

LEARN
TRANSPORTATION
DEPARTMENT

VAN DRIVER'S
VAN AIDE'S

HANDBOOK
2014-2015

ABOUT LEARN

LEARN is one of six **regional, educational service centers** in the state of Connecticut. Districts that hold membership in LEARN include: Chester, Clinton, Deep River, East Haddam, East Hampton, East Lyme, Essex, Groton, Guilford, Ledyard, Madison, Montville, New London, North Stonington, Norwich, Old Saybrook, Preston, Regional District #4, Regional District #17, Regional District #18, Salem, Stonington, Waterford and Westbrook. The LEARN Board of Directors is composed of one Board member from each of these member districts.

MISSION STATEMENT

LEARN's **mission statement** has been newly revised based on input from all of our stakeholders including our employees and our Board of Directors. This was approved by the Board on March 13, 2014.

LEARN is a regional educational service center working with and for its member districts to improve the quality of public education for all learners.

- **We provide leadership for teaching and learning;**
- **We provide high quality, innovative schools and programs;**
- **We identify and deliver customized and cost effective programs and services; and,**
- **We promote collaborative partnerships and regional cooperation.**

VISION

Our collective vision is to ensure that every child has access to high quality public education through systems of education, support and service. Achieving this mission depends upon the skills and talents of all of our employees. We are committed to creating an environment where every employee is honored and respected and creativity is valued. Our core organizational values are as follows:

- **Student Success:** Students and supporting their learning is at the center and core of our work and drives our efforts to succeed.
- **Service:** We have a commitment to serve our members, clients and one another. We care, listen and are both proactive and responsive.
- **Relationships:** People are our greatest resource. We invest in developing positive relationships, partnerships and alliances, grounded in kindness to one another.
- **Diversity:** Diversity enriches our experiences in our schools, programs and workplaces. We seek to see through alternative viewpoints and experiences. We promote cultural competence.
- **Communication:** Open, honest and two-way communication is key to continuous improvement and growth.
- **Integrity:** We act with integrity and interact with professionalism. We are honest, trustworthy and ethical.
- **Innovation and Creativity:** We value creativity, see change and challenge as opportunity, and encourage new ways of thinking and learning.

It is critical that each employee understand all aspects of LEARN and serve as an ambassador to the community so that others can understand how LEARN functions, what programs are available, and what LEARN does and can do to support community efforts.

I hope that you find your employment at LEARN to be rewarding

CORE ORGANIZATIONAL VALUES

- **Student Success:** Students and supporting their learning is at the center and core of our work and drives our efforts to succeed.
- **Service:** We have a commitment to serve our members, clients and one another. We care, listen and are both proactive and responsive.
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- **Integrity:** We act with integrity and interact with professionalism. We are honest, trustworthy and ethical.
- **Innovation and Creativity:** We value creativity, see change and challenge as opportunity, and encourage new ways of thinking and learning.

We also believe in a common Theory of Action for continuous improvement.

Innovation:

- **If we identify, develop, and deliver innovative and customized services, programs and tools that meet our members' needs, then we will support them and their students in optimizing their potential.**

Collaboration/Cooperation:

- **If we cultivate collaborative partnerships and strategic alliances, and promote regional efficiencies, then we will enhance the quality of learning in our region and our schools.**

Service:

- **If we listen and respond to our stakeholders with respect and responsibility, provide high quality services, and hold ourselves accountable for meeting their needs, then we continue to grow as an organization.**

TRANSPORTATION GOAL STATEMENT

LEARN's Transportation Department looks forward to the continuing expansion of safe, and affordable quality transportation services to accommodate customer needs.

IMPORTANT NOTICE

No part of this handbook is to be construed as a contract of employment, or an implied contract of employment. LEARN reserves the right to revise its policies and the handbook as needed, and the handbook is subject to change without notice.

Employment with LEARN is for no fixed period of time, and may be terminated by the employee or LEARN at any time, for any reason not specifically prohibited by law, or contract. No employee of LEARN is authorized to make any contrary representation.

INTRODUCTION

This handbook contains statements of personnel policies and procedures. It is designed to be a working guide for personnel in the day-to-day administration of our personnel program. It is not intended to be construed as a binding contract between an employee and LEARN.

These written policies should increase understanding, eliminate the need for personal decisions on matters of policy and help to assure uniformity throughout LEARN. It is the responsibility of each and every administrator to administer these policies in a consistent and impartial manner. This handbook contains several, but not all, LEARN policies. It is expected that staff be aware of all policies relevant to the positions/job responsibilities. A complete policy manual is available in each program director's office.

Procedures and practices in the field of personnel relations are subject to modification and further development in the light of experience. Each LEARN staff member can assist in keeping our personnel program up-to-date by notifying Dr. Eileen Howley, Executive Director, or Mary Royce, Director of Executive Services, whenever problems are encountered or improvements can be made in the administration of our personnel policies.

