

Introduction



To School Bus Drivers:

Over 4,000 students are transported to and from school each and every day by you.

Your responsibility as a school bus driver is tremendous. It is a job that often fails to get the public respect and appreciation that is deserved.

The safety of our children is the most important element as they are transported each day. Their safety depends upon each of you who accept the responsibility of driving our school buses.

I hope that this Bus Driver's Manual will assist you in developing and maintaining the skills needed to ensure that the Cheatham County School System has the safest transportation program possible.

Cal Blacker

Transportation Supervisor
Cheatham County School System

THE THREE “R’s” OF OUR JOB AS SCHOOL BUS DRIVERS

R ESPONSIBILITY

Job performance and Self-Esteem

(Pride in job well-done)

-----Dealing with the job

R ELATIONSHIPS

Dealing with People of all Ages

(Conflicts and differences)

-----Dealing with other people

R ESPECT

Getting and Keeping a Good Attitude

(Respect for myself and others)

-----Dealing with myself

BUS DRIVER QUALIFICATIONS



1. Who is qualified for a CDL?
 - a. Drivers shall be at least 25 years of age.
 - b. Have and pass a health and vision screening annually.
 - c. Driver does not have license currently under suspension, cancellation or revocation.
 - d. Driver has a clean driving for the past 5 years involving any offense for which license revocation is mandatory.

2. All school bus drivers must be able to read and write English proficiently.

3. The following is a list of bus types with license requirements:

<u>Vehicle</u>	<u>Minimum License Requirement</u>
Bus Drivers	Class B with PS Endorsement

4. All drivers (hired since January 1, 2000) must pass a TBI/FBI background check.

2018-2019 TRANSPORTATION DEPARTMENT

BUS DRIVER GENERAL REQUIREMENTS

1. Every driver and driver aide is required to have a telephone. The telephone number must be given to the BOE for emergency notification purposes.
2. An annual health and vision examination by a physician approved by the Board shall be on file at the BOE.
3. Every driver will be subject to periodical drug screenings randomly chosen by an independent company. When you are notified to go for a drug test, you must report that day by 8:15 a.m. to the testing facility. Every new driver must have a D.O.T. drug screen prior to employment.
4. At the discretion of the Transportation Supervisor, a driver may be asked to take suspicion based drug/alcohol tests. When a request is made, the transportation director will provide transportation to and from the testing facility.
5. A driver shall participate in the annual state sponsored bus driver in-service program to retain the S endorsement on his/her CDL. This is usually done in conjunction with our annual bus inspections.
6. A driver shall always be neat in appearance (dress professionally), be courteous to parents and children, and be cooperative with teachers and school officials.
7. A driver shall never use profanity when children are being transported.
8. A driver shall never use tobacco in any form when on a school bus or on school grounds.
9. A driver shall obey all state and local traffic regulations. These regulations include, but are not limited to, speed limits, stop signs, and yield signs. Any subsequent citations are the responsibility of the driver.
10. The school principal and the bus driver must assume joint responsibility for the conduct of pupils who are transported on school buses. The close cooperation of the principal and driver in this matter is very essential to an efficient and safe transportation program. Maintain accurate records on your discipline forms, stay in contact with parents and see principal if needed.
11. Each driver must perform daily maintenance, pre-trip inspections of the vehicles they operate to determine if the vehicles are in the proper running condition.
12. Any damage to any vehicle, inside or outside, shall be reported to the Transportation Director or Shop Foreman at the bus garage on the same day the damage occurs and records such damage.
13. Each vehicle will be brought to the school bus garage for regular servicing and preventive maintenance every 60 days. Drivers will be notified at least 5 days in advance and are expected to have their bus at the shop at the proper time.
14. **Each driver is responsible for sweep cleaning his/her bus at least once each day, as well as, washing with soap every two weeks. Each driver will sign for a clean bus and return the exact same way they received it.**
15. The Director of Schools and the Transportation Director reserve the right to require any bus be left at the bus garage overnight. Unless on an authorized field trip, buses are not to be parked outside the county. If approved, the Director of Schools and/or the Transportation Director may allow the bus to be parked at the driver's home or approved area, if this is closer than the nearest school, on a case by case basis.
16. Bus drivers shall have the right and obligation to recommend (not demand) suspension of transportation of any student who creates a serious discipline problem. This suspension shall be reported to the principal immediately in writing. The school bus driver should never put a child off the school bus for disciplinary purposes at any point in-route home. The correct procedure is

to refuse service on the next regular trip, if directed by Transportation Director and continue to do so until the pupil and parents have cleared the matter with school officials. If unable to complete the trip safely, call the BOE to request help from an SRO.

17. The Transportation Director, with the approval of the Director of Schools may suspend a driver for good and sufficient reasons.
18. Buses are to be cleaned daily. **Never take a dirty bus on a field trip.** All buses taken on evening or nighttime field trips shall be cleaned before the next route is run.
19. Principals have the right to send a driver on a second or even a third route in case of an emergency.
20. Do not allow children to ride your bus that do not live on your route, unless that child has a bus pass signed by the school principal/designee approved by the Transportation Director. Keep all bus passes for your records. If you let an unauthorized child on your bus, you will be responsible for getting them home.
21. Dress for bus drivers should be appropriate for and acceptable to the average citizen of this county. No midriff skin showing, no tank tops or revealing clothing. Shorts are to be no shorter than fingertip length when arms are fully extended to one's side.
22. **All diesel drivers:** Allow your bus at least five (5) minutes to warm up and cool down at the beginning and end of your route. You must note on your time sheet any days that you had to plug in your bus if it is parked at your home.
23. Drivers will have the responsibility to report any students that are known to be out of county or out of zone to the school.
24. Should an approaching driver fail to stop when signs and signals are activated, the following procedure should be followed:

Positive identification of the operator of the vehicle alleged to be in violation is necessary. The school bus driver needs to obtain the license plate number and seek a warrant for the arrest of the owner of the vehicle; thereby, placing the burden on the owner to show that he was not operating the vehicle in violation of the law. City police officers cannot seek a warrant for such violations, unless they observe the violations themselves. Therefore, the school bus driver must seek the warrant personally if he/she is the observer of the violation. Do not call the BOE with license numbers. Handle it yourselves after your route.

