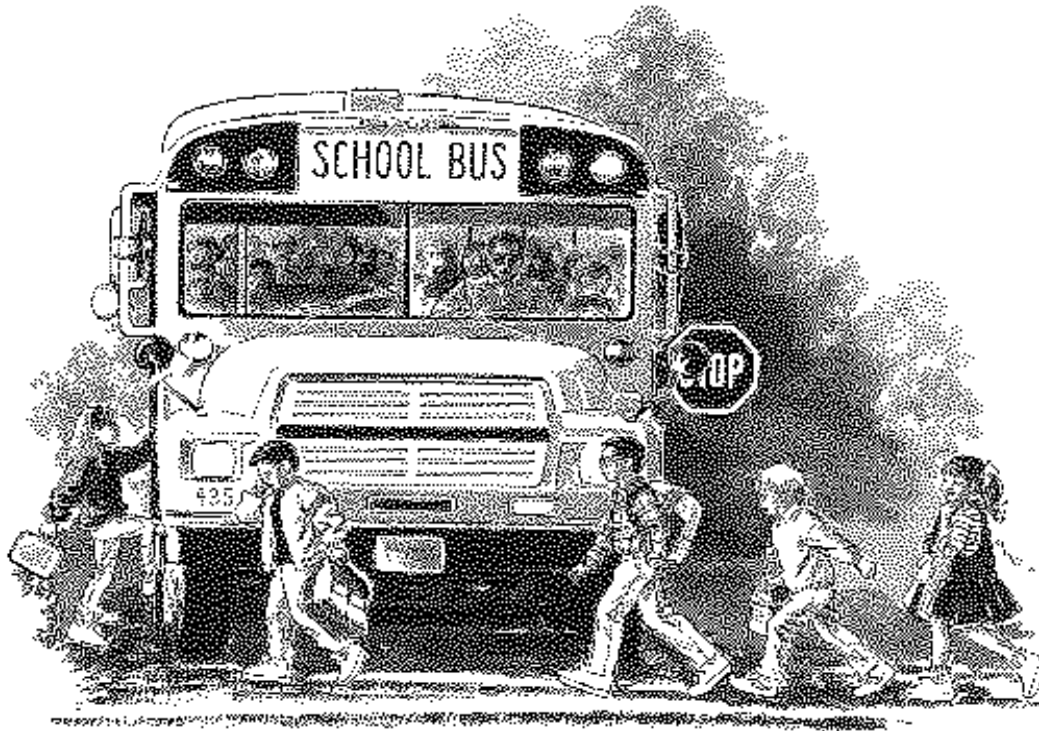


ROCKINGHAM COUNTY SCHOOLS



2009-10

Bus Driver Handbook

Notes

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TELEPHONE NUMBERS

Transportation Office (7:30 a.m. - 4:30 p.m.)	433-2458
Bus Garage - Mechanics (6:30 a.m. - 4:30 p.m.)	433-2458
Jim Slye Director of Transportation	289-6813 (h) 820-8564 (cell) Pager: 574-8468
Alvin Estep Garage Foreman	896-1393 (h) 820-4161 (cell) 820-6199 (truck) Pager: 801-6645
Virginia State Police or any Emergency	#911

SCHOOLS

Broadway High School	(540) 896-7081
Spotswood High School	(540) 289-3100
Turner Ashby High School	(540) 828-2008
Elkton Middle School	(540) 298-1228
Hillyard Middle School	(540) 896-8961
Montevideo Middle School	(540) 289-3401
Wilbur Pence Middle School	(540) 879-2535
Cub Run Elementary	(540) 289-5854
Elkton Elementary School	(540) 298-1511
Fulks Run Elementary School	(540) 896-7635
J.C. Myers Elementary School	(540) 896-2297
Lacey Spring Elementary School	(540) 433-7819
Linville-Edom Elementary School	(540) 833-6916
McGaheysville Elementary School	(540) 289-3004
Mountain View Elementary School	(540) 438-1965
Ottobine Elementary School	(540) 879-2091
Peak View Elementary School	(540) 289-7510
Plains Elementary School	(540) 896-8956
Pleasant Valley Elementary School	(540) 434-4557
River Bend Elementary	(540) 298-5301
South River Elementary School	(540) 249-4001
John Wayland Elementary School	(540) 828-6081
Massanutten Technical Center	(540) 434-5961
Dayton Learning Center	(540) 879-2831 ext. #107

I. THE BUS DRIVER

A. JOB DESCRIPTION

JOB TITLE: School Bus Driver

GENERAL DEFINITION AND CONDITIONS OF WORK

Transports school bus passengers between assigned stops and schools according to specified routes and time schedules. Maintains order during trip and adheres to safety rules when loading and unloading passengers.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Exercises greatest care at all times in transportation of school children;
- Takes all necessary and reasonable precautions to protect students, employees, equipment, and property;
- Reports all student injuries, accidents, illnesses and discipline problems to the appropriate authority immediately or as soon as reasonably possible;
- Opens and closes entrance door and keeps it securely closed while bus is in motion;
- Wears safety seat belt assembly while driving;
- Instructs pupils who ride buses in rider safety annually, and practices emergency exit drills at least twice annually;
- Prohibits use of posters, stickers, or advertising material of any kind in or on school bus;
- Adheres to provision of Motor Vehicle Code, Pupil Transportation Regulations of Board of Education and terms of the School Bus Driver Handbook including:
- Operates school bus at a safe speed not to exceed 45 miles per hour or the minimum speed allowable, whichever is greater, on any highway other than an interstate highway, and 60 miles per hour on interstate highways. However, for any such vehicle which takes on or discharges children, the maximum speed limit shall be 45 miles per hour between the first stop and the last stop, not including the school. The school and the designated school bus parking area shall not be considered for the first or last stop;
- Operates warning lights for a distance of not less than 100 feet before bus stops, if lawful speed limit is less than 35 miles per hour, and for a distance of at least 200 feet before bus stops if lawful speed limit is 35 miles per hour or more;
- Makes stops in the right-hand lane when loading or discharging pupils on highway and only at designated points, where bus can be clearly seen for a safe distance from both directions;
- Operates school bus warning devices while stopped to warn approaching traffic to stop and allow pupils to cross highway safely;
- Requires pupils who must cross the road to walk to a point 10 feet or more in front of bus, stop before reaching a position in line with left side of bus, and await signal from bus driver to start across highway;
- Picks up and discharges pupils on side of road on which they live on dual highways divided by a physical barrier on unpaved area;
- Stops school bus at railway grade crossings - opens entrance door of bus and driver's window and determines when it is safe for vehicle to cross railroad tracks. No such stop need be made where a police officer or traffic light directs traffic to cross;
- Keeps copy of route schedule in bus, including time bus starts in morning, time it leaves each point at which pupils are taken on, time of arrival at school, bus' odometer reading at beginning of route where first pupil is picked up, where other stops are made, and reading upon arrival at school;
- Operates school bus in accordance with route schedule and designated stops;

- Transports only students assigned to particular route, unless otherwise authorized by the building administrator(s) with consent of parents;
- Reports misconduct of pupils on school bus or at waiting stations or stops on the way to or from school and shall be guided by building administrator's advice and direction, subject to the regulations of School Board and particular school;
- Performs daily pre-trip safety inspection of vehicle as per School Bus Driver Handbook, and reports damage and/or malfunction to Garage Supervisor promptly;
- Performs daily post-trip of the entire interior and exterior of the bus;
- Installs chains as specified by Transportation Director, or as weather and/or road conditions require;
- Fills fuel tank of vehicle;
- Checks level of oil daily, and adds necessary amount of oil;
- Cleans interior and exterior of vehicles regularly;
- Cleans windows, including windshield and rear window, and warning and signal lights regularly;
- Requires pupils to keep the bus clean;
- Reports on number of pupils transported and miles traveled to Transportation Director;
- Reports all accidents, delays, and driver absences to Transportation Director promptly;
- Contacts parents immediately, or as soon as reasonably possible, in the event of a student injury, serious illness, or other matter pertaining to the general welfare of the student;
- Suggests safe and efficient routes, stops, and schedules to Transportation Director;
- Attends in-service training to improve skills, attitudes, and knowledge of school bus driving and pupil control;
- Observes established and accepted work practices and procedures in accordance with School Board pupil transportation policy, particular school policy, and supplemental administrative directives;
- Reports to Transportation Director motorists who violate Virginia "School Bus Stop Law";
- Models non-discriminatory practices in all activities;
- Complies with and supports school and division regulations and policies;
- Performs related duties as assigned by the building administrator(s) and/or the Director of Transportation in accordance with the school/system policies and practices.

Massanutten Technical Center School Bus Driver Essential Functions/Typical Tasks *(In addition to the above responsibilities):*

- Maintains a current "Virginia School Bus Trainer" certificate;
- Trains new drivers, both classroom and behind-the-wheel;
- Follows and adheres to the Virginia School Bus Driver Training Curriculum Guide;
- Takes all necessary and reasonable precautions to protect students, employees, equipment, and property;
- Transports mailbags from schools to Massanutten Technical Center for distribution;
- Delivers and pick-up buses for shop foreperson;
- Files records, as requested;
- Sorts and delivers county mail;
- Performs custodial duties;

- Cleans and washes School Board owned vehicles;
- Performs other duties as assigned by the building administrator(s) and/or the Director of Transportation in accordance with school/division policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the county; skill in the safe operation of a school bus; ability to detect malfunctioning equipment; ability to assist children using patience and understanding; ability to establish and maintain effective working relationships with school officials, parents, school personnel, and students. Must be able to follow oral and written directions and have the ability to get along well with others.

EDUCATION AND EXPERIENCE

Candidate must possess any combination of education and experience equivalent to completion of high school. Candidate must possess a current Virginia School Bus Driver Training Certificate.

SPECIAL REQUIREMENTS

- Candidate must be at least 18 years of age;
- Candidate must possess a valid Virginia Commercials Driver's License with Air Brake, School Bus and Passenger Bus endorsements;
- Candidate must satisfy an annual physical examination for employment as a school bus driver by a physician licensed by the Commonwealth of Virginia;
- Candidate must satisfy all other requirements of the State Board of Education for persons employed to drive a school bus;
- Candidate must attend the Behind-the-Wheel-Training, conducted/lead by the RCPS Director of Transportation;
- Candidate must submit to random and post accident drug testing;
- Candidate must possess good moral character.

PHYSICAL DEMANDS/REQUIREMENTS

Work requires climbing, sitting, stooping, crouching, reaching, pushing, pulling, grasping, and repetitive motions. Frequent walking and lifting, up to approximately 30 pounds and occasional lifting of equipment up to 40 pounds. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to outside environmental conditions, noise, vibration, road hazards, and atmospheric conditions. Attendance to training sessions and bus driver meetings beyond the normal assigned hours is necessary. Daily contact with students to provide an orderly and safe environment is required. Contact with parents and administrators is required. Occasional contact with medical professionals may be required.

EVALUATION

The Director of Transportation, with collaboration from the assigned administrator, will evaluate performance on ability and effectiveness in carrying out the above responsibilities.

Special Education Bus Drivers

Special Education bus drivers must meet the same qualifications and demands as a regular bus driver described above. In addition to the regular bus driver, a special education driver must be able to perform the following essential functions.

