

# SECTION E

## BUSINESS MANAGEMENT

<u>DESCRIPTOR CODE</u>	<u>TITLE</u>
EBGA	Maintenance Procedures
EC	Maintenance, Repair, Updating and Replacement Of Equipment (Career/Technical Courses)
ECH	Use of Garage
ECH	Use of County Vehicles
ED	Student Transportation
EDD	Scheduling and Routing
EE	Food Service
EF	Energy Management Conservation

PICKENS COUNTY BOARD OF EDUCATION  
POLICY STATEMENT

Descriptor Term: Maintenance Procedures	Descriptor Code: EBGA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81

1. County Level:

- a. The County will provide a maintenance crew that will work directly under the Supervisor of Maintenance. Regularly scheduled visits will be made by the crew to all schools for the purpose of providing designated maintenance services.
- b. County Board expenditures for materials will be limited to those items necessary to maintain and preserve the structural functions of buildings.

2. Local Level

- a. No principal or other person will build, add to, or alter any school building in any way without consulting the Superintendent.
- b. Principals will inform the maintenance crew of their priority work assignments during the regularly scheduled visits to their schools.
- c. Additional maintenance requirements which cannot be provided by the county board will be the responsibility of the local school.

PICKENS COUNTY BOARD OF EDUCATION  
POLICY STATEMENT

Descriptor Term: Maintenance, Repair, Updating and Replacement Of Equipment (Career/Technical Courses)	Descriptor Code: EC
Legal Reference:	Passage Date: 11-16-98
	Amendment Date:

MAINTENANCE, REPAIR UPDATING AND REPLACEMENT OF EQUIPMENT

To assure that skills taught in Career Technical courses are consistent with prevailing business and industrial standards, the Pickens County Board of Education does hereby adopt the following procedures in regard to maintenance, repair, updating, and replacement of equipment.

Equipment Maintenance and Repair

Each instructor shall, as needed submit an equipment, maintenance, or repair request form stating the item and an estimate of cost for parts and service, if known, to the director. The director shall determine who will make the repairs and shall proceed to get the repairs completed as soon as possible if funds are available.

If applicable each instructor shall develop a periodic maintenance performance schedule and follow it. This is for cleaning, greasing, and oiling equipment, changing filters, draining water from air compressors, etc.

The director or his designee shall periodically inspect shops and classrooms and determine if tools and supplies are properly stored, equipment is being kept in good repair, properly used, and meet safety requirements, etc. It is the responsibility of the director and each instructor to work cooperatively to see that the facilities, equipment, and instructional materials are kept in good order and in a safe operable condition.

Equipment Updating and Replacement Procedures

The director and instructor shall, for each instructional unit, cooperatively develop, complete, and utilize annually, a need assessment survey to help determine when instructional supplies, textbooks, or equipment should be replaced or updated.

Instructors in each unit shall utilize their state equipment list, curriculum guides, and the assistance of the state vocational specialist to help determine their current and future needs to replace or update equipment, instructional supplies, and textbooks.

The director and the instructor shall jointly prepare an annual budget for each instructional unit. All local, state, and federal vocational funds allocated for each unit should be reflected in this budget. When possible, consideration should be given to setting aside some funds for large, long range consideration should be given to setting aside some funds for large, long range expenditures that may be needed to update equipment.

Purchase orders shall be prepared for all goods and/or services purchased in the name of the Pickens Career/Technical Departments. A separate purchase order shall be prepared for each vendor and shall be signed by the appropriate person. The superintendent has the final responsibility for approving or disapproving all purchases and/or services. However, approval or disapproval must be made in terms of budgetary allocation, needs, desirability, and contribution to the vocational education program.

LaDow instructors should report facility maintenance needs on a building maintenance request form to the director. High School instructors should report facility maintenance needs on a building maintenance request forms to the High School Principal. The director or High School Principal will forward the request to the Board of Education maintenance supervisor, who in turn shall implement the repairs as expeditiously as possible.

