken to secure the wheelchair passenger on the lift.
  - e. Report immediately any unusual noises, slow movement, or any other malfunction of your lift. (i.e., sudden jerky movements, lack of reliable performance of the power lift, constant leakage of the hydraulic fluid system under normal wear and use, slow movement of the lift in cold weather, and general equipment failure or notable problems with power lifts). When reporting equipment problems, the following may be helpful in describing the problem to the mechanics:
    - e. Lift not functioning properly
    - f. Makes unusual noises

- g. Spews oil
  - h. Lights dim during operation
  - i. Does not stop when control button is released
  - j. Will not fold
  - k. Will not lift adequate weight
- f. Be certain to make adjustments for head room when loading and unloading the passenger.
- g. If your bus has an automatic door opener, make certain switches are off when not in use.
4. General Information for Special Needs Drivers
- a. Elementary school starts at 7:50 a.m. Do not drop students off prior to 7:20 a.m. Once your schedule has been established, please notify Transportation if you are arriving later than 7:45 a.m. You should be no later than 2:50 p.m. for your afternoon route. Elementary dismisses at 2:50 p.m.
  - b. Middle school starts at 8:20 a.m. Do not drop off students prior to 8:00 a.m. They dismiss at 3:20 p.m.; so you must be at the school no later than 3:20 p.m. If you are arriving later than 3:20 p.m., please contact the Transportation Department. Adhere to the designated arrival times as indicated on your respective route sheet. If you are arriving later than 3:20 p.m., please contact the Transportation Department.
  - c. High School starts at 8:50 a.m. Do not drop off students prior to 8:35 a.m. unless instructed by your supervisor. You will need to be at your school no later than 4:10 p.m. for your afternoon route. High School dismisses at 4:10 p.m.
  - d. For Early Childhood, school starts at 7:55 a.m. and ends at 10:50 a.m. You may let the students off at 7:40 a.m. You must arrive at the school to pick up the students by 10:40 a.m. Afternoon classes start at 11:55 a.m. and end at 2:50 p.m. You may unload your students at 11:50 a.m. You should return by 2:40 p.m. for the afternoon route. The special education staff at the schools understands that our students will be erratic at the beginning of the year, however, if route times have not been stabilized within two weeks, notify the Special Needs Office.
5. Loading and Unloading at the Schools
- a. Most of the schools have one loading zone. If you have any questions about where to load or unload, contact the Transportation Department. Be courteous, if you have problems with parents parking in the bus loading zone contact Dispatch for assistance.
  - b. **It is imperative that a system of accountability during bus transfers is in place for students with disabilities. When loading and unloading at the schools please use the following procedures:**
    - a. Wait for school staff to meet you at the bus before unloading.
    - b. When **exiting**, team members exit the bus first to ensure safety of the students. Ambulatory students will get off the bus, followed by the wheelchair students.
    - c. When **boarding**, team members exit the bus first to ensure safety of the students. Students in wheelchairs will board the bus, followed by ambulatory students.
  - c. When loading/unloading wheelchair students follow the procedures detailed in Section F-3 (Wheelchair Lift Operation and Securing Procedures)
  - d. In the bus lanes, make sure that your overhead lights are turned off. They will simply cause confusion at the schools.
  - e. Before loading/unloading the students make sure the bus is in neutral and the parking brake is set.
  - f. As the children board, make sure that they are assigned to your bus. Special Ed students become easily disoriented and may board the wrong bus.
  - g. After unloading students, walk through the bus to make sure no one is left on the bus.
  - h. When at the school, only Transportation Staff are authorized to operate lift equipment.
6. Follow Your Assigned Route
- a. The special education driver is responsible for following his/her route. You should drive your route to arrive at school at the proper time. You should also drive your route according to the route sheet and never pass a stop before the proper time. If you have any problems with this, the Transportation Department will be happy to assist you.



- b. An important aspect of routing is that we always pick up students on the right-hand (curb) side. Never allow a young student to cross a street, unless directed by the Special Needs Office.
7. Seat Belts, Car Seats, Safety Vests
- a. These restraints are used on children who cannot or will not stay in their seat or who cannot support themselves. For some of the more active students, a car seat or safety vest may be required. **Safety vests may not be used without prior approval from the ARD Committee.** The student profiles usually indicate if the child has been approved for such a restraint. If you cannot find a notation on this, see the Special Needs Office.