1. Drives bus on a prescribed route transporting handicapped students to and from school.
2. Loads wheelchair cases by lift and secures tie downs.

3. Insures that seat belts are fastened.
4. Working skill in operating school buses that have hydraulic lifts, wheelchair shackles, and straps; working skills in understanding written and oral instructions.

B. QUALIFICATIONS FOR EMPLOYMENT FOR ALL SCHOOL BUS DRIVERS

1. Have a physical examination prescribed by the Board of Education and furnish a form prescribed by the Board of Education showing the results of such examination. (Shall be furnished annually 30 days prior to the anniversary date of employment; or the first day of school.)
2. Furnish a statement or copy of records from the division of Motor Vehicles showing that the person, within the preceding five years, has not been convicted of a charge of driving under the influence of intoxicating liquors or drugs, convicted of a felony, or assigned to any alcohol safety action program or driver alcohol rehabilitation program pursuant to Section 18.2-271.1 of the Code of Virginia or, within the preceding 12 months, has not been convicted of two or more moving traffic violations or has not been required to attend a driver improvement clinic by the Commissioner of the Division of Motor Vehicles pursuant to Section 46.1-514.11.

Note: Driver is to notify Transportation Department upon receiving a traffic citation and also on conviction by a court.

3. Furnish a statement signed by two reputable residents of the school division that the person is of good moral character. (Furnish prior to initial employment.)
4. Must be 18 years of ages with a high school diploma or General Education Development (GED) equivalent.
5. As a condition to employment, every school bus driver under contract shall submit a certificate signed by a licensed physician stating that the employee appears free of communicable tuberculosis. The School Board may require the submission of such certificates annually, or at such intervals as it deems appropriate, as a condition to continued employment (Section 22.1-300).

C. SALARY AGREEMENT

The salary agreement is a legally binding agreement between the driver and the School Board and must be signed by both parties. The bus driver should read all the articles very carefully to make sure that he/she agrees with and is willing to abide by all of the requirements in the agreement before he/she signs it. All clauses are included for specific reasons. Any person who after signing the salary agreement, knowingly and willfully violates any clause, forfeits the agreement and may be terminated. Salary agreements are issued to driver annually and must be returned within the time period specified.

D. DRIVER TRAINING

Every driver of a school bus shall receive instruction before being allowed to operate a bus transporting children. Instruction is divided into three sections:

1. Basic Classroom Instruction includes, but is not limited to an introduction or review of the following: (1) Transportation policies, rules, and procedures; (2) DMV laws pertaining to school bus operations; (3) Student discipline and emergency situations; (4) Channels of communication; (5) Vehicle operation; (6) Vehicle maintenance; (7) Handling a bus in an emergency situation; (8) Evaluation of School Bus Drivers; and (9) Rules applying to special trips.
2. CDL Instruction includes but is not limited to classroom material on the commercial drivers' license. Instruction will consist of book instruction, video presentations, and hands-on training with a school bus.
3. Behind the Wheel Instruction includes lessons in the following areas: (1) Familiarity with the bus and equipment; (2) Emergency evacuation; (3) Use of traffic control devices; (4) Navigating on the highway; (5) Entering and leaving school loading areas; (6) Diagnosing mechanical difficulties; and (7) Maneuvering the bus.

The driver trainee is required to attend all classroom sessions and all behind the wheel appointments. Each trainee must successfully pass a written examination (CDL test) at the end of the basic classroom instruction at the local DMV before moving on to the behind the wheel segment.

E. PERSONAL RULES AND REGULATIONS

1. Drivers shall not smoke or eat on the school bus at anytime.
2. Drivers are encouraged to present a neat and attractive appearance.
3. Drivers are to wear comfortable, rubber soled shoes. Sandals or "Flip-Flops" are never to be worn while driving a school bus.
4. Ear coverings must not be worn while driving a bus.
5. Drivers should wear wrist watches and set these each morning using official time from radio or TV local stations.
6. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (including alcohol or anabolic steroids) by any employee on school property, at any school activity, or on any school-sponsored trip is prohibited. (See Policy GBEA)
7. Drivers should serve as role models and shall refrain from the use of profanity, abusive language, or physically restraining students.
8. Drivers shall not listen to CD/Tape players requiring headphones while driving the bus/car.
9. NO CELL PHONE MAY BE USED WHILE DRIVING THE BUS. New State law as of 7-1-2008

F. BASIC RESPONSIBILITIES OF THE DRIVER

1. To place the highest priority on the safety of passengers by observing all state motor vehicle laws and regulations, driving defensively, maintaining an orderly atmosphere on the bus, and taking every precaution while students are loading and unloading.
2. To adhere strictly to departmental regulation should an accident or incident occur regardless of the amount of damage in accordance with the guidelines set forth in this handbook.
3. To provide the highest possible level of service within departmental policies and regulations to public school patrons by running routes consistently and on time, and exhibiting a healthy and helpful attitude toward students and parents.
4. To contribute to a positive attitude toward the public schools by being a courteous, professional driver, maintaining a clean bus, obeying all traffic regulations, and insisting that students remain seated and well-mannered while the bus travels on the public roads and highways.
5. To consistently report any problems or difficulties with a school bus or with the official route to the Transportation Office and all student discipline problems to the school principal.
6. To understand, follow, and support all departmental and School Board policies and to adhere to state motor vehicle laws and regulations.
7. To display respect for one's supervisors and a cooperative attitude toward one's fellow workers.
8. To complete and submit all required reports as described in this handbook.
9. To take the best possible care of the school bus by conducting pre-trip inspections, cooperating with the preventive maintenance and inspection program, checking motor oil level, reporting all maintenance problems, keeping the bus clean, and making every effort to avoid accidents.
10. To adhere to all conditions of employment.
11. To drive in a manner which conserves fuel - accelerating slowly, obeying posted speed limits, and anticipating stops.
12. To attend meetings, conferences, and training sessions as requested.
13. To make students as comfortable as possible by making smooth stops and starts, keeping the bus well ventilated and heated, being polite to students, and insisting on a wholesome atmosphere on the bus (no smoking, cursing, screaming, intimidating, or teasing).
14. To meet all the requirements for being employed, being especially careful to maintain an excellent driving record.
15. Once a driver knows that he/she will not be able to report to work, the driver is to notify the designated driver in their area to secure a substitute. It is the driver's responsibility to notify the Transportation Office before 11:00 a.m. to advise as to the reason for not reporting to work. You are only guaranteed a substitute for the morning run. If a substitute driver is needed for your run during the day or if you know ahead of time that you need a driver, you are to call the Transportation Office.

II. THE SCHOOL BUS

A. PRE-TRIP INSPECTION

Before each trip, the following check of the bus should be made by the driver and documented before the run is begun and any problems should be reported to the Bus Garage.

1. Check the engine oil level and add oil if necessary. Don't drive if the oil is low or you may damage the engine.
2. Check the fuel level even though the tank should have been filled the previous day.
3. Check water in the radiator so the proper amount of water and antifreeze is maintained. Do not add water, contact garage.
4. Visually inspect the tires to determine if they are severely under inflated.
5. Check and clean all lights. Should directional signals, traffic lights, or stop lights fail to operate, do not drive the bus until repairs are made. Notify the Bus Garage immediately for assistance.
6. Be sure that all of the lettering on the bus can be read. If dirt prevents this, wash the problem areas.
7. Keep all mirrors cleaned and adjusted. Pay particular attention to the crossover mirror to ensure that a small child would be seen crossing in front of or on the side of the bus.
8. Governors are put on school buses for the purpose of safety in monitoring speed. If a Governor is not working properly or has been tampered with, please notify the Bus Garage immediately. Any unlawful use or tampering with this device will lead to disciplinary actions.
9. Check to be sure all emergency equipment (first aid kit, reflectors, and fire extinguisher) is on the bus. Lost, stolen or damaged equipment should be reported. Equipment should be replaced immediately and should be obtained from the Bus Garage.
10. Do not take more than three (3) to five (5) minutes to warm up the bus and do not leave the bus unattended during this period. DO NOT PULL THROTTLE MORE THAN 1/3 FOR WARM UP.
11. Check to be sure stop arm and crossing arm are working. The arms should be checked with the engine running because engine vacuum is required to force the stop arm out, on some buses.
12. Carefully check service brakes by applying firm foot pressure for 30 seconds. If the brake pedal creeps down, do not move the vehicle. Check under the bus and on tires for evidence of brake fluid leaks. Beware of any unequal braking action or spongy pedal condition while driving. If there is any indication that the brakes are failing, contact the Bus Garage immediately and do not move the bus until checked by a mechanic.
13. Each bus is to have at least one (1) "Mess Kit" on at all times.
14. **Winterfront Usage for diesel bus:** Do not put winterfront on until the temperature is 40* or below; from 40* to 20* leave all the flaps open; from 20* to 0* leave one flap open. Below 0 front is to be closed completely.
15. Diesel buses with a block heater are to be plugged in when the temperature is 25* or below. If bus is plugged in after route is finished, it takes less time and energy to keep engine warm between runs or overnight.
16. Pre-trip inspection sheets must be turned in to the office monthly.

B. AIR BRAKES

When the driver is performing a routine pre-trip, close attention should be paid to the pressure gauge indicator. With the air braking system this is very important. The indicator should read between 60 pounds and 120 pounds. If the gauge falls below 60 pounds an alarm will sound, and the bus will remain still. This problem should be reported immediately.

Checking the Air Brake System:

1. Test the low pressure warning signal.
 - a. Shut off the engine when you have enough air pressure so that the low pressure warning signal is off.
 - b. Turn on the electrical power and step on and off the brake pedal to reduce air tank pressure.
 - c. The low air pressure warning signal must come on before the pressure drops to less than 60 psi in the air tank.
 - d. If the warning signal doesn't work, you could lose air pressure without knowing it.
 - e. Only limited braking can be done before the spring brakes come on.
2. Be sure that spring brakes come on automatically.
 - a. Chock the wheels, release the parking brakes when you have enough air pressure and shut off the engine.
 - b. Step on and off the brake pedal to reduce the air tank pressure.
 - c. The parking brake knob should pop out when the air pressure falls between 20 and 40 psi. This causes

- the spring brakes to come on.
 - d. Check the air pressure build-up.
 - e. When the engine is at operation RPM, the pressure should build from 85 to 100 psi within 45 seconds in dual air systems.
 - f. If the bus has larger than minimum air tanks, the buildup time can be longer.
 - g. If air pressure does not build fast enough your pressure may drop too low during driving. This will require an emergency stop. Don't drive until you get the problem fixed.
3. Test the air leakage rate.
 - a. When the air system is fully charged (between 120 & 125 psi), turn off the engine, release the service brake and time the air pressure drop. The loss rate should be less than 2 psi in one minute for single vehicles.
 - b. Apply 90 psi or more with the brake pedal. After the initial pressure drop, if air pressure falls more than 3 psi in one minute for single vehicles, the air loss rate is too high.
 - c. Check for air leaks and fix them before driving or you could lose your brakes while driving.
 4. Check the air compressor governor cut-in and cut-out pressures.
 - a. Air compressor pumping should start at about 100 psi and stop at about 125 psi.
 - b. Run the engine at a fast idle. The air governor should cut out the air compressor. The air pressure shown by your gauge will stop rising.
 - c. With the engine idling, step on and off the brake to reduce the air pressure tank. The compressor should cut in and the pressure should begin to rise.
 - d. If the air governor does not work as described above, it may need to be fixed. A governor that does not work right may not keep enough air pressure for safe driving.
 5. Test the parking brake. Stop the vehicle, put on the parking brake and gently pull against it in a low gear to test that the parking brake will hold.
 6. Test the service brakes.
 - a. Wait for normal air pressure to build, release the parking brake, move the vehicle forward slowly (about 5mph) and apply the brakes firmly using the brake pedal.
 - b. Watch to see if the vehicle pulls to one side, feels unusual or stops slowly.
 - c. This test can show you problems which you would not know about until you used the brakes on the road.