LEARN is an equal opportunity employer, and does not discriminate on the basis of race, color, religious creed, age, marital status, sexual orientation, national origin, sex, ancestry, present or past history of mental disorder, mental disorder, mental retardation, pregnancy, or physical disability.

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LEARN JOB DESCRIPTION

DRIVER I - VAN

General Scope of Responsibility:

The van driver safely transports school children to and from school, work programs, and field trips.

Relationship Within the Organization:

The van driver is directly responsible to the Transportation Coordinator and under the general supervision of the Executive Director.

Specific Responsibilities:

- Safely transport students to and from school on a daily and timely basis.
- Work effectively and cooperatively with other staff members, parents, district representatives and teachers.
- Have an understanding of handicapped students and have the ability to work with handicapped students.
- Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of the Transportation Coordinator and classroom teachers.
- Follow guidelines and procedures outlined in the LEARN drivers handbook.
- Have the capability of lifting a minimum of 50 lbs.
- Perform other such duties as may be assigned.

Experience and Training:

LEARN van drivers must maintain a current public service license ('V' Endorsement) and be trained in CPR and First Aid (if required).

I have read and understood the above job description, and am capable and qualified to perform the essential functions with reasonable accommodations.

Date

Revised 1/26/2010

Signature

LEARN JOB DESCRIPTION

VAN AIDE

GENERAL SCOPE OF RESPONSIBILITIES

The van aide will assist the van driver with students on the van. Aides assigned to the wheel chair vans will assist the van driver in loading and unloading wheel chair passengers and have knowledge of proper wheel chair securement.

RELATIONSHIP WITHIN THE ORGANIZATION

The van aide is directly responsible to the van driver to whom assigned, and under the general supervision of the Transportation Coordinator.

SPECIFIC RESPONSIBILITIES

- Assist the driver to maintain an orderly van at all times.
- Check to insure that every passenger is wearing his/her seat belt and that the seat belt is properly secured.
- Assist in the loading and unloading of passengers on lift vans at the student's house and/or school in accordance with established procedures.
- Work effectively and cooperatively with other staff members, parents, district representatives and teachers.
- Understand handicapped students and have the ability to work with handicapped students.
- Maintain the same level of ethical behavior and confidentiality regarding students as is expected of the van drivers and classroom teachers.
- The capability of lifting a minimum of fifty (50) lbs.
- Perform other such duties as may be assigned.

EXPERIENCE AND TRAINING

LEARN van aides must maintain current CPR and First Aid certificates if required. I have read the above job description and am capable of performing the essential functions of the job with reasonable accommodations.

Date

Revised 1/26/2010

Signature

LEARN

LETTER OF APPOINTMENT

Letters of appointment are normally sent by June 1. You are to notify LEARN of your intent to return to work usually no later than June 30, by signing and returning one copy of the letter to LEARN. Your signature on this letter indicates your acceptance of this appointment and that you have read the LEARN Employee Handbook and will abide by the policies and procedures specified. The LEARN Handbook is on-line (LEARN Employee section of the Web page), but employees can request a hard copy. Please make sure the information on the appointment letter is accurate. Failure to return a signed copy of the letter by the date indicated constitutes your resignation as an employee of LEARN. Should you decide not to accept this appointment, please submit a letter of resignation of that effect.

PAID HOLIDAYS FOR VAN DRIVERS/VAN AIDES

Columbus Day	
Veteran's Day	Thanksgiving Day & Day After
Christmas Day	New Year's Day
Martin Luther King Jr. Day	Presidents' Day
Good Friday	Memorial Day

NOTE: Labor Day will remain a paid holiday as long as the district the van route you are assigned to begins school before Labor Day.