#### H. Rules of Conduct for Special Needs Students

1. Students shall be seated, and once seated, shall not change seats unless the driver or aide instructs them to do so. The driver will assign seats.
2. Students shall not throw or shoot objects in the bus or out of the window.
3. Students shall not write on or destroy any part of the bus.
4. Students shall keep their arms and heads inside the bus at all times.
5. Students shall not smoke or strike matches on the bus.
6. Students shall not carry or consume alcoholic beverages or drugs on the bus.
7. Students shall not carry weapons or pointed objects on the bus.
8. Students shall not use the emergency door except in emergencies.
9. At no time shall a student behave in a disrespectful manner, in action or word, towards the driver or the aide.
10. Scuffling, fighting, or the use of obscene, vulgar, profane language or gang signs is forbidden. Student discipline will be carried out in accordance to District Policies with consideration of each student's disability.

#### I. Evacuation Procedures For Special Needs Students

1. Equipment
  - 1 Blanket per wheelchair
  - 1 First aid kit
  - 2 Strap/Belt cutters (1 for driver, another at monitor location in bus)
  - 1 Fire extinguisher
  - 3 Red reflectors
  - 2 Student Helpers (High level MR's if available)
2. Preliminary Preparations for Evacuation
  - a. A driver and a bus attendant will be assigned to a Special Needs Bus/Route, as needed.
  - b. Equip your bus with the items listed above. Be prepared for an emergency.
  - c. Make a seating chart for your bus. Make sure you note any special equipment used for each student.
  - d. Become familiar with wheel chairs, walkers, harnesses, etc. This will save time in the event of an emergency and possibly save a life.
  - e. Be aware of your student limitations. Some of your students may not be able to assist you in the event of an emergency. Keep this in mind when developing your evacuation.
3. Prior To Evacuation
  - a. Secure vehicle and ensure that vehicle is not causing a hazard in its present location.
  - b. Survey pupil injuries. Check for breath stoppage, profuse bleeding, seizure activity, etc. Administer first aid.
  - c. Notify dispatch, by radio, of situation. Use proper code to describe accident.
  - d. Display emergency warning devices according to the laws of the state.
  - e. Quickly scan area for a safe-spot to direct students.
  - f. Do not discuss situation with unauthorized personnel. Police officers and transportation officials are the only ones to talk with regarding the accident.
  - g. Begin all evacuations with the most mobile, non-injured ambulatory students.
4. Guidelines for performing any evacuation:

- a. **Always remain calm and in control.** Panicking will only cause confusion and waste valuable time.
  - b. **Always plan ahead of time what style of evacuation to perform.** Once decided, **do not** change methods mid-stream. This will confuse your helpers, as well as yourself. Consistency and control are the keys in any evacuation!
  - c. **Always remove emergency equipment.** Have the aide and/or helpers remove the first aid kit, fire extinguisher, flares or other warning devices or emergency equipment and take to the safe-spot. **Never** attempt to render first aid to injured students on board a vehicle that requires emergency evacuation. Wait until students are at the safe-spot before treating injuries.
  - d. **Evacuate the most mobile ambulatory students first.** In the event of an emergency your focus must be on saving as many lives as possible. It takes approximately 3-7 seconds to evacuate a highly mobile ambulatory student, up to 30 seconds to evacuate a semi-mobile ambulatory student, and up to 2 minutes to evacuate a wheelchair student.
  - e. **When evacuating a wheelchair student, always evacuate the student and not the chair.** Attempting to unstrap and remove an entire wheelchair will waste valuable time. Follow the detailed description of how to properly evacuate a wheelchair student.
  - f. **Do not remove school books, purses, and other personal property during the evacuation process.**
  - g. **Once evacuated, do not return to the vehicle.** Wait for proper emergency personnel to arrive and clear the scene before returning to the vehicle.
5. Front Door Evacuation
- A front door evacuation should be performed under the following conditions:
- a. If rear emergency exit is blocked and/or damaged.
  - b. If rear emergency exit opens into a hazardous area, (i.e., severe drop-off, roadway, railroad tracks, etc.)
  - c. If majority of students are seated forward of the rear-wheel base.
    1. **The driver will stand up and give the command, “This is a front door evacuation.”** If the driver is incapacitated, the aide will give the command. Remind everyone to remain calm and follow directions. If you have pre-assigned duties to the aide and helpers, ensure that they understand what they are to do.
    2. Have the aide or helpers remove the emergency equipment and take it to the safe-spot. Ensure that the emergency warning devices are properly placed around the vehicle. In the event of a severe emergency, there may not be time available for this step. Use your own judgment.
    3. **The driver should begin assisting the most mobile students out of the vehicle, one row at a time.** Verbally and physically guide them towards the safe-spot and the aide. The aide should return to the vehicle to begin assisting in the evacuation process, by the time the first row of students is out the door.
    4. **After all self-mobile students are evacuated, begin physically assisting less mobile students away from the vehicle.** The aide should assist in this process. If students are small enough, have each able body carry a student individually. If students are too large to handle by an individual, use a two person method of removing each student. Continue evacuation until all ambulatory students are evacuated.
    5. **If the situation and time allow, proceed with evacuation of wheelchair students.** This procedure should begin with the aide or the driver clearing the aisle of any debris. The remaining partner should begin cutting the restraints from the students. It is important to remember not to unstrap or cut restraints that are attached from the floor to the wheelchair. Your goal is **not** to free the chair, but the student. Leave the wheelchair restrained unless it prevents the safe evacuation of a student.
    6. **After the straps have been cut and the debris has been cleared, begin evacuating students one at a time using the following procedure:** Place one blanket lengthwise in the aisle closest to the first student to be evacuated. On prepared blanket, lay student as flat as possible on back. Student’s head should be towards the exit and arms should