The parking brake must be set each time the bus is in the neutral position and the driver leaves the seat. Before leaving the bus the driver is to pump the brake pressure down until the parking brake button on the dash "pops" to the engaged position. The rear spring brakes will lock the bus brakes until the engine is started and air pressure builds. Only after this procedure is followed and the keys are in the driver's pocket is it safe to leave the bus unattended.

C. MAINTENANCE

Preventive maintenance and state required inspections are scheduled every 30 days or every 2500 miles traveled. If a driver discovers that a vehicle requires additional maintenance, the driver should notify the Bus Garage and inform the Shop Foreman of the problem.

D. CLEANING

The bus driver is responsible for keeping the inside of the bus clean and free of debris, trash, bottles, clothing, etc. Paper, pencils, and other objects should be removed from the heater as they may cause damage if they fall into the fan motors.

Drivers are responsible for cleaning the outside of the bus. Drivers are encouraged to wipe clean the lettering and lights on the buses on a daily basis.

E. FUELING

All buses are to fuel only at their assigned locations. Bus engines must be turned off while fueling. **At no time should the bus be fueled with students on board.**

1. Fuel your bus only as frequently as necessary. This will help prevent long lines at the pump and long waits.
2. Never fuel your bus while students are aboard.

3. Never get fuel at a service station without authorization from the Director of Transportation. If there is a pump breakdown at your school, the school will contact the Transportation Office for instructions.
4. Be sure to initial service tickets after receiving fuel. NO OIL SHOULD BE PURCHASED AT SERVICE STATIONS, THERE SHOULD BE A SUPPLY AT EACH SCHOOL.
5. Credit cards will be checked out from the Transportation Office for field trips which are longer than the bus fuel tank range. A copy of the sales slip must be returned with the credit card.
6. A daily log of fuel/oil obtained is to be maintained by the driver and is due in the Transportation Office by the 5th day of each month. You should turn in your fuel sheets to your home base school to be totaled and forwarded to the Transportation Office. Please be sure to have your bus number on your daily log to help with record keeping.
7. During winter months, always keep fuel tank at least half full. This prevents condensation from forming in the fuel tank.

F. POST-TRIP INSPECTION

ALL Bus Drivers Are Required to Perform A Post-Trip Inspection Before Leaving School Grounds.
After each trip the driver is to do a "walk-through" checking the interior of the bus for the following:

1. children still on the bus (probably asleep)
2. vandalized seats
3. graffiti
4. articles left on the bus
5. open windows (should be closed at nights)

G. OTHER REGULATIONS

1. The use of posters, stickers, or advertising material of any kind is prohibited in or on school buses.
2. No object shall be placed in the bus that will restrict the passage to the entrance or emergency doors.
3. On dark, rainy, or foggy days, headlights should be used. Strobe lights should be activated on those buses which are equipped. ***Strobe lights shall be used any time there are students on board.***
4. Smoking by the driver, aide or passengers while on school bus is strictly prohibited.
5. Students must remain seated at all times when the bus is in motion.
6. Assigned seats are STRONGLY recommended.
7. On buses transporting multiple grade levels, students should be separated by elementary, middle, and high school.
Careful consideration should be given to insure the younger students are separated as far as possible from the oldest students.

III. RULES GOVERNING APPROVED OPERATION OF THE BUS

A. PROCEDURES FOR SPECIAL EDUCATION SCHOOL BUS

Never leave a student at a stop, unless there is someone to receive the student. If there is a constant problem with a parent not being at the stop on time, inform the Transportation Department.

Wheelchair Lifts:

1. Set the emergency brake.
2. Open lift door and secure it to the bus.
3. When loading, one employee should be outside the bus to load the student and one employee should be inside the bus to accept the student off the lift. Back the student on the lift and lock the brakes on the wheelchair. Make sure there is clearance on all sides and the student's limbs are not hanging off the chair in danger. Make sure end gate locks in place before attempting to raise lift. Before raising the lift ensure everyone is out of the way. No employee can ride the lift with a student on.
4. Back the student off the lift onto the bus.
5. If the student is physically able to ride on a bus seat, remove the student from the wheelchair to a bus seat and attach seat belt.

6. If you are unloading the student reverse the procedures for loading. Push the student forward facing onto the platform. NEVER leave a student unattended on the lift.

Hooking A Wheelchair:

1. Occupied wheelchair(s) should be secured in a forward facing position.
2. Straps should be stored out of the way to prevent tripping others and maintain performance.
3. Always keep floor tracks clean.
4. Remember, it is the responsibility of the assistant and the driver to ensure that each wheelchair is secured properly and all the required straps are being used to prevent damage to the wheelchair or harm the student.

Seating of Students:

1. A student is not to be seated behind a seat with a child safety seat since the seat with the child safety seat will no longer flex forward on impact.
2. The lap belt must be low and snug across the front of the occupant's pelvic zone and with the junction between the lap belt and shoulder belt located near the wearer's hip. NEVER position the lap belt over the abdominal area, over the mobility aide arm rests, or with the belt assembly twisted.
3. Never extend the shoulder belt across the occupant's neck or face.
4. Inspect the straps and belts before each use. Any defects, such as cut, frayed, contaminated or damages webbing; improperly functioning buckles or hardware, require replacement of the entire strap or belt assembly.
5. Inspect all floor and sidewall anchorage, including attaching bolts. Check for excessive wear, corrosion or loose fasteners. Clean out any dirt or debris that may have collected to ensure full and proper engagement of the system track fittings.

Mobility Aid Securement and Occupant Restraint Systems:

1. Do not attach the straps to the wheel or any detachable portion of the mobility aid.
2. Do not allow the straps to conform or bend around any object such as wheels, footrests, etc. The securement straps must have a clear, straight load path from the floor tracks or plates to where they attach to the mobility aid frame. Keep the straps away from any sharp edges or corners.
3. Do not cross-connect the securement strap assemblies. This may place added stress on unequal load forces on mobility aid frame and may lead to potential collapsing or tipping of the mobility aid.

Pre-Trip Inspection:

1. Inspect condition and security of wheelchair track and tie down and wheelchair passenger seat belt. (Keep tracks clean)
2. Vehicle is equipped with a belt cutter.

B. LOADING AND UNLOADING STUDENTS

1. Traffic lights (flashing red lights) must be used in advance of a bus stop any time students are loaded or unloaded, including stops on school grounds or on field trips. Where the posted speed limit is 35 mph or less, lights should be activated at least 100 feet in advance of a stop; and where the speed limit is 35 mph or more; the lights should be activated 200 feet in advance. Traffic lights will never be used to stop traffic for any reason other than to load or unload passengers.
2. 8-Lamp System: When traveling below 35 mph, activate your amber light switch. This is to warn traffic of your intent to stop. Once you are at a complete stop you activate your red lights. This is done by opening the door. Your stop arm and cross arm will also be activated by this motion. Load or unload students. Close your door. This will deactivate lights and arms. Proceed with your run.
3. Emergency flashers (yellow, four-way flashers) should not be used in connection with loading and unloading students.
4. When receiving and discharging students, the bus should stop to the right of the centerline, far enough to the right to keep vehicles from passing on the right but without pulling off the traveled portion of the roadway. On divided or heavily traveled roads, students must be discharged on the side of the road on which they live.
5. When it is necessary for students to cross the street to load or unload, they should be instructed to wait for the driver to signal that is safe to cross. After using all mirrors and checking all directions to be sure traffic has stopped, the driver should signal the students to cross.

6. On buses equipped with "stop arms", the red control button is located near the front door handle. This switch should be activated only when the bus is stopped and passengers are ready to load or unload. It should be turned off before the bus is set into motion.
7. When the driver must turn around at pickup or discharge points, students must be on the bus.
8. The entrance door is to be operated only by the driver and must be kept closed any time the bus is in motion. The bus door should not be opened until all oncoming traffic has come to a complete stop.
9. When students are loading the bus should remain stopped until the students have seated themselves. When being discharged, students should remain seated until the bus has completely stopped.
10. The driver must be on the bus with seat belt fastened while loading or unloading students.
11. The driver needs to be extremely watchful around bus stops. All children should be counted and accounted for before the bus is moved. Older children need to be watched because of horseplay around the bus stop. More children are seriously hurt during the loading-unloading process than while the bus is in motion.
12. Pupils should not be loaded on a blind curve, steep hill, or the crest of a hill. If any stops are located in such dangerous areas, the driver should report this to the Transportation Office immediately.
13. It is the parent/guardian's responsibility to have a responsible adult at the bus stop to accept students third grade and younger. Effective November 6, 2002, bus driver's will no longer be taking students back to school if there is no one at the stop to meet them. The bus driver still has the right to take any student back to school if he/she believes there is an immediate danger at the bus stop.
14. Students younger than grade three must have a parent/guardian visible before the driver drops off a student. Pre-K students need to have a responsible adult at the bus stop. Drivers are not to drop students younger than grade three without a parent/guardian at the stop or unless they see the parent/guardian and are positive they are home.
15. **DRIVERS ARE TO DRIVE WITH DOOR CLOSED AT ALL TIMES.**

C. FOLLOWING THE BUS ROUTE

It is absolutely imperative that drivers adhere to the bus routes as they are described on the route sheets. If a driver believes that a route could be improved by changing the stops or following a different time schedule, these recommendations should be brought to the Director of Transportation before the route is changed. It is the responsibility of the Transportation Office to change routes. Drivers, principals, and parents do not have this authority. If a parent or principal desires to have a change in the bus route, he/she should contact the Transportation Office.

Drivers should make a special effort to run their routes on time. If the driver does not have time to run trips as scheduled or is arriving at schools too early (more than 5 minutes prior to opening) or too late, this should be reported immediately to the Transportation Office. Drivers should not exceed legal speed limits nor should they begin their runs early and arrive at schools before students can be unloaded.

NO bus shall arrive at school before 8:00 A.M. unless approved by the Director of Transportation and the school principal.

D. UNAUTHORIZED USE OF SCHOOL BUS

AT NO TIME SHALL STOPS BE MADE FOR THE PURPOSE OF VISITING, MAKING PURCHASES AT STORES OR FOR ANY OTHER PERSONAL USE.