DRIVERS/AIDES GUIDELINES & PROCEDURES

1. All LEARN van drivers must have a current Public Service License with the proper endorsement required to transport students to and from school and home. A copy of your Public Service License shall be kept on file in the Business/Transportation Office. LEARN van drivers will be trained in CPR and First Aide if required and will be based on the needs of the student(s) being transported. Certification in these areas is a requirement for the position of van driver when transporting any student requiring CPR/First Aide (the request for this is initiated through the district).
2. The van drivers are a very important part of LEARN's image. Van drivers and van aides should be courteous and polite at all times. This is very important to remember when dealing with parents, children, teachers, and co-workers. If problems arise, report them immediately to the Transportation Coordinator.
3. Enforce the established rules for riding in the LEARN van, with the passenger safety in mind. Do not discipline the children beyond reasonable rules for safety and comfort. Drivers are never to use force, slap, or physically assault a student. If an incident arises, notify the office as soon as possible, fill out an incident report, and turn it into the Transportation Coordinator the same day the incident occurs.
4. Determine a safe location to pick-up and drop-off assigned students at the designated location listed on the route sheet. Connecticut State Law (Sec. 14-281d) states that no driver of a student transportation vehicle may receive or discharge a student in a location where the student must cross the street. The driver should use the same side of the road the student lives on, using driveways whenever possible. Never release a student into a busy street, and never leave a student unattended on the vehicle at any time. Drivers who fail to follow these procedures may be subject to disciplinary action, up to and including termination.
5. **NO ROUTE CHANGES** are to be made without authorization from the Transportation Coordinator. Drivers are responsible for completing routes as directed and specified on route sheets unless authorized by the Transportation Coordinator (or his/her designee). Drivers are responsible for ensuring that run sheets are up to date with all proper directions and times listed. Any and all updated route sheets are to be submitted to the Transportation Coordinator (or his/her designee) within one week of the start of the school year and within one week of any changes taking effect.
6. Connecticut State Law requires that all vehicles transporting school children have their headlights on at all times. Connecticut State Law (Sec. 14-250) requires the operator of each vehicle transporting school children, **whether loaded or empty**, (hazard lights on for warning) stop vehicle fifteen to fifty feet from the nearest track

DRIVERS/AIDES GUIDELINES & PROCEDURES, cont.

- (put vehicle in low gear), and while stopped shall look and listen in each direction (turn off radio, request silence, open window, etc.). Vehicle will keep in low gear until vehicle has completely cleared the tracks (hazards off, shift gear, continue on). Drivers who fail to follow these procedures may be subject to disciplinary action, up to and including termination.
7. Connecticut State Law (Sec.14-280) requires the operator to have the 'Carrying School Children' sign displayed (in the upright position) when engaged in the transportation of school children to and from school or school activities. The law states that the operator **may** have the 'Carrying School Children' sign concealed (in the down position) when not used to transport children. Drivers who fail to follow these procedures may be subject to disciplinary action, up to and including termination.
 8. No radar detectors, firearms, knives, explosives, combustible and/or aerosol cans, poisonous, gaseous materials, etc. are allowed on LEARN vans. All items (IE. first aid kits, fire extinguishers, pocket books, or other such items) in the van must be secure at all times.
 9. DO NOT SPEED! LEARN vehicles are clearly marked and 'Carrying School Children' signs are under scrutiny of the general public. **Any driver who is charged with any traffic violation in any motor vehicle in any state, or who receives a ticket for an infraction (whether in LEARN vehicle and/or personal vehicle), is responsible for reporting it to the Transportation Coordinator within 24 hours.** It is the responsibility of the van driver to pay the ticket in full, and any driver who is reported for speeding or who receives a speeding ticket may be subject to disciplinary action. BETTER LATE THAN NEVER!
 10. Drivers and van aides (if applicable) will have designated meeting places developed at the start of the school year. **Any changes/alterations to this pre-designated meeting spot need to be pre-authorized by the Transportation Coordinator. It is the responsibility of the van aide to make necessary arrangements for meeting the van driver at this pre-designated meeting spot.** Drivers or aides who fail to follow these procedures may be subject to disciplinary action, up to and including termination.
 11. Personal use of vehicles:
 - a. When students are not in the van, drivers are permitted to use the van to run quick ordinary errands **when driving to and from work** (post office, drug store, dry cleaner.) **This privilege is not to be abused, and drivers will not be paid for this time.** In exchange for this privilege (having the ability to use the van to run quick errands, and for also having the ability to use the

DRIVERS/AIDES GUIDELINES & PROCEDURES, cont.

- van to and from their own home daily), LEARN requires that drivers keep the van fueled (not left under ½ tank), and that the van be kept clean inside (vacuumed, windows clean) and outside (washed). Periodic inspections of the van will be conducted. Drivers who fail to follow these procedures may be subject to disciplinary action, up to and including loss of privilege, or termination.
- b. Prior to a driver turning in a LEARN vehicle, the vehicle will be inspected, and any/all problems noted will be required to be corrected prior to the driver leaving. The driver will be required to sign acknowledgement of the vehicle being inspected, and will receive a copy of this report if requested.
 - c. At the beginning of each school year, drivers are provided with a list showing what vendors are available and/or which particular vendors may be assigned to drivers in their specific areas of travel (fuel, car wash, etc.).
 - d. Only authorized persons are permitted in the van. Transporting unauthorized passengers may result in disciplinary action.
12. No person shall operate a motor vehicle while using a “mobile electronic device” **Connecticut law** defines a “mobile electronic device as any hand held or other portable electronic equipment capable of providing data communication between two or more people. Included are devices for text messaging or paging, personal digital assistants, laptop computers, equipment capable of playing video games or digital video disks, or equipment on which digital photographs are taken or transmitted. This does not include equipment that is installed in the vehicle to provide navigation, emergency or other assistance to the driver. Drivers will be responsible for payment of any fines if convicted. No person shall use a hand held mobile telephone or other electronic device, including those with hands free accessories while operating a moving a LEARN vehicle that is carrying passengers, unless the driver is placing an emergency call to school officials/office personnel Prior to any driver using a cell phone or other electronic device, including those with hands free devices, the driver will pull over in a safe location and secure the van prior to holding the cell phone in their hand and speaking. Drivers and aides who carry their own personal cell phones will keep them off while driving in a LEARN van. Drivers may turn their phones on to check messages after all students have been safely discharged. Ear buds or other hands free equipment should not be worn while driving a LEARN van. The driver will report any deficiency to their Nextel/two way communication phone to the office as soon as they have completed their run. Drivers who fail to follow these procedures may be subject to disciplinary action, up to and including termination.
13. Drivers are responsible for insuring that oil is changed every 4,000/5,000 miles, or 3 months. Please notify Maintenance personnel prior to this time. Maintenance will be responsible for scheduling all work to be done and then relaying all information