be crossed over the body, mummy style. Driver and aide will then pick up the corners of the blanket (one person at the head, and one person at the feet) and drag the student toward the exit. If the student is light enough, the person at the head will exit the vehicle and receive the student over one shoulder and carry to the safe-spot. If the student is too heavy to do this, then both persons will carry the student to safety. **Do not** remove the blanket from the student during the evacuation process.

7. **Repeat the process described above as long as time allows.** Remember in a severe emergency, there will be less than two (2) minutes to complete the evacuation process. As a result, all students may not be evacuated. You must decide when to stop life saving procedures at the vehicle and remain at the safe-spot with the rescued.
  8. **Once evacuation procedures have stopped, do not return to the vehicle for any reason.** Stay at the safe-spot and begin administering first aid. If the proper authorities have not been notified, send for help immediately.
6. **Rear Door Evacuation**  
A rear door evacuation should be performed under the following conditions:
- a. If front exit is blocked and/or damaged.
  - b. If front exit opens into a hazardous area (i.e. severe drop-off, roadway, railroad track, etc.)
  - c. If majority of students are seated behind the rear-wheel base.
  - d. The procedures for a rear door evacuation are the same as with the front door evacuation. You must begin with the most mobile ambulatory students first. There will be few differences other than the location of the exit. However, the following should be considered:
    1. Since wheelchair students are traditionally placed in the rear of the bus, it will be necessary to insure that their equipment does not block the pathway to the rear emergency exit.
    2. **Do not** allow students to jump from the rear exit. The aide and an assistant should be on the ground at the exit ready to assist the students in the “Sit and Slide” procedure. When a student reaches the exit door, have him/her sit on the floor and slide, feet first, to the ground.
    3. When using the blanket-drag method in a rear door evacuation, be sure to use extra caution when lowering a student to the ground.
    4. Continue with all procedures described in the front door evacuation drill until it becomes necessary for you to stop evacuation procedures.
7. **Front and Rear Door Evacuation**  
A front and rear door evacuation should be performed under the following conditions:
- a. If both exits are not blocked or damaged.
  - b. If both exits are cleared of hazardous conditions, (i.e. severe drop-off, roadways, railroad tracks, etc.)
  - c. If no other restrictive conditions apply.
  - d. You must begin with the most mobile ambulatory students. However, due to the fact that both exits will be used at the same time, the following should be considered:
    1. In a traditional special needs bus, most ambulatory students sit forward of the rear-wheel base. For this reason, the majority of the ambulatory students will evacuate through the front door. However, in the event there are ambulatory students behind the rear-wheel base, ambulatory evacuation will need to occur at both exits simultaneously. Have assistants ready at both exits.
    2. After ambulatory students have been evacuated, begin wheelchair evacuation. Wheelchair evacuation may occur at both exits as well, however, it is more efficient to contain evacuation to the nearest available exit.
8. Drivers are to document an Evacuation Plan (page 77) and maintain a copy on the bus and a copy in the Dispatch office.

## Evacuation Plan for Special Needs Buses

I. Equipment Needed for Evacuation:

- |                                  |                           |
|----------------------------------|---------------------------|
| 1 Driver                         | 1 or 2 Aides              |
| 1 Blanket per Wheelchair Student | 2 Student Helpers         |
| 1 First Aid Kit                  | 1 Fire Extinguishers      |
| 1 Strap Cutter                   | Emergency Warning Devices |

II. Preliminary Steps to an Evacuation:

1. Equip your bus with the items listed above. Be prepared for an emergency.
2. Make a seating chart for your bus. Note any special equipment used for each student.
3. Become familiar with wheelchairs, walkers, harnesses, etc. this will save time in the event of an emergency and possibly save a life.
4. Be aware of your students' limitations.
5. Ensure your Evacuation Plan is filed with the Special Needs Office.