BUS RADIO GUIDELINES

1. THE BUS RADIOS ARE TO BE USED FOR OFFICIAL SCHOOL BUS BUSINESS ONLY.
2. **PERSONAL USE:** If you have a personal emergency, please radio the BOE or Bus Garage for assistance. Please do not ask the BOE to make a personal call for you unless it is an absolute EMERGENCY. All bus radio conversations can be heard by the BOE and CCSD, as well as some school board members and anyone who has a scanner. The bus radio is not a “CHAT LINE” to discuss neighborhood gossips, how someone is driving, weekend plans, etc. If you fail to comply with this request, you will be requested to meet with the Director of Transportation to discuss your reluctance to follow instructions.
3. The Bus Radio frequencies need to be open at all times for school business.
 - a. Be sure the radio is clear before keying your mike to transmit.
 - b. If you have an emergency, please say so. Ask other drivers to clear the line. Speak slowly and clearly. Use normal tone of voice – do not yell. Yelling makes the transmission sound distorted and difficult to understand. Be sure to repeat your transmission.
 - c. Mechanical problems:
 1. Report to BUS GARAGE on the Maintenance Channel.
 2. Please give BUS NUMBER
 3. Please give LOCATION
 4. Please give a brief report on what you believe the problem to be
 5. Wait for a response from Shop Foreman or Mechanic. You will be given instructions or advice on what will be done to correct the problem.
 - d. Radios should be used when immediate assistance is needed. If it is not an immediate need, please use the telephone or come by the BOE or bus garage after finishing your route.
 - e. Please remember that when you are transmitting the other 60 plus drivers cannot use their radio. Please be brief in all radio usage. You do not have to get in the last word. When you finish a conversation, sign off with your bus number and the word “CLEAR” so others will know you have finished. Example: Bus 13 to BOE...Bus 13 clear.
 - f. Illegal passing of School Bus (bus passed in no pass zone or when bus is stopped to pick-up or drop-off riders) Please address in person at the BOE.
 - 1) If you do not have the license plate number of the vehicle, you will not be able to fill out a complaint. Without that information, the state cannot respond or take any action whatsoever.
 - 2) You MUST have the LOCATION
 - 3) You MUST give description of vehicle in violation
 - 4) If/when this violation appears in court, you the driver are required to appear to state what happened. We cannot appear because we did not witness the issue.

EMERGENCY CODES FOR TWO-WAY RADIOS

10 – 3	Stop Transmitting
10 – 4	Message Received
10 – 35	Confidential Information – Please call cell number
10 – 200	Police needed at LOCATION.

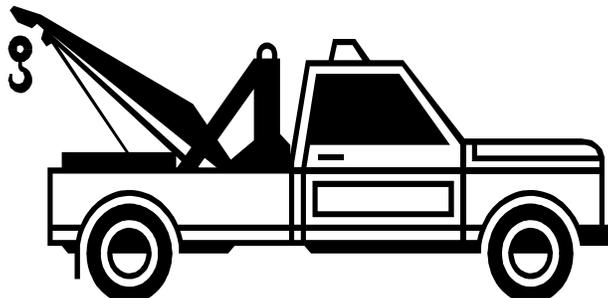
EMERGENCY INFORMATION

In case of vehicle breakdown, call the Bus Maintenance Garage at 792-6672 or 792-2011. If there is a breakdown or emergency after hours of operation (6:00 a.m. – 4:30 p.m. Monday through Friday), call the following:

David Cuff	792-6672	406-6209 (Cell)	Shop Foreman
Justin Smith	792-6672	406-6207 (Cell)	Mechanic
Cal Blacker	746-1393	979-7350 (Cell)	Transportation Director
Maureen Gilmore	746-1428	974-0198 (Cell)	Administrative Assistant
Dustin West	746-1405	243-0158 (Cell)	Administrative Assistant

If you do not make contact with anyone and you have a bus breakdown, call:

BOWMAN'S WRECKER SERVICE (615) 792-4423



EMERGENCY PROCEDURES FOR ACCIDENTS WITH INJURIES

1. CALL 911 – GIVE LOCATION
2. RADIO BOE
3. GIVE INFO ON WHAT'S HAPPENING
4. CALL BACK # and NAME
5. DETAILS ABOUT INCIDENT
6. INJURIES- HOW MANY
7. BUS #

ACCIDENT REPORTING PROCEDURE

Reporting Accident by Radio

1. State “**EMERGENCY, PLEASE CLEAR RADIO**”.
2. Report accident to BOE giving the location and a quick assessment of injuries and damage.
3. Advise BOE if emergency equipment is needed.
4. Report accident to the Transportation Director and bus garage personnel.
5. Leave bus radio on and either stay close, or assign a passenger to listen in case more information is needed. Hang radio on outside of bus if you have to leave the bus.
6. Be sure all passengers are properly cared for until help arrives.
7. If passengers need to leave your bus for safety reasons, be sure to select a safe waiting area away from any other danger.
 - a. Fully cooperate with police, sheriff or highway patrol.
 - b. Be sure to get names of all passengers on bus and where they were seated.
 - c. Get other driver's name, address and phone number.
 - d. Be sure to note what kind of vehicle (other person's)
 - e. Get the name of the other driver's insurance company.
 - f. Come by the BOE the same day of the accident, if possible. If not, please come by the following day.

8. The driver **must** immediately have a drug and alcohol test done after the law enforcement has cleared the driver to leave the scene. (CCBOE policy 5.403) If no citation is given and no injuries are reported, the driver may report to the testing facility alone.

