

**TRANSPORTATION DEPARTMENT
EL DORADO UNIFIED SCHOOL
DISTRICT 490**

**SCHOOL BUS
DRIVER
HANDBOOK**



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WELCOME TO USD 490, EL DORADO KANSAS

Driver Objectives

As a direct representative of the school district, our primary objective must always be the safe and dependable transportation of all children entrusted to our care. Because transportation is an integral part of the educational program, our objective must also be to coordinate our programs with those of the school district we serve. The children we transport are deserving of a transportation program that is second to none, but one in which we should always be aware of a need for improvement. Through pride of performance and a continuing desire to improve, we will maintain the standards of excellence we seek.

Loyalty and dedication to one's employer are job requirements, wherever one is employed. We are all engaged in work affecting the safety and welfare of children. It is important that all of us work closely together toward the accomplishment of that goal. Driving a school bus is an honored and highly responsible profession. We should, at all times, exert every effort toward upgrading this professional image.

Please read this handbook carefully and be sure to ask questions if any point is not clear. Questions and suggestions are always welcome! You will be held responsible for a complete understanding and knowledge of the contents of this handbook.

Supervision

The Director of Transportation is responsible for the overall transportation operation and as such processes repair requests and assigns work to others as necessary. All questions and concerns regarding vehicle maintenance should be directed to the Director. The Director assigns buses, field trips, extra runs, designs all routes and route changes, and coordinates new driver training.

The Transportation Secretary leads dispatch operation and gives assignments to substitute drivers.

Special Notation to All Employees

Insubordination is considered serious misconduct. Insubordination means the refusal to perform reasonable directions given by management personnel. It also includes disrespectful conduct, language, or attitude toward management personnel, fellow employees, parents or passengers.

General Important Information

1. The use of **tobacco**, in any form, **is forbidden** while on the bus, any other school district vehicle, in any building or on any ground that is property of USD 490.
2. Drivers will comply with all pupil transportation laws, regulations and standards as published by their state, district and contract.
3. Drivers will comply with all rules of safety as prescribed by the district, the transportation director, supervisor, or safety department.

4. It is understood that the school district has the right to request the removal of a driver from a run or from employment if the driver has not met the requirements of state law. Transportation employees are employed on an “at –will” basis regardless of the length of service and may be dismissed/terminated at any time with or without cause.

Physical Requirements and Qualifications

1. Must be 21 years of age.
2. Must receive and/or maintain valid Kansas commercial class A or B drivers’ license, with Passenger and School bus endorsements and air brakes restriction lifted. (K.T.R.S.S. 91-38-6 pg.11) The district will provide material to obtain a permit, once a permit is obtained driver training can begin.
3. Must submit & pass a pre-employment drug test, and have no prior drug or alcohol related convictions within the past 10 years.
4. Must submit to a drug and alcohol test at any time involved in an accident, brought up by random or asked to do so under reasonable suspicion to insure the safety of the riders.
5. Must have a clean driving record with limited tickets, no major accidents, and a clean KBI check (criminal record). One cannot be employed, re-employed or retained as an employee if convicted within the past 10 years in any state or federal court of any felony involving another person or any crime involving a child. (K.T.R.S.S. 91-38-6 pg.11)
6. Must have filed a current DOT physical by certified physician (up to \$75 paid by district). Drivers could be asked to submit to a physical anytime the supervisor deems it necessary to insure safety of riders. Anyone with a history of heart disease or heart surgery that is likely to interfere with safe driving may drive a school bus. An electrocardiogram may be required to insure the health of the driver. DOT physical card must be kept in possession anytime you are driving.
7. A tuberculosis skin test is required by all district employees within 30 days of date of hire.
8. Must hold current card in *Medic First Aid* and *Defensive Driving*. These cards also need to be kept in your possession anytime you are driving.
9. Effective July 1, 2018, anyone who renews a CDL or will be obtaining a new CDL in Kansas will be required to present to the DMV documentation of training addressing Human Trafficking and related crimes.
10. All drivers will sign in and attend all monthly safety meetings. If unable to attend, supervisor must be notified in advance.
11. The USD 490 District Office provides photo identification to all employees, by appointment. Always display this badge prominently when on duty.

Personal Appearance Requirements

1. Must present a neat, clean appearance at all times while duty.
2. USD 490 will issue five (5) work shirts to each new and current employee. Upon issue, the work shirt becomes the responsibility of the employee to maintain and care for. Employees are required to wear work shirts provided by the district while performing their duties.
3. Shorts must be hemmed and/or have a cuff. No short-shorts or body fitting shorts and no cut- off jean shorts of any kind are allowed.
4. Jeans are to be neat in appearance.

5. Appropriate foot apparel is required. Shoes must cover the toes, heel and sides of the foot. Shoes with a heel over 2" are not allowed.

All personnel should recognize that appearance, attitude and behavior reflect not only upon themselves, but also upon the school district as a whole. Failure to wear appropriate work shirts and attire may be grounds for disciplinary action, up to and including termination.

Transportation Jacket Policy

Employees engaged in tasks involving transporting students are required to wear district-designated uniforms at all times. USD 490 Transportation Jackets should be worn with the district approved uniform during cooler temperatures.

1. USD 490 will issue one jacket to each new and current Transportation employee in August at the start of each new school year. Employees are required to sign for the jacket, and the jacket is considered district property and is to be returned in May at the end of each school year.
2. Upon issue, the transportation jacket becomes the responsibility of the employee to maintain.
3. In the event of separation of employment, employees are required to return the transportation jacket as part of the exit process. Employees are also required to return the jacket in May at the end of each school year. If the issued jacket is not returned, USD 490 will deduct the cost of the jacket from the final paycheck due the employee.