III. Please answer the questions below; be as detailed as possible in your response to each question.

1. Who are your student helpers? What have you instructed them to do in an emergency?

A. \_\_\_\_\_  
B. \_\_\_\_\_

2. Prioritize evacuation procedure starting from the easiest to the most difficult task.

A. _____	F. _____
B. _____	G. _____
C. _____	H. _____
D. _____	I. _____
E. _____	J. _____

3. List the students in evacuation order. Include special needs such as blanket-drag, special restraints and other where needed.

A. _____	F. _____
B. _____	G. _____
C. _____	H. _____
D. _____	I. _____
E. _____	J. _____
F. _____	L. _____

4. This Evacuation Plan is to be followed in the event of an emergency.

It is your responsibility to keep your evacuation plan updated, accurate, easy to follow and on file with the Special Needs office.

## VIII. Drug/Alcohol Testing and Tobacco Policy

- A. It is the policy of the Denton Independent School District to provide and maintain a safe, healthful working environment for its employees and to assure safe, dependable transportation of its patrons. Possession or use of alcohol, drugs or controlled substances is prohibited. The definitions and testing procedures' pertaining to this program are contained in Paragraphs 10. This policy shall be implemented, enforced, and supervised by the Denton Independent School District superintendent or his designees and applies to all employees as follows:
1. **Employees who have an alcohol, drug or controlled substance problem** are encouraged to seek assistance. All supervisors, the supervisor of transportation, the Superintendent or his designees are available for assistance.
  2. **Employees who drive and/or maintain district vehicles** may be tested for alcohol, drugs or controlled substance abuse.
  3. **All employees** will be tested for alcohol, drug or controlled substance abuse in accordance with approved procedure when directed by the superintendent or his designees following any circumstance when there is reasonable suspicion to believe the employee is under the influence of alcohol, drugs, or any controlled substance, pre-employment, or post-accident.
  4. Refusal to take the test (urinalysis and/or blood test) immediately, or failure to cooperate fully as requested during the testing procedure, will be considered as being an act of insubordination and will result in termination.
  5. Prior to the start of work, employees who drive and/or maintain district vehicles must report their use of any prescription and/or over-the-counter drugs which may impair job performance or safety of others to a supervisor of transportation, or other designated person. It is the employee's responsibility to determine from the physician whether or not the prescribed drug would impair his/her job performance. When reporting such use, the employee must present the drug container with prescription and/or the full label on it. All prescriptions are subject to verification by Denton I.S.D. Each employee must provide medical authorization when requested. Failure to do so may be grounds for discharge.
  6. Employees reporting their use of authorized drugs may be temporarily reassigned to an existing position or be required to take leave with or without pay until the use is discontinued. Each instance shall be evaluated on its individual merits. Paid leave may be charged to sick leave if it is available.
  7. Possession, use, selling, distributing, concealing or transporting of alcohol, controlled substances, drugs (without medical authorization), or any other substance which may impair job performance safety while on Denton I.S.D. controlled property or on duty is strictly prohibited and may result in immediate discharge.
  8. Beginning January 1, 1995, random drug and alcohol testing will be conducted as required by the U. S. Department of Transportation. If there is an on-the-job incident or indication of unsatisfactory performance, an employee having a positive analysis for alcohol, drugs, or a controlled substance may be discharged or may be referred to assistance in a substance abuse program for employees involved with a substance abuse program may be placed on temporary leave of absence, with or without pay, until he/she is able to fulfill the duties and responsibilities of their position.
  9. Employees convicted of controlled substance, alcohol, or drug related offenses will not be considered for employment for seven (7) years from the date of such conviction.
  10. To aid in understanding and administering this policy the following definitions apply:
    - a. **Controlled substances:** Any drug or substance defined by Section 1.02 of the Texas Controlled Substance Act including **but not limited** to marijuana, heroin, LSD, concentrated cannabis or cannabinoids, hashish or hash oil, morphine or its derivatives, mescaline, peyote, phencyclidine (Angel Dust), opium, opiates, methadone, cocaine, crack, Qualudes, amphetamines, "exotic/designer" drugs, seconal, codeine, phenobarbital, or valium. This includes drugs which are legally obtainable but have been obtained illegally.
    - b. **Alcohol:** A drug, ethyl alcohol. Any beverage containing ethyl alcohol.