Request for major repairs, building modification, or additions should be submitted by the director to the Superintendent and/or Board.

Minor alterations, which involve changing the original building plans, must be approved by the Superintendent of Education.

The director shall develop a building and facility maintenance checklist and he/she or a designee shall make a periodic check to help determine immediate and long range needs.

#### Care of Facilities and Equipment

Positive means must be used by each instructor and the building supervisor to insure care and protection of the school property. Abuse and misuse of school furniture and property is not to be tolerated. All personnel will be supported in measures taken to achieve this.

#### Willful Damage to School and Personal Property

Each student in the Pickens County Career/Technical Departments shall be responsible for respecting school and personal live work or production property at all times. When school or live work personal property is damaged, destroyed, or defaced by a student and/or his/her parents or guardian shall be required to make full restitution for the willful damage to the school or personal live work property. Such restitution shall be required. In addition, the student shall be subject to probation, temporary suspension, expulsion, or other disciplinary action that may be deemed necessary and advisable by school officials.

PICKENS COUNTY BOARD OF EDUCATION  
POLICY STATEMENT

Descriptor Term: Use of Garage	Descriptor Code: ECH
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Use of Buses and Garage:

- a. Only school owned vehicles will be serviced in the county transportation garage.
- b. All school owned vehicles will be used exclusively for school activities. Overnight use of school vehicles must have prior approval by the Board of Education.
- c. The use of gasoline and all other materials and equipment is restricted to Board of Education-owned vehicles.

PICKENS COUNTY BOARD OF EDUCATION  
POLICY STATEMENT

Descriptor Term: Use of County Vehicles	Descriptor Code: ECH
Legal Reference:	Passage Date: 7-28-75
	Amendment Date: 1-22-96

The Board recognizes an obligation to provide needed transportation services for the operation of the schools in Pickens County. This may include transportation related to pupil transportation, maintenance services, school food services, and the general administration of the school system.

County-owned vehicles may be used by personnel in the above mentioned categories to provide the services required for efficient operation of the service areas mentioned.

The use of county-owned vehicles shall be restricted for official business only. This may include travel to and from work because of their on-call status.

The Superintendent shall advise the Board as to the number and type of County-owned vehicles and use by Board employees. Proposed changes in the fleet or type of employee using county-owned vehicles will be reported to the Board for approval.

PICKENS COUNTY BOARD OF EDUCATION  
POLICY STATEMENT

Descriptor Term: Student Transportation	Descriptor Code: ED
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 7-28-80, 9-18-00,

Driving Rules

- a. The school bus driver will use the bus only to transport pupils to and from school, except as directed by the Superintendent.
- b. The bus driver will promptly report to the principal or his designated representative any pupil violation of good behavior rules on his bus.
- c. School buses are not to stop along the route for any purpose other than pick-up or discharge of pupils at designated stops or mechanical or similar emergency conditions.
- d. Only approved substitute drivers will be allowed to drive a school bus when the regular driver is absent.
- e. In the event of a collision with another vehicle, the driver must immediately notify the highway patrol or local police, the supervisor of transportation, and the principal of school(s) that he serves. The bus driver will refrain from discussing the collision with the public. The name of the other driver, his vehicle make, and license number should be obtained.
- f. Only pupils, school employees, and chaperons approved by the principal will be permitted to ride the bus.
- g. When a school bus is parked and left unattended the driver shall deplete the air in the brake system to the point where the spring brakes are applied.
- h. In order to insure that no student is left on the bus, the driver shall inspect the entire length of the bus and hang the "Student on Board" placard in the rear door window after the completion of every route. When the bus is in motion the driver shall hang the "Student on Board" placard in the front of the bus.