Absences

1. Any absence must be reported at least one hour prior to any route, sooner if possible.
2. If calling before 6:30 a.m. call transportation supervisor at home, after 6:30 am call the bus barn.
3. Failure to report absenteeism will be recorded as unexcused.
4. Chronic or habitual absenteeism and/or tardiness will be grounds for discipline, including but not limited to termination.

District Employee Work Requirements When School is Cancelled

Teachers, paraprofessionals, aides, secretaries, clerks, transportation and food service workers are not expected to report for duty and will later be expected to make up the day if students are required to make up missed days.

Provisions for hourly (classified) staff: If the cancellation occurs after scheduled report time, classified workers will be paid for time worked. Classified staff wishing to be compensated for lost hours due to school closings may use accrued vacation time or sick leave.

Principals will make every effort to be at their schools at the time when students normally arrive. The district's first priority is to provide for the health and safety of students whose parents may not have received notice of school cancellation. Once it is determined that all students have been properly notified and notice is also posted on the building entrances for any late arrivals, principals are free to leave for the day. Principals who are unable to be present due to safety or emergency considerations will secure another staff member to insure the safety of their students.

Maintenance and custodial staff along with the Director of Operations and the Superintendent will report for duty. Schedules may be adjusted, pending need, time of the announcement, and weather conditions. These changes will be determined by the Superintendent.

General Driver Responsibilities

Drivers will perform all duties assigned by the Transportation Director.

Route Information Responsibilities

1. A complete route, complete with pick up times and designated stops is to be kept on file in the office at all times.
2. Route changes will be cleared through the proper supervisor and made to the route on file in the office and on the bus, immediately.
3. Watch for road hazards or other dangers that occur on your route and report them immediately

Pre-Trip and Paperwork Responsibilities

1. Drivers will perform proper legal pre-trip inspection of the bus before each drive.
2. Keep proper log of daily pre-trip inspection with driver name and bus information to be turned in the last Friday of the month after last route of the day.
3. Any minor mechanical defect will be fixed at time of pre-trip if possible, otherwise written up and submitted for repair as soon as possible.

Maintenance and Mechanical Responsibilities

Any damage to the bus is to be reported immediately accompanying a written explanation regarding the cause. If damage is due to driver infraction, additional driver training may be required. If the damage is due to deliberate vandalism an investigation to determine who is responsible will be conducted.

1. Each driver is responsible for the care of the interior of bus, mirrors (clean and adjusted) and windshields, and keeping the bus fueled.
2. Write up any mechanical problem immediately. Repair form is in the mailbox in front office.
3. Make reports legible with explanation of the problem clearly stated.
4. Every verbal report of defects must be accompanied by a written report.
5. Do not interfere with shop operations by parking in front of garage doors unless the mechanic has requested you to do so.
6. If a breakdown occurs, contact mechanic or dispatch. A detailed description of problem will be required.
7. If radio contact is lost use a cell phone to contact transportation.

Cleanliness is of extreme importance and directly reflects on students' behavior and respect for the bus. Cleaning materials are available for daily use.

Bus Aide Responsibilities

The driver and bus aide work together as a team. Although the law makes the driver ultimately responsible for what happens on the bus, it is USD 490's philosophy that there is equal responsibility regarding certain actions. For example, failure to properly tie down a wheelchair

or failure to follow procedure in using the lift would be shared responsibilities. Another example is failure to perform a proper post-trip inspection of the bus, possibly resulting in a sleeping child being left on the bus in the yard. Any issues of failure to comply on part of either driver or aide needs to be reported to the Transportation Director.

2-Way Radio and FM/AM Radio Use

2-WAY RADIO

MAIN COMMUNICATION BETWEEN DRIVERS ON THE BUS

1. Make sure volume is **ALWAYS** loud enough to be heard
2. Know your bus # and listen for it to be used
3. Call yourself and other drivers by bus #
4. Keep radio traffic for business use only and to a minimum
5. Push the button, hold for a second (long enough to take a breath) before talking
6. Listen for someone else's conversation and wait your turn to speak
7. Keep radio on channel one (1) unless told otherwise
8. When calling dispatch your bus # needs to be first then dispatch

IMPORTANT RADIO #'S

Unit 1	Kristy Lowrey
Unit 2	James Scott
Base	Bus Barn Office

General Driving Operation and District Policies

1. All drivers will wear seat belts when operating any school vehicle.
2. All drivers will drive with headlights, clip lights and strobe light on when operating any district vehicle.
3. All drivers will put on 4-way lights and honk before backing
4. All drivers will refrain from backing on school grounds unless absolutely necessary and only with a human spotter.
5. All drivers will keep the fuel tank at 1/2 tank or above.
6. All drivers will maintain a safe following distance (**NEVER** less than 4 seconds) from the vehicle in front of them.
7. Drivers will **ALWAYS** be on their buses when riders or their own children are on the bus. If the driver must leave the bus for an emergency situation, he or she must appoint a dependable monitor.
8. Drivers will only transport authorized riders (regular route riders only). Other riders including your own children need special permission.
9. The service door will remain closed at all times when the bus is in motion.
10. Buses are not allowed on private property without prior permission.
11. Speed limit in the bus lot and on school grounds is 5 miles per hour. Watch out for pedestrians.
12. No cell phone use is allowed on the bus. (Exceptions would be if radio use is lost or you are involved in an accident.) Use of cell phone, including texting, is a violation of Federal Motor Vehicle Safety laws.
13. Mimic the bus in front of you so that others behind you know what is going on.