- c. Drug: Any substance which requires a prescription from a licensed physician/dentist for its use or any over-the-counter substance which impairs an employee's ability to work safely.
  - d. Medical authorization: A prescription from a licensed physician/dentist for the use of a drug in the course of medical treatment.
  - e. Reasonable suspicion: A belief based on objective facts sufficient to lead a prudent supervisor to suspect that the employee is using a controlled substance, drug or alcohol.
  - f. Positive analysis: The presence of a controlled substance, drug or alcohol found in the body fluids at levels of detection above the lowest cut-off level as established by the analytical methods used by the testing laboratory as approved by the Denton Independent School District.
  - g. Under the influence: Means the employee is affected by a controlled substance, drug or alcohol either singularly or in combination, in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, or to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. An employee having a blood alcohol concentration of more than 0.04 percent is presumed to be under the influence of alcohol.
- B. Testing and Screening Procedures
1. When a supervisor has reasonable suspicion to believe that an employee is under the influence of drugs, alcohol or a controlled substance that would impair his/her job performance or after an employee has an accident the following steps will be taken:
    - a. The supervisor and the Director of Transportation will consult with each other and with the subject employee.
    - b. The Denton Independent School District Superintendent, or his designee, will be notified before testing.
    - c. The doctor's office (chosen by D.I.S.D.) will be notified that an immediate test is needed.
    - d. The doctor will do the testing (urinalysis and/or blood tests) with extreme precaution that specimens actually belong to the employee being tested. An explanation of the exact precautions taken shall be on file in the office of the supervisor of transportation.
    - e. Procedure for specimen collection will be supervised by the district's health department.
    - f. The laboratory will confirm any specimen that shows positive.
    - g. A confirmed positive test may result in termination or a referral to a substance abuse program.  
Note: A terminated employee will be paid for the day that test was administered.
    - h. A test that shows negative will result in Denton Independent School District paying for the test day and the days while awaiting the results.
    - i. Should a drug test show negative dilute, the employee will be required to retest immediately.
    - j. Denton Independent School District will pay for all testing.
    - k. Termination employees will be reminded of their "due process" as covered by the Denton Independent School Districts Guidelines and Policies.
- C. Tobacco/Smoke Free Policy
- Effective August 1, 1991, employees are prohibited from smoking or using tobacco in any form on all Denton Independent School District property and within district owned vehicles. Employees shall not smoke or use other forms of tobacco products in the presence of students at school related events.

## IX. Denton ISD Transportation Sexual Harassment Orientation & Policy

### A. Policy

The District believes that every student has the right to attend District schools and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

- B. **Sexual Harassment** is defined as **offensive or unwelcome** sexual advances, requests for sexual favors, and other **verbal or physical** conduct of a sexual nature where such conduct has the

**purpose or effect** of interfering with an individual's **academic performance** or creating a demeaning, intimidating, hostile, or **offensive scholastic environment**.

Sexual harassment is a form of sex discrimination which is illegal under Title IX of the Civil Rights Act of 1964 amended in 1972 to include students and the educational system.

### C. Types/Effects/Approaches in Dealing With Sexual Harassment

#### 1. **Verbal:**

Sexual innuendos, comments, or remarks about clothing, body, or sexual activities. Repeated sexually oriented kidding, teasing, or joking. Verbal abuse of a sexual nature including comments about appearance and anatomy or statements about what the student would be "good at." Derogatory or demeaning comments about women or men in general, whether sexual or not. In other words, sexual harassment is not just about the act of having sex! Sexual harassment includes comments about women as a sex and men as a sex.

Suggestive or insulting sounds.

Offensive crude language.

Sexual propositions, invitations, or other pressure for sex.

Whistling in a suggestive manner.

Letters or notes that are sexually suggestive.

Sexual jokes.

Abuse of diminutives such as "honey," "sweetheart," or "baby."

#### 2. **Non-Verbal:**

Offensive obscene gestures.

Ogling, leering, or staring.

Displaying objects or pictures which are sexual in nature.

#### 3. **Physical:**

Purposeful and repeated violations of space.

Patting, pinching, and any other inappropriate touching or feeling.

Brushing against the body.

Attempted or actual kissing or fondling.

Coerced sexual intercourse.

Assault.

Exposing of sexual genitalia or touching oneself in front of others.

Cornering, blocking, or following.

Lifting a girl's shirt or dress or pulling down a boy's trousers.

#### 4. What Is Not Sexual Harassment

Flirting or expressions of attraction when there is mutual agreement by all involved children that what is happening is not unwanted or offensive.

#### 5. Who Are The Victims Of Sexual Harassment?

Women and men, girls and boys. People of the opposite or the same sex as the harasser.

Anyone who witnesses harassment of another person.

#### 6. Common Methods of Dealing With Sexual Harassment

a. Ignoring the act. Most incidents go unreported to school authorities.

b. Avoidance.

c. Telling friends or family. May be ineffective as friends and family may blame the victim, find the acts "exciting" and thus not offer emotional support for ending the harassment, or ignore the victim's story.

d. Telling authorities. The harasser is usually verbally warned but little other action is taken.

e. Withdrawal.

#### 7. Results Of Sexual Harassment

a. Decline in academic performance.

b. Lowered self-esteem.

c. Sense of powerlessness, helplessness, and vulnerability.

d. Confusion and self-blame.