Transportation Staff Responsibilities

- Director of Transportation will proceed to the accident as soon as he/she has been made aware that there has been an accident. The Director of Transportation will assist the driver and the law enforcement personnel. The Transportation Director will accompany the driver for a post-accident drug screen.
- Bus Garage Shop Foreman will proceed to the accident as soon as he/she has been made aware that there has been an accident. The shop foreman will assess the damage to the bus and make the determination if the bus can be driven or has to be towed.
- Transportation Secretary at BOE will call proper authorities by notifying TN Highway Patrol and relay all necessary information. The Director of Schools or his/her designee will be notified. Will also contact Work Force Essentials to set up post-accident drug test. The Director of Schools shall ensure a BOE staff member goes to the accident site as liaison with the public and the media. The Director of Transportation is the Commander on the scene. Transportation Secretary will also contact TN Risk Management and Admin. Assistant for Director in order to notify the Board Members.
- All other personnel will assist in answering telephone calls and ensuring that the other bus routes continue under normal circumstances.

1. Remain calm.
2. Radio BOE and give your exact location and a brief description of the accident and injury. If you are unable to contact the BOE via bus radio, use your cell phone or have the first person that arrives at the scene to call the BOE at 792-5664.
3. Check the students with injuries. Make them as comfortable and calm as possible. Do not move them unless it is an absolute necessity. Wait for EMS personnel to arrive. Maintain a list of all students on the bus and where they were sitting. (Drivers should always have a list of students and assigned seat on the bus at all times.)
4. Keep your radio on and stay as close as possible to receive and give information.
5. After help arrives, be sure to check on the students without injury, and if necessary load them on a spare bus to be delivered to school, home or staging area.
6. Write down all you remember about the accident, such as how it happened and anyone who witnessed the accident. It is important that you know what happened before you leave the scene of the accident.
7. After you finished with the police and all children are secured, go to the drug testing facility for drug and alcohol testing.

Accident – No Injury – Driver Responsibility

1. Call BOE.
 - a. Stay calm.
 - b. State your exact location.
 - c. State what type of assistance is needed (police, fire, etc.)
2. **Do not move the vehicle** until the law enforcement has arrived and directs you to do so.
3. Keep all students seated and recheck for possible injuries. List all students and seat numbers they were in. (Drivers should have listing of students and assigned seats on the bus at all times along with birth date information and phone numbers.)
4. Write down all details about the accident and names of anyone who witnessed it.
5. After you finished with the police and all children are secured, go to the drug testing facility for drug and alcohol testing.
6. As soon as possible report to the BOE to complete the accident report.

Release or Transport of Students

1. Children shall only be released to properly identified parents or guardians by the Director of Transportation or his designee. If you as the driver are releasing students you will need to check ID on any parent/guardian you do not recognize. Keep a list of all released students. (Any questions regarding release should be referred to the BOE representative on-site.)
2. Students not released to parents or guardians shall be transported to their home by the district.

Procedures for Student Injury (Not Vehicular)

- STEP 1: Be sure student is checked for injury and cared for.
If the injury is minor, proceed to school or home.
If the injury is major, call the BOE immediately.
- STEP 2: Get all of the information that is listed on the Student Accident Form.
- STEP 3: After finishing route, immediately come by or call the BOE with all necessary information on the injury.

DISCIPLINARY ACTION

Should a driver have a chargeable accident, he/she will automatically be on probation for one calendar year. Should a driver be involved in a personal injury accident, that driver will automatically be placed on administrative leave with pay until such time as an investigation is completed into the cause of the accident. The driver will be subjected to a drug and alcohol test immediately. After the investigation the driver may be returned to their route, transferred, kept on leave with pay, suspended or terminated. Any driver determined to have contributed to the cause of the accident will undergo a re-training program before returning to driving. The length and depth of re-training will be determined by the Director of Transportation. The same procedure for one or a combination of several small property damage accident(s) that total in excess of \$500.00 will be followed as for a personal injury accident.

Each driver will participate in a yearly evacuation drill to ready the students for a situation of a severe crash or fire. The Director of Transportation will monitor this procedure at least once during the school year.

Bus Accident Checklist

In the event of an accident involving any vehicle belonging to the Cheatham County Board of Education, please follow the guidelines listed below:

1. Notify the Transportation Office at the Board of Education to notify the police department and if necessary medical personnel.
2. The Transportation Director will dispatch shop mechanics to assess damages.
3. The Transportation Director will call the Director of Schools with all available information.
4. Director of Schools/Assistant Director of Schools will address the media.
5. The Transportation Director will advise the Board of Education office (Transportation Secretary). Information will be gathered to advise parents of the situation.
6. The Transportation Director will go to the scene to assist with paperwork if necessary.
7. The Transportation Director will locate other bus drivers to transport students, if bus is deemed un-drivable.
8. If any parent comes to the accident scene to pick up their child, have them sign the attached "Child Release Form". Be sure that the student is not injured. If they are, have them transported to the emergency room.

9. Drivers will fill out all police reports and bring to the BOE office the next school day. The BOE office will pick up a copy of the police report when made available.
10. Drivers will fill out BOE accident report forms and turn in the next school day.
11. BOE office (Transportation Secretary) will set up post-accident drug testing; Transportation Director will accompany the driver to testing.
12. BOE office (Transportation Secretary) will try to get messages out by mass media, web site, or phone to advise parents of the situation and the projected times students will be arriving home.
13. BOE office (Transportation Secretary) will file the claim online when all necessary information has been received.

EXITING PROCEDURES AND SAFETY TIPS

EXITING PROCEDURES

Accident – Passenger entry door blocked; bus upright:

1. Use emergency exit at rear of bus.
2. Use emergency push out windows (you must decide on whether it is safer to evacuate or keep students on bus).

Accident – Emergency rear door blocked:

1. Use front entrance.
2. Use emergency push out windows (you must decide on whether it is safer to evacuate or keep students on bus).

Accident – Bus lying on left or right side:

1. Use roof emergency exits.
2. Use rear emergency door and front emergency door if possible.
3. Use emergency push out windows (you must decide on whether it is safer to evacuate or keep students on bus).

Accident- Student Injury or Non-Injury student falling off bus in motion.

1. Call BOE immediately give location and what happen
2. Call for Emergency services 911 to be safe
3. Control situation on the bus if student is injured attend to student

SAFETY TIPS

Backing: Backing up a school bus on school grounds is to be done only as a last resort. Make sure that you have a ground guide, preferably another bus driver.