E. OPERATING AND PARKING BUSES AT HOME

The parking brake must be set each time the bus is in the neutral position and the driver leaves the seat. Before leaving the bus the driver is to pump the brake pressure down until the parking brake button on the dash "pops" to the engaged position. The rear spring brakes will lock the bus brakes until the engine is started and air pressure builds. Only after this procedure is followed and the keys are in the driver's pocket is it safe to leave the bus unattended.

In accordance with School Board Policy, school bus drivers have the responsibility of providing a suitable parking area for their buses when taken home after the morning run and at night or over the weekend. Special care should be taken to protect the bus from damage from any source while parked.

Occasionally driver may be requested to relocate their bus because of potential safety hazards as a result of the parking location or because of zoning restrictions in certain areas.

F. SPARE BUSES

The driver of a spare bus is responsible for the bus while being used in place of their regular bus and should be sure the bus is returned with the floor and seats clean. A driver, when assigned to a spare bus, should inspect the bus before leaving the bus garage and if the bus is dirty, it will be the individuals responsibility to notify the Shop Foreman of the condition of the bus before leaving. A record of spare buses assigned will be maintained at the Bus Garage so it can be determined who returns a bus dirty. The Transportation Office will be notified by the Shop Foreman of the drivers who return buses in an untidy condition.

Notify the Bus Garage of any defects you find with a spare bus that should be corrected. NO spare buses will be issued to any driver other than in the case of an "on the road breakdown" or at the discretion of the Shop Foreman or when the bus is expected to remain in the shop for such a length of time that it would not allow the driver to complete his/her next assignment.

G. UNAUTHORIZED RIDERS

The only persons authorized to gain access to a school bus are those students who meet the eligibility requirements, the bus driver, and the bus aide. Non-students, including the driver's friends, are never allowed on a school bus. The driver should make every effort, short of physical confrontation, to ensure that children and adolescents who do not attend Rockingham County Public Schools and students who are not eligible to ride are not permitted on the bus. The driver should seek assistance of the principal and the Director of Transportation if a problem persists.

An exception to the above is that employees of the Rockingham County School System or patrons serving as chaperones on special trips.

H. ASSIGNING SEATS TO STUDENTS

Ideally, students should be seated from rear to front, three to a seat when necessary (some secondary students can sit only two to a seat). On the trip home they should be loaded according to the order in which they disembark (last off at the rear of the bus; first off at the front).

The exception to this rule is seating assigned by the driver as a disciplinary measure. When it is not possible to seat all students, the Transportation Office is to be contacted immediately. On field trips all students must be seated and are not permitted to sit on floor or heaters or in the step-well.

It is an expectation that all buses use assigned seats and have a seating chart.

I. SPEED LIMIT OF BUSES

The maximum speed limit for school buses shall be forty-five (45) miles per hour or the minimum speed allowable, whichever is greater, on any highway other than an interstate highway, and sixty (60) miles per hour on interstate highways. For any such vehicle which takes on or discharges children, the maximum speed limit shall be forty-five (45) miles per hour between the first stop and the last stop, not including the school. The school and the designated school bus parking area shall not be considered the first or last stop.

J. RAILROAD CROSSINGS

1. When approaching the railroad crossing it is essential that you slow down and activate your four-way flashers.
2. The bus should be brought to a complete stop close enough to the tracks for the driver to see clearly in both directions, not closer than 15 feet, no further back than 50 feet, especially where there is more than one set of tracks.
3. In order for the driver to hear any trains, the driver's window should be open, the front service door open, heaters off, and the students quiet. **Stop, look and listen.**
4. When it is safe to cross the tracks, the driver shall do so without changing gears while crossing the tracks. The service door shall be closed while crossing.
5. No such stop need be made at any crossing where a police officer or traffic light, directs traffic to proceed.

K. PASSING SCHOOL BUSES

The driver of a school bus, whether loaded or unloaded, is not to pass another school bus traveling in the same direction.

L. USE OF SEAT BELTS BY SCHOOL BUS DRIVERS

Persons operating a school bus equipped with a safety lap belt assembly shall wear it while school children are being transported (Section 46.1-287.2, Code of Virginia).

M. MAINTAINING ORDER ON THE BUS

Good discipline requires the cooperation of the school principal, Transportation Office, bus driver and aide (if applicable), parent, and student. The driver is responsible for maintaining discipline on the school bus; however, the driver does not have the authority to discipline students other than assigning seats and verbally reprimanding.

Whenever student behavior jeopardizes the safety of others on the bus or is considered unacceptable according to the student conduct code, the driver should pull the bus over to the side of the road, at a safe place, come to a complete stop, and deal with the problem. Drivers should not attempt to reprimand students while the bus is in motion. Under no circumstances should a driver suggest, request, or demand that a student disembark from the bus due to behavioral problems. **Drivers who feel they cannot drive safely due to behavioral problems should radio the office for help, pull safely off the road, and wait for help to arrive.**

Drivers are to report all disciplinary problems to the school principal using the Bus Conduct Report that day or the following morning. If the problem persists, additional reports should be filed and the driver should discuss the matter with school authorities. If the problem remains unresolved, the matter should be turned over to the Director of Transportation.

A driver may refuse to allow a student off the bus if there is evidence that the student will endanger the other students or the driver. Possession of a dangerous weapon would be an example of grounds for denying a student access. If a student is denied entrance onto a bus, the driver should report this immediately to the principal and should complete a Bus Conduct Report.

Drivers should be aware of any unusual circumstance that may occur while driving the school bus, relative to behaviors that are abnormal. Any behaviors or conduct displayed by a student to the driver or other riders on the bus that is sexually suggestive or abusive in any manner should be reported by the driver immediately to the principal on the Bus Conduct Report. A driver does not have the authority to suspend riding privileges. This authority rests with the principal. Drivers should remain in control of themselves at all times. Screaming usually makes the situation worse. A driver should never curse on the bus.

N. EMERGENCY VEHICLES

Whenever an emergency vehicle approaches a school bus stopped or about to stop, for the purpose of picking up or discharging students on a public roadway, the emergency vehicle operator shall bring his vehicle to a complete stop and not proceed until such time as the driver of the school bus has assured him that it is safe to proceed. Also the bus driver shall check to make sure no students are about to cross or are in a position that would endanger them should the emergency vehicle proceed.

It shall be the duty of any school bus driver about to stop to discharge students, on approach of any emergency vehicle displaying flashing red lights and sounding a siren, to hold the door closed if unloading has not already begun and to signal the emergency vehicle operator that is safe for him to proceed. If unloading or loading is in progress at the time the emergency vehicle approaches, the school bus driver shall take whatever measures are necessary to expedite the movement of the students from the street; and when the way is clear, and only then, the school bus driver shall signal the operator of the emergency vehicle to pass with caution.

Both school bus driver and operators of emergency vehicles shall bear in mind that there is no emergency so great that they shall endanger the life of even one child.

O. RULES APPLYING TO SPECIAL TRIPS

Regular bus drivers are encouraged to drive field trips whenever their schedule permits. However, due to problems associated with finding a substitute driver, making arrangements for bus exchange, plus the additional behavior problems that occur whenever the regular driver is absent, regular drivers are encouraged NOT to miss their regular run in order to drive a field trip. Exceptions may be approved by the Director of Transportation.

While transporting students on special trips, drivers should not make any unauthorized or unscheduled stops except in the case of an emergency. If any questions should arise while the special trip is being conducted, the driver should contact the Transportation Office.

Drivers of activity or extra-curriculum trips shall advise the students and sponsors of the location of the required emergency equipment prior to the beginning of any such trip.

P. OBJECTS NOT PERMITTED ON BUS

1. Any object too large to be held in the student's lap is not permitted on the bus.
2. No objects are permitted in the doorways or in the aisle of the bus.
3. Bottles or glass of any kind are not permitted on the bus.
4. Live animals are not permitted on the bus.
5. Band instruments MAY be brought on school buses provided they can be held on the lap or between the students feet. Students must be in complete control of band instruments at all times. Extra seats may not be taken up for band instruments.

Q. BACKING A SCHOOL BUS

Backing a school bus is **strictly prohibited on any school grounds** except in an emergency and with an adult spotter. Backing to turn around at an established turn-around spot on a bus is to be done with **extreme care**. Where pupils are to be unloaded at turning point, the backing and turning must be completed before the pupils have been unloaded. Where pupils are to be loaded, they should board the bus first, before backing and turning. Any exception to this must be approved by the Director of Transportation.

When backing a school bus not equipped with a back-up alarm, always activate hazard lights and blow horn before backing.

R. LIGHTED HEADLIGHTS

State law requires headlights (no parking lights) to be on whenever windshield wipers are in use as a result of fog, rain, sleet or snow.

S. STROBE LIGHT

Strobe light shall be activated when transporting students regardless of weather conditions.

IV. EMERGENCY SITUATIONS AND PROCEDURES TO FOLLOW

A. DEFINITION OF AN ACCIDENT

Anytime the school bus comes into contact with another object and such contact causes damage to the bus or the object struck, an accident has occurred. In addition, anytime a student is injured on or in the vicinity of a bus, an accident has taken place. **ALL ACCIDENTS MUST BE REPORTED IMMEDIATELY!!**

B. PROCEDURE TO FOLLOW IN THE EVENT OF AN ACCIDENT

1. Secure the bus;
2. Activate hazard warning lights (place reflectors or flags in position if practical);
3. Keep the students on the bus if practical except in the case of fire or other hazards;
4. Render first aid if needed;
5. Contact the Transportation Office immediately and give as many details as possible, **THE TRANSPORTATION OFFICE WILL CONTACT THE STATE POLICE;**
6. Do not leave the scene or move your vehicle unless instructed to do so by a police officer;
7. Do not admit any guilt of fault to any other person involved in the accident even though you may believe you are at fault;
8. Obtain information which will be needed to complete required accident reports. A report must be filed with the Department of Education for any accident regardless of how small.
9. Do not talk to anyone about the accident except the investigating officer, a school official or a properly

identified representative of the School Board's insurance company.

10. Do not release students from accident scene without being checked by rescue personnel unless otherwise instructed by Transportation Office personnel.

C. BREAKDOWNS

In the event of a breakdown on the road, the driver should take the following steps:

1. Activate hazard warning lights;
2. Get the bus safely off the road if at all possible and secure the bus;
3. Keep the children on the bus, except in case of fire or the bus is in a dangerous location;
4. Place reflector and/or flares in positions to warn oncoming vehicles;
5. Contact the Bus Garage and wait for assistance.

D. FIRES

Your first responsibility in the event of a fire is to evacuate the bus and remove students to a safe place away from the bus. If the fire can be put out with the use of a fire extinguisher, use one. Notify the Bus Garage immediately. Place emergency reflectors around the bus if you can gain access to these. If possible, disconnect the battery cables.

E. STUDENT INJURIES/ILLNESSES

In case of serious illness or injury of a person at the bus stop or on the bus while the bus is traveling to or from school, the driver should notify the Transportation Office as soon as possible. The driver should give his/her name, the location of the bus, student's name, extent or nature of the injury or illness if known. Upon completion of the route the driver should go the student's school and complete an accident report.

A driver should be familiar with the contents of the first aid kit and how to use the materials. The driver should always be aware of the location of the first aid kit and be sure to keep it supplied.

Any person rendering first aid is exempted from liability by the Good Samaritan Law as long as the help rendered does not exceed skills for which he or she has been trained and are skills recommended by the Red Cross.