- e. Fear and anxiety.
  - f. Feelings of isolation from other students.
  - g. Emotional disturbance such as chronic depression.
  - h. Disillusionment.
  - i. Physical illness.
  - j. Development of negative attitudes toward sexual relationships.
  - k. Desire to stop attending school.
8. What Should I, As A Bus Driver, Do?
    - a. Take all reports of sexual harassment seriously.
    - b. Take immediate steps to protect the child who makes the complaint (i.e., provide a safe place to sit, separate the victim from the harasser).
    - c. Discipline the harasser in accordance with Transportation Department policy.
    - d. Monitor the situation on future bus rides.
  9. What Should I, As A Bus Driver, Not Do?
    - a. Tell the victim to just ignore the harasser.
    - b. Imply that the victim provoked the verbal or physical assault.
    - c. Tell the victim they must provide proof or there is nothing you can do. "I didn't see anything" is not acceptable.

## **X. Supplemental Information**

### **A. Off-Limits Areas for Buses**

1. **The Following Areas Are Off Limits To All School Buses:**
  - a. Any turn at the intersection of Hickory Creek Road and FM 1830.
  - b. Any turn at the intersection of Carroll Blvd. and Congress Street.
  - c. Gregg Street between Denton and Mounts Streets.
  - d. Entering Calhoun Middle School Bus Lane from Parkway
  - e. Dallas Drive to I-35 to Exit on Lillian Miller/Loop 288.
  - f. Any turns from Prominence Parkway onto Mayhill Rd.
2. **The Following Areas Are Off-Limits To All Large School Buses:**
  - a. Right turn from southbound on Carroll Blvd. onto Crescent St.
  - b. Right turn from University onto Malone St.
  - c. Right turn from University onto Fulton St.
  - d. Right turn from University onto Bell Ave.
  - e. Left turn from Denton St. Bus lane onto Parkway.
  - f. Left turn from Denton St. Bus lane onto Pearl.
  - g. No Right Turn from Eagle onto South Locust
  - h. Right turn from Northbound Teasley onto Londonderry.
  - i. Left turn from Eastbound McKinney onto North Mayhill.
  - j. No Turns from Lake Crest onto Gayle in Vacation Village.
  - k. No Right Turn from Roselawn onto Ft. Worth Drive.

*(Some exceptions may apply to certain routes and must have approval from Routing Supervisor and Director of Transportation)*

### **B. Identifying the Abused Child**

1. Indicators of Parents Who May Abuse Their Children
  - a. Significant crisis in family—death, divorce, separation, long term illness, drug or alcohol problems, unemployment, etc.
  - b. Family is isolated—no close friends or relatives, no community involvement
  - c. Little concern for child's problems—unavailable for conferences
  - d. Aggressive or defensive about child
  - e. Child's injury blamed on third party
  - f. Bizarre behavior related by child
  - g. Unreasonable explanation given for child's injury



- h. Delay in seeking medical attention for child, or a history of taking child to several different doctors or emergency rooms
  - i. Unreasonable expectations of child
  - j. Low frustration level or impulsive traits
  - k. Immaturity —lack of knowledge concerning child rearing
  - l. Poor self-image
  - m. Were abused as children themselves
2. Children Most Likely To Be Abused
    - a. **Handicapped and/or retarded children**
    - b. **Small preemies (lack of parent/child bonding due to lengthy stay in incubator following birth)**
    - c. **Unwanted children**
    - d. Child with “will of own”—stubborn, inquisitive, demanding
  3. Legal Position
    - a. Anyone suspecting abuse or neglect of a child is obligated to report it to Texas Department of Human Resources and to a law enforcement agency.
    - b. Failure to report physical or mental abuse or neglect of a child is a crime, punishable by fine and/or imprisonment. There is a 48 hour reporting requirement for professionals.
    - c. Immunity from civil or criminal liability is guaranteed if the report is made in good faith and without malice.
    - d. Reports of child abuse or neglect are confidential.
    - e. Beginning with the 1985-86 school year, Texas teachers must be trained in recognizing and reporting suspected child abuse cases.
    - f. Hearsay exception has been established in child abuse cases allowing a person to testify, under some conditions, to what he/she has been told.
  4. Reporting Procedures
    - a. Oral report must be made immediately to the nearest Child Protective Service Office, Texas Department of Human Resources, or to the 24-hour Child Abuse Hotline (1-800-252-5400).
    - b. A written report must be made to Texas Department of Human Resources within five days.
  5. Definitions (Texas Department of Human Resources)
 

Abuse—“Non-accidental infliction or threat of infliction of physical injury or emotional or mental damage to a child by a person responsible for the child’s health or welfare. Abuse can also involve withholding of needed care for the child.”