PICKENS COUNTY BOARD OF EDUCATION  
POLICY STATEMENT

Descriptor Term: Scheduling and Routing	Descriptor Code: EDD
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 7-20-80 9-19-83

Routing of Buses:

- a. The Supervisor of Transportation has the authority to route buses or make changes in routes, subject to approval by the Superintendent. Buses will be routed over roads classed as all-weather by the Supervisor of Transportation.
- b. A bus route cannot be changed to accommodate pupils unless they live at least **TWO- TENTHS** mile from the established route **AND AN APPROPRIATE TURNAROUND SPACE MUST BE PROVIDED BY THE PARENT MAKING THE REQUEST FOR A ROUTE CHANGE.**
- c. Transportation for pupils living within a two-mile radius of the school attended will be provided on a space-available basis.
- d. Any transportation provided for summer programs will be planned consistent with funding available for such programs and will not necessarily follow regular routes.
- e. The supervisor of transportation shall establish designated bus stops for the purpose of loading and unloading students. Designated stops inside city limits are to be established at the discretion of the supervisor of transportation.



PICKENS COUNTY BOARD OF EDUCATION  
POLICY STATEMENT

Descriptor Term: Food Service	Descriptor Code: EE
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81

1. The food service supervisor will insure that the lunchrooms under his jurisdiction are operated in accordance with state guidelines outlining requirements of the National School Lunch Act.
2. It is the duty of the principal to work with the lunchroom manager in improving lunchroom conditions.
3. Only enrolled pupils and adults employed in some capacity by the County Board of Education or the local school are authorized to eat in school lunchrooms. All exceptions must be approved by the principal. Adults are to pay for their lunches.
4. Free and reduced price lunches are available to pupils meeting income criteria as establish by state of Alabama. Application must be made by parents or guardians to principals on regulation application forms.

PICKENS COUNTY BOARD OF EDUCATION  
POLICY STATEMENT

Descriptor Term: Energy Management Conservation Policy	Descriptor Code: EF
Legal Reference:	Passage Date: 11-20-06
	Amendment Date: 1-17-07

The Pickens County Board of Education believes it to be our responsibility to insure that every effort is made to conserve energy and natural resources while exercising sound financial management.

The implementation of this policy is the joint responsibility of the board members, administrators, teachers, students and support personnel, and its success is based on cooperation at all levels.

The school district will maintain accurate records of energy consumption and will make a public report on energy consumption at the end of each fiscal year.

The principal will be accountable for energy management on his/her campus with energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each campus will be the responsibility of the principal to ensure that an efficient energy posture is maintained on a daily basis.

**Energy Guidelines**

1. Use only the electricity necessary to deliver quality instruction and/or perform your job assignment.
2. Turn off all lights when you are going to be out of your classroom/office longer than 5 minutes.
3. Turn off all lights in your classroom/office at the end of each day.
4. Rely on natural sunlight when possible. For example, use only two rows of lights instead of four. Or, remove two bulbs from four bulb light fixtures where possible.
5. Don't block the airflow around vents.
6. Install programmable thermostats where possible. Only maintenance works will have authorization to change programmable thermostat settings. Thermostats will be set on 70° or below for heating and 74° or higher for cooling. Unauthorized personnel or students found tampering with the temperature regulating devices such as thermostats or valves will be subject to disciplinary action.
7. Use heat in the gymnasium/cafeteria/auditorium only if necessary. Keep thermostat set at 65° or below.

8. Monitor and report any malfunction of your unit.
9. Inform your principal/supervisor if the filter needs to be changed.
10. Keep doors and windows closed while the unit is operating. Keep all exterior doors closed. Do not prop open exterior doors. Buildings with exhaust fans are excluded.
11. Turn off window units at the end of each day.
12. Turn down the heat in the hallways and keep classroom doors closed.
13. Turn off computer monitors when computers are not in use.
14. All windows will be kept shut.
15. Blinds and shades should be drawn depending on the time of season to maximize heating and cooling of rooms. For example, blinds should be drawn half way in the warm weather months and raised during the cold months.
16. During the summer unplug all vending machines not needed and remove all perishable food items.
17. No electric heaters in classrooms or offices.