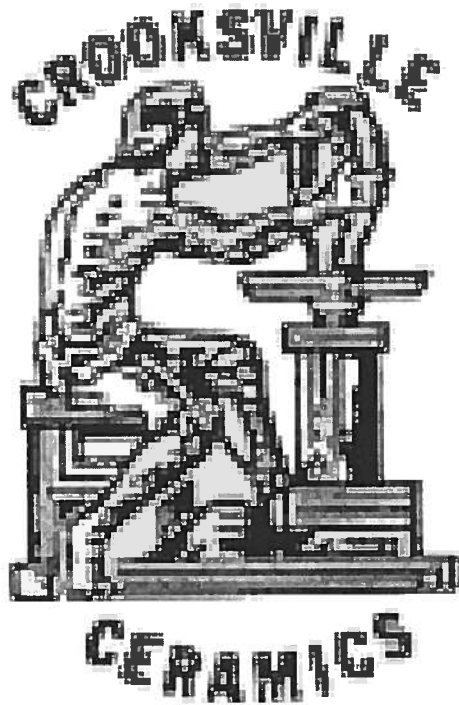


Crooksville Exempted Village School District

Driver Handbook



Transportation

Bus Driver Handbook 2021-2022

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Mission for Crooksville Transportation Department

Because our students are the future, it is our mission to train and educate our staff so we can give our students the BEST and SAFEST access to education through Kindness, professionalism, and equality.

Vision Statement

To insure our students contribute positively to our community, we will give them the best education experience and be professional role models.

Absence and Leave reporting

Call-in procedures

If an employee is ill and unable to report for work then the employee must call the Transportation supervisor at least 1 ½ hours before their shift starts. This will allow the opportunity for a substitute to be secured for that shift.

There may be emergency situations that come up and the employee is unable to give the 1 ½ hour notice. The Transportation Supervisor must be notified by the employee or family member before the start of shift.

Advanced request for leave/Extended leave

The employee must notify the Transportation Supervisor in advance for future and extended leave. The Supervisor will check to see if the leave can be covered by personal days or sick days depending on the situation.

If the employee is unable to cover those days then they will be required to notify the Superintendent for the request of leave/extended leave. The Superintendent will then devise a plan for the employee.

All forms are online and must be accessed through the school portals.

Cell phone use

3301-83-20(K)

Except in cases of extreme-emergency, cellular telephones, including hands-free and wireless devices, or other portable communication devices shall not be used by the driver while the school bus is in motion or while the driver is supervising the loading or unloading of the students.

Clothing and Grooming

Employees are required to wear appropriate attire when on duty and maintain a high standard of personal hygiene. Your appearance is extremely important as it sets the image of the District. No driver may wear high-heel shoes, flip flops, loose sandals or any other footwear that make it difficult to operate the bus pedals. Shoes must cover the heels and toes. Cutoffs, short shorts, miniskirts, strapless shirts, tank tops, midriff (crop tops), spandex clothing, cutoff sweats, sweat pants with elastic around the ankles, advertisements for beer or alcohol beverages and gang-related clothing, as listed in the student's dress code, are not permitted. Inappropriate tattoos must be covered during working hours. Attire should be of appropriate fit that adequately covers the body. Appropriate undergarments must be worn. Come to work ready to work with the appropriate shoes and clothing. No spare shoes can be kept on the bus. We work with children and teenagers; please dress appropriately.

Daily operations

Mailboxes

Drivers are required to check their mailboxes daily. Timesheets and any other paperwork that needs to be turned in must be placed in the outgoing mail slot.

Fueling

The bus drivers must fuel their own bus. Fill out the fuel paperwork.

Driver must stay at the fueling station while fueling the bus to avoid spills. Drivers must not fuel the bus while it is running. Driver may not fuel the bus with students on the bus. Driver may not allow the fuel to drop below ½ tank unless on a trip. The buses must maintain ½ tank while parked at the bus garage.

Bus idling procedures

Diesel exhaust from idling school buses may accumulate in and around the bus and pose a health risk to children and staff. Diesel exhaust fumes can cause lung damage and respiratory problems and exacerbates asthma and existing allergies.