Neglect—“Depriving a child of living conditions which provide the minimally needed physical and emotional requirements for life, growth and development by a person responsible for a child’s health or welfare, e.g., inadequate food, inadequate housing and clothing, lack of needed medical attention, abandonment, lack of supervision or guidance, unmet educational needs, etc.”
  6. What To Look For
    - a. Physical Abuse
      1. Bruises, welts, black eyes, burns, frequent injuries
      2. Children who do not want to sit down
      3. Children who cannot hold a pencil
      4. Wearing long sleeves even in hot weather
      5. Complaints of pain without obvious injury
      6. Evidence of poor self-concept
      7. Frequent absence or tardiness without reasonable explanations
      8. Coming to school early and staying late
      9. Aggressive, disruptive, destructive behavior
      10. Passive, withdrawn, fearful of other children or adults
      11. Manipulative or distrustful attitude
      12. Absence of joy
      13. Lack of expression of anger or pain

14. Complaints of beatings or other harsh treatment
  15. Child is "too eager" to please
  16. There is a significant change in the child's attitude or behavior at school
- b. Neglect
1. Frequent truancy
  2. Obvious malnourishment
  3. 3-4 standard deviations below normal height/weight
  4. Child is given inappropriate food, drink, or medicine
  5. Obvious and uncorrected medical/dental problems.
  6. Inappropriate dress for weather.
  7. Torn, dirty clothing
  8. Body and hair dirty, offensive body odor
  9. Fatigue, listlessness
  10. "Failure to thrive"
- c. Sexual Abuse
1. Sexually-transmitted disease in young child
  2. Complaints of pain/itching in genital area
  3. Evidence of trauma in genital area
  4. Unusual odors around genital area
  5. Torn, stained, or bloody underclothing
  6. Difficulty in walking or sitting
  7. Pregnancy in young child
  8. Unusual seductive behavior
  9. Drawings or writing may have strong, often bizarre sexual theme
  10. Overly sophisticated knowledge and interest in sexual acts and vocabulary
  11. Expression by child or other children of his/her being sexually involved with an adult
  12. Repeated attempts to run away from home
  13. Poor peer relationships
  14. Overly mature appearance or behavior
- The Abused Child, Compiled by the Texas State Teachers Association Instructional and Professional Development Committee

**OPERATIONS BI-WEEKLY PAYROLL  
2015-2016 SCHOOL YEAR**

	PAY PERIOD		PAY DATES		Pay Dates Remaining
	START	END			
1	08/16/15	08/29/15	09/04/15	A	87
2	08/30/15	09/12/15	09/18/15	B	86
3	09/13/15	09/26/15	10/02/15	C	85
4	09/27/15	10/10/15	10/16/15	D	84
5	10/11/15	10/24/15	10/30/15	E	83
6	10/25/15	11/07/15	11/13/15	F	82
7	11/08/15	11/21/15	11/27/15	G	81
8	11/22/15	12/05/15	12/11/15	H	80
9	12/06/15	12/19/15	12/25/15	I	79
10	12/20/15	01/02/16	01/08/16	J	78
11	01/03/16	01/16/16	01/22/16	K	77
12	01/17/16	01/30/16	02/05/16	L	76
13	01/31/16	02/13/16	02/19/16	M	75
14	02/14/16	02/27/16	03/04/16	N	74
15	02/28/16	03/12/16	03/18/16	O	73
16	03/13/16	03/26/16	04/01/16	P	72
17	03/27/16	04/09/16	04/15/16	Q	71
18	04/10/16	04/23/16	04/29/16	R	70
19	04/24/16	05/07/16	05/13/16	S	69
20	05/08/16	05/21/16	05/27/16	T	68
21	05/22/16	06/04/16	06/10/16	U	67
22	06/05/16	06/18/16	06/24/16	V	66
23	06/19/16	07/02/16	07/08/16	W	65
24	07/03/16	07/16/16	07/22/16	X	64
25	07/17/16	07/30/16	08/05/16	Y	63
26	07/31/16	08/13/16	08/19/16	Z	62

**PAY DATES ARE SUBJECT TO CHANGE DURING THE FOLLOWING:**

**THANKSGIVING BREAK**

**WINTER BREAK**

**SPRING BREAK**

**SUMMER BREAK**

# Denton Independent School District 2015-2016 School Calendar

## JULY 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
July 2 - Independence Day Holiday						

## AUGUST 2015

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Aug. 10, 11, 12 - District Staff Development for New Hires Aug. 13, 14, 17, 20, 21 - Campus Staff Development/Teacher Prep Aug. 18-19 - District Staff Development Aug. 21 - Freshman Start Date Aug. 24 - First Day of School; Beginning of 1 <sup>st</sup> Six Weeks - Elementary Aug. 24 - First Day of School; Beginning of 1 <sup>st</sup> Nine Weeks - Secondary						