14. No passing on a two-lane highway of other school buses. Pass a slow-moving vehicle only if you are creating a hazard by going slow.
15. All drivers will drive in the right-hand lane except when making a left hand turn or passing a slow vehicle.
16. All drivers will comply with the posted speed limit, not to exceed 45 MPH on dirt roads.
17. Anytime you have a conflict of space, ex: intersections, you will take the initiative to prevent a collision by giving up the right of way, or taking any other necessary action.
18. All drivers will walk to the back of bus looking for children or belongings after every route. Leaving a child on the bus may result in termination.
19. All drivers will secure the bus after returning to the lot. (Neutral or Park & Park Brake)
20. All drivers will shut doors, windows and roof hatches at the end of each day or in the event of bad weather.
21. All drivers of activity trips will explain emergency exit procedure to passengers.
22. All drivers will return their bus to the assigned parking spot when they return to the lot.
23. If you are involved in an accident in your bus, you will be required to submit to a post-accident drug test. If you are involved in an accident and found to be responsible for causing the accident and/or students are injured termination may result.

Railroad Tracks

1. All buses, loaded or empty, will stop at ALL railroad crossings.
2. Riders will be asked for silence.
3. The procedure is as follows and demonstrated during training: open service window, service doors, look and listen for an oncoming train.
4. Exceptions for crossing tracks will be as follows:
 - a. A crossing marked "EXEMPT"
 - b. A crossing controlled by police officer or human flag man
 - c. A crossing abandoned or its use discontinued and sign reading "Tracks out of Service"
 - d. A crossing used exclusively for industrial switching purposes, within a district as defined in K.S.A. 8-1407, and amendments, thereto. This type of crossing will also be marked with a sign reading "EXEMPT"
 - e. A crossing controlled by a functioning highway traffic signal transmitting a green indication which under local law permits the vehicle to proceed across the tracks without stopping or slowing.
5. All drivers will stop within 50' but no less than 15' from the nearest rail.
6. Drivers are to use right-hand lane, or "pull-off" lane when one is provided, when executing RR crossing procedures.

Emergency Equipment

All buses are required by law to have on board:

First Aid Kit – Fire Extinguisher – Spill Kit – Three Reflective Triangles

1. First aid kits and spill cleanup kits will be checked for accurate inventory and refilled each summer.
2. All drivers will ask for replacement supplies if something was used.
3. It is each driver's responsibility to make sure all emergency equipment is on the bus, in place and in working order.

4. In the event of stopping on the road way or adjacent to shoulder, the driver will immediately activate hazard-warning lights. If the vehicle is disabled or will be stopped for more than 10 minutes upon a roadway outside of an urban district at any time when lighted lamps are required, the driver will display the proper warning devices whether it be flares or reflective triangles in the proper distance from the bus. (K.T.R.S.S. 8-1745 pg. 127)

Emergency Evacuation

1. School bus evacuation and emergency training for riders is a state requirement that must be accomplished in the manner prescribed by district policy.
2. The driver will be aware that he/she is the controlling influence in emergency situations.
3. The driver will become familiar and make riders familiar with all methods of bus evacuation.
4. The driver will instruct riders about the importance of remaining calm in an emergency situation.
5. The driver will talk openly with riders regarding bus evacuations and tornado procedures.
6. The driver will never leave the bus while there are riders still on board.
7. If you need to evacuate the bus before you make a call put the mic out the service window so it can still be used. The key will have to be in the auxiliary position.
8. You will need to give your route number, your name if needed, your location, and describe problem.
9. After using the two way radio re-hang the mic out the window and keep the key in the auxiliary position.
10. Riders will need to know where the first aid kit is located, route, how to open the door, secure the bus, use the radio and evacuate the bus in the event that the driver is unconscious.
11. Riders need to know where the fire extinguisher is located and how to use it.
12. In the event that your front door opens inward riders will need to know not to rush the doors.
13. All riders need to know that the windshield can be kicked out with force.
14. Roof hatches are to be used in the event of a roll over or submerged in water and only if there is no other way out of the bus.
15. If the back door is to be used the first two people off need to help the others off.
16. Aisles need to be kept clear.
17. A leader needs to lead students 100 feet away from the bus.
18. Someone must be assigned to take first aid kit off bus with them.
19. No one should take belongings off the bus. It is more important to evacuate the bus safely.
20. Riders should get off as quickly and calmly as possible.

First Aid

All accidents at school, on school property, or at a school-sponsored event shall be reported to the principal immediately. Required documentation to be placed on file with the district is the responsibility of the principal.

First aid and CPR may be administered only by those school employees qualified by training approved by the district (completion of an approved Red Cross First Aid program or certification as a school nurse or nurse's aide) and then only in the case of emergency. If the accident requires medical treatment, an employee shall send for medical help and keep the injured person comfortable.

At no time are employees to perform medical treatment such as pulling splinters, pulling teeth, administering medication, or providing other medical services without proper credentialing. Non-credentialed employees may only provide comfort treatment as described above to include applying band aids and providing ice packs. Parents may not authorize non-credentialed employees to perform these functions but are always to be kept informed of the medical needs and complaints of their child(ren). This information is to be recorded in a manner prescribed by the school nursing staff and principal at each building.