Basic Vehicle Control: To drive your vehicle safely, you must be able to control your speed and direction. Safe operation requires skill in acceleration, steering and braking.

Black Ice: A thin layer that is clear enough that you can see the road underneath it. Anytime the temperature is below freezing and the road looks wet, *watch out for black ice*.

Bridges: When the temperature drops, bridges will freeze. Be especially careful when the temperature is close to 32 degrees Fahrenheit.

Communicating Your Intention: There are five good rules for communicating: drive with headlights on, flash brake lights when slowing down or stopping, signal early, signal continuously, cancel your signal.

Curves: Reduce your speed so further braking is not required.

Expressway Entrance: Check traffic, use proper signals, and merge smoothly into the proper lane. NEVER BACK UP ON THE ENTRANCE RAMP.

Expressway Exiting: Check traffic, use proper signals, and decelerate smoothly in the exit lane.

Fire-Engine Compartment: Evacuate bus through emergency door and emergency side windows.

Fire-Passenger Area: Evacuate bus through all emergency exits except roof hatches (if bus is up right, use roof hatches as a last resort).

Fire Fighting: Fires have been made worse by drivers who do not know what to do. **Study** the instructions printed on the extinguisher before you need to use it. Here are some procedures to follow in case of fire:

- Pull off the road.
- Park in an area away from buildings, tree brush and other vehicles.
- Do not pull into a service station.
- Notify emergency services of your problem and location.
- Engine fire – turn off engine. Do not open the hood if you can avoid it. Shoot extinguisher through louvers, radiator or from underside of the bus.

Fog: The best advice for driving in fog is – **do not**. If you must drive, be sure to consider the following:

- Make sure that headlights (low beams) and clearance lights are on.
- Obey all fog-related warning signs.
- Slow down before entering fog.

Hazard: Any road condition or other road user (drivers, bicyclist, pedestrians and animals) that are a possible danger. Slow down and proceed cautiously!

Hot Weather Driving: Check all fluid levels, tires, engine belts before starting vehicle. Watch for bleeding tar. These spots on the roadway are very slippery.

Hydroplaning: When the tires lose their contact with the road and have little or no traction. This is normally caused by driving too fast for the road conditions.

Managing Space: To be a safe driver, you need space all around your vehicle. When things go wrong, space gives you time to think and take action.

Night Driving: You are at a greater risk when you drive at night. You cannot see as sharply at night or in dim light. Also, your eyes need time to adjust to seeing in dim light.

Prohibited Practices: Never fuel a school bus with riders on board. Never pass another school bus on a two-lane road. No right turns on red. Never leave children unattended on a school bus.

Railroad Crossing: Crossings are always dangerous. Each crossing must be approached with the expectation that a train is coming (do not rely on signals). Turn on 4-way flashers; come to a full stop 15-50 feet from the nearest track, open passenger door, look and listen. If it is clear, close the door. Cancel the 4-ways after you have cleared the tracks.

Raining: Right after it starts to rain, the water mixes with the oil left on the road by other vehicles. This will make the road very slippery. If the rain continues, it will wash the oil away (slow down).

FIRE SAFETY

WHAT TO DO!

NEVER PANIC!

CALL BOE AND 911

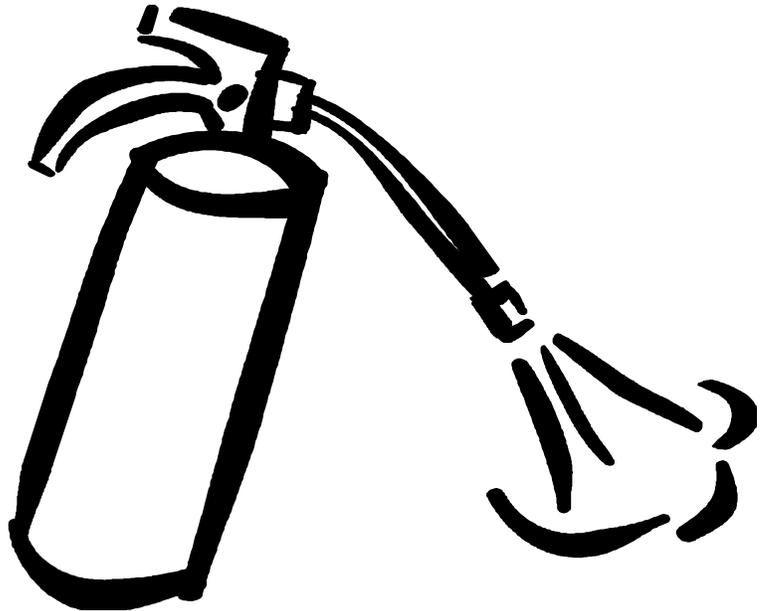
Know the origin.

Find a safe place off the highway to park the bus.

Evacuate the students and move to a safe place away from the bus.

3 Ways to Evacuate:

1. Fire around engine: evacuate through emergency door.
2. Fire in or around bus seat: evacuate students both ways, to the rear, from point of fire, and to the front from point of fire. **NEVER** evacuate students through a fire.
3. Rear fire around wheels: evacuate to the front.



Once students are off the bus and at a safe distance, take your fire extinguisher and work at the base of the fire

moving with a smooth back and forth motion until the fire is out. If you cannot extinguish the fire, stop a motorist and tell them to call the fire department and BOE (792-5664), giving the location and nature of the fire if possible.

INSTRUCTIONS FOR SUBMITTING MAINTENANCE REQUEST FORMS

1. Driver will fill out top half of form, when turning bus in for repair/maintenance.
 - a. Vehicle Number – This is the bus number of the bus being turned in.
 - b. License Number – License plate number of the bus being turned in.
 - c. Date – The date that the bus is turned in.
 - d. Time – Time of day that the bus is turned in.
 - e. Vehicle Problem – Brief statement as to what the bus problem appears to be
 - f. Signature – Driver’s signature. The mechanic that accepts the bus will sign to the left of the driver’s signature.
2. Mechanic will give the driver the pink copy. Keep this for your records. This is proof that bus was turned in for repair of problem annotated on form.
3. Mechanic will complete the bottom half of the form.
 - a. Mechanical Response – Mechanic records what problems were found, with corrective action taken.
 - b. Signature – Signature of principal mechanic who worked on bus.
 - c. Date – Date work is completed. Driver is to be notified on same day that bus is ready for pick up.
 - d. Time – Mechanic records both date and time that bus was picked up. Driver will sign and date form directly below time.
4. Driver will be given the yellow copy for his/her records.
5. White copy will be kept on file at the bus garage for one year.