F. VANDALISM/THEFT

All acts of vandalism or theft must be reported to the Transportation Office immediately after discovery. Evidence of vandalism or theft should be uncovered during the post-trip inspection.

If reflectors, first aid kits, fire extinguishers or radios are stolen or vandalized, a replacement should be obtained from the Bus Garage. If it becomes necessary because of the treat of the theft or vandalism, to this equipment, the driver shall be asked to remove these items each day after the run.

G. STUDENTS LEFT ON THE BUS

If at the end of a run, a student remains on the bus, the driver must use some judgment. In most cases this will occur with an elementary child. If the driver is near the school in which the child is enrolled and it is not too late, he should return to the school and attempt to locate a school administrator who can accept responsibility for the child. Otherwise the driver should contact the Transportation Office by radio or phone for further instructions.

H. EMERGENCY EVACUATIONS

Pupils should be moved to a safe place 100 feet or more from the bus and instructed to remain there until the driver has determined that the danger has passed.

Reasons For Actual Emergency Evacuations:

1. Fire or danger of fire. Being near an existing fire and unable to move the bus, or being near the presence of gasoline or other combustible material is considered danger of fire and pupils should be evacuated. The bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire.

2. Unsafe position. When the bus is stopped because of an accident, mechanical failure, road conditions, or human failure, the driver must determine immediately whether it is safer for pupils to remain on or evacuate the bus.
3. Mandatory evacuations. The driver must evacuate the bus when:
 - a. The final stopping point is in the path of a train or adjacent to railroad tracks.
 - b. The stopped position of the bus may change and increase the danger (e.g. - a bus comes to rest near a body of water or at a precipice where it could still move and go over a cliff). The driver should be certain that the evacuation is carried out in a manner which affords maximum safety for the pupils.
 - c. The stopped position of the bus is such that there is danger of collision.
4. Sight distance. In normal traffic conditions, the bus should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be a reason for evacuation.

I. **EMERGENCY EXIT DRILLS**

There is an urgent need, due to the increased number of pupils being transported and the ever increasing number of accidents on the highways, to instruct pupils on how to properly vacate a school bus in case of an emergency. It is possible for pupils to block the emergency door if all are trying to get out at the same time. There is also a possibility of danger when pupils jump from the rear emergency door exit. To avoid these situations, schools should organize and conduct emergency exit drills for all pupils who ride the school bus. Dates for emergency drills will be announced by the Director of Transportation.

THE BUS DRIVER IS TO USE EXTREME CAUTION WHEN JUMPING FROM THE REAR OF THE BUS DURING A DRILL. IT IS RECOMMENDED TO SIT AND SCOOT OUT THE DOOR DUE TO THE HEIGHT OF THE BUS.

There are three separate drills that can be conducted:

1. Everyone exits through the rear emergency door.
2. Everyone exits through the front entrance door.
3. Students seated in the first half of the bus (usually the first six rows) exit through the front door and those in the rear half of the bus exit through the rear emergency door.

Important items pertaining to school bus evacuation drills:

1. Safety of pupils is of the utmost importance and must be first considered.
2. All drills should be supervised by the principal or by persons assigned to act in a supervisory capacity.
3. The bus driver is responsible for the safety of the pupils. When the driver is incapacitated and unable to direct the evacuation, appointed pupils should be authorized to direct these drills.
Pupils appointed to direct evacuation drills should possess the following qualifications:
 - a. Maturity
 - b. Good Citizenship
 - c. Live Near End of Bus Run
4. Written consent from parent or guardian is to be obtained by the principal before a pupil is assigned as a leader.

Appointed pupils should know how to:

- a. Turn off ignition switch.
 - b. Set emergency brake.
 - c. Summon help when and where needed.
 - d. Set flags, flares or reflectors.
 - e. Open and close doors, and account for all pupils passing his station.
 - f. Help small pupils off the bus.
 - g. Perform other assignments.
5. Drills should be scheduled in a manner similar to fire drills held regularly in schools. They should be held more often during fall and spring months and conducted when the bus arrives at the school building with the pupils.
 6. Drills should be restricted to school property and conducted under the supervision of school officials.

7. Types of drills should be varied.
8. Driver is to stay in bus until all students are evacuated. He/she must set the parking brake, turn the ignition off and place the transmission in gear. Driver then goes to where students are waiting (at least 100 feet from bus) and account for all students.
9. These procedures should be modified for special education students as required.

J. CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER

The decision to delay opening or not to open schools because of inclement weather will be announced on local radio and television stations, and the county schools web site after approximately 5:00 a.m. Drivers and aides should NOT assume that school will be canceled due to inclement weather.

On mornings when schools do open in spite of ice or snow, each driver must decide whether or not his route will require chains. **IF IN DOUBT, CHAIN UP !**

On days when schools are closed early because of road conditions or severe storm warnings, announcements will be made over local radio stations. In addition, schools will attempt to contact their drivers by telephone. The driver is to make the school aware where he/she can be reached in case school is called early.

When schools are dismissed early due to inclement weather, drivers are to call their home base school upon completion of run. The school administrator will call the Transportation Office once all home base drivers have checked in.

Only Special Education Drivers are to notify the Transportation Office by PHONE once all students have been delivered home.

If road conditions are already bad enough to require chains, you will be given instructions to chain up before leaving the school.

At any time you are given instructions to chain up before rolling, it is your responsibility to carry out those instructions. If there are not instructions given to chain up, each driver must use the very best judgment in deciding whether or not chains are needed for a safe trip over the entire route.

TIRE CHAINS CAN BE REPAIRED OR REPLACED; HUMAN LIVES CANNOT

K. USE OF TWO-WAY RADIO

The two-way radio in your bus/car is there to improve transportation services provided by the school division. 2-way radios have proven to be efficient and effective, especially when it is imperative to transfer informative information rapidly. Success depends on the type of equipment being used, the way our school division is laid out geographically, weather conditions, and how we use the radio.

When to Use the Two-way Radio?

Operating rules must be established for the use of 2-way radios. These rules must be followed to ensure that Federal Communications Commission rules and school board policy will not be violated. The radio is to be used only to report the following:

1. Heavy or unusual traffic conditions or hazards;
2. Bus failure or malfunction;
3. Involvement in accidents;
4. Any other event requiring police, fire or medical assistance;
5. Field trip schedule adherence problems and communications with other field trip buses;
6. Providing or requesting directions;
7. Any circumstance in which you are in doubt as to the proper action to take.

These are the **only acceptable uses** for the radio on your bus/car. They are **never to be used for idle chatter** between operators about subjects unrelated to school business.

Federal Communications Commission Regulations:

What you transmit over the radio is not only the concern of the school division, but also the concern of the Federal Communications Commission (FCC). School corporations are given the authority by the FCC to operate radio stations for the transmission of messages pertaining either the efficient operation of the school bus service or the

safety or general welfare of the students they are transporting. This authority is provided for in Title 47 of the Code of Federal Regulations, Chapter 1, Part 90.43.

The FCC assigns frequencies, issues licenses, monitors the airwaves and enforces its regulations. FCC regulations forbid the following:

1. Use of the radio system by unauthorized personnel;
2. Repair or change of frequency by unlicensed personnel;
3. Obscene, indecent or profane language;
4. Transmission of unassigned call letters;
5. False calls;
6. Fraudulent distress calls;
7. Superfluous and unidentified communications;
8. Operations of the radio system during a civil defense test;

Violation of federal regulations may result in loss of license.

Procedures for Using Two-Way Radios:

The fundamentals of correct telephone usage apply to mobile radio. Choice of words, voice, volume, tone, good manners, friendliness and good speaking habits are just as important as knowing how to operate the equipment properly. These pay off in getting the job done quickly and easily.

The first step when using the radio is **to think about what you want to say and condense the message as much as possible in your mind.** Once you've done that, then:

- a. Remove the handset from the cradle.
- b. Before pressing the transmit button on the handset, listen to see if another operator is already using the radio. If this is the case, wait and try again in a few moments. **Don't break into another conversation unless a real emergency situation arises.**
- c. When the frequency is clear, press the transmit button on the handset, wait a second, then request permission to transmit. For example: "Bus 123 to Base 1 - Alvin." A light on the radio should come on, indicating that you are transmitting.
- d. After transmitting, wait a second, then release the button and wait for a reply. After 30 seconds, if you have not received a reply, try again. **Remember**, no one can transmit while you have your transmit button depressed.
- e. After the base acknowledges your call, talk directly into the mouthpiece in a moderate tone of voice. Speaking loudly will cause the transmission to "break up" or sound garbled. Speak slowly, distinctly and calmly.
- f. Clear frequency when your conversation is complete. Simply say, for example, "Bus 123 clear." At the end of the transmission, return the handset to its cradle and check that the transmission light is out.
- g. Your radio may (depending on how it is installed) remain on when the bus' engine is turned off. Be sure to turn radio off when you complete your route.

Report suspected radio malfunction (failure to transmit or receive) to the Shop Foreman at the end of your route. Before you report a suspected malfunction, check the following:

- a. Make sure the unit is turned on;
- b. Make sure the volume control is set high enough;
- c. Make sure your vehicle is not in a location where transmission is impeded by the terrain or building. Simply move to another location and try the radio again;
- d. Make sure the transmit light is not on when the handset is in the cradle. If the transmit light is on you won't be able to receive - - re-set the handset in the cradle.

L. EMERGENCY CODES

If you have a weapon on your bus, please use the following codes when reporting to the bus garage:

CODE "G" *to report a **GUN***
CODE "K" *to report a **KNIFE***
CODE "B" *to report a **BOMB***

1. Contact BASE 1 as soon as you feel it is safe to do so –
2. Try and give some of the following information:
 - His/her name, if known
 - What kind of weapon it is . . . pistol, rifle, butcher knife, etc.
 - What he/she wants you to do
 - Any injuries
 - Where you are located and what direction you are traveling, if known
3. If unable to call, try and key the mic on your two-way radio so the conversation on the bus can be monitored.

If you see someone with a weapon as you are preparing to make stops, DO NOT allow students to get off the bus. Radio the office immediately and proceed away from the area as quickly as is safe. Proceed to the nearest Police Station or the nearest school away from the immediate area of danger.

M. EMPLOYMENT TERMINATION AND SUSPENSION

Any school bus or car driver charged with the following shall be immediately suspended as a school bus driver and will remain suspended until charge is dismissed or relief granted:

1. Two or more moving traffic violations within a twelve month period or has been required to attend a driver improvement clinic by the Commissioner of the DMV;
2. Operating a motor vehicle under the influence of alcohol or drugs;
3. Assigned to any alcohol safety action program or driver alcohol rehabilitation program;
4. DMV Safe Driving Points falls in the negative category.

Any school bus or car driver charged with the following is subject to employment suspension and/or termination:

1. Chronic and unjustified absenteeism;
2. Failure to report uncorrected and chronic student misbehavior on the bus;
3. Failure to cross railroad tracks as required by state law and local regulations;
4. Failure to follow the prescribed schedule and loading/unloading procedures;
5. Failure to wear bus seat belt as required by law;
6. Failure to maintain an acceptable standard of vehicle interior and exterior cleanliness;
7. Tampering with engine governor or speed controls;
8. Insubordination

N. EVALUATION PROCEDURES

All bus drivers are evaluated annually by their principal or his/her designee and the Director of Transportation.