Routine non-emergency medical needs necessary for student health and safety that must be completed during the school day shall be administered according to a student health care plan developed by the school nurse with parent input. The district will not assume liability for employees acting outside the scope of their authority.

Worker's Compensation

If an employee is injured on the job, the supervisor must be contacted immediately. Additionally, the employee (or supervisor if the employee is incapacitated) shall immediately call Medcor Injury Triage to report the injury. **Always call 911 first for any potential life-threatening situations.**

If possible, the employee and supervisor should call Medcor together. If the supervisor is unavailable, the employee can call the Medcor Injury Triage service directly. To be most beneficial, the call should be made as soon as possible after the injury occurs. After the call to Medcor, the central office should also be notified of the injury.

A nurse will answer the call and speak with the supervisor first and then privately with the injured employee. Following specially-designed protocols, the nurse will determine the seriousness and nature of the injury, and the best way to address it. Medcor can access interpreters to assist with over 200 languages when necessary. Depending on the situation, the employee may be guided in first aid ("self-care"), allowed back to work, or may be referred off-site to a designated medical facility for further evaluation or treatment.

If the injured employee can safely return to work, the nurse will provide first aid ("self-care") instructions to the employee. Self-care instructions may be faxed to the employee. If internet access is available at your work place, self-care instructions may also be available online. At the conclusion of the call, the nurse will speak with the supervisor again to explain any first aid recommendations.

Whenever a triage call is placed, certain information must be collected to properly identify the employee and to complete the reporting requirements. This information is kept confidential and is only released to those who have a right to access it. This information is typically forwarded to

the employer's workers compensation claims administrator within minutes of the call so they can assume management of the case. The required information includes the same information reported on the Kansas Department of Labor Accident Report Form.

During the triage call, the nurse may determine that the employee should be referred off-site. If a referral is made, the nurse will encourage the employee to go to a designated medical facility pre-selected by the district. The nurse will speak to the supervisor at the end of the call to explain the referral recommendation. The nurse may also provide "interim self-care" instructions for the employee to follow until he or she sees a physician. The supervisor or employee should then call the workers compensation administrator for the district to have an appointment made for them with the district approved facility.

At the end of the call, the employee should be given the Medcor Injury Triage toll-free number so he or she can call back with any questions, or if symptoms change or worsen. This way, the employee has 24-hour access to a healthcare professional.

Medcor Injury Triage staff will provide the caller with a unique call confirmation number. This number can be used to validate that the call was placed, and it can be used for tracking and reference purposes. Supervisors who participate in a call to the triage center should not hang up without receiving a call confirmation number. The call confirmation number is also located on the triage incident report.

After each new injury call, Medcor Injury Triage will fax or email a triage incident report to the district's central office. This service is performed whether or not the employee is referred off-site. If an off-site referral is made, additional reports may be sent to the district's designated medical facility.

Medcor Injury Triage staff members strongly encourage employees to call back with any questions, changes in conditions, or concerns. Medcor Injury Triage is available 24 hours a day, seven days a week.

All calls are answered first by a digital phone system that plays a brief message for callers. Listening carefully to the entire message is very important. After the recording, callers are connected with a nurse. Most of the time, a nurse is available immediately with no waiting. In rare instances, a caller may have to wait for a few minutes because all nurses are busy with other callers. If this happens, the caller has the option to remain holding or to leave a voicemail message so the next available nurse can call back. If you decide to leave a message, please provide the following information:

- Your name
- Employers name
- Injured employee's name
- Type of injury
- Phone number with area code where you can be reached.

If the injury appears severe, call 911 immediately! Do NOT wait on hold for a Medcor Injury Triage nurse.

If you do not get hold of the triage nurse, you have the option to call the central office for assistance.

A notice of injury must be given to your supervisor within 10 days of an accident or the claim may be barred. If the employee can show just cause, the reporting period can be extended to 75 days.

The Board of Education has designated workers' compensation physicians. To schedule appointments with physician, the injured employee must contact the central office. The Board of Education may require an injured worker to be evaluated and treated by a designated workers' compensation physician.

If an employee prefers to also visit their personal physician, the following restriction applies:

- Workers' compensation will pay only the first \$500.00. Once that amount has been reached, the charges will become the employee's responsibility. In either case, accident and eyewitness forms (if applicable) must be completed and returned to the central office.

The employee must keep copies of all doctor's orders and provide a file copy to the district central office. The employee must inform the doctor or hospital that he/she is covered by the district worker's compensation plan.

For any day that an employee receives disability reimbursement under the Workers' Compensation Law for compensable illness or accident arising out of or in the course of his/her employment, the employee's payment for accumulated leave and compensation shall not exceed 100 percent of their regular gross salary.

Deductions from an employee's accumulated leave shall be prorated on that portion of salary paid by the district.

At such time as accumulated leave and/or paid vacation time have expired or at such time as the employee may elect not to use accumulated leave and/or paid vacation time, the employee will receive only Worker's Compensation pay.

Employees are expected to return to work immediately upon receipt of a medical release. Injured employees may be assigned to other job duties that meet physician-imposed work restrictions until such time as the employee may return to their regular assigned job duties as determined by the superintendent.

Note—Kansas law specifically excludes injuries to employees while engaged in social and recreational events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to normal job duties or as specifically instructed to be performed by the employer. Injuries at social and recreational activities at which attendance is voluntary are not eligible for worker's compensation. Examples of this type of situation are: sports activities where the faculty challenges a specific group, games at lunch or after school, donkey basketball benefit games, etc.