**CHEATHAM COUNTY BOARD OF EDUCATION
TRANSPORTATION DEPARTMENT
ASHLAND CITY, TN 37015 792-5664**

Vehicle No: 87

Date: 5-11-2011

License No: GT-5678

Time: 7:30 A.M.

Vehicle Problem:

Coolant Level Low

Driver's Side Headlight Out

Mechanic Signature: _____ Bus Driver Signature: _____

Mechanical Response:

1. Added Coolant

2. Changed Headlight

3. Checked Oil Level – Low – Added 3 Quarts

4. _____

Mechanic Signature: _____

Date: 5/12/2011

Time: 4:17 P.M.

Bus Driver Signature: _____

CHEATHAM COUNTY BOARD OF EDUCATION

TRANSPORTATION DEPARTMENT

ASHLAND CITY, TN 37015 615-792-6672

Vehicle No: _____

Date: _____

Tag No: _____

Time: _____

Vehicle Problem(s):

1. _____
2. _____
3. _____
4. _____

Mechanic's Signature

Bus Driver's Signature

Mechanical Response:

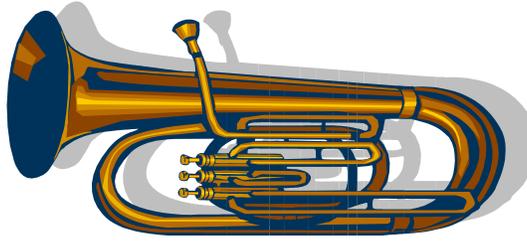
1. _____
2. _____
3. _____
4. _____
5. _____

Mechanic's Signature: _____

Date: _____

Time: _____

Bus Driver's Signature: _____



BAND INSTRUMENTS ON BUSES

The following instruments may not be carried on buses:

1. Tuba
2. Baritone Horn
3. Baritone Sax
4. Snare Drums
5. French Horn
6. Large Tenor Sax
7. Guitars

IF THE FOLLOWING CONDITIONS ARE MET, THE BASS CLARINETS AND TROMBONES MAY BE CARRIED ON THE BUS

Conditions:

1. The child must be assigned to one of the first 4 seats on the bus.
2. The instrument must be stored under the seat or in the child's lap.

ALL OTHER SMALL INSTRUMENTS MAY BE CARRIED ON THE BUS PROVIDED THEY ARE HANDLED AND SECURED IN A SAFE MANNER. FAILURE TO DO SO WILL RESULT IN THE LOSS OF THE PRIVILEGE TO CARRY THE INSTRUMENT ON THE BUS.

SCHEDULING AND ROUTING

1. Bus routes shall begin officially at that point where the first eligible child is picked up.
2. Bus routes shall be arranged in such a way as to provide each eligible child in the area transportation to school within the prescribed time limit. Bus routes shall begin no earlier than 1 ½ hours before school opens and children shall not be in transit from school more than 1 ½ hours after dismissal.
3. Students shall not be put off the bus until their destination is reached.

4. A principal or designee must be on the school grounds when the buses arrive and also must remain after the close of the school day until all buses depart.
5. No driver will let children off the bus in the A.M. unless directed by a school official. This will not occur before 7:10 A.M.
6. No bus will depart the school before 2:30 in the P.M. or until directed by the principal or a designee with the exception of the preschool class.
7. Bus stops shall be established no less than 600 feet apart. If it is determined that this distance places a stop where it is a safety hazard because of traffic or road layout, the driver should notify the Director of Transportation immediately.
8. Bus routes shall not overlap, unless this becomes necessary to reach some other portion of each respective route; or unless overlapping results from the necessity to travel the main highway to schools. When more than one bus travels the same highway, and each bus picks up some children along such routes, each bus shall be assigned a certain portion of the route and all children within the section shall ride the bus to which he/she is assigned.
9. Official bus routes shall serve all eligible children. However, no family shall be served by two buses from their residence.
10. When a family moves to a point between two official routes and has children eligible for transportation, the route nearest this family shall be extended to provide transportation for the children, provided this extension is safe and economical.
11. Buses may leave the main route to pick up children at the closest accessible point, when all the following conditions are met:
 - a. If a child lives $\frac{1}{2}$ mile or more from the main route.
 - b. If the road is designated as an official county or state road.
12. The official bus route shall not be extended or changed until such proposed change has been checked to meet all rules and regulations pertaining to safety, time, and economy. It must also have the approval of the Director of Transportation and/or the Director of Schools.
13. Once the official route is begun, stops will only be made to take on, discharge or transfer children.

FIELD TRIP REQUESTS AND ASSIGNMENTS



- A. Schools request field trips.
- B. Schools submit requests for approval by appropriate personnel.
- C. Requests are reviewed, approved or rejected.
- D. After approval, the transportation office assigns drivers from an alpha/numeric rotating list. If specific drivers are requested, the transportation office will review those drivers' assignments for any conflicts. If a conflict occurs, the transportation office will assign the next available driver from the alpha/numeric list and notify the school and drivers of change.
- E. Driver is contacted and chooses to accept or decline trip.
- F. When drivers accept the field trip, their responsibilities are:
 1. Drivers annotate trip information for their references.
 2. Drivers will be at least 15 minutes early for the trip.
 3. Bus will be clean and presentable.
 4. Bus will be fully fueled.
 5. Bus will be mechanically fit prior to the trip:
 - a. Trips less than 150 miles round trip drivers inspect.
 - b. Trips over 150 miles round trip, the bus must be brought in and inspected by the bus shop prior to the trip.
 6. Driver and field trip coordinator will carry a copy of the actual passenger list for that bus.
 7. If a driver cannot do the field trip due to an emergency, he/she will be responsible for their replacement and notifying the transportation office immediately.
 8. At the end of the field trip fill out and submit trip report to the school bookkeeper.
- G. Driver trip reports should have this information correctly filled out:
 1. Correct date.
 2. Appropriate school and event.
 3. Appropriate destination.
 4. Driver pay.
 5. Register accurate beginning/ending odometer reading.
 6. Subtract the beginning reading from the ending reading to get the total miles traveled.

Example:	Ending reading	12586
	- <u>Beginning reading</u>	<u>12300</u>
	=Total miles traveled	286 total miles
 7. Annotate total miles.
 8. Sign.
 9. **Submit to the school on the same day of the trip for approval and payment.**

NOTE: Improper or incomplete reports will be rejected and possibly delay payment.

H. Field trip driver pay amounts:

1. Trips between A.M. and P.M. routes are \$60. (\$30 for full time drivers)
2. Trips where either an A.M. or P.M. route is missed, the driver will not lose that route pay and the trip amount is \$60. (\$30 for full time drivers) These trips must be approved in advance by the Director of Transportation.
3. Night trips M-F will be \$75.
4. Weekend trips day or night will be \$90.

Extra fees include: \$10 per hour over 8 hours and 13.45% added in to base pay above. For example: a daytime field trip would be $\$60 + \$8.07 = \$68.07$ (full time driver pay will be $\$30 + \$4.03 = \$34.03$); an evening trip would be $\$75 + \$10.09 = \$75.09$; and a weekend trip would be $\$90 + \$12.11 = \$102.11$. In addition to these fees, schools will pay mileage at the rate of \$1 per mile to go back into the diesel line item.

LOADING AND UNLOADING ON ROUTE

Never stop the bus before the crest of a hill, going up or down. Always stop on top of the hill so you can be seen from both directions.

Never allow a student to board or depart the bus until all traffic has stopped.

Always require students who cross in front of the bus to walk at least ten feet in front of the bus. Be sure all students have crossed before moving the bus.

Never let children open or close the door, sit on the doghouse or stand in the door well. Be sure students stay seated until bus is stopped.

All bus drivers will assign seats at the beginning of the school year. This will help with discipline on the bus. This will also help in case of vandalism/damage to seats on the bus. It will also help in case of an accident.

PARKING:

1. Each driver will have an assigned line up spot at each school served.
2. You must line up according to line up listings.
3. Never move your bus until all students are loaded and properly seated, and you receive a signal from a school official that all students are aboard.
4. Drivers should assist elementary students. Be sure that you are in your bus when students board. Do not sit in your seat and shout. Get up and assist in seating.



SCHOOL BUS STOPS

The school board policy in Cheatham County is very clear on the distance between school bus stops. Children who live close together are to come to a common bus stop in order to avoid as many unnecessary stops for the bus as possible. No stops are to be closer than 600 feet, unless approved or authorized by the Director of Transportation.

Questions or requests to change this requirement must be given to the Director of Transportation. Each request will be evaluated on the basis of student safety and route efficiency.

Listed below are some important factors that every driver must consider prior to establishing a school bus stop:

1. No bus stop should be considered permanent.
2. Safety should be the first criteria given to a stop assignment.
3. Stops must have a safe waiting area away from all traffic, if possible.
4. The number of students, distance students walk and age of students involved should be taken into consideration for stop assignments.
5. Students should be instructed to form a single line two feet from the edge of the right side of the road.
6. Students should be instructed to never cross the road before the bus arrives, stops and has all traffic stopped.
7. If at all possible, students should be assigned to a stop for pick up on the right side of a school bus. However, if students live on the left side assign stop on left and follow rule #6.

8. Drivers must be extra careful with students at bus stops. This is the most dangerous area for students in pupil transportation.

Things to always do:

1. Always be aware of all traffic.
2. Know how many students load and unload at each stop.
3. Always count students that depart from your bus.
4. Always be sure that you can count the same number safely in their yard or on the side of the road.
5. Never get in a hurry loading and unloading students.
6. Always know how many students you pick up at a stop. If a child is absent, ask someone of the child's whereabouts. Late students running to catch a bus have 100 times greater chance of being hurt or killed by their own bus.
7. Be sure that all boarding students are safely in their seats before moving the bus.
8. Take time to complete your route safely. A hurt or dead student will never be forgotten.

Requirements of a Driver

1. School buses are required to travel on city, county, and state maintained roads only. They are also to follow all posted speed limit signs. We are prohibited by the state, local government, and local insurance carrier to travel on private driveways or roads.
2. Buses may leave the main route to pick up children when all of the following conditions are met:
 - a. If a child lives $\frac{1}{2}$ mile or more from the main route.
 - b. If the road is designated as an official county or state road.
 - c. If there is a safe entrance and a turn-around area.
3. Never leave your assigned travel path during regularly scheduled pickups and deliveries.
4. If you have to change your travel path for emergency reasons, notify the BOE.
5. Any request to change a route or to pick up students on a new street or road must be approved by the Director of Transportation. Any route changes without prior approval could warrant disciplinary action.

Seating Arrangements on Buses



These seating arrangements are mandatory.

Assigned seats will result in a disciplined bus even when a substitute driver is driving. Having assigned seats are beneficial if the school bus driver is involved in an accident. The law enforcement officer will ask for a list of all students and where they were sitting. The student listing and seating arrangements will be kept by each driver on his/her bus. Substitute drivers will be given those lists for all routes. Drivers at their discretion may move students to other seating areas to correct discipline, overcrowding or under-crowding. The student listing and seating arrangement list will be turned in to the BOE no later than 20 days after the first day of school. The assignment of seats will aid in the determination of responsibility of vandalism.

MANAGEMENT OF SUBSTITUTE BUSES

Unless approved by the Transportation Director, all substitute buses will be maintained at the bus garage parking lot. This is done for mechanical serviceability and security reasons.

Bus Turn in for Maintenance

1. Make sure that your bus is clean and there is a full tank of fuel. Fuel card is to be in the first aid kit box.
2. Properly fill out maintenance request form.
3. Bus garage personnel will give you the key to the substitute bus.
4. Perform a pre-trip inspection of the substitute bus. This is to include cleanliness of the bus and full tank of fuel. If the bus is unsatisfactory, make the bus garage staff aware. You will not take a bus that is unsatisfactory.

Bus Pick-up

1. Make sure that the substitute bus is clean and the fuel tank is full. Fuel card is to be kept in the first aid box.
2. A mechanic will inspect the substitute bus. If the bus does not pass the inspection, the driver must correct any and all faults.
3. After the substitute bus has passed the turn-in inspection, keys will be turned in. Driver will then be given the key to their regular bus.

TRANSPORTATION POLICY FOR SPECIAL NEEDS BUS DRIVERS

Drivers – Handicapped Buses

1. Responsible for safety of students.
2. Responsible for school bus
 - a. Repair
 - b. Service
 - c. Cleanliness
3. During the A.M. run (before 6:30), the driver will use the bus garage if a call is needed to contact parent when student fails to come to the bus.
4. During the P.M. run, the driver will contact the BOE if the parent or guardian is not at the scheduled drop-off location.
5. If deemed necessary by the IEP team or the Transportation Director, there shall be an aide assisting the driver with students who are transported by bus.

Loading or Unloading Wheelchairs

1. Put the transmission in park. Engage the parking brake.
2. Never attempt to load or unload a wheelchair with automatic lift without driver and aide both present and assisting with the procedures.
3. Extra precautions must be taken with electric wheelchairs. These chairs are very top heavy.
4. **Never** rush the loading or unloading procedure.

Driver Responsibilities

1. Establish a relationship with each student and attempt to learn his/her behavior patterns. This will allow for a more secure feeling while riding the bus.
2. Keep a positive attitude at all times and be friendly to students, parents and staff.
3. Drivers have the responsibility for discipline and working with the school principal(s).

4. Keep a listing of your students' emergency data and of your bus route on the bus at all times.
5. Drivers with students absent in the A.M. are required to call the student's school prior to the P.M. route. This is done to see if the P.M. transportation is required.
6. **Never** arrange for your students to be transported by a different driver without prior approval by the BOE or Transportation Director.
7. Driver will receive training in the operation of an electric wheel chair.

SCHOOL BUS RULES AND REGULATIONS

Acceptable conduct on the school bus is developed by the cooperative effort of the transportation director, principals and bus drivers. All discipline is related to the primary concern for the safety of students.

All school children being transported on a school bus are under the direct supervision and control of the school bus driver and shall be subject to the discipline of the bus driver and student's principal.

The bus driver shall be firm but fair in dealing with all students.

In order to assure each student safe transportation while on a school bus, the following rules, established by the transportation director and the transportation committee, must be adhered to:

1. Students will remain well back from the roadway while waiting for the bus.
2. Enter the bus in an orderly fashion and go directly to a seat and remain there until the destination is reached.
3. To insure safety, the driver must be totally in charge, and passengers must respond promptly to all instructions given. All students will be assigned a seat at the beginning of the year.
4. The use of any tobacco products, gum, food or drink on the bus is prohibited.
5. Passengers must obey classroom conduct. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive and obscene language or gestures is prohibited. Students shall conduct themselves in such a manner that they will not disturb other riders on the bus or the driver.
6. Students must maintain reasonable order so that the driver may be alert for various traffic hazards.
7. Keep aisles and step well clear at all times. If you must carry personal items on the bus with you, please hold them in your seat. No personal item will be allowed to take a student's seat. Items too large to be held in a student's lap or store under the seat will be denied.

8. Students must keep head, hands, arms, feet, and legs inside the bus at all times. Do not extend any portion of the body out of the bus windows.
9. Pupils shall enter or leave the bus with the consent of the bus driver at the front door only, except in an emergency. Emergency doors and exits are for emergencies only.
10. Students who must cross the street at a bus stop shall not do so until they receive a signal from the bus driver. When crossing a street is necessary, it shall always be done in front of the bus so that the driver may adequately observe them. This means that students shall be able to see the face of the bus driver. The driver shall hold his/her bus with warning lights flashing until the crossing has been completed.
11. In order that drivers may meet their time schedule, students are expected to be at the designated stop at the scheduled time. The bus cannot wait for tardy passengers. **Never** run to catch a bus. Be early.
12. Children who live close together are to come to a common bus stop in order to avoid as many unnecessary stops for the bus as possible. No stops will be closer than 600 feet.
13. Drivers will not unload passengers at places other than the regular stops near their homes, or at a school without an authorized bus pass approved by the transportation director and signed by the student's principal or his/her designee. A note signed by the parent to the driver will not suffice unless this child is one of your regular riders and is riding to another location on the same bus route.
14. A student shall become ineligible for pupil transportation when their behavior is such as to cause dissension on a school bus, or when they disobey state and local rules and regulations pertaining to pupil transportation.
15. Any principal may for good and sufficient reasons suspend a pupil from attendance at school or from riding a bus until the case is decided by the Board of Education (code 6.316, TSB Section 6, page 41, TCA 49-6-3401).
16. Any name calling that refers to religion, sex, or race will be written up.
17. Use of profanity in any form is prohibited. Any profanity directed to another person will be an immediate write up.
18. Students will not be allowed to bring knives or sharp objects of any kind, firearms, pets or other living animals on the bus. All students must put away their pencils before entering the school bus.
19. Students shall not tamper with any of the safety devices such as door latches, hatches, and fire extinguishers.
20. Use of aerosol sprays or cologne on the bus is strictly prohibited.

Failure to follow these regulations may result in suspension from Cheatham County School's Transportation. Parents must assume responsibility for the behavior of their children while their children are riding the bus. If permission to ride the bus is revoked, the parent must provide transportation to and from school for the student until such time a reinstatement is made.

SUSPENSION OF SCHOOL BUS PRIVILEGES

Failure to follow any of the school bus rules and regulations shall be considered misconduct on the school bus and will be dealt with swiftly and fairly.

