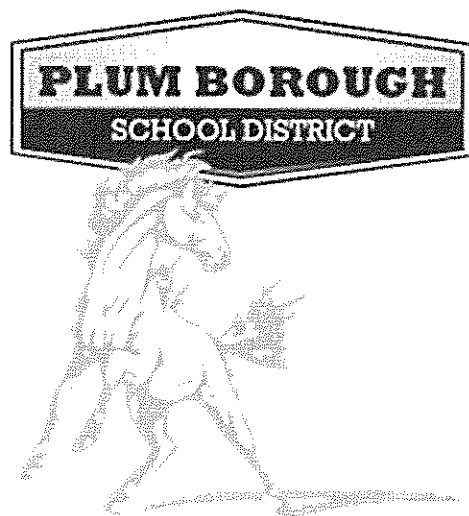


# TRANSPORTATION DEPARTMENT

1460 Greensburg Road  
New Kensington, PA 15068



## EMPLOYEE MANUAL

EFFECTIVE AUGUST 2017

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## INTRODUCTION

Pupil transportation is a vital part of the public school system. Because of the geographical area of Plum Borough, it will continue to be an integral part.

Therefore, it is our responsibility as a transportation system to achieve maximum safety for the students who ride our buses. As a driver, it is mandatory that you are safety conscious and strictly adhere to all traffic rules and regulations. We also hope that you are motivated to work with the school children and that you are proud to be a part of the transportation system.

If during the course of your employment you have a problem, our door will be open to you. It is of utmost importance that we attempt to solve our problems. Diplomacy and understanding must be our goal so that solutions can be reached. Through a cooperative effort, we will be able to maintain a high level of performance while creating an enjoyable working environment.

Scott Mergen  
Transportation Director

## **DUTIES OF THE SCHOOL BUS DRIVER**

The responsibilities of the school bus driver shall include, but not be limited to:

- Operating the school vehicle in a safe manner.
- Following the specific route established by the School District.
- Reporting all problems with the school vehicle on the proper form.
- Loading and unloading students only at stops established by the School District.
- Obeying all local and state traffic laws.
- Reporting all accidents to the Transportation Director, regardless of the amount of damage.
- Reporting student problems either to the Building Principal or the Transportation Director on the appropriate disciplinary form.
- Making a pre-trip and post-trip inspection daily of his/her assigned vehicle.
- Maintaining the bus in a clean condition at all times, including cleaning and sweeping buses on a daily basis.
- Maintaining discipline on the school bus.
- Fueling the bus daily. Buses should have a minimum  $\frac{1}{2}$  tank of fuel at all times.
- Maintaining and keeping clear all vision areas of his/her bus which would include front and rear windows and mirrors.
- Performing any other related duties as deemed necessary by the Transportation Director, or the Director of Administrative Services.

## **COMMERCIAL DRIVER'S LICENSE**

The CDL program has been initiated by the Federal Government to improve highway safety, reduce fatalities, and get problem drivers off the road.

A commercial license is required for all school bus drivers because of the gross vehicle weight (GVWR) factor of the school bus. This weight factor is the barometer around which the CDL program is structured.

Plum transportation standards mandate that all school bus drivers be skilled with each and every vehicle in our fleet. With this notion, all Plum drivers must obtain the license that corresponds to the most stringent vehicle classification that we have in our fleet. Therefore, all drivers must obtain and maintain the Class B License with the Passenger, Air Brake, and School Bus endorsements.

These stipulations require the school bus driver to take and successfully pass the four tests that fulfill the requirements of the Class B License with the Passenger and Air Brake endorsements. In addition to the CDL requirements, the school bus driver must still have a yearly physical along with the 10 hour recertification every 4 years (prior to the expiration date of their CDL). Recertification classes will be held at least once a year by the School District. All drivers for the Plum Borough School District that are in need of these classes must attend.

At the time of recertification, the CDL program, along with State guidelines, require school bus drivers to demonstrate their skills by taking a 25 point written exam along with a skills test. This skills test includes the school bus driver's pre-trip inspection of the vehicle, on the road skills, and also a demonstration of a school bus stop and railroad crossing. School bus drivers must pass all aspects of these tests at 80% or better in order to recertify with the program requirements. The Commercial Vehicle Safety Act rules are listed in the CDL manual on pages 1-7. It is a good idea to keep abreast of these rules because they pertain to your everyday driving habits.

New school bus drivers must also obtain a CDL. The same provisions pertain to these drivers. New drivers must attend 20 hours of School Bus Certification, take a physical and apply for a CDL permit in the classification that is required by the School District. New drivers are required to take both the Knowledge and Skills portion of the CDL test. Training for both of these tests will take place in the 20 hour certification classes.

All drivers are required to exhibit their CDL, school bus certificate, physical card, and certification card to the Transportation Director at specified times throughout the school year. The Transportation Office will keep a record of the expiration dates of the required documents.