Evaluations provide an opportunity for the driver and the supervisor to honestly and objectively review the driver's performance. Areas which could be improved, should be noted. Each year the driver should strive to improve his/her rating, especially in those areas marked less than satisfactory. If an employee's performance becomes less than satisfactory, a special evaluation may be performed. Otherwise, evaluations should be conducted annually.

O. SAFETY MEETINGS

A minimum of two safety meetings will be conducted each year - one each semester. At least two hours per meeting shall be devoted to the topics of safety, a review of policies, and new regulations by the DOE. All bus drivers are required to attend.

Voluntary, bi-Monthly meetings are held in each attendance area. Many topics of importance and interest are discussed. Drivers should make every attempt to attend these meetings.

P. SAFETY AWARDS

The Virginia School Bus Safe Driving Awards program is intended to provide a means of recognizing outstanding accomplishment and better-than-average driving performance. Its purpose is to stimulate drivers to be more conscientious in their role as bus drivers. Qualifications for awards are based on criteria applied uniformly by all school divisions in Virginia that participate in the program.

In order to be eligible for an award, a driver must have operated a school bus for at least 80% of the school year and must operate without a preventable school bus accident or proven violation of safe driving practices during the school year.

Drivers shall receive a Virginia School Bus Safe Driver Certificate indicating the number of years that they have qualified for a safe driving award. Drivers qualifying for the second year of the program shall also receive a Safe Driving Award Patch with a separate embroidered panel acknowledging two years of safe driving. Each succeeding year, a driver shall receive a panel indicating his or her cumulative years of safe driving.

Q. ATTENDANCE PROCEDURES

When the need for being absent from work is known in advance, the employee must personally notify the Transportation Office to complete a Leave Request Form as a record of approved absence.

In the event of an emergency and advance notice has not been given and approved, the employee must personally notify the Transportation Office and complete a Leave Request Form as soon as the employee returns.

Failure to give notice or to get approval before missing work shall be cause for disciplinary action. All personal leave and leave without pay must be approved prior to missing work by the Director of Transportation (if possible).

Unless an absence has been authorized in advance or an absence is unavoidable, every driver shall be expected to report for his/her scheduled work.

V. PERSONNEL POLICIES

A. GBE STAFF HEALTH

As a condition of employment every new employee of the School Board including teachers, cafeteria workers, janitors and bus drivers, shall submit a certificate signed by a licensed physician or licensed registered nurse stating the employee appears free of communicable tuberculosis. Volunteers and student teachers may be required to provide such a certificate.

Any employee who does not comply with this requirement will have violated the terms of employment, and is not entitled to compensation. Any new volunteer, or student teacher who begins his/her duties without having complied with this requirement may be removed from that assignment until the requirement is fulfilled. For the purposes of this policy, a new employee is designated as someone hired for the first time or rehired after a one-year absence.

The School Board at its discretion may require a tuberculosis rescreening of all employees.

Contagious and Infectious Diseases

While in that condition, persons suffering with a contagious or infectious disease may be excluded from his/her current assignment by the School Board.

Physical Exams for School Bus Drivers and for Car Drivers who Transport Students

No person shall be employed as a bus or car driver unless they have a physical exam of the scope required by the Board of Education and provides the School Board the results of the exam on the form prescribed by the Board of Education. Such exam and report may be provided by a licensed nurse practitioner.

The School Board may also require alcohol and drug testing in accordance with Policy GDQ.

B. GDPB RESIGNATION OF SUPPORT STAFF MEMBERS

Support staff personnel who wish to terminate their employment shall give at least two calendar weeks (14 days) notice to their immediate supervisor. This request will be forwarded to the Superintendent who in turn will notify the School Board at its next regularly scheduled meeting. For purposes of this policy, the effective date of a resignation will be the last day actually worked by the resigning employee.

C. GBEC TOBACCO-FREE SCHOOL FOR STAFF AND STUDENTS

Smoking, chewing or any other use of any tobacco products by staff, students, and visitors shall be prohibited on school property as defined in this policy. For purposes of this policy, the following definitions shall apply:

1. "School property" shall mean all property owned, leased, rented or otherwise used by a school including but not limited to the following:
 - a. All interior and exterior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
 - b. All vehicles used by the division for transporting students, staff, visitors or other persons.
2. "Tobacco" shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" shall include cloves or any other product packaged for smoking.
3. "Smoking" means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

This policy shall be published in student handbooks, posted on bulletin boards and announced in meetings and at school events.

Staff and Students found to be in violation of this policy shall be subject to appropriate disciplinary action.

Drug Free School Zone

All Rockingham County Public Schools have been declared tobacco free sites and drug free zones by the Rockingham County School Board. Use of tobacco products by anyone is prohibited on school property.

D. GCBD-1 SICK LEAVE PLAN

1. As provided for by rules and regulations of the State Sick Leave Plan, the county School Board has elected to participate in the Sick Leave Plan for Teachers and has adopted supplementary rules and regulations to provide additional benefits to the teachers and other employees.
2. Allowances shall be as follows:
 - a. Each full-time employee in the public schools of Rockingham County shall earn sick leave at the rate of one day per month of employment. Sick leave is credited to the employee's balance at the beginning of each contract year and, therefore, may be anticipated in most instances. However, if there is uncertainty of the employee's ability to "repay" anticipated leave, the ability to anticipate such leave may be restricted at the discretion of the Director of Human Resources.
 - b. Earnings for less than full-time employment shall be prorated accordingly. Example: A ten-month employee of one-half time employment shall earn 10 one-half days of sick leave. If the employment arrangement is that of one-half days, each day, then days taken are one for one. However, if the employee works 2.5 days per week, then each full day missed would equal 2 on the employee's sick leave days. Clarification can be obtained from the personnel office.
 - c. Regardless of full or part-time employment status, in order to participate in the sick-leave plan, the teacher or employee must be under contract or salary agreement.
 - d. Employees cannot claim any portion of earned leave unless they have actually reported for duty for the regular contract year in accordance with the terms of the employee's contract or employment agreement. However, employees, who are unable because of personal illness, to begin when the new school year begins, may be allowed to use accumulated leave to their credit as of June 30th of the immediately preceding school year.

e. In order to earn a day of sick leave, regardless of the portion for which eligible, the employee must either work or be on approved leave with accumulated leave to cover the absence for at least one-half of the month's workdays.

3. Sick leave, if not used, may accumulate from year to year without limit. Sick leave allowances may be used when an employee has to be absent because of personal illness including quarantine, and not more than ten days in one case when the attendance of the employee is required because of illness in the immediate family or of a near relative.

Even though physician certification is not required for days one through ten, immediate verbal notification of the need for use of sick leave is required to the supervisor/principal along with an explanation of the need for the absence. In some instances, when deemed necessary and applicable, physician certification may be required depending upon the nature of the absence.

Once an employee has reached day 11 of the absence, physician certification will be required and must be submitted within two working days to the immediate supervisor/principal. Certification must include the date the condition commenced, duration of the condition, medical facts regarding the condition, and a statement indicating that the employee is unable to perform the duties and responsibilities of his/her position.

During any sick leave absence, if an employee qualifies for and requests the use of Family Medical Leave, then the appropriate physician certification forms must be completed as indicated by the Family and Medical Leave policy GCBE. Additionally, if a contracted employee or employee under salary agreement with Rockingham County Public Schools does not qualify for Family and Medical Leave and requests sick leave for more than ten days, the employee is bound by the certification portion of this policy as indicated above. Rockingham County Public Schools affords all contracted employees and employees under salary agreements the same consideration as it applies to the sick leave policy.

Upon receipt of all required documentation, a written response will be submitted to the employee by the employer.

4. Sick leave may be used for bereavement pay in any one case, and not more than five days, when the attendance of the employee is required because of death in the immediate family or of a near relative.
5. The "immediate family" and near relative of an employee shall be regarded to include natural parents, foster parents, step-parents, parents-in-law, grandparents, husband, wife, children, brother, sister, brother-in-law, son-in-law, sister-in-law, daughter-in-law, son-in-law, foster children, step-children and/or any relative who actually lives in the household of the employee.
6. All accumulated sick leave shall terminate, except as defined in number seven below, upon expiration of employment. A teacher may transfer from one school division to another in Virginia and likewise transfer accumulated sick leave if the School Board of the division to which the transfer is being made signifies its willingness to accept such transfer. The Rockingham County School Board will accept a maximum of 90 days upon the employment of an employee from any other Virginia public school division
7. If the teacher or employee returns to RCPS within 24 months of departure, previously existing sick leave balances will be reinstated.
8. Although state funds cannot be used for absences due to emergency or personal leave or for personal, medical and/or dental appointments, the local School Board has elected to allow the use of sick leave for medical and dental appointments which cannot be scheduled at times other than during work hours.
9. Employees shall receive a statement of their accumulated sick leave with each monthly paycheck.
10. In the event an employee separates from the division, for any reason, prior to earning leave which has been taken, the salary of the employee will be reduced by an amount equal to the per diem for each day taken but not earned.

E. GCBD-1A SICK LEAVE BANK PLAN

1. Eligible employees may enroll in the sick leave bank by donating one day of their sick leave. In order to be eligible, the individual must be employed on a full-time basis under a contract or salary agreement.
2. Employee may enroll within the first 30 days of employment. If employees do not enroll at that time, they may apply during any subsequent open enrollment period.
3. An employee must be enrolled in the plan and have actively worked for six months before becoming eligible to use the sick leave bank. (Summer months of non-employment do not count towards this requirement. However, consecutive days, which include the end of one year and continue into the next, may be combined to meet the 30 day requirement.)
4. Membership in the bank shall be continuous, unless the employee withdraws in writing from participation during any subsequent open enrollment period.
5. Members must make application for use of the sick leave bank. Benefits are not automatic.
6. The sick leave bank does not cover the first 30 consecutive contract days of disability/sick leave. The waiting period must be covered by the employee's accrued sick leave or leave without pay. A member may use up to a maximum of 45 sick leave bank days in any one school year.
7. Members will not be able to utilize sick leave bank benefits until their accrued sick leave days are depleted.
8. Members do not have to replace the sick leave bank days that they use.
9. After members return to work, they must satisfy the waiting period before qualifying to use the sick leave bank again. However, if members suffer a relapse within 30 days due to the original disability, they do not have to satisfy another waiting period.
10. Members are required to submit a physician's certificate of disability to qualify for use of sick leave bank benefits.
11. Participants in the sick leave bank will be assessed an additional day (or days) of sick leave at such time as the bank balance is reduced to 200 days. Members who do not have sick leave to contribute at the time of assessment, shall be assessed from their first sick leave day(s) accrued subsequently.
12. Upon termination of employment or membership, participants will not be permitted to withdraw their contributed day(s).

F. GCBD-2 PERSONAL LEAVE

The Rockingham County School Board desires that the continuity of its educational services to the students of the county not be unnecessarily interrupted by extended leaves of its employees. To this end, personal leave for eligible employees may not exceed the number of days specified in the policy.