Accidents: Witnessing and Reporting

An accident has occurred anytime a vehicle comes into contact with an object, no matter how minor the damage.

In the event of an accident, the vehicle is not to be moved until a supervisor has arrived or the driver is directed to do so by a police officer. The driver should get all pertinent information and refrain from making unnecessary comments or statements to anyone.

Pertinent information to be obtained and written down at the scene of the accident will include:

1. Name of the other driver and all occupants of the other vehicle.
2. Name and addresses of all occupants on the bus
3. The other driver's home address, phone numbers, and insurance information.
4. Year, make, model and license plate number of the other vehicle
5. Name of police officer who is investigating, number of police report.
6. Road/Weather conditions at the time of accident
7. **DO NOT** ever make **any** statements unless directed to do so by a police officer. Give transportation office phone number to the other parties so that they may call for more information if needed.
8. Any driver involved in any accident will immediately report to school officials any physical injury sustained in the accident. The driver will complete an accident/incident report in writing, and will turn in all available names and addresses of witnesses to the accident.
9. Drivers must have a list of the seat assignments on the bus. The list must include name, address, and phone numbers. This information is helpful to have in the event of an accident and speeds the process of getting the students to their destinations.

Student Discipline

School Board approved policy states that the following discipline procedure will be used on all El Dorado USD 490 school buses, and in the loading areas.

USD 490 Bus Behavior Expectations

A. Be Prompt and Prepared

1. Be on time for bus.
2. Have all materials.
3. Wait for bus in proper places.

B. Respect Authority

1. Treat the bus driver with respect.
2. Follow directions promptly.
3. The bus driver is in charge.

C. Respect the Rights of Others

1. Be polite.

2. Keep hands and feet to yourself.
3. Keep voice at an appropriate level.
4. No negative comments, threats, harassment, or inappropriate language.

D. Treat the Bus with Respect

1. Eating and drinking on the bus are not allowed.
2. Tampering with or vandalizing the bus is not allowed.
3. Animals and insects are not allowed.

E. Display a Concern for Safety

1. Remain seated while the bus is moving.
2. Keep all parts of your body inside the bus.
3. Wait for the bus in a safe and orderly manner.
4. Allow the driver to concentrate on driving.
5. Students will not open or close doors except in an emergency.
6. Glass containers are not allowed.
7. Keep aisles, doors and emergency exits clear.
8. Buses are equipped with video cameras.

F. Follow USD 490 Policy Concerning Illegal Substances and Weapons

If a student violates one or more of the bus rules, the bus driver will give a verbal warning. If a second offense occurs, a “Bus Discipline Report” will be given to the Transportation Supervisor. Students will be visited at the school to discuss behavior and an attempt to contact parents will be made by the disciplinarian. The report will then be given to the student to take home for a signature from the parents and expected to be returned to the bus driver the next day.

These steps will be followed up until the third Discipline report at which time suspension from riding the bus shall occur. The number of days suspended will be determined at time of report. In severe cases the driver has the right to contact disciplinarian or other transportation supervisor to request help or have a student removed immediately from the bus.

Discipline reports should be completed legibly and in their entirety. Since such reports are provided to the parent, it is critical that they are accurate, neat and describe the exact nature of their child’s behavior, including exact language used if this is the reason for the report.

Discipline Tips

- Compliment good behavior. Listen to the students, their suggestions, complaints and concerns. If you make a mistake, admit it.
- Give commands that stimulate an action: “Do this” instead of “Don’t do that.”
- Have a reason for what you ask a student to do and give the reason.

- Save discipline for safety-related behavior; don't nitpick. Have an assertive attitude. Utilize assertive communication. Don't get drawn into an argument with a student. Don't be passive.
- Have a plan of action.
- Set consequences, warn once, next time write up, severity clause- immediate action.
- Don't threaten to do something you can't do.
- Don't threaten something and then NOT do it.
- Don't discipline the whole group; take the ring-leader aside.
- Handle negative comments away from other students.
- Don't show anger but do be firm.
- Stick to your rules and don't pick ones you won't enforce, for example; chewing gum
- If situation gets out of hand and you need to stop the bus:
 - Stop in a safe place, off the road perhaps in a parking lot or driveway and SECURE BUS
 - Take ignition key with you if you leave your seat.
 - Stand up and speak to the offender or offenders
 - If a change of seats is needed, move the student to a seat near you.
 - Never put a student off the bus except at school or at his/her bus stop.
 - Try to refrain from confronting the students in front of anyone. This creates a lose/lose situation for the driver. Have the one-on-one conversation after all the other students have gotten off bus. Pull your bus out of the loading/unloading zone to have a one-on-one conversation to avoid holding up the other buses. If you need to confront a student about their behavior during the route you can talk at the student's bus stop prior to letting them off.

If you feel offense is serious enough that you cannot safely drive the bus, call for a school administrator to come remove the student.

Follow your district's procedure for further discipline or refusal of rights to ride the bus.

DO NOT EVER TOUCH A STUDENT UNLESS YOU ARE KEEPING THEM FROM PHYSICAL HARM.

Emergency Safety Interventions (ESI)

(See JRB, JQ, JQA, and KN) GAAF

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)

“Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

“Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee’s position. Those administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Documentation

The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) school days. In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the district compliance officer will review the complaint and report findings to the board as a whole. Such investigator shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education.