## SEPTEMBER 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Sept. 7 - Labor Day Holiday Sept. 11 - Grandparents Day						

## OCTOBER 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Oct. 2 - End of 1 <sup>st</sup> Six Weeks - Elementary Oct. 5 - Beginning of 2 <sup>nd</sup> Six Weeks - Elementary Oct. 5-9 - Elementary Early Release Oct. 12 - District Staff Development October 16 - End of 1 <sup>st</sup> Nine weeks - Secondary October 19 - Beginning of 2 <sup>nd</sup> Nine Weeks - Secondary						

## NOVEMBER 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Nov. 6 - End of 2 <sup>nd</sup> Six Weeks - Elementary Nov. 9 - Beginning of 3 <sup>rd</sup> Six Weeks - Elementary Nov. 23-27 - Thanksgiving Break						

## DECEMBER 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Dec. 17-18 - High School/Middle School Early Release Dec. 18 - End of 3 <sup>rd</sup> Six Weeks - Elementary Dec. 18 - End of 2 <sup>nd</sup> Nine Weeks - Secondary Dec. 21 - Jan. 4 - Winter Break						

## JANUARY 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Jan 4 - Campus Staff Development/Teacher Prep Jan. 5 - Beginning of 4 <sup>th</sup> Six Weeks - Elementary Jan. 5 - Beginning of 3 <sup>rd</sup> Nine Weeks - Secondary Jan. 18 - Martin Luther King Holiday						

## FEBRUARY 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					
Feb. 19 - End of 4 <sup>th</sup> Six Weeks - Elementary Feb. 22 - Beginning of 5 <sup>th</sup> Six Weeks - Elementary						

## MARCH 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
March 11 - End of 3 <sup>rd</sup> Nine Weeks - Secondary March 14-18 - Spring Break March 21 - Beginning of 4 <sup>th</sup> Nine Weeks - Secondary March 25 - Bad Weather day (if needed)						

## APRIL 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
April 15 - Bad Weather Day (if needed) April 15 - End of 5 <sup>th</sup> Six Weeks - Elementary April 18 - Beginning of 6 <sup>th</sup> Six Weeks - Elementary						

## MAY 2016

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
May 30 - Memorial Day Holiday May 31 - High School/Middle School Early Release						

## JUNE 2016

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
June 1 - High School/Middle School Early Release June 2 - All Schools Early Release; End of 6 <sup>th</sup> Six Weeks - Elementary June 2 - End of 4 <sup>th</sup> Nine Weeks - Secondary June 3 - Campus Staff Development/Teacher Prep Friday, June 3 - Graduation Schedules @ UHT Coliseum 11:00 AM - Guyer HS, 2:30 PM - Ryan HS, 6:00 PM - Denton HS						

- District Staff Development for New Hires
- Campus Staff Development / Teacher Prep
- District Staff Development
- Freshmen Start Date
- First Day of School

- Elementary Grading Period (begin and end)
- Secondary Grading Period (begin and end)
- School Holiday
- Grandparents Day

- Elementary Early Release Day
- HS / MS Early Release Day
- All Schools Early Release Day
- Bad Weather Makeup Day

**2015-2016  
SCHOOL BUS DRIVER PROCEDURE MANUAL**

**ACKNOWLEDGEMENT OF RECEIPT**

This School Bus Driver Procedure Manual has been designed to inform you of those policies directly affecting you. It is important that all operations employees read the policies and guidelines set forth in the handbook. Many of the procedures refer to specific Denton ISD Board policies. A copy of these policies is available in the Executive Director, Operations Office, the Transportation Office, Child Nutrition Office and in the Annex Human Resources Office. You are welcome to refer to the Board policies for further information on any Denton ISD policy. Board policies are subject to change during the year and from year to year. Therefore, this handbook may become outdated with regard to policy changes made during the calendar year.

Please sign this form and return it to your supervisor. Your signature acknowledges that you have received a copy of the School Bus Driver Procedure Manual and that you agree to abide by the rules, regulations, policies and guidelines established here-in.

I acknowledge that I have received a copy of the handbook. To the best of my ability, I agree to abide by the rules, regulations, policies and guidelines stated in the handbook. I understand that if I have any questions concerning the contents of this handbook that I should consult with my supervisor and upon request will be furnished personal copies of any and all of the specific policies referred to in this handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Employee ID#

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Department/Location

\_\_\_\_\_  
Date







**Denton ISD Transportation Department Employees . . .**

***Working together to provide the safest and best transportation  
service for the student of Denton ISD.***