It is the responsibility of the driver to renew each of these documents. A driver will not be permitted to drive unless all of these documents are kept current.

### **SIGN IN PROCEDURE**

When reporting to work in the morning, every driver must sign in on the Drivers Work Assignment sheet. You must also sign in **again** during the afternoon session. Please put the time that you actually arrived at the facility rather than the designated sign-in time.

### **ABSENCES**

Transportation employees are responsible for notifying the Transportation Office in case they are absent. If you must be absent due to illness or an emergency, please call the Transportation Office at 6:00 A.M. If the absence occurs in the P.M., please notify us prior to 12:00 noon. All absences require a reason and expected date of return. Please provide this information to the person or the voice mail accepting the call-off. A call during off-hours should be followed up with a call to office personnel prior to your sign-in time.

Adequate time must be allowed for the securing of a substitute, preferably the day before you will be absent, if possible.

All absences require the completion of a WHITE Notification of Absence form. An absence that is five consecutive days or longer requires a certification signed by a physician. It must be understood that management can require documentation for any absence, although this depends on the circumstances surrounding the absence.

Please make it your goal to attend work regularly. Sick and personal days not used will accumulate. This could benefit you several years from now if you would incur a long illness. Also, attendance is calculated in with your Safe Driving Award.

Your attendance also provides for a safer and more efficient transportation operation in that you know the route, the students, and the hazards. Your cooperation with this policy will help the whole unit to operate more efficiently.

### **PROBATIONARY PERIOD**

All new full-time employees will be placed on a 60 work day probation. During this time, the driver or aide will be evaluated and a decision shall be made as to his/her permanent employment status. The probation period begins on the first day of active employment.

### **PAY DAY**

For all Transportation employees, pay day will fall on the 15th of the month and on the last day of the month.

## **SCHOOL DELAYS**

Every attempt shall be made to notify drivers and aides of school delays prior to 6:00 a.m. Emergency school closings will be announced on television stations KDKA, WPXI, and WTAE. Drivers and aides will also be notified by our automated call system via text and/or automated voice message. Drivers who need to be here for earlier runs may call the Transportation Office before leaving home to find out if a decision has been made.

## **SCHOOL HOURS**

Buses shall arrive at the following times:

High School	7:10 - 7:15 A.M.	
Oblock Jr. High	7:50 - 7:55 A.M.	
Elementary:	8:45 - 8:50 A.M.	(Do not dismiss elementary students before 8:45 A.M.)

Dismissal times are as follows:

High School	2:10 P.M.
Oblock Jr. High	2:45 P.M.
Elementary	3:25 P.M.

Buses should attempt to be at the elementary schools by 3:25 p.m.; however, elementary schools will dismiss students as late as 3:45 p.m.

Early Activity buses shall not leave the High School or Oblock Jr. High before 4:15 p.m. Late Activity buses shall not leave the High School or Oblock Jr. High before 5:30 p.m.

## **PARKING PROCEDURE**

All big buses will park in a three row formation in the center of the parking lot. This includes the wheelchair buses. All spare big buses will park along the left side of the property near the mechanic's garage. Mini buses will park in the rear of the lot.

Please see the Transportation Director for updated information.

## **IGNITION KEY**

Ignition keys may be left in the bus during the day. All keys must be brought into the lobby area and hung on the appropriate box after the PM run. When using a spare bus, the key must be brought into the office after every run.



### **GATE PROCEDURE**

All drivers will be furnished with a gate key. The key is attached to your bus key ring. Please make sure that you have a gate key prior to departure for a field trip or activity work. When a driver returns from after-hours work, the keys and trip sheet should be deposited in the night box located next to the front entrance. Upon departure, it is mandatory that the gate is closed and locked.

On late activity runs, the last driver to leave the bus garage is responsible for closing and locking the gate. Field trip drivers are also responsible to lock the gate upon departure.

### **FUELING**

The gas pump will be open from 6:15 A.M. till 4:45 P.M. It is the responsibility of the driver to refuel their bus during this time. Your bus must have a ½ tank of fuel at all times.

Upon obtaining fuel, mark the fuel amount and mileage on the gas sheet under your bus number. The gas sheet is located in the cupboard next to the pumps. All amounts of fuel, no matter how minute, must be logged on the gas sheet.

### **NO SMOKING NEAR THE FUEL TANKS**

Pumping fuel requires your total attention. Do not wedge any article in the fuel handle to force the trigger into the "on" position. You may clean your windows while at the pumps, but employ some courtesy for the next person who needs to fuel. Do not leave your bus parked at the gas pump or at the top of the driveway. Please make sure that your fuel cap is properly secured prior to leaving the fueling station. A fuel spill is expensive and environmentally unsafe.