Personal leave will be granted according to the following provisions, contingent upon the timely availability of a substitute:

1. All full-time employees under contract or salary agreement, may be permitted the use of up to three (3) days per fiscal year. A statement of reason is not required for use of personal leave.

The following schedule details earning and use eligibility in absence of full-year employment:

<u>Must be employed by</u>		<u>to earn</u>
October 1		3 days
December 1	2 days	
March 1		1 day

<u>If employment is separated by</u>	<u>entitled to</u>
November 1	1 day
February 1	2 days
June 1	3 days

2. Part-time employees who have contracts or salary agreements equal to at least .50 FTE, will earn two (2) days per year (the days equal the percentage of the day of employment – for example a part-time secretary who works 4 hours per day, or .50, will be granted up to two (2) four-hour days.)

The following schedule details earning and use eligibility in absence of full-year employment:

<u>Must be employed by</u>	<u>to earn</u>
November 1	2 days
March 1	1 day
<u>If employment is separated by</u>	<u>entitled to</u>
December 1	1 day
May 1	2 days

3. Each request shall be submitted in writing on the appropriate form to the principal or the employee's immediate supervisor as soon as possible, and in advance unless unavoidable, and must have the principal's or supervisor's signature to indicate approval.
4. Unused personal leave days will be converted to sick leave days at the rate of one sick leave day for each unused personal leave day.
5. Personal leave may not be approved for the following reasons:
- Before the employee reports for work on the first contract day each year;
 - When essential school division tasks must be performed.
6. In the event an employee separates from the division, for any reason, prior to earning leave which has been taken, the salary of the employee will be reduced by an amount equal to the per diem for each day taken but not earned.
7. Accumulation of Personal Leave
- In a two year period, personal leave may be carried over from one year to the next not to exceed an accumulation of five total days.
 - Carry over is allowed for full-time employees after attainment of continuing contract status or after a 3-year probationary period.
 - Requests to use accumulated personal days must be made one month prior to taking leave, in writing, and are subject to approval by the immediate supervisor. Approval may be dependent upon the availability of a qualified substitute.
 - Accumulated personal leave (4 or 5 days) may not be used in conjunction with holidays (front or back end).
 - If accumulated personal leave is not taken, it will be converted to sick leave.
 - Accumulated personal leave may not be supported with request for unpaid leave approved by the superintendent.

G. GCBD-5 LEGAL LEAVE

Employees called for jury duty or subpoenaed to give testimony as a witness shall be compensated at their per diem rate of pay. The employee may retain the nominal compensation provided by the courts to offset expenses.

The employee will notify the principal or immediate supervisor as soon as possible of the exact starting date for jury duty or subpoenaed as a witness, and include a copy of the court summons.

If the employee is excused from service by the court upon reporting for jury duty or after serving as a subpoenaed witness, he/she will return to work as soon as possible thereafter in order to qualify for full per diem compensation.

H. GCBD-9 UNAUTHORIZED ABSENCES

An employee may be reprimanded administratively, and/or, upon recommendation of the Division Superintendent, otherwise disciplined by the School Board for an unauthorized absence.

I. GBO VIRGINIA RETIREMENT SYSTEM

School division employees who are eligible will be members of the Virginia Retirement System. Employee retirement benefits shall be governed by the rules and regulations established by the Virginia Retirement System.

J. GBOA RETIREMENT PROGRAM / SUPPLEMENTAL RETIREMENT PLAN

Rockingham County Public Schools offers a local supplement to those employees who have worked twenty years in a full-time position covered by Virginia Retirement System and have retired according to the provisions of the Virginia Retirement System. The last ten years must be consecutive, full-time, and immediately preceding retirement in Rockingham County. The current plan offers twenty percent of Level 0 of the salary scale used during the last full contract year completed prior to retirement, excluding all supplements, with the total not to exceed twenty percent of Level 0 of the teacher salary scale, for services rendered annually for twenty days of employment for a maximum of five years. The plan is subject to budgetary restrictions annually and may be modified or terminated at any time by the School Board.

**VI. SELECTED SCHOOL BOARD POLICIES
AND
ADMINISTRATIVE DIRECTIVES**

A. KGC TOBACCO USE ON SCHOOL PREMISES

Smoking is prohibited at all times and under all circumstances in all school areas as provided in federal, State and local law.

Each principal shall post signs stating "No Smoking," as applicable within each school building. The supervisor of transportation shall post signs visible upon entering each school bus stating "No Smoking."

B. EIAB WORKERS' COMPENSATION INSURANCE

The Rockingham County School Board provides worker's compensation insurance for all employees and complies with the laws and regulations set forth by the Virginia Worker's Compensation Commission.

1. When an injury occurs in the workplace, while job duties are being performed, the accident or illness must be reported to the supervisor or appropriate office personnel as soon as possible and in a timely manner.
2. If medical treatment is needed, and it is deemed that the injury is work related by the attending physician and approved by the insurance carrier, then those associated medical expenses will be covered by the School Board's insurance carrier in compliance with Worker's Compensation law.
3. In the injury results in loss time from work, the following schedule will apply:
 - Day 1-7 - employee utilizes sick leave or leave with out pay.
 - Day 8-20 - worker's compensation benefits will be paid directly to the employee from the insurance carrier at the rate of 2/3 the actual average weekly wage.
 - Day 21 - the insurance carrier will pay benefits at the 2/3 rate for days 1-7 and if sick leave was taken, it will be restored to the employee's balance, and the pay adjusted accordingly.
 - Benefits may continue for a maximum of 500 weeks, as legislated, unless permanent disability results.
4. Long-term or serious injury may result in the requirement that the employee seek additional medical advice and or opinion as deemed necessary by the insurance carrier.
5. If the physician releases the employee to return to work, either to regular or light duties, the employee must do so or risk the forfeiture of all future benefits.

6. Employees are responsible for keeping the employer notified of information pertinent to the worker's compensation claim.

C. EIAC LIABILITY INSURANCE

The School Board provides appropriate liability insurance coverage for all employees.

D. EIAD GROUP LIFE INSURANCE

Virginia Retirement System group life insurance coverage is automatic upon employment by the School Board for full-time employees working under a salary agreement or contract. Participation in the Group Life Insurance Program is mandatory and contributory. See also Handbook for Members, Virginia Retirement System.

E. EIAE HEALTH INSURANCE PROGRAM

The School Board will provide partial payment for health insurance coverage for full-time employees working under a salary agreement or contract.

Southern Health Services, Inc.
October 1, 2009 – September 30, 2010

Full-time employees:

	<u>Monthly Rate</u>	<u>County Contribution</u>	<u>Cost to Employee</u>
Employee	\$ 412.78	\$371.50	\$ 41.28
Employee & Child	\$ 726.44	\$508.50	\$217.94
Employee & Spouse	\$ 893.36	\$625.36	\$268.00
Employee & Children	\$1,013.01	\$709.11	\$303.90
Family	\$1,191.78	\$834.24	\$357.54

F. ADMINISTRATIVE DIRECTIVE GDQ-6/09

Alcohol and Drug Testing in Compliance with Federal Regulations Promulgated in the Omnibus Transportation Act of 1991

TO: All Rockingham County School Employees Holding a Commercial Drivers License
 FROM: Carol S. Fenn, Ed.D., Division Superintendent
 DATE: June 1, 2009

1. Purpose

The purpose of this administrative guide is to set forth the procedures for the implementation of alcohol and drug testing of job applicants and current employees pursuant to Rockingham County Public School's alcohol use and drug abuse policy.

2. Contact Person for Additional Information

If a CDL or driver employee or applicant wishes to obtain information about this policy and its procedures, they should contact the Director of Transportation, 1210 North Liberty Street, Harrisonburg, VA 22801, (540) 433-2458.

3. Signs and Symptoms of Alcohol Misuse and Drug Abuse

- abnormally dilated or constricted pupils
- glazed stare - redness of eyes
- flushed face
- change in speech (i.e., faster or slower)
- constant sniffing
- increased absences
- redness under nose
- sudden weight loss
- needle marks

- change in personality (i.e., paranoia)
- increased appetite for sweets
- forgetfulness - performance faltering - poor concentration
- borrowing money from coworkers or seeking an advance of pay or other unusual display of need for money
- constant fatigue or hyperactivity
- slurred speech
- difficulty walking
- excessive, unexplained absences

4. Where to Go for Help

- substance abuse professionals
- supervisor and management personnel

5. Categories of Employees Subject to Testing

In compliance with federal regulations promulgated by the United States Department of Transportation, all drivers who are employed to transport children and all whose employment requires a commercial driver's license shall be subject to drug and alcohol testing. Additionally, as a condition of employment, job applicants for the position of driver must agree to and successfully complete drug and alcohol testing prior to being hired.

6. Period of the Workday and Functions Covered by this Policy

The use of illegal drugs is prohibited at all times, on or off work, by this policy.

The misuse of alcohol which could affect an employee's performance of a safety-sensitive function is prohibited by this policy. Employees must refrain from consuming alcohol when on the job and during the workday. Employees are prohibited from consuming alcohol in the eight hours following an accident if the employee's involvement has not been discounted as a contributing cause of the accident.

7. Circumstances That Trigger Testing

A. Pre-Employment Testing

As a pre-condition of employment, all drivers and CDL job applicants will be required to submit to and pass a urine drug test and an evidential breath test for alcohol.

Any driver or CDL applicant who has previously been denied employment with another employer because of a positive drug or alcohol test will not be hired.

Job offers are made contingent upon passing Rockingham County Public School's medical review, including the drug and alcohol tests. CDL and driver applicants who have received firm job offers are cautioned against giving notice at their current jobs or incurring any costs associated with accepting employment with Rockingham County Public Schools until after medical clearance has been received.

Any CDL or driver job applicant who refuses to submit to or fails to satisfactorily complete the required drug and alcohol examinations will be automatically disqualified for consideration for employment.

Any CDL or driver applicant whose drug or alcohol test is confirmed positive will be contacted by Rockingham County Public Schools and afforded an opportunity to explain results. CDL and driver applicants will be allowed to submit any documentation which could explain the positive result.

Any CDL or driver applicant will be specifically notified of the drug test results provided the applicant submits a written request for such results within 60 days of being notified of the disposition of his/her application.

The individual and the Director of Transportation are notified by corporate health. Individuals must send a written request for a copy of the results.

B. Reasonable Suspicion Testing

CDL and driver employees will be tested for drug use or alcohol misuse when reasonable suspicion exists that the employee has violated the prohibitions in this policy, or if the employee's behavior and appearance indicate drug use or alcohol misuse.

Determination that testing is required will be based on specific, contemporaneous, and articulable observations by a trained supervisor concerning the appearance, behavior, speech, or body odors of the employee. Long-term performance factors alone will not be used as a basis for testing. A supervisor will not base his determination that testing is required on reports made by a third person. Reasonable suspicion testing will only be conducted if the required observations are made during, just preceding, or just after the period of the work day that a CDL or driver employee is performing a safety-sensitive function.

Reasonable suspicion alcohol testing will normally be conducted within two (2) hours following the determination of reasonable suspicion; testing may, however, be conducted at any time within eight (8) hours following the determination of reasonable suspicion.