DRIVERS/AIDES GUIDELINES & PROCEDURES, cont.

to the driver (i.e. appointment time, location of work to be done). Drivers should not go to any shop to discuss problems or request work without prior authorization. Drivers who fail to follow these procedures may be subject to disciplinary action, up to and including termination.

14. Monthly in-service activities and training sessions will be offered (i.e. restraint training, familiarity with disabilities). Additionally, in-service activities/training meetings will be offered periodically that are required and mandatory for drivers: drivers will be responsible for attending at least six-(6) hours of mandatory in-service training per school year. This is to ensure that the required annual in-service training hours and training topics are completed. The same mandates do not apply to van aides, but van aides are urged to attend the other monthly in-service activities and training sessions. If a driver does not attend the required training that is made available throughout the year to maintain his/her license, it will be the responsibility of that driver to attend this training on his/her own. The driver will then be required to submit proper documentation showing their attendance at the training.
15. All State Laws are to be followed (i.e. seat belts, no smoking). Connecticut State Law (Sec.14-49-5) states that no driver may fuel a vehicle with passengers on board. Vehicles should never be left with less than 1/2 tank of fuel, including any spare vehicle that has been used. Drivers who fail to follow these procedures may be subject to disciplinary action, up to and including termination.
16. Connecticut State Law (Sec.14-275c-41, 49 CFR 396.13) requires that each driver do a complete pre-trip inspection prior to each run or prior to driving a newly assigned vehicle. Drivers will be expected to perform their inspection as part of their shift. If a driver does not feel they have been supplied adequate time to perform a proper inspection, they are required to notify the Transportation Coordinator (or designee) immediately. Any additional time will need to be authorized prior to the time being added to the shift or to the driver's time sheet. The driver shall report all unsafe conditions and/or defects of equipment in the following manner:

If a defect is found during pre-trip inspection (or while on the road), the driver is required to list the defect on the DVIR and the driver is required to report the defect to LEARN (by Transportation Coordinator or designee) immediately and prior to the vehicle going on the road.

If the defect is determined (by Transportation Coordinator or designee) to be non-critical (and has nothing to do with the safety of the vehicle), the vehicle may be driven but the driver should note this on the DVIR.

DRIVERS/AIDES GUIDELINES & PROCEDURES, cont.

The defect MUST be repaired within a reasonable period of time. The mechanic and/or LEARN shall make note of the repairs on the DVIR.

If the defect is determined (by Transportation Coordinator or designee) to be critical and/or a reason to keep the vehicle off of the road, the defects MUST be repaired prior to the vehicle being operated. The mechanic and/or LEARN shall make note of the repairs on the DVIR. Drivers are required to report any smells, leaks, unusual noises, or any Other defect or possible problem as soon as the driver is safely able to contact the transportation department. Drivers who fail to follow these procedures may be subject to disciplinary action, up to and including termination.

17. Connecticut State Law (Sec.14-275c-41, 49 CFR 396.13) also requires that all drivers complete a Driver Vehicle Inspection report (DOT) daily at the end of the day. Drivers are responsible for doing a post-trip inspection at the end of each run to insure that no student is left on the vehicle unattended and to also make sure that no student has left any item on the van. Drivers may document that they have pre-tripped their vehicle at the bottom of each daily DVIR but the driver must sign and date the DVIR only after they have completed their run at the end of each day. The white sheet must be signed by authorized personnel and torn out of the book each day (can be inserted in to the brown envelope with the fuel slips), and drivers can be fined for each white sheet that is left in this book (other than the present days DVIR sheet) if found by DMV Inspector. Drivers who fail to follow these procedures may be subject to disciplinary action, up to and including termination.
18. LEARN designates the starting time of all shifts. The pre-trip inspection (vehicle inspection) will be included in the start time of each shift, and each driver will be expected to pre-trip their vehicle as required. If the driver is unable to perform the pre-trip in the time allotted, the driver will be required to report it to the Transportation Coordinator (or designee).
19. Drivers are required to fill out time and mileage sheets for newly established routes or when a student has been added and/or deleted from their run. This information should be turned in to as soon as possible but should not be turned in any later than one week after the scheduled start date of the student (or change to van route).
20. At the start of each school year, summer program and/or when a change has taken effect on the driver's assigned van, each driver is required to make every attempt to call the student's parent/guardian. This will allow the driver to introduce themselves, and to give an approximate pick up and/or drop off time. This will be helpful in assuring that the van runs in a timely fashion and that the student is ready