School Bus Rules and Responsibilities

1. The driver is in charge of all passengers while they are riding, loading on or unloading from the bus.
2. All drivers are to explain safety rules, regulations and procedures to their passengers at the beginning of each school term, and as often as necessary.
3. Riders are expected to obey the driver
4. Eating and drinking are an unsafe practice and prohibited.

5. Riders are expected to keep low conversational volume
6. Driver should not carry on unnecessary conversation with riders
7. Drivers will not allow riders to stick any body part out any window
8. Drivers will have students assist in keeping the bus clean and free from trash
9. Drivers will expect riders to treat bus equipment with respect. Damage to seats or other parts of bus must be paid for by offender
10. Riders will be asked to report any damage to the driver immediately.
11. Driver will not allow any rider to tamper with bus controls.
12. Driver will not allow anything to be thrown out windows. Windows can be lowered to the 2nd notch. Direct the students not to adjust them.
13. Driver will make sure all objects are kept out of aisle.
14. All musical instruments and other personal items must be taken by the students to their seats.
15. If any item brought on the bus is too large for the rider to hold and will deprive another student of their seat, then the student must make other arrangements for their transportation.
16. Riders are to remain seated when the bus is in motion.
17. Absolute quiet is necessary at railroad crossings.
18. Drivers have the right to ask for silence during adverse driving conditions like snow, ice.
19. No glass containers, animals, pets or weapons are allowed on the bus.
20. Possession or use of smoking or chewing tobacco, alcohol or illegal drugs is prohibited.
21. Swearing, use of obscene language, unacceptable signs, harassment and moral offenses are prohibited.
22. Drivers are to drive route according to lot leave times and stop times. Drivers need to be punctual, at the stops at the same time, on time every day.
23. Drivers need to instruct riders to be at the stop 5 minutes prior to pick up time. In cases of extreme weather pupils can wait in shelter but must be on the way to the bus as it approaches. Drivers should not wait beyond their regular schedule.
24. Ensure riders carry book bags for loose items. This helps ensure nothing will be lost or chased under or around the bus.
25. Drivers will ask that siblings waiting at the bus stop stay well away from the street and never go near the bus at any time.

Loading and Unloading Rules/Responsibilities

1. It is the driver's responsibility to be at the first stop at the same time every day.
2. All drivers are required to drive their route as it has been assigned.
3. Riders should conduct themselves in a safe manner walking to, waiting for and boarding the bus.
4. Instruct riders to walk on the sidewalk or far left hand side of the road facing traffic.
5. Never stand in the roadway.
6. Drivers will ensure their students understand and follow the rules of staying out of the danger zone and crossing the streets when loading or unloading.
7. Drivers will stop 6-10' away from student at their stop.
8. Drivers will ensure that the children know not to come toward the bus stop until the bus has come to a complete stop.
9. Drivers will do a complete mirror sweep when bus has stopped before children are unloaded and again before the bus is put back into motion to ensure nothing is in the roadway.

10. If riders must cross the street they need to be instructed to wait until bus comes to a complete stop, the stop sign is out and driver has checked for traffic and signaled them to cross.
11. All riders will wait until bus comes to a complete stop before approaching.
12. The driver and/or sidewalk monitor are to be in full charge of riders when they are riding, loading or unloading the bus.
13. It is the rider's responsibility to be at their designated bus stop 5 minutes early.
14. Drivers are not to pick-up riders at locations other than their specified stops without authorization nor are they to discharge riders at stops other than their own. Drivers are responsible for getting them to **their** bus stop.
15. Drivers should instruct riders to go quickly and quietly to their assigned seat upon boarding.
16. All drivers will arrive at his/her first afternoon school at least 10 minutes before the dismissal bell.
17. No driver should permit riders to unload once they have boarded the bus, except with permission from their attending school or transportation supervisor.
18. All drivers will follow their assigned school's unloading procedure in the morning and will assure there is a teacher present before doing so. In the event of an emergency situation the driver should have the school notified.
19. When unloading at schools all drivers will secure their buses.
20. Drivers will count riders as they get on the bus to ensure all would be accounted for in the event of an accident.
21. Drivers will make sure bus is not in motion while any student is standing at any time.
22. Drivers will make every attempt to help identify and report any person passing his/her school bus stop sign while loading/unloading.

**IF YOU BRING YOUR CHILDREN TO WORK WITH YOU,
THE FOLLOWING RULES WILL APPLY**

1. Must be your own child/children.
2. No children will be left alone or unattended.
3. Parents must clean up after their children.
4. Car seats will be the parents' responsibility.
5. Bus rules will apply to driver's children at all times.
6. Children must not be in bus lot unaccompanied.
7. Children must not interfere with driver work performance.
8. Children are not allowed at meetings.
9. Young adults (high school age) may remain at the bus barn during routes with the approval from supervision.
10. Child rides with parent except when riding assigned route.
11. Children are to stay in the break room while at the bus barn. The staff appreciate you maintaining a quiet and business-like atmosphere in the office.

Hazards of Weather and Road Conditions

Each driver should know a general description of all the varying types of road conditions that he/she will encounter. Drivers should exercise caution and be aware in and around all types of traffic congestion, dirt roads, and heavy construction areas. Houses on the north and east sides of the street are numbered even south and west sides are odd. To figure which block you are at if

you are going east and west on a road, add 16 numbers per mile and going north and south add 8 numbers per mile.