3301-83-20(M)

Districts shall adopt engine idling time policies that minimize the amount of time diesel engines shall be left idling. Diesel engine idling in excess of 5 minutes in school zones shall not be permitted unless operation of a wheelchair lift is required.

Crooksville Schools has adopted the following policy.

No diesel engine shall idle for more than 10 minutes in the bus lot or on field trips\sport trips.

No diesel engine shall idle more than 5 minutes in school loading zones.

We currently do not own wheelchair lift vehicles.

Extreme weather conditions may alter idle times to clear the windshield but must be kept to a minimum.

Idling in traffic is not regulated.

Maintenance and repair request

Driver must request maintenance and repairs in writing using the maintenance and repair forms. The forms are located in the file cabinet in the transportation office marked forms/bus files.

It is not a good practice to verbally tell the mechanics about maintenance and repairs needed because work request may be forgotten causing an unsafe driving condition.

Pre-trip inspection

3301-83-11(B)

It is the responsibility of each school bus driver to complete and document a daily pre-trip inspection of the school bus before transporting students. Any defects shall be reported in writing to the school bus owner or designee (Mechanics or Transportation Supervisor). The pre-trip inspection forms will be stored in the file cabinet in the transportation office top drawer marked pre-trip\bus conduct. Completed forms must be brought in at least weekly and put in file drawer for record keeping.

Post trip-inspection

3301-83-12(D)6

At the conclusion of each route or trip, the driver shall ensure all passengers have left the bus by visually inspecting each seat position. Driver will inform the appropriate school and Transportation Supervisor if and students are found on the bus after the trip. Any articles left on the bus will be brought in and secured in the locked lost and found mail box. During school hours articles found will be taken to the appropriate school office.

Bus Housekeeping

3301-83-11(k)(2)(b)

The driver shall clean the bus and remove all loose belongings daily. The driver is required to power wash the bus and keep the exterior of the bus clean. The driver is required to wash the windows.

Parking bus/personal vehicles

The buses must be parked in the assigned parking spot at the bus garage. The driver must plug the block heaters in at the end of shift daily. The drivers are required to park in the rear or side of the bus garage with their personal vehicles. No parking in the front or around the school buses will be permitted.

Driver Qualifications

3301-83-06(B)(1-12)

The school bus driver must be at least 21 years old with a minimum of 2 years driving experience.

Be physically qualified pursuant to the requirements listed in 3301-83-07 of the administrative code.

Completion of semi-annual driver record checks through the Ohio department of education.

Be a licensed school bus operator

Hold a school bus certification

Completion of pre-service training as prescribed in rule 3301-83-10 of the administrative code.

Physically capable of safely and appropriately lifting and managing preschool and special needs children when necessary.

Ability to cope with stressful situations

Possessing or upgrading skills through formal and/or in-service training.

Have a satisfactory criminal background report. Driver must have a new report every 6 years.

Driver must have a negative pre-employment drug test and participate in mandated random drug and alcohol testing.

Drug and Alcohol procedures

Any driver holding a CDL will be queried under the FMCSA Drug and Alcohol Testing Federal Motor Carrier Regulations 40 CFR, Part 382, Subparts (A-G). Drivers will be queried, annually.

A FMCSA Drug and Alcohol Clearinghouse query will be run on all new driver applicants

New drivers must register with FMCSA at the application process.

New drivers must pass a pre-employment drug and alcohol test.

All drivers will be tested in any post-accident situation if there is personal injury, property damage, or citation from law enforcement.

All drivers will be randomly tested for drugs and alcohol.

Drivers that the Transportation Supervisor suspects reasonable suspicion will be tested.

Any driver who fails a drug and/or alcohol test will be relieved of their safety sensitive duties immediately and may be terminated. Drug and Alcohol rehabilitation information will be available to the driver.

FMCSA guidelines will be followed to return to work testing if the driver is not terminated.

Refusal is an automatic failure.

Emergency evacuation drills

3301-83-15(B)(1)(a-c)

The Superintendent or designee shall organize and conduct three emergency exit drills for all students who ride school buses to and from school.

Every one exits through the front door

Everyone exits through the rear door
Everyone exits through the front/rear door.

The driver is responsible to assign the helpers to assist with these drills. The helpers need to be responsible student that will take the drills seriously and be able to follow instructions.
Assigning the wrong helpers will result in hazardous situations resulting in injury.

The designee will only supervise the drill. It will be the responsibility of the driver to give the helpers and evacuees the instructions pertaining to the drill being performed.

All students will leave their belongings on the bus.

The driver needs to inform the students the day before the drill so the students can prepare for the drill ex. wear the proper clothing and shoes.

The Driver is to make sure the bus is turned off, the brake is set, and will remain on the bus.

Emergency Procedures

Accident procedure-

Remain calm and secure the bus. Set the brake; put the transmission shifter in neutral, turn on the hazard lights, turn off the engine.

Decide if evacuation is necessary and decide evacuation location at least 100 feet away from the bus in a safe location. If you evacuate take the first aid kit and body fluid kit with you.

Check for injuries

Contact the Transportation office on the radio and ask for assistance.

If there are injuries ask for an ambulance to be dispatched to your location. Try to assist in the injuries until the ambulance arrives.

Ask for the State Patrol to be notified.

If the radio is not working and you do not have a cell phone then stop a motorist for help or send three students to the nearest house with the 3 emergency assistance cards in the folder. This should be the last resort and you need to choose the most responsible students for this task.

The driver needs to start filling out the seating chart with the student's seat number, name, address, and grade. If the parents show up to the scene they cannot be released to the parent until you finish the seating chart and you notify the Transportation department to see if the State police will allow them to be removed from the bus. We cannot keep students from their parents however this procedure needs to be followed.

If you decide evacuation is not necessary evaluate the scene for safety. Put out your reflective triangles.

Follow the instructions of the law enforcement.

Emergency Phone Numbers are located in the folder with the 3 emergence assistance cards.

Mechanical breakdowns

Move the bus off the road as soon as possible

Set the brake, put the transmission in neutral, turn on your hazard lights and turn off the motor.

Decide if evacuation is necessary. If so evacuate 100feet away from the bus without crossing the road, take the first aid kit with you.

Put the reflective triangles out according to the current road condition.

Notify the Transportation Department for assistance.

If the radio is unavailable then use your cell phone if you have one (not while unloading students).

Flag down a passing motorist if the radio or cell phone is not an option.

As a last resort send out 3 students with emergence assistance cards for help. Advise the students not to enter homes or vehicles.

Emergency Phone Numbers are located in the folder with the 3 emergence assistance cards.

Tornado\severe weather

Pull the bus off the road away from trees, power lines or buildings.

Evacuate the bus without crossing the road and take the first aid kit with you.

Find a ditch, ravine, or embankment to use for protection. Be aware of high water.

In town evacuation, try to find a building with no windows to find safety.

After the emergency is over evaluate students for shock and injury.

Contact the Transportation office for assistance.

Weapons

If you suspect a student has a weapon then remain calm and call the Transportation Department and ask for someone to meet the bus at a location that is safe. Let them know you are experiencing mechanical problems and you need another bus. When you leave the bus to talk to Transportation inform them that you suspect someone on the bus has a weapon. When they are looking over the bus have them call the authorities for assistance.

Student Injury/illness

If a student is injured or sick while on the bus then the driver needs to stop the bus in a safe location off the road, set the brake, put the transmission in park, and activate the hazard lights. The driver needs to evaluate the injured/sick student for severity of injury. Make an attempt to stabilize the student and keep them from additional harm. If body fluid is present the use the body fluid clean-up kit. Call in to the school and talk to the school nurse if the injury is not severe. If the injury is severe then contact the Transportation department on the radio and ask for an ambulance to your location. If unable to reach any one then call the school or use your cell phone if the radio is unavailable.

Terrorism

If the driver finds something suspicious during a pre-trip or post-trip inspection then they need to leave the area immediately and contact the Transportation department for assistance. If the device looks to be an explosive device then call the Sheriff's office for investigation. Leave the area until the authorities tell you it's safe to return.

Field trips/extra work assignments

Definitions;

Field trips are defined as any school function taking school students from school to the activity and then back to the school.

Sport trips are transporting sport teams from school to the sporting event and then return to the school. Some sport trips will stop for food. This will be noted on the trip ticket.

Extra work assignments are trips/tasks that are offered to you that are not part of your regular routine.

Field trip Rotation

Each month the Rotation will start over. Driver selection on the 1st will start with the most seniority and work down to the least seniority. Once drivers sign up then the trip hours will supersede seniority and go by trip hours. If multiple drivers sign up for a trip then the driver with the least amount of trip hours will get the trip. If there is multiple drivers sign up and have equal trip hours then we will select by seniority.

If in the event a driver does not sign up for a field/sport trip then a driver will be assigned to the trip on a rotation basis starting from the least seniority to the most seniority driver. If a driver up for assigning already has a trip for that day then they will be skipped over and will go the next driver on rotation. Every driver will share in the responsibility to transport students on trips.

Trip cancelations

In the event that a game gets canceled the Transportation supervisor will contact you prior to the departure of the trip.

Overnight stays

Some trips may have the driver stay overnight. The driver will be paid from the time they leave Crooksville and will not stop until the bus is at the motel for the evening. The driver's pay will stop once the driver checks in at the motel for the night. The next morning before the trip leaves the motel then the driver will be paid for the pre-trip and the rest of the event time until the bus arrives at Crooksville schools.

Pre-trip procedures

Pre-trip inspections will be done every time a driver hauls students for any reason for that day. Pre-trip inspections will be done any time the bus is left unattended for any period of time for example, if the driver watches a basketball game. Vandalism can happen and cause a hazard to transport students.

Pre-trip inspection must be done before the students load to go to the event the next day if the driver is on an overnight trip.

Safety Briefings

The driver must give safety briefings to the passengers every time they transport field trips and sporting events. The driver must inform the passengers of the emergency exits and all safety equipment locations.

Driving a spare bus

Any driver that drives a spare bus must treat the bus as their bus and keep it clean. Pay special attention to all safety equipment and emergency assistance card for missing or used equipment.

Hours of service

The bus driver will show up at least 30 minutes before their departure to perform the pre-trip inspection and report and problems. The students will not be allowed in the high school before 7:00AM and elementary school before 9:00AM. The drivers will show up by 2:00PM to the bus garage for afternoon preparation to for afternoon departure. Buses will be at the school circle to load by 2:10PM.

In-service

Annual in-service of a minimum of 4 hours is required. Drivers are required to attend the in-service meetings and will be compensated for their time. If a driver cannot attend then the in-service will be made up for that driver.

Required training

Required training is mandatory annual in-service and recertification training.

Payroll

Route times- AM route times will start 30 minutes before the departure time and will end after the students are dropped off and the buses are returned to the bus garage.

PM route times will start 15 minutes before the buses leave to start loading at the schools and will end after all students are dropped off and the buses are returned to the bus garage.

Drivers are compensated for 30 minutes for bus cleanup after each daily shift. This time will also cover power washing the bus when needed.

Substitutes are paid at the rate of a first year driver.

Exceptions

Alpha Route- This route is always changing. If the driver hauls students to the Alpha school then the driver will be compensated for the route. The Alpha Route pays 1 ¼ hours daily.

If the driver is off sick or there is a Crooksville snow cancellation then the driver will be compensated for the route hours.

If there are no students going to the Alpha school then the driver will not be compensated for the route hours.

If Crooksville schools are in session and the alpha program is closed then the driver will not be compensated for the route hours.

If Crooksville Schools are in session and there is no students to pick up for the day then the driver will not be compensated for the route hours.

Excessive snow days then the route hours will be made up.

VOCA, New Lexington ES and St Rose schools are on a schedule separate from Crooksville Schools. Drivers are contracted by the number of days in the Crooksville schools calendar. We will transport on their School calendar with the exception of weather related cancellations.

St. Rose and New Lexington Elementary School. This is the Elementary route for bus 5. New Lexington and St Rose School is not on the same school schedule. If St Rose and New Lexington Schools is out of school on a scheduled day off then the driver will be docked 1 hour. If New Lexington ES is not in session and St Rose School is then the driver will be compensated for the route. The route hours for this route are 1 hour. If Crooksville Schools is not in session and New Lexington Schools is in session then the driver will be paid as extra time 1.0 hours. Snow days and Sick days the driver will be compensated. Excessive snow days then the route hours will be made up.

VOCA route will be docked 1 ¼ hours if there is a scheduled day out and Crooksville is in session. If Crooksville Schools is not in session and VOCA is in session then the driver will be compensated under extra pay for that route. Route compensation is 1 ¼ hrs. We transport on VOCA's schedule except for Crooksville weather related cancellations. On sick days and Snow days then the driver will be compensated for the route hours. Excessive snow days then the route hours will be made up.

Any driver that picks up more driving time for any other reason other than route hours will be compensated for those hours. Example- if you drive a bus to the repair shop or help pick up a bus from the repair shop.

Field trip pay

Any driver taking a field trip will be paid their regular pay with no down time. Their time will start 30 minutes before the trip departs to cover pre-trip and stop 15 minutes after the bus returns to the bus garage for clean-up.

In-service pay

The bus drivers will be compensated their regular pay for in-service training.

Public relations

Proper operation of the school bus is important in promoting public relations. The bus is a billboard with the school name on it. It's paid for with tax monies paid by the public. The driver should contribute by following the time schedule and route as closely as possible. Be firm, fair and friendly with the students.
Show respect for property
Acknowledge safe driving actions by others.
Obey traffic laws.
Do not share the road with other drivers.
Set an example for your students.

Radio Communications

Follow the four "C's" Calm, Courteous, Correct and Concise
Calm- the driver should keep emotion out of their voice. A calm attitude may lessen anxiety.
Courteous- never lose your temper on the air. Keep it simple.
Correct- use standard phrases. There is no place for errors in public safety.
Concise- maintain a professional attitude.
Hold the microphone 2 inches from your mouth and speak directly across from the microphone.
Before speaking hold the transmitter for 2 seconds to open the transmitter.

Reporting injuries/ Worker's Compensation

All employees must notify the Transportation supervisor of any accidents immediately. Employees will fill out an accident form online. Forms are available through the school web portal.

Route Procedures

Route Bidding

If a route becomes available then the drivers will be offered the route by means of seniority. If all drivers' pass on the route then it will be open to the substitutes and then the public. If a driver accepts the route then we will start the process over to fill their route until all routes are filled.

Route Vacancy Procedure

If there is a route that is vacant then we will allow substitutes to bid on the job first. If no substitutes want the route then we will advertise the available route. Substitutes, mechanics and the Supervisor will fill in when needed.

Route Sheets

Route sheets are frequently updated.
Route sheets must be kept on the bus and in the office.
The driver must update the route sheets whenever they are in need of updating. The driver will give the updated route sheet to the Transportation Supervisor to update on the computer and print off and new route sheet.
The route sheet must be followed at all times NO EXCEPTIONS without Supervisor permission.

Schedules

Bus routes are schedules. The bus routes must be ran exactly as the route sheet says to keep the scheduled times.
If a bus driver is running ahead of schedule then they must wait on students to arrive at the bus stop. It's the Law.
Full time bus drivers should drive their route in a manner that substitutes can keep their time schedule.
Substitutes shall not drive faster than they are comfortable. SAFETY FIRST.

Seatbelt usage

Seat belts will be used by any driver that moves the bus on the roadways. No exceptions.
Some students are required to be placed in seatbelts. If you are using an integrated seat that has seat belts built in then, the driver is responsible for placing the student in the seat belt and secure it.
If the student is placed in a mobile seat belt that is strapped to the seat then the driver is to place the student in the seatbelt and secure it. The driver is to keep the seat behind this seatbelt empty to secure the safety of the harnessed student in the event of an accident. No exceptions.

The driver is responsible for putting the student in the seatbelt and removing the student from the seat belt.

Student management

It is the driver's responsibility to maintain control of the pupils.

The students have a right to due process. The driver should try to control the situation on the bus and if that fails then the driver must write-up the student and give it to the building principle.

Only the school administrators can suspend riding privileges of a student so the driver should not threaten suspension of riding privileges.

The driver has a right to assign seats however this must be done at the beginning of the year and must never be used as discipline. Temporarily moving a student to the front of the bus to control a situation is acceptable.

In the event of an altercation with students if it is possible to get the student home then get them home. Write-up the student the next morning and turn it in to the principle.

Substitute procedures

Substitute bus drivers need to drive the routes as directed in the route sheets. Don't get in a hurry if you're running behind. It's better to be late than cause an accident.

Substitutes are required to clean the bus at the end of shift.

Substitutes should respect the full time driver's discipline guidelines.