DRIVERS/AIDES GUIDELINES & PROCEDURES, cont.

when the driver arrives. Drivers who fail to follow these procedures may be subject to disciplinary action, up to and including termination.

21. Drivers are required to submit proper paperwork upon completing any field trip or community trip (this paperwork is needed to invoice appropriately). If necessary, a driver may be reminded to submit this paperwork but continued failure to submit this paperwork as required may lead to no field trip or community assignments.
22. 'Additional hours or adjustments' listed at the bottom of the time sheet (i.e. community trips, field trips, shuttle runs, mail runs, or other additional runs), are not a part of the fixed route. Drivers are not paid for runs that were not part of their regular fixed routes on days they are absent, or on holidays.
23. Any/all damage (no matter how minor) must be reported to the Transportation Coordinator (or his/her designee) immediately or as soon as operator has ability to make contact (additional accident information for drivers is listed on Page 17). Drivers who fail to report an accident in a LEARN van (no matter how minor) may be subject to disciplinary action, up to and including termination.
24. Drivers and aides are required to follow "Procedures for Before and After Hours Telephone Calls" (a copy of this procedure can be found on Page 18). Drivers and aides who fail to follow these procedures may be subject to disciplinary action, up to and including termination.
25. Each driver/aide is required to submit time sheets no later than 3:00 on the Friday prior to each pay week (when a holiday falls on that Friday or a Monday, time sheets MUST be turned in the Thursday by 9:00am: adjustments can/will be made). Drivers and aides who work out of Colchester may need to drop their timesheets off in the spare van in Colchester after their run on Thursday afternoon, or prior to the start of their run on Friday morning (adjustments can/will be made) All employees are required to initial next to each day to confirm the hours worked, and should note if the hours were for sick, emergency/necessary, or bereavement. This allows proper time for the review and signing of these time sheets, prior to submitting them to the Payroll Department as required by the Transportation Department (due by 3:00 p.m. on Monday of each pay week). Drivers and aides who fail to follow these procedures may be subject to disciplinary action, up to and including termination.
26. Each driver/aide is required to submit an "Application for Absence Other Than Illness" when he/she requires time off from work which cannot be schedule around the assigned run. This three-(3) page duplicate form should be turned in to the Transportation Department so that it can be submitted to the Central Office at least

DRIVERS/AIDES GUIDELINES & PROCEDURES, cont.

one week prior to the requested date. It is also understandable that there may be occasions when this is not possible, such as bereavement or an emergency that may have arisen. Each driver/aide is also required to submit a Yellow Illness form when he/she has been absent for work due to illness. This form should be submitted along with the timesheet for that pay period. Drivers and aides who fail to follow these procedures may be subject to disciplinary action, up to and including termination.

27. Professional and proper dress attire is a goal for LEARN employees, and can play a role in the safety of the customers (internal and external). In an effort to promote the safety of all LEARN customers (internal and external), it is important to remember that not all shoes and/or clothing are appropriate for employees transporting students. It is important to wear shoes that allow for quick movement and shoes that cover and protect the toes and/or feet (no flip flops, slippers or sandals). Proper dress attire is considered clothing that covers the body in a respectful manner (no "short" shorts or brief tops). In all cases, clothing should be neat, clean, safe and not tattered, torn or ripped or with any inappropriate sayings or items that may display words, pictures, and/or advertisements that may be offensive to others. Jewelry will not be replaced, so please give careful thought to what you wear prior to transporting any students.
28. State law requires that LEARN have a copy of each driver's license and physical in the files. We may undergo inspections by DMV and must be in compliance. If a copy of an updated license and/or updated physical is not turned in to the Transportation Office and on file by the expiration date, that driver will not be permitted to drive. Driving with an expired license or physical puts the driver and LEARN at risk. Without this updated license and/or physical, the driver does not qualify to drive; therefore the driver will not be paid for this time. The driver will not be permitted to drive until the paperwork is received in the Transportation Office.