The weather may be one of the largest obstacles faced by the driver since most areas are blessed with a full range of weather conditions. The driver should remember the fact that the weather can and does change rapidly, with some street/roads being conducive to flooding and the accumulation of snow and ice. In the event that you question being able to pass due to high water or deep snow drifts call dispatch and ask for an alternate route. Never attempt to pass in high water or deep snow drifts. Black ice is a road condition in which freezing temperatures cause rain to make pavement appear wet when it is really ice. High winds can blow the bus on the road and the wheel should be held firmly with both hands expecting to correct lane position at any time.

Other things to watch for are large over hanging branches, branches down in a road way, down or low hanging power lines, large pot holes, animals whether dead or alive, broken down or abandoned cars, grass or field fires etc.

If a road hazard interferes with your route or could interfere with someone else's dispatch needs to be notified. A brief description of the problem and location will also need to be noted.

Defensive Driving

Defensive driving is the key to successfully and safely driving a school bus. As a school bus driver, you must always drive at a high level of awareness. Great awareness should be placed on the distance between your bus and any vehicle in front of you.

Defensive driving will be discussed in detail in the required defensive driving class.

Backing

Proficient use of mirrors while backing will be required at all times. 4-way lights and horn will be used each time backing is done. Use of rear reference point will be used to know when rear of bus is close to coming in contact with an object. Backing will be done only when absolutely necessary and with a spotter present when on school grounds.

Turning

Turning is a leading cause of accidents, which may be avoided if the driver remains aware of the size and maneuvering characteristics of his/her vehicle. In order to gain the feel of these dimensions, the driver will be given the opportunity to acquire driving experience in a practice area, free from the risk of damage to the vehicle.

Remember:

It is very important to always square your turns using a reference point to find the pivot point. The rear wheels of the vehicle do not pivot and therefore will not follow the same path as the front wheels. The greater the distance between the front wheels and the rear wheels of the vehicle (also known as the wheelbase) the greater the amount of "off track". The off-track is a shorter radius than the path of the front wheels.

Proper Passing and Turning Maneuvers

Passing maneuvers will be made only when necessary (only pass slow moving vehicles on a two-lane road). Emphasis needs to be placed on the length and width of the bus, distance judgment; traffic awareness and all intentions must be signaled to surrounding motorists.

Reference

1. Reference Point, A point on the vehicle which is in a direct line with the driver's eyes and another point.
2. Pivot Point, A point on the vehicle at which you would begin a turn, the slower you go the more you can maneuver giving you time to turn and time to look in mirrors.

A SECURE BUS MEANS > GEAR IN NEUTRAL & PARK BRAKE SET

WHEN BACKING > PUT 4-WAYS ON AND HONK YOUR HORN

MIRRORS > YOU SHOULD NEVER BE ABLE TO SEE YOUR SELF NOR MORE THAN AN INCH OR TWO INTO THE WINDSHIELD OF YOUR BUS THROUGH THE CROSSOVER MIRRORS. IF YOU CAN, THEN YOU NEED TO RE-ADJUST THEM PROPERLY.

THERE SHOULD BE ABSOLUTELY NO AREA OF GROUND NEXT TO OR IN FRONT OF YOUR BUS THAT YOU CAN NOT SEE IN YOUR MIRRORS. YOU SHOULD ALSO BE ABLE TO SEE AT LEAST 12 FEET OUT IN THE FRONT AND ON EACH SIDE OF YOUR BUS. PLEASE TAKE THE EXTRA TIME TO ALWAYS MAKE SURE YOUR MIRRORS ARE PROPERLY ADJUSTED WHEN YOU ARE LOOKING IN THEM.

Social Media

USD 490 discourages teachers, administration or other staff members from 'friending' active students on personal social media accounts (Facebook, Twitter, Instagram, Snap Chat, etc.) The El Dorado School District does ask staff to consider using your teacher webpage, Google Classroom, creating a fan page in Facebook, or a separate classroom/club twitter account instead of using your personal account. All social media accounts that represent district or school-sponsored organizations, activities, or groups must be registered with the Director of Information Services annually.

Concealed Observations

USD 490 Board of Education policy prohibits individuals from recording students, employees, and/or board members through the use of concealed audio and/or visual recording devices at school, on or in district property, and at meetings held for educational or disciplinary purposes. Exceptions include the use of district video surveillance, recording of meetings subject to the Kansas Open Meetings Act, due process or student disciplinary hearings, student evaluation, or recordings of programs and events which are open to the public.

Solicitations and Fundraising

School-Sponsored Fundraisers

All special sales projects by students are subject to the approval of the principal. This policy shall include sale of advertising, magazines, and merchandise.

Outside (Non-School) Solicitors

Except as approved by the building principal, commercial firms shall not be permitted to solicit students during school hours in attendance centers or on school grounds.

Commercial schools, colleges, or other agencies shall be permitted to meet with seniors or solicit prospective students only when the invitation and arrangements are approved by the school district administration.

Solicitations by students within the schools or on school grounds for any cause is prohibited except as they relate to school-sponsored activities. The building principal may approve exceptions for specific cases.

Agents, solicitors, and sales representatives shall not be permitted to take time of employees or students from educational activities.

The students and faculty of the district shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services. This includes social media fundraising sites for school-related projects or expenses. This rule applies to activities, promotions, and sales originating outside the school. Materials and projects submitted for consideration under this rule must be made in writing to the superintendent following approval by the principal. Requests will be considered in light of the proposal's direct contribution to the educational values in the school.