C. Random Testing

Rockingham County Public Schools will conduct random drug and alcohol testing for CDL and driver employees. Drug and alcohol testing may be combined.

A process which removes discretion in selection from any supervisory personnel will be utilized by Rockingham County Public Schools.

Rockingham County Public Schools is part of a consortium with other school divisions which use Corporate Health through RMH for random testing. Every quarter, the Director of Transportation is provided with a list of individuals whom he will schedule for testing. He is the only person who has access to this list.

D. Post-Accident Testing

As soon as practicable during the eight (8) hours following an accident, drug and alcohol testing will be conducted on each surviving CDL or driver employee whose performance of a safety-sensitive function either contributed to the accident or cannot be discounted as a contributing cause of the accident.

When there is an accident, the need for testing is presumed. Any decision not to test will be based on the determination that a CDL or driver employee's performance could not have contributed to the accident.

A CDL or driver employee subject to post-accident testing must remain readily available for testing or that employee may be deemed to have refused to submit to testing.

Breath or blood tests conducted by on-site law enforcement officials will be acceptable in lieu of post-accident testing by Rockingham County Public Schools.

8. Testing Procedures and Safeguards

All drug and alcohol testing required by Rockingham County Public Schools will be conducted in accordance with regulations promulgated by the Department of Transportation. A copy of these regulations can be obtained by contacting the Director of Transportation.

9. Refusal to Submit to Testing and the Attendant Consequences

Refusal to test is a violation of Rockingham County Public School's drug and alcohol policy. The consequences for refusing to submit to testing will be the same as if the employee were to test as positive on a drug or alcohol test.

10. Consequences of Violating the Policy

Violation of Rockingham County Public School's policy entitled, "Unlawful Manufacture, Distribution, Dispensing, Possession, or Use of a Controlled Substance" will result in action up to and including termination from employment.

VII. REPORTS

A. WEEKLY TIME SHEETS

Each bus and car driver and assistant is required to complete a time sheet on weekly basis. These time sheets are to be signed by the employee and turned in to the transportation office no later than Tuesday of the following week by noon. Absence reports are to come in with the time sheet if you were absent the prior week.

B. BUS SCHEDULES

Each school bus route is determined and established by the Transportation Department and may be changed only by the Director of Transportation. Existing stops on the routes have already been approved on the basis of safety and efficiency. A copy of your schedule will be given to you near the beginning of the school year. We will strive to have them ready by the fall meeting date. You should review this schedule and make corrections as needed. They will then be returned to the Transportation Office to correct the master schedule. Copies will then be sent to each driver and to the schools involved.

During the first week of school, the bus driver will establish his/her mileage and make a **preliminary report** to the Director of Transportation by the end of the second full week of school. It is important that you fill out your report accurately. These reports can be turned in to your assigned home base school.

Drivers are expected to operate their runs as close to this schedule as possible. Running ahead of this schedule will not be tolerated. Running behind schedule must be for verifiable reasons such as weather conditions or breakdowns.

C. PRE-TRIP INSPECTION

The driver of a school bus must perform a pre-trip inspection immediately prior to each run. A daily log is to be maintained by the driver and turned in at the end of the month. **This pre-trip inspection is located on the reverse side of the gas sheet.**

If your check reveals any defective equipment or condition, immediately call the Transportation Office where a decision will be made as to steps to take. **DON'T EVER GAMBLE WITH LIVES AND/OR EQUIPMENT.**

D. CONDUCT REPORTS

Student Preliminary Report - Step 1 before the Bus Conduct Report

The Bus Conduct Report should be submitted to the school (2 copies to principal, 1 copy to Transportation, 1 copy retained by driver) by a driver or aide who observes a student disregarding the rules and regulations of students riding the bus. The appropriate infraction(s) should be checked on the form. The details should be brief yet accurate. Drivers should be aware that this form should be used as formal documentation of a problem with a student. If possible, the form should be submitted the same day as the incident.

If the problem re-occurs, another form should be submitted. If still no improvement is shown, the problem should be discussed with the Director of Transportation.

E. PRELIMINARY REPORT AND FINAL REPORT

It is your responsibility to record an accurate and complete report. The Preliminary Report is due in the Transportation Office on the assigned date on the form.

The Final Report will be mailed to drivers giving details as to when the reports are due. This information is vital in preparing information for the Department of Education as well as for budget purposes.

F. REPORT OF TRAFFIC VIOLATION - School Bus Stop Law

This report should be filled out in the event of another vehicle passing the school bus while completely stopped with red warning lights in operation in the process of loading/unloading students. This is to be done on the day of the incident and all information needs to be completed on the form. All possible descriptions need to be specified.

The driver may call the Transportation Office and the Secretary will complete the necessary form and forward it on directly to the proper authorities.

Appendix A

School Discipline Policy

ROCKINGHAM COUNTY PUBLIC SCHOOLS

School Bus Discipline Policy

SCHOOL ADMINISTRATION

1. The principal of the school should require of pupils good behavior during their attendance at school and on their way thereto and back to their homes.
2. During the operation of a bus the driver is in immediate authority subject to rules and regulations of the school system under which he operates.
3. Pupils are expected to enter buses in an orderly manner and remain so until they reach their destination at which time they will be expected to leave buses in an orderly manner.
4. Principals are hereby given the authority by the School Board to deny pupils the right to ride buses for a period of time for acts of misconduct when in their judgment such acts interfere with the safe, efficient, and orderly operation of the buses.
5. The following acts of misconduct are sufficient reason for denying pupils the right to ride buses for a period of time to be left to the judgment of the principal:
 - a. Use of tobacco, drugs or alcoholic beverages.
 - b. Profane, vulgar language or obscene gestures.
 - c. The throwing of any objects.
 - d. Disobedience of or disrespect for authority.
 - e. Fighting on the bus.
 - f. Persistent loud talk or boisterousness.
 - g. Willful destruction of any part of the bus.
 - h. Throwing articles from the bus.
 - I. Inappropriate use of electronic devices including cell phones.
6. Whenever pupils are transported to school by a school bus, they must be returned home, and their period of suspension from the bus is to begin the next day.
7. The parent or guardian is to be notified by the principal whenever a pupil is suspended from a bus. The notification should include the reasons for suspension and the period of time.
8. Parents of students will be held financially liable for any willful damage to buses or any other school property.
9. Pupils who attend high school are sometimes transferred from one bus to another at an elementary school and this often requires a waiting period at this school. In addition, some pupils walk to an elementary school to take a bus to the high school they attend. These pupils are under the authority of the school where the waiting takes place. This means that the principals of these elementary schools are given authority to require proper conduct of such pupils while waiting at these schools and even to the extent of not permitting them to wait or ride a bus.

DISCIPLINE ON A SCHOOL BUS

The school bus driver is the one mainly responsible for discipline on a school bus. The bus riders like to have a driver whom they can respect. A good bus driver should have these characteristics. He\she should:

1. Be respected in the community;
2. Always keep his/her person neat and clean;
3. Always be clean in speech;
4. Always be friendly;
5. Always be courteous;
6. Always be fair in dealing with bus riders;
7. Always keep his/her bus clean;
8. Always be on time.

The school administration may help the driver maintain good conduct on the bus by the following:

1. Supporting the driver in his discipline problems;
2. Having a written set of rules for drivers and riders;
3. Outlining the rules for bus riders early in the year at meetings with both riders and drivers present;
4. Clearly defining the method of discipline the driver may use.

How should a bus driver handle discipline problems?

1. He\she should anticipate unnecessary disturbances before they start.
2. He\she should use the rear view mirror for monitoring students behavior.
3. He\she should expect the riders to talk and act quietly.
4. He\she should live, act, and dress so that the riders will respect him/her.
5. He\she should always be fair and treat all riders the same.
6. He\she should always stop the bus before beginning any disciplinary action.
7. He\she should always talk in a firm but calm manner.
8. He\she should never communicate with passengers when he\she is angry.
9. He\she should expect obedience.
10. He\she should take action on misbehavior which could have serious consequences and use good judgement in disciplining for minor infractions.
11. Talking with a rider privately often clears up the trouble.
12. A disruptive rider should be told what he\she is expected to do.
13. A rider who is causing trouble can be reseated, preferably in front.
14. If a pupil continues to cause trouble, the driver should talk over the problem with the principal.
15. Under no circumstances should a driver suggest, request, or demand that a student disembark from the bus due to behavioral problems. **Drivers who feel they cannot drive safely due to behavioral problems should radio the office for help, pull off the road in a safe place, and wait for help to arrive.**
16. Bus drivers should be willing to talk constructively about problems with the parents of disruptive children. This can save a discipline referral and provide many positive feelings about the bus driver.
17. At the discretion of the driver the Bus Conduct Form will be implemented. This school bus conduct report should operate in the following manner:

The school bus driver will be supplied with a three page form - one original and two copies. When an infraction of bus rules occurs which the driver feels should be dealt with by the administration, he then fills out the form. The form is presented to the administration immediately upon arrival at the school where the students are enrolled. The infraction is dealt with promptly by the school administration with the driver and the student present. It is most important that the matter be dealt with quickly and that the bus driver be present. The form is handled in the following way: one copy remains in the school, one copy is kept by the driver, and one copy is sent to the home.

What should not be done in correcting infractions of the rules?

1. Never use physical punishment.

2. Never unload pupils and require them to walk home. The driver is legally responsible for the safety of the pupil until he/she is delivered at school or at home. (see #15 above)
3. Never shout angrily at pupils at any time.
4. Never use ridicule.
5. Never attempt to discipline a pupil while the bus is in motion.

I. Meeting the bus; pupils must:

1. Be on time.
2. Stand off the roadway while waiting for the bus.
3. While walking along the highway walk on the left shoulder, facing oncoming traffic.
4. Walk, do not run across highway; cross in front of the bus, never behind it.
5. Never run along side of a moving bus but wait until it has stopped; then walk to the front door.

II. Conduct on the bus; pupils must:

1. Never mar or deface the bus. Willful or careless damage must be paid for by the pupil performing the act.
2. Use clean speech without profanity or vulgarity, and refrain from making obscene gestures.
3. No use drugs, tobacco, or alcoholic beverages on bus.
4. Take their places without crowding or pushing and remain in place while the bus is in motion.
5. Keep arms, legs and head in bus. Never ride on bumpers or outside of bus.
6. Talk to the driver only when the bus is stationary, except in an emergency.
7. Use emergency door and/or other bus equipment only in an emergency.
8. Conduct themselves in a proper manner without fighting, scuffling, throwing things in the bus.
9. Refrain from shouting or attempting to attract attention of pedestrians or passengers in other vehicles.
10. No throwing objects from the windows.
11. Keep the aisles in the buses clear of books, paper, litter and other objects.
12. Open windows only with permission from the driver.
13. Obey driver promptly.
14. Have written permission to go home any other way than his/her regular way.
15. Use same bus morning and afternoon, unless they have permission of parent or guardian and administration to change.

III. Leaving the bus; pupils must:

1. Remain in their places until bus comes to a full stop.
2. Leave the bus in an orderly manner.
3. Leave bus area after unloading
4. Leave bus at regular stop unless requested in writing by parent for a different stop and approved by the Principal of the school.
5. Cross the highway only in front of the bus and only after the driver has signaled that it is safe.