RULES TO BE FOLLOWED WHILE RIDING/DRIVING THE LEARN VAN

Establish your rules for riding in the vehicle with passenger safety and comfort as your guide. These rules must be followed:

1. All passengers (including the van driver and van aide) **must wear a seatbelt when vehicle is on the road**. Drivers are responsible for reporting offenders to the proper personnel, and for completing a Vehicle Safety Report form. Drivers and aides (if applicable) will be subject to disciplinary action.
2. Students will be picked up at a designated time. Drivers are to wait three minutes and then leave. Although drivers are not required to beep the horn when a child has not come out, drivers on occasion do use the horn as a courtesy.
3. Eating or drinking on the van is not allowed. This rule also applies to the van drivers and van aides.
4. Fighting or hitting on the van is not allowed. Drivers are responsible for reporting offenders to the proper personnel, and for completing a Vehicle Safety Report form.
5. Throwing or causing articles to fly through, or out of the van is not allowed. Drivers are responsible for reporting offenders to the proper personnel, and for completing a Vehicle Safety Report form.
6. **NO SMOKING.** Smoking is not allowed on any LEARN van at any time. Drivers are responsible for reporting offenders to the proper personnel, and for completing a Vehicle Safety Report form. Drivers and aides (if applicable) will be subject to disciplinary actions.
7. Swearing and profanity are not allowed while on the van. Drivers are responsible for reporting offenders to the proper personnel, and for completing a Vehicle Safety Report form. Drivers and aides (if applicable) will be subject to disciplinary actions.
8. Generally animals are not allowed on LEARN vans. Exceptions must receive prior authorization.
9. Students should not be dropped off without a parent/guardian present, unless authorized to do so from the Transportation Coordinator (or his/her designee).
10. Prior to leaving the van, make sure that all students have their personal belongings with them. Students should go directly to their designated drop off point. Drivers are also responsible for doing a post-trip inspection after each run to insure that there are no students left on the van unattended.

LEARN Vehicle Safety Report

(THIS REPORT SHOULD BE TURNED IN TO OFFICE WITHIN 24 HOURS OF INCIDENT)

Student _____ Driver _____

Date of Incident _____ School _____

Notice to Parents

1. The Purpose of this report is to inform you of an incident involving your son/daughter while riding on the LEARN vehicle.
2. We urge you to appreciate our concern in this matter and cooperate with us in the final action we have taken today.
3. ***Vehicle suspension does not constitute an excused absence. Parents are responsible for transporting their children during the vehicle suspension period.***

INFRACTION

- | | |
|--|--|
| <input type="checkbox"/> Improper Boarding/Departing Procedures | <input type="checkbox"/> Failure to Remain Seated |
| <input type="checkbox"/> Bringing Articles Aboard Van of Injurious or Objectionable Nature | <input type="checkbox"/> Refusing to Obey Driver |
| <input type="checkbox"/> Fighting/Pushing/Tripping | <input type="checkbox"/> Hanging out of Window |
| <input type="checkbox"/> Throwing Objects in or out of Vehicle | <input type="checkbox"/> Unnecessary Noise |
| <input type="checkbox"/> Destruction of Property | <input type="checkbox"/> Rude, Discourteous and Annoying Conduct or Language |
| <input type="checkbox"/> Tampering with Van Equipment | <input type="checkbox"/> Other (Please Explain) |

DESCRIBE INCIDENT OR BEHAVIOR: _____

ACTION TAKEN BY TRANSPORTATION COORDINATOR

- | | |
|--|--|
| <input type="checkbox"/> Discussed incident with driver | <input type="checkbox"/> Telephoned parent/guardian |
| <input type="checkbox"/> Investigated incident further | <input type="checkbox"/> Informed student of proposed final action |
| <input type="checkbox"/> Letter to parent/guardian | <input type="checkbox"/> 24-hour suspension from vehicle |
| <input type="checkbox"/> 48-hour suspension from vehicle | <input type="checkbox"/> Informed LEA of incident |
| <input type="checkbox"/> 72-hour suspension from vehicle | <input type="checkbox"/> Informed teacher/SPED Dept |

ACCIDENT INFORMATION FOR DRIVERS

Any/all damage (no matter how minor) must be reported to the Transportation Coordinator (or his/her designee) immediately or as soon as operator has ability to make contact.