### **NON-SMOKING AREA**

The Plum Borough School District has deemed our school district "Tobacco Free." No tobacco product usage is permitted on school grounds or on school vehicles.

### **MAIL BOXES**

Mailboxes in the Transportation Office have been numbered according to bus numbers. Messages and information will be placed in the respective boxes. Check your box periodically for such information. Do not use these boxes for storage. All information bulletins and other information should be removed within a reasonable amount of time.

## **SEAT BELT POLICY**

All drivers are required to wear a seat belt while driving a school bus. All passengers are required to wear a seat belt if the bus is so equipped.

## **SEATS**

Students shall be assigned to a seat. No more than three students to an assigned seat. A seating chart for each group of students shall be completed by the end of the second week of school. Kindergarten students should be kept towards the front of the school bus.

It is the responsibility of each driver to check the seats after each run in order to identify if any damage occurred during his/her run. This information must be reported immediately to the office. Discipline guidelines will govern the solution to this problem. Copies of your seating roster are to be kept on the bus and in our office file.

## **SCHOOL BUS DRIVER ATTIRE**

Since you are a representative of the School District, drivers shall dress appropriately and discreetly. The following attire shall be considered inappropriate for driving:

- Shorts beyond a reasonable length.
- Sandals without a strap around the heel.
- Any article of clothing with a suggestive logo or epigram.
- Dirty or tattered clothing.

## **DISCIPLINE REPORT FORMS**

You are responsible to handle discipline problems on your bus. If they are serious in nature (fight, abusive language), or a continuing problem, it may be reported on the Discipline Report form. The serious problems should be reported immediately to the Building Principal and/or the Transportation Director. The driver is responsible to provide the student's name, date and time of occurrence, bus number, and a description of the behavior. If this behavior is a safety problem, this should also be noted on the report. In all cases involving discipline, the driver should employ the current policy of Assertive Discipline in his/her interactions with the students.

## **ASSERTIVE DISCIPLINE POLICY**

THE MAIN PREMISE OF OUR DISCIPLINE PROGRAM IS THAT IN ORDER FOR STUDENTS TO HAVE A SAFE AND PLEASANT TRIP TO AND FROM SCHOOL, THEY MUST LEARN TO BEHAVE APPROPRIATELY ON THE SCHOOL BUS.

To achieve this, the DRIVER must learn to manage student behavior effectively and positively. The driver must incorporate the 3 C's of strong leadership:

- Commitment to the program.
- Communication to the students, the Transportation Director, and the Principal.
- Consistency by the driver and the Principal.

Below are the consequences for students who break the rules.

1. The Student is Warned by the Driver:

In this step, the driver must be sure that this particular student is guilty of the infraction. The student must be verbally warned of the infraction and told of the consequences of the next warning.

2. Conference:

The student has not heeded the warning and refuses to cooperate with the driver. The bus driver will instruct the student to wait until last to get off the bus. The driver has a conference with the student. The driver notes the importance of following the rules and how this student's behavior is deterring him/her from their job of providing a safe ride to school. At this time, the driver may want to alter the seating arrangements to help this student to follow the rules. It must be emphasized that the driver is only doing this for the student's welfare and the welfare of the rest of the students on the bus. The driver must also forewarn the student of future consequences.

3. Formal Write-Up:

The student is informed that he is being written up for the particular violation. The report is sent to the Transportation Director and he submits the report to the Building Principal. The parent of the student is called by the Building Principal. The Building Principal assesses the discipline. A copy of the report is sent back to the Transportation Director. The parent and the student are made aware of the next step of the disciplinary program.

4. Second Formal Write-Up:

Bus privilege suspension (3-5 days). Principal will assess the situation and administer the discipline. Parent and student conference can occur at this step if warranted. The Transportation Director may assist the Principal with the conference at this step.

5. Third Formal Write-Up:

Permanent suspension. The student's behavior on the bus is such that the suspension is warranted to ensure the safe transportation of the students on the school bus.

\* It should be noted that riding a school bus in Pennsylvania is a privilege.\*

### **HANDLING SEVERE BEHAVIOR PROBLEMS**

#### **Fighting:**

In this case a report is necessary. The driver confronts the students, has a conference with the students, and submits a report on the incident to the Transportation Director and the Building Principal. Subsequent discipline is assessed once the conferences have taken place.

#### **Entire Bus Disruption:**

The driver pulls the bus to a safe location and refuses to proceed further until the disruption ceases. The driver must assess the situation and determine the responsible parties. If the driver is near the vicinity of the school, he/she should go back to the school and alert the proper personnel of the incident. The driver can also seek assistance from the police if the situation warrants this type of action.

In the case of severe discipline, the Building Principal is contacted prior to the write-up. The report is detailed as to the names of the students and the nature of the infraction. Once the report is reviewed by the Transportation Director, it is sent to the Building Principal as soon as possible for assessment.

#### **Smoking, Vandalism:**

The students involved need to be addressed immediately. The driver should detain these students and then inform them that they are to be written up for the violation. The report is sent to the Transportation Director who will contact the Building Principal as soon as possible.

#### **Conduct at the Bus Stop:**

Student conduct at the bus stop is also a part of the discipline program. The driver will note adverse and unsafe conduct at the stop and follow the same guidelines as student behavior on the bus. The Building Principal has full authority at the bus stop.

## **AUDIO AND VIDEO SURVEILLANCE**

The Plum Borough School District has instituted the use of audio taping and video cameras on our school bus runs.

The purpose of the audio and video equipment is to ensure that the students' behavior on the school bus is consistent with the established Bus Safety Guidelines. The District shall comply with the provisions of federal and state law and regulations regarding student record requirements as applicable to the District's use and disclosure of recordings.

## **THE USE OF AUDIO AND VIDEO EQUIPMENT**

The use of the audio and video recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors, and others being transported on District owned, operated or contracted school buses or school vehicles. The film and taping will be reviewed by the Building Principal, who will determine the appropriate discipline based on the bus driver's report, the interview with the student, and the review of the film and taping. All disciplinary actions will follow the Plum Borough School District Disciplinary Guidelines and Consequences procedure.

The main premise of this equipment is to instill in the student rider that his/her actions on the school bus will result in the same disciplinary procedures that exist in the formal classroom. Audio and video monitoring is more precise and accurate than a bus driver's divided attention and recollection. If unacceptable behavior is recorded, timely and appropriate corrective actions are more likely to improve the situation on the school bus. The audio and video equipment will allow the bus driver to transport the students to and from school in a safe and orderly manner, with minimal disruption from the disorderly students.

Each school bus and school vehicle is equipped with audio and video recording equipment, and will contain a clearly posted notice informing drivers and passengers of the potential for audio and video recordings. Also, parents/guardians and students are annually informed, by letter mailed to the students' home addresses, of the policy authorizing audio and video recordings on school buses and school vehicles.

## **MOBILE RADIOS**

All regular run school buses in our fleet have mobile radios. These radios are to be used for District business only. There is no unauthorized use of the school bus radios. The mobile radios are designed to turn on with the ignition of the vehicle. Please make sure that the phone is on while your bus is in operation. The radios are hands-free and only require the press of the send (SND) button to converse.

## **DRIVER RULES**

1. The use of tobacco in any form is not permitted on school grounds or on the bus.
2. A bus loaded with students should not be brought to the garage facility except in emergency situations.
3. All students are to be assigned to a seat.
4. A bus shall not be fueled at the bus garage when students are on the bus.
5. A driver shall not physically handle pupils.
6. Personal use of a school vehicle is not permitted.
7. School vehicles shall not be operated with a door open.
8. Drivers are required to make a daily inspection of the school bus. The inspection requires checking all lights, brakes, tires, and steering but is not limited to just these items. A post trip inspection requires the driver to walk to the rear of the bus and check for students or discarded items.
9. Any vehicle defect shall be reported on the vehicle repair form. If the problem needs immediate attention, report it to the Transportation Office before using the bus.
10. Alcoholic beverages shall not be consumed at any time that may affect the driver's ability to operate the bus and under no circumstances within eight hours of operating the vehicle.
11. Drivers shall obey all traffic rules and regulations.
12. Drivers must be on time when reporting for assignments.
13. Drivers **are not** permitted in the shop area without permission.
14. When using a spare bus, drivers are responsible for cleaning and fueling after use.
15. Buses are to be swept at least once a day.
16. Any damage (no matter how small) must be reported to the Transportation Office within a reasonable amount of time.
17. Abide by all policy and procedures as dictated by the Plum Borough School District, to include the Plum Borough School District Drug and Alcohol Policy.
18. Drivers **are not** permitted in the Mechanics section of the bus garage.

## **SCHOOL BUS SAFETY GUIDELINES**

1. Students are to be at their designated stop FIVE minutes prior to the assigned pick-up time.
2. Students are to remain at the designated stop until the bus arrives. Students should wait at least ten feet from the edge of the roadway at the designated stop. Boarding will take place in single file with no pushing once the bus comes to a full stop.
3. When students must cross the roadway before getting on the bus, these students must wait until the bus stops and the red lights are activated. Students must look at the bus driver, and check both lanes of traffic before crossing the roadway during loading and unloading.
4. Assigned seats will be done at the beginning of the school year. Kindergarten students are usually kept in the front of the bus. Seating arrangements can be adjusted when discipline problems arise.
5. All students must remain in their seats during the bus ride. No student is permitted to hang out the window or throw anything out the windows.
6. No student is permitted to open the emergency door, window exit, or roof hatch, except upon the direction of the driver or in an emergency in which the driver is incapacitated.
7. Every student who rides a bus must get on and off the bus at the bus stop assigned. Any student who wishes to ride a bus other than his regular bus must have a written request signed by a parent and the Building Principal. The bus driver has the right to refuse such a request if the request results in an overload situation.
8. No smoking on the bus. Screwdrivers and other hand tools, knives, water guns, bats and balls, hockey sticks, skateboards, matches or lighters, and other items that can be a hazard are not permitted on the bus.
9. No vulgar language or vulgarity of any type while on the bus or at the designated bus stop.
10. No eating or drinking is permitted on the school bus.
11. Intentional carrying of snow or ice into the bus, and the snowballing of buses is not permitted.
12. Any unwarranted conduct not specifically covered in the preceding regulations, but deemed inappropriate, is prohibited.

## THE LOADING/UNLOADING ZONE

The school bus loading and unloading zone is a dangerous location. Every year, many students are killed near the loading zone of their bus. You must be extra cautious and alert when loading or unloading students.

The most dangerous areas around the school bus are indicated in Figure C-1, and include an area 10 feet from the bus, stretching around it on all sides.

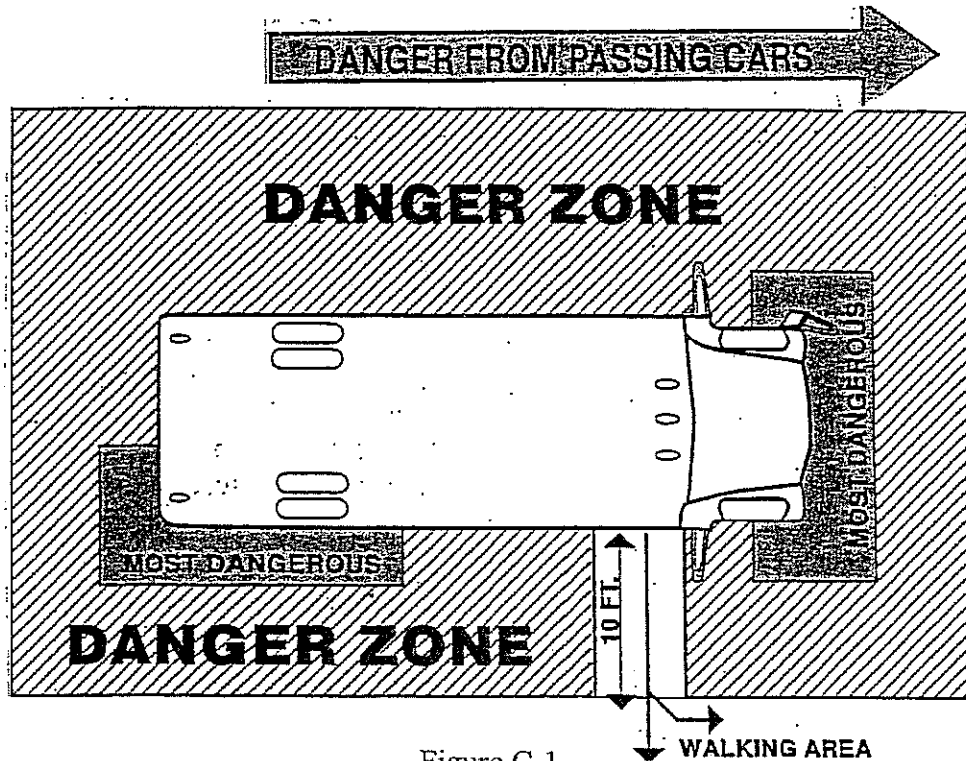


Figure C-1

Figure C-1. School Bus Danger Zone

You must adequately warn other motorists of your actions when loading or unloading students. All school buses in Pennsylvania are equipped with a school bus eight-way light system. This system consists of two amber flashing lights and two red flashing lights mounted on the front and rear of the bus. In addition, as of July 1994, all school buses are required to have a sidestop arm.

## SELECTING LOADING ZONES AT A BUS STOP FOLLOW THESE PROCEDURES CAREFULLY!

- Load students only at designated bus stops approved by the School Board. Student loading zones should be on the extreme right side of the highway where visibility is clear for at least 500 feet.



- Students should wait at a specific designated place. This spot should be at least 10 feet from the edge of the highway at the approved bus stop, and it should be used throughout the school year.
- Tell students to be on time. Students and driver both share responsibility of maintaining the bus schedule.

## **LOADING PROCEDURES**

### **Approach and Check**

1. When approaching the designated stop, start slowing down in preparation for the stop.
2. Always watch for late-arriving students who may be running to the bus stop. Use the mirrors to check for students to the rear of the bus.
3. When the loading zone is between 300-150 feet away, (at most the length of a football field) activate the amber flashing lights of the school bus eight-way light system to warn other vehicles. Brake gradually with the transmission in gear while approaching the stop.
4. Check all mirrors to see that traffic is clear and that it is safe for you to stop.
5. Approach students with extreme care:
  - When road and traffic conditions are normal, require students to stand at least 10 feet from the edge of the road.
  - When road surface is hazardous (e.g., slippery, rough), stop short of the bus stop, as much as 20 feet, and ease the bus carefully to the stop. Instruct students to always wait a safe distance from the flow of traffic, especially during inclement weather.

### **Stop**

6. Come to a full stop.
7. Set the parking brake.
8. Put the transmission in neutral.
9. Open front entrance door slightly, activating the red flashing lights and side stop arm and deactivating the amber flashing lights of the school bus eight-way light system. Open door completely after traffic stops.

### **Load**

10. Instruct students not to move toward the bus until the bus stops and the door opens.
  - When students must cross a roadway before getting on the bus, you must be able to see them at all times. When crossing in front of the bus, students should be able to see your face (at least 10 feet in front of the bus).
  - Be alert to warn students of an illegally passing motorist. Stress that students must look both ways before crossing the street or highway in front of the bus.
11. Do not tolerate crowding or pushing.
12. Seat students according to local policy.
  - Keep in mind that seating capacity is limited according to the inspection sticker affixed on the bus by the Pennsylvania State Police.
  - Remember that passengers are not permitted to stand.
  - Establish and use seating charts for both morning and evening runs when possible. These charts are helpful in controlling student behavior and assist you in getting to know the students' names.

### Check and Proceed

13. When all students are seated on the bus, close the front door to deactivate the red flashing lights.
  - Wait for everyone to be seated before putting the bus in motion.
  - Know the students assigned to your bus and be careful not to leave students stranded. Count the students on your bus.
  - When all passengers are seated, prepare to proceed to the next stop.
14. Using all mirrors, check traffic, put the transmission into proper gear, release the parking brake, recheck the mirrors, and proceed safely to your next stop.

## UNLOADING PROCEDURES

Unload students only at properly designated bus stops. Use the following procedures when unloading students at a bus stop:

### Approach and Check

1. When approaching the designated bus stop, start slowing down in preparation for the stop.
2. As you approach the bus stop, look in the rearview mirrors to check traffic conditions.
3. When the loading zone is between 300-150 feet away, activate the amber flashing lights of the school bus eight-way light system to warn other vehicles. Brake gradually with the transmission in gear while approaching the stop.
4. Do not allow students to stand until the bus has come to a full stop.
5. Check all mirrors to see that traffic is clear and that it is safe for you to stop.

### Stop

6. Come to a full stop.
7. Set the parking brake.
8. Place the transmission in neutral.
9. Open the front entrance door slightly, activating the red flashing lights and side stop arm and deactivating the amber flashing lights of the eight-way light system. Open the door completely after traffic stops.

### Unload

Do not permit students to leave the bus except at regularly assigned stops unless they have written permission from a school administrator. It is illegal for you to discharge students at places other than their assigned stops.

10. Watch students as they leave the bus and make sure they reach a point of safety.
  - Instruct students who must cross a roadway after getting off the bus to stand on the side of the roadway far enough in front of the bus to see your face (at least 10 feet). Be alert for passing motorists so that you may warn students. The students are to look both ways before stepping in front of the bus into the roadway.
  - Instruct students who do not have to cross the roadway after unloading exactly where they should walk or wait until the bus pulls completely away. Tell them to never reapproach the bus.
  - Students should never cross the roadway behind the bus.
  - Take extra time with elementary school age students to make sure they understand these procedures. Be overly cautious when loading and unloading these students.

- Make sure the students reach and stay at a point of safety before you proceed. One method is to count the students as they get off the bus.

#### Check and Proceed

11. Close front door to deactivate the flashing red lights, check all mirrors for traffic or pedestrians, put the transmission into proper gear, release the parking brake, recheck the mirrors and proceed safely to your next stop.

### **ENFORCING THE SCHOOL BUS TRAFFIC STOPPING LAW**

While loading or unloading, check to make certain that traffic in all directions obeys the red flashing lights as required by state law.

- On highways or trafficways not separated by a physical barrier, traffic in all directions must stop at least 10 feet away from the bus and remain stopped until every child has entered the bus (when loading) or has reached the sidewalk or side of highway (when unloading). Painted center lines, singing dividers, or a center turning lane do not create separate roadways; all traffic must stop on highways with these markings.
- On highway or trafficways separated by a physical barrier, traffic moving in the same direction as the bus must stop as described above. Traffic approaching the bus from the opposite direction may proceed with caution. A highway with separate roadways is divided into two or more roadways with physical barriers such as: concrete median barrier, metal median barrier, non-mountable curb or clearly indicated dividing sections (e.g. concrete mountable curb, trees or shrubs, rock or boulders) to block traffic between the roadways.
- The driver of a vehicle approaching an intersection where a school bus is stopped to load or unload students must stop the vehicle at the intersection until the flashing red signal lamps are no longer activated.
- Emergency vehicles (fire engines, ambulances, and police cars) must also obey the red flashing warning lights of a loading or unloading school bus. These vehicles, however, should not be delayed. Halt or finish your loading or unloading, check the safety of your passengers, deactivate the school bus eight-way light system, and allow the emergency vehicle to pass as quickly as possible.

If you see another vehicle disobeying these laws:

- Make certain that no students attempt to cross the highway.
- Note the license number, color, and type of the vehicle; time and location of the incident; and identity of the driver, if possible. You must deliver a signed, written report containing this information within 48 hours to the police with jurisdiction where the incident occurred.

### **TURN AROUND**

If you are required to turn around at a certified School Bus stop, you must first load students before the turn around and unload students after the turn around. Avoid this situation if possible.

## **APPROACHING RAILROAD CROSSINGS**

Crossing railroad tracks represents one of the greatest hazards in terms of mass casualties and fatalities for school buses. Planned safety procedures for vehicles crossing railroad tracks can help eliminate accidents. Practice the procedures discussed below until they become automatic actions.

Due to their large size, railroad locomotives appear to be moving more slowly than their actual speed. Drivers often mistakenly judge that they have enough time to safely cross before the train reaches the crossing. Be aware of this fact, and when in doubt, wait for the train to pass. You have a number of young lives depending on you; always use extra caution when making decisions at railroad crossings.

## **WHEN A BUS MUST STOP AT A RAILROAD CROSSING**

A school bus, whether or not carrying passengers, must stop at all railroad crossings. The exceptions are:

- Crossings that are controlled by a police officer or flagman.
- Crossings that are regulated by a functioning highway traffic control signal transmitting a green light.
- Any crossing marked by the former rail operator with a “tracks out of service” sign.
- An industrial or spur line crossing marked with an “exempt” sign.

## **PROCEDURES FOR STOPPING AT A RAILROAD CROSSING**

When you must stop your bus at a railroad crossing, always follow these procedures.

### **Prepare to stop**

1. Request complete silence from passengers so that you have minimal distraction. If necessary, turn heaters off to further reduce noise.
2. Turn off any AM-FM, 2 way or CB radio, or any other noise emitting device not necessary to the safe operation of the bus.
3. Get the big picture: check traffic control devices.
4. Activate four-way hazard lights.

### **Stop the Bus**

5. Follow stopping procedures described earlier in this unit.
6. Stop in a position that permits you to have a clear view of the tracks in both directions. The front bumper must be clear of the tracks, at least 15 feet away and at most 50 feet away.
7. Set the parking brake and shift into neutral.
8. Make sure that you do not activate the school eight-way light system.

### **Look and Listen**

9. Open service door and driver’s window.
10. Look and listen through the open door and window.

No Approaching Train - If you see and hear no signs of an approaching train, do the following:

11. Shift into gear and release the parking brake.
12. Look and listen a second time, close the door, and proceed quickly and smoothly.
13. Shift into a gear that will take the bus across the tracks without hesitation. Shifting gears on the tracks is not permitted.

Approaching Train - Trains always appear to be moving slower than they actually are. Follow these procedures when a train is approaching the crossing:

14. Hold bus position: use the parking brake.
15. After the train passes, proceed across the tracks as described above.

Multi- Track Crossings - At crossings with more than one set of tracks, do the following:

16. Make sure no train is approaching on any of the tracks.
17. After a train passes, wait until other tracks become visible before proceeding. A second train may be approaching from the opposite direction.

### **SCHOOL BUS IDLING REGULATIONS**

Don't idle for more than 5 minutes prior to, during layover between, at the destination of, or at the conclusion of any trip or route.

Don't accelerate while idling, unless needed to operate equipment.

Don't park or idle a bus within 100 feet of a known and active school air intake system.

### **FIELD TRIPS**

The following should be remembered when you are assigned an Athletic or Field trip:

1. If the trip departs after 5:00 P.M. or if the trip departs on the weekend, you must take the bus ignition key and a gate key.
2. Be certain to have a full tank of fuel. The fuel pumps are locked after 4:45 P.M.
3. Have a general idea of the roads you will be using before leaving. If you are unfamiliar with the area that you are going into, ask us to assist you. Be sure of your directions.
4. If there are several buses going, stay together. If you become separated, follow the same route.
5. Report any problems with your bus before leaving for a trip.
6. For long trips, a credit card is available for fuel purchases.

7. Receipts are required for any expenditure necessary during the trip (turnpike tolls, etc.).
8. Absolutely no stopping for food unless prearranged with the Transportation Office.

### **DAYS OFF AND EARLY DISMISSALS**

A calendar will be posted each month. This calendar will identify dates for the Special Education and Private Schools for which there are early dismissals or days off. It is each driver's responsibility to check this calendar and to note any changes.

### **DRIVING FUNDAMENTALS**

Proper gear selection is extremely important for long engine life. Improper use of gears can lead to severe engine problems that will require expensive repairs. Always use gears to assist braking. Gear lower before descending long hills and severe curves in the road.

### **AUTOMATIC DIESEL BUS**

Occasionally, the road, load or traffic conditions will make it desirable to restrict the automatic shifting to a lower range. When conditions improve, return the range selector to the normal driving position. These positions also provide greater engine braking power to assist in stopping the bus.

## **SCHOOL BUS EVACUATION DRILL PROCEDURE**

School Bus Evacuation Drills are to be scheduled during the first week of school and during the month of March. Two drills are to be conducted each year. Practice drills are to be executed through the rear emergency door. The front door or combination of front and back can also be used as exits in the event of a real emergency.

The procedure for a school bus evacuation drill through the rear exit is as follows:

1. Announce to the students the day before that a drill is scheduled for the following day.
2. Stop the bus, set the parking brake, turn off the ignition, and remove the key.
3. Announce that a drill is to be conducted. Instruct students to exit through the rear emergency door. Before exiting, point out the location of the first aid kit, axe or bar, fire extinguisher, and the other means of emergency exit on the school bus if your bus has window and/or roof hatch exits.
4. Go to the rear outside of the bus and assist students exiting through the emergency door. It is especially important to help elementary students for they are small in comparison to the height of the bus. The vertical drop from the floor of the bus to the ground is approximately 42 inches.
5. Warn students to lower their heads when departing through the rear exit. The rear exit is approximately 5 feet high, which is much shorter than many high school students.
6. All students should participate unless they have an injury which prevents them from doing so. (Example: A student with a broken leg should not be made to exit through the rear emergency door.)
7. Emergency drills shall be conducted on school property. In most cases it shall be done in the normal loading area at the school.

The Transportation Director shall notify all drivers of a particular date on which the evacuation drill is to be conducted. Be sure to complete the proper certification form concerning the evacuation drill upon return to the bus garage.

## **SCHOOL BUS ACCIDENT PROTOCOL**

Safe driving is the most important responsibility of the school bus driver. By using caution and driving defensively, you may be able to prevent an accident from happening.

### **School Bus Accidents:**

Major Accident: Significant damage to a bus resulting in unsafe operation

Minor Accident: Emergency Response not needed; examples include coming in contact with another vehicle or object resulting from non-intentional bus operation, any bus operation resulting in the injury of a student or any collision where the bus is safely operable.

A school nurse or emergency responder must examine every student who was on the bus during the accident. In every circumstance, the attending nurse must contact the parent/guardian of the injured student following the initial evaluation. If emergency responders conduct an on-scene student evaluation, the principal or designee must contact and document notification of parent/guardian of each student on the bus. When at all possible, the school nurse should re-examine the student.

The computers in the office of each school should maintain and update school bus information for every student. From these files, personnel can print bus rosters and emergency telephone numbers for each bus-riding student.

All busses must have designated procedures for handling emergency situations along with school official and emergency responder contact information. All bus drivers must participate in training programs for safety and emergency precautions, as well as, PBSO bus accident protocol.

### **On Site Protocol**

- Supervisor or school official on scene will talk to each passenger, document names and exact seating at time of accident/incident.
- On-site incident commander will ensure medical evaluation of all passengers prior to release.
- Check on condition of driver/passengers if another vehicle is involved.
- If accident involves collision with another vehicle record necessary information including:
  - Driver name and license information
  - Vehicle(s) information
  - Drivers(s) insurance information
  - Other information as appropriate



### **Typical In-District Route – “Morning or Mid-Day Route”**

#### **Major Accident:**

- Driver will radio the transportation facility.
- Transportation Department will call 911 and building principal.
- Transportation will dispatch another bus to the scene.
- Principal will call Central Administration and then report to the scene with nurse if warranted.
- School staff at the scene will assist with basic first aid until emergency medical services and/or law enforcement arrives and takes charge of the scene.
- School staff at the scene of a school bus accident will move all uninjured students to a location that is a safe distance from the accident.
- The names of all injured students and the location to which they may be taken for medical treatment will be provided to the school.

#### **Support Team:**

- Central Administration will determine communication methods.
- Ascertain the names of any injured students and the nearest location of any medical treatment facility.
- Uninjured students will be transported to the nearest PBSJ school/facility where on site assistance and medical evaluation will occur.
- Parents/guardians of all students on the bus will be notified as quickly as accurate information is available.
- Designated school staff representative will proceed to any medical treatment facility to which an injured student has been taken, to assist parents and to provide support to students, as appropriate.

#### **Driver Responsibilities:**

- Pull bus over in a safe location.
- Set parking brake, shift into neutral, shut off ignition, and turn on hazard lights.