All solicitations of and by staff members during regular school hours and at school-sponsored activities is discouraged.

**Mission Statement
El Dorado Public Schools**

Revised 6/2/18

The mission of USD 490 is to provide comprehensive educational programs and opportunities that:

- *Prepare STUDENTS to be successfully engaged citizens, employees, and lifelong learners;*
- *PARENTS prefer for their children;*
- *Inspire pride among EMPLOYEES, and;*
- *PATRONS are willing to support.*

Family Educational Rights and Privacy Act

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by USD 490. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records except those which are specifically exempt. Records will be available within 45 days of the day the district receives a request for access. Requests to inspect records are to be made at the school of attendance.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited expectations. Disclosure of information from your educational records to other persons will occur only if:
 - a. the district has your prior written consent for disclosure;
 - b. the information is considered “directory information” and you have not objected to the release of such information; or
 - c. disclosure without your prior consent is permitted by law. Including:
 1. The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest.
 2. The district may disclose, without your consent, education records to officials of another district in which a student seeks to enroll or intends to enroll.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education if you believe that USD 490 has failed to comply with FERPA’s requirements. The address of this office is 400 Maryland Avenue SW, Washington, D.C. 20202-4605.
5. The right to obtain a copy of USD 490 policies for complying with FERPA. A copy may be obtained from the USD 490 Administrative Office, 124 West Central, El Dorado, KS, 67042.

Directory Information

For purposes of the Family Educational Rights and Privacy Act, USD 490 designates the following information contained in educational records as directory information, which may be disclosed for any purpose without your prior consent. This information would not generally be considered harmful or an invasion of privacy if disclosed.

The following information is considered directory information: name, address, telephone number, electronic mail address, photograph (including video and the internet), date and place of birth, major field of study, dates of attendance, grade level enrollment status (e.g. undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and class designation. In addition, the district and/or any of its employees or agents may use the student's likeness, or voice, or all to be recorded and exhibited as still photographs, transparencies, motion pictures, television, videotape recordings or other similar media, including internet applications.

The custodian of records shall make student recruiting information (name, address and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students request the information not be released without written consent.

You have a right to refuse to permit the designation of any or all of the above information as directory information, video and still photograph information, or student recruiting information. If you refuse, you must file written notification to this effect with Unified School District No. 490 at the Central Office, 124 W Central, El Dorado, Kansas, 67042 on or before August 15, 2018. If a refusal is not filed, USD 490 assumes you have no objection to the release of the directory information or recruiting information designated.

Civil Rights Notification for USD 490

El Dorado Unified School District 490 does not discriminate on the basis of race, color, national origin, sex, age, religion or handicap/disability as to treatment of students in programs and as to employment. Persons having inquiries concerning the District's compliance with Title VI, Title IX, Section 504, Americans with Disability Act, and the Age Discrimination Act may contact the school district's ADA and Section 504 coordinator, Sue Givens, Superintendent, 124 West Central, El Dorado, Kansas, 67042, (316) 322-4800. Title VI, Title IX and Section 504 ADA complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to: U.S. Department of Education, Region VII, Office for Civil Rights, 10220 North Executive Hills Boulevard, Kansas City, MO 64153.

Drug Free Workplace

The USD 490 Board of Education believes that maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.

As a condition of employment in the district, employees shall abide by the terms of policy, GAOA.

Employees shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings, suspension, placement on probationary status, or other disciplinary action. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary personnel actions which may be taken under existing board policies or the negotiated agreement.

Asbestos Notification

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) passed in 1986, El Dorado USD 490 hereby notifies parents/guardians, students, teachers and other school employees that the district has a Management Plan in effect and semi-annual surveillances are performed. The Management Plan is available for review at the USD 490 Administrative Office. If you have questions or concerns regarding this subject, please contact the district administrative office at 124 West Central, El Dorado, KS, 67042, 316-322-4800.

Children's Internet Protection Act

The USD 490 plan to comply with the Children's Internet Protection Act (CIPA) is as follows: The superintendent shall obtain a commercially available Internet filtering program designed to block access to pornography and other obscene information on all district computers with access to the Internet. The district may monitor Internet use to determine compliance with this policy. All students and employees using any district computer shall comply with the district Acceptable Use Policy for Internet and Computer Access.

USD 490 is providing access for students and staff to the world-wide-web. The District is committed to providing student safety on the Internet, and will take all available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other inappropriate sites. On a global network, it is difficult to control all materials; therefore, USD 490 will not allow chat rooms and social networking sites to be accessed by students unless they are used specifically for instructional purposes and will not condone antisocial behavior at any time.

All staff members are responsible to educate students about appropriate online behavior and safety, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.

This policy shall be on file with the board clerk and in each school office with Internet access, and copies of this policy and acceptable use policy shall be available upon request. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required and directing staff to monitor computer system use as needed.

Conclusion

You are entrusted with a great responsibility. Safe transportation of children to and from school is our primary purpose. The El Dorado Unified School District Transportation Department exerts every effort to provide safe, efficient and convenient transportation service to eligible students. To accomplish this, all members of our department must work together as a team.

Handbook receipt

In signing this receipt, I acknowledge that I have received a copy of the El Dorado Unified School District's School Bus Driver Handbook. I further understand that I, as a professional school bus driver, am responsible for following all rules, regulations, laws and other directives pertaining to the safe and proper operation of school buses, including those listed in this handbook.

Signature

Print Name

Date