These are four categories of student misconduct on school buses:

1. Violence
2. Vandalism
3. Safety
4. Disrespect

Procedures for suspension of a student's bus privileges shall be as follows, EXCEPT for zero tolerance offenses committed while riding a school bus. All zero tolerance infractions committed on a school bus shall be referred by the Transportation Director and student's school principal to the Student Disciplinary Hearing Authority (SDHA) for appropriate hearing and action. Penalty for such infractions may include expulsion from regular bus transportation as deemed appropriate by the SDHA:

1. First Offense: - Bus driver gives warning and notifies parent and school administration in writing of warning and offense.
2. Second Offense: - Up to three (3) school days off the bus and probation for the remainder of the school year. A dated copy of the discipline policy signed by the principal and the bus driver will be sent home to the parent.
3. Third Offense: - Five (5) school days off the bus and probation for the remainder of the school year. A dated copy of the discipline policy signed by the principal and the bus driver will be sent home to the parent.
4. Fourth Offense: - Ten (10) days off the bus and probation for the remainder of the school year. A dated copy of the discipline policy signed by the principal and the bus driver will be sent home to the parent.

If the penalty is greater than ten (10) days, the student will appear before the Student Disciplinary Hearing Authority.

SDHA PROCESS

SDHA Process Expelled from the bus for the remainder of the school year and probation of thirty (30) days will occur at the beginning of the next school year if the expulsion happened after February 1st. If the expulsion occurred after March 1st, then probation will be sixty (60) days at the beginning of the next school year.

OPEN LINES OF COMMUNICATION

The first impression that a student has of a driver is very important. We get numerous calls concerning students who are afraid of the bus driver.

The line of communication needs to be open at all times with students. The problems that a student has may be minor to you but it is serious to the student. Above all, do not make fun of a student, especially in front of other students. Always speak respectfully even if not spoken to in the same manner.

The driver must keep his/her composure at all times regardless of the circumstances. The driver should never lose his/her temper in front of the students, threaten students with bodily harm, and should always treat their student like they would want another driver to treat their own children.

When you get behind the wheel of a school bus, you take on a number of responsibilities that are often forgotten.

1. You are representing 60+ other drivers and the way you conduct yourself as a driver reflects on everyone else. You also represent the entire school system. The public is always quick to judge you as a bus driver. Be sure that your actions are what you want to be reported to your supervisor.
2. The transportation office will always stand behind its drivers when they are right, respectful, and do their job according to policy. We do not want any student to be afraid to get on the school bus because of a driver's bad attitude.

RECOMMENDED METHODS OF STUDENT DISCIPLINE ON BUSES

The following recommendations should be considered when disciplining a child on the school bus:

1. Never give an order you do not intend to enforce.
2. Be honest in what you say and do. A child's faith in you is a great help.
3. Be fair and consistent. It is not punishment, but injustice that can cause a child to rebel.
4. Have a reason for what you ask a child to do. Whenever possible, take time to give the reason. The child may respond better if he/she can understand the "why" behind the rule.
5. Children are accustomed to action responses. Give commands to stimulate action. Say, "do this" rather than "do not do that". Suggest an action that can easily be obeyed.
6. Give a child time for reaction.
7. Do not take personal feelings and prejudices out on the children.
8. Maintain poise at all times. Do not get drawn into an argument with a child. **NEVER** strike a child. It may seem to be the easiest way at the time, but is never ever acceptable.
9. Remember that a sense of humor is extremely valuable.
10. Be friendly. Always show an interest in what children are doing.

11. Look for good qualities in your students. All children have them.
12. Never ridicule a child. It is a sure way to aggravate a discipline problem. Also be careful of joking.
13. Do not pick on every little thing a child does. It is sometimes wiser to overlook some things.
14. Remember – “The tongue is the only keen-edge tool which grows sharper with constant use”. Always phrase your comments in a positive way.
15. Be sincere in your work. Set a “do as I do” example. Do not allow your actions to contradict your words.
16. Listen for suggestions and complaints from the children.
17. Follow up with all cases that have been disciplined. Be certain that you still have the respect and confidence of the child.

ROUTING PROCEDURES

The routing of school buses in pupil transportation has as its principle objective, to provide safe and equal access for all students who ride a school bus. The routing of school buses in Cheatham County is the responsibility of the Transportation Director.

School bus drivers are required to follow all bus routes as approved by the Transportation Director. Any changes by the assigned driver must be approved and documented by the Transportation Director.

Keeping schedules is important to drivers, parents, students, and transportation management. Accurate record keeping by bus drivers and transportation staff are very important tools for safe and efficient transportation.

The following requirements are very important in order for the substitute drivers to follow their routes properly:

- A. Drivers absent from work – Substitute driver must be supplied with accurate information to perform your responsibilities:
 1. Accurate information on start time.
 2. Accurate information on travel direction.
 3. Accurate information on bus stops.

- B. Problems caused by substitute drivers receiving incorrect or no information:
 1. Students miss the bus.
 2. Students may be left at home with no one there to take them to school.
 3. Mad or irate parents calling the Transportation Director, Transportation Secretary, Board Members, Director of Schools, Principals, etc.
 4. Students arriving late for school.
 5. School secretaries’ attendance records.
 6. Students miss breakfast program.
 7. Causes problems with teaching schedules.



BIO HAZARD DISPOSAL SITES



SCHOOL

LOCATION

CCCHS	Attendance Office – Red Bio-Hazard Box
CMS	Ladies Bathroom in Office – Red Bio-Hazard Box
WCES	Clinic in Front Office – Red Bio-Hazard Box
ACES	Clinic in Front Office – Red Bio-Hazard Box
SHS	Attendance Office – Red Bio-Hazard Box
SMS	Clinic in Front Office – Red Bio-Hazard Box
PVES	Clinic in Front Office – Red Bio-Hazard Box
ECES	Front Office – Red Bio-Hazard Box
HHS	Office Closet in Front Office – Red Bio-Hazard Box
HMS	Clinic in Office – Red Bio-Hazard Box
KSES	Clinic in Front Office – Red Bio-Hazard Box
PES	Clinic in Office – Red Bio-Hazard Box