- a. **STOP**-Never leave the scene of an accident. Pull over at the first safe location and contact the Transportation Coordinator (or his/her designee) immediately.
- b. **Move** the van only after a clear mental note has been made regarding locations of all vehicles involved. Connecticut Law requires that vehicles be moved off of the roadway if possible.
- c. **Assess the situation.** (IE. danger of fire, injuries, or the possibility of another collision occurring) Would the children be safer in the van, or should you evacuate? If you evacuate, be able to state your exact location.
- d. **Reassure the students.** Remain calm and stay in control of the situation.
- e. **Telephone** the Transportation Coordinator if you have not yet done so. Be able to give location, a brief description of what happened, and state what injuries, if any, have occurred.
- f. **Assess medical needs.** Do not exceed your limits.
- g. **Account** for all passengers. (IE. name, location of where they were seated)
- h. **DO NOT** release students to anyone until proper authorities have arrived.
- i. **Obtain appropriate information** regarding the accident if needed. Make any written notes about the accident as you remember them. The only information that Authorities will require are: operator's license, insurance information, registration and information regarding students on the van.
- j. **Cooperate** with the authorities.
- k. **DON'T ARGUE AND DO NOT ADMIT GUILT.** If possible wait in the van until the Transportation Coordinator arrives. **MAKE NO STATEMENTS!!**

PROCEDURES FOR BEFORE AND AFTER HOURS TELEPHONE CALLS
(These are calls that cannot be handled during normal business hours, such as calling out of work due to illness or an emergency situation):

Although we have voice mail on office phones and cell phones, it is very important that anyone calling to report an absence speak directly with Cathy Heath (or designee) in the Transportation Office. Failure to do so may result in runs not being covered and students not being transported to school in a timely manner. Staff members who do not follow this procedure may face disciplinary action.

BEFORE AND AFTER HOURS

- **TIME FRAME:**
 - MONDAY THROUGH FRIDAY 4:30 A.M. to 6:00 A.M. AND 4:30 P.M. to 9:00 P.M.
 - NO CALLS ON SATURDAYS
 - SUNDAY EVENING 6:00 P.M. to 9:00 P.M.

- **THE NUMBERS THAT SHOULD BE CALLED FOR BEFORE/AFTER HOURS**
 - Cathy Heath @ 860-625-2118 (this phone has voice mail)
 - Cathy Heath @ LEARN @ 860-434-4800 X163 after 6:00AM (this phone has voice mail and CLEARLY tells the caller if Cathy is in the office and/or what her schedule is). If driver/aide is unable to reach Cathy and/or she is not available, please call...

 - Transportation Office Support (Maintenance related calls)@LEARN@860-434-4800 X174

Driver and aides are required to speak to someone in person, and they are required to follow the procedures as listed above.

Daytime Extensions @ LEARN

Cathy Heath: 434-4800 X163 (usually in office by 6:00AM)
Transportation Office Support: 860-434-4800 X174 (7:45-12:30)

Revised 5/15/2013

Locational Devices

Under certain circumstances, LEARN may use information from the GPS in vehicles for disciplinary purposes.

Effective July 1, 2009, if this office receives reports stating that a driver's vehicle is regularly driving over the posted speed limit he/she will receive a 'Speeding Notification' memo. This memo will clearly state that reports from his/her vehicle indicate that he/she are regularly driving over the posted speed limit. Reports for specific periods of time will also be attached for his/her review.

This 'Speeding Notification' will not be considered discipline. The notification will however be the driver's notice that if he/she fails to reduce his/her speed and obey posted speed limit signs he/she will be called in for a disciplinary meeting.

While this letter is not considered discipline, it will be a notice to the driver that he/she will be on notice, and that failure to immediately reduce his/her speed and failure to obey posted speed limits will result in he/she being called for a disciplinary meeting.

PROFESSIONALISM

In demonstrating professionalism, a LEARN employee...

- Is respectful of others
- Is trustworthy
- Is honest and reliable, takes initiative, and has high standards
- Promotes LEARN positively to others
- Helps colleagues to do their best
- Takes responsibility for their choices and actions
- Respects their environment
- Models clear and consistent communication
- Is reflective in his/her planning processes, goal setting, and collaborations
- Focuses on the future
- Is open to suggestions and improvements

COMMUNICATING

When communicating, a LEARN employee...

- Assumes the best of people's intentions and motivations
- Is approachable and personable
- Is respectful of time, environment, and context
- Exhibits a willingness to help other people
- Takes time to listen and ask questions
- Shows interest in other people and their work
- Asks how an issue can be moved forward, rather than placing blame
- Acknowledges co-workers and customers in a courteous and respectful manner
- Respects potential language and literacy barriers
- Applies the above to all communication through current and future technologies (e.g. voice mail, email)

RESPECTFUL RELATIONSHIPS

When building respectful relationships, a LEARN employee.

- Strives to understand others' perspectives
- Is thoughtful, respectful and open-minded
- Recognizes that there may be more than one facet to any issue
- Separates the 'people' from the 'problem'
- Promotes good two-way communication
- Addresses issues directly with the parties involved without placing blame or making accusations
- Respects their environment
- Chooses an appropriate, professional response to a conflict situation
- Takes responsibility for his/her choices and actions
- Is reflective in his/her planning processes, goal setting and collaborations

HOLIDAY AND/OR LEARN HOLIDAY CALENDAR INCLEMENT WEATHER

Generally, LEARN does not transport any students when the LEARN Administrative office is closed due to Holiday, inclement weather, etc. Please see enclosed LEARN Holiday calendar for observed holiday schedule, and when the LEARN office will be closed.

Snow and inclement weather may be a problem throughout the winter months. The following explains LEARN's policy on snow days regarding transportation. LEARN drivers and parents should listen to local radio stations for school closings and delays. The decision as to whether or not a student will be transported to school is based on two factors:

1. If the school district in which the student resides has closed school, LEARN will not Transport students. When the town has canceled school it is because the roads are considered unsafe for transporting school children. Therefore, LEARN will not transport children in that town.
2. If the school district to which the student is being transported to cancels, the student is not picked up by the LEARN van.

LEARN will also follow the same guidelines for DELAYS due to inclement weather. When a delay has been established by a town or school, the LEARN van driver will attempt to contact all the parents of his/her students to let them know when to expect the van. When there is a 60-minutes delay or 90-minutes delay, this will mean that normally the driver will be there to pick the student up 60-minutes or 90-minutes later than the normal pick up. There are occasions when there are numerous delays, and when road conditions are more challenging. During these times, we would greatly appreciate your patience and understanding, since there may be a fluctuation in these times.

VAN DRIVER/AIDE PERFORMANCE APPRAISAL

This performance appraisal and its contents are for three (3) purposes. It gives us the opportunity to recognize your strengths and overall performance. It also serves as a guide to help you understand and be familiar with areas of concerns we may have that need improvement, and it is a formal means of communication for the Van Driver/Aide and the Transportation Coordinator.

It is anticipated that the staff will complete the appraisal at least once per year. During a driver/aide's first year of employment, every effort will be made to complete this appraisal within three months/ninety days of the hire date.

The Transportation Coordinator will complete the appraisal, gathering information and input from other staff in the program (i.e. Office Staff, Maintenance) and parents associated with transportation. If needed, the Coordinator and Van Driver/Aide will meet to discuss and sign the appraisal. The driver's signature confirms that they have seen the report and discussed it with Transportation Coordinator. It does not indicate the driver's agreement with, or approval of the appraisal. The Driver/Aide will have two weeks to comment and develop goals for continuous improvement and personal learning, if needed. The Coordinator will receive a copy of the completed appraisal and will forward that copy to the Personnel Office for file.

If it is determined that the Driver/Aide is in need of intensive assistance for improved job performance, the Coordinator will meet with the Driver/Aide. They will develop a plan of action that will include procedures if improvement is not noted within two weeks. The Executive Director will receive a copy of the appraisal and the plan of action. The Executive Director may meet with appropriate staff. Regular review of the action plan will occur. A follow up Performance Appraisal will be completed within thirty days. If the Driver/Aide feels that the Performance Appraisal was unjust and/or unfair, they may follow through with LEARN's grievance procedure.

LEARN Revised 2011

LEARN VAN DRIVER AND/OR VAN AIDE PERFORMANCE APPRAISAL

(First yearly appraisal)

Professional Approach	Comments
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(IE. very good, good, needs improvement, poor)

Responsive to direction and supervision

Dependability with obligations

- * Punctuality
 - * Attendance
 - * Timeliness on routes
 - * Attend scheduled meetings (including OSHA and basic First Aide)
-

Driving Practices

Post & Pre-Trip:

- * Completes post trip inspection/walk around
- * Completes proper post trip inspection

On the Road:

- * Accelerates smoothly
- * Brakes smoothly
- * Maintains safe following distance
- * Looks ahead 12-15 seconds ahead
- * Obeys traffic signals and postings

Driving Record:

- * Maintains appropriate driving record
-

Maintenance practices

- * Completes D.O.T. book properly
 - * Reports problems in a timely manner
 - * Keeps assigned van clean and up kept
 - * Cleans spare van after assignment
 - * Preventative maintenance as scheduled
-

Knowledge and professional approach

- * Van Aide/Van Driver has proper knowledge of and performs responsibilities of job description
- * Works well as team player
- * Keeps others informed and has ability to make proper decisions
- * Additional training

Professional Approach**Comments**

(IE. very good, good, needs improvement, poor)

Communication

- * Interacts positively with co-workers, students, parents and teachers
 - * Treats students, co-workers, and parent with respect and dignity
 - * Uses proper channels to effectively communicate all information to resolve issues or problems.
 - * Appropriately and effectively shares information
 - * Ability to handle issues with professionalism and confidentiality
-

Completed by: _____ Date _____

Supervisor's comments:

Employee's Signature _____ Date _____

(*Your signature confirms that you have seen report, and if requested have discussed it with your supervisor. It does not indicate your agreement with or approval of the appraisal.)

Employee's Comments:

Employee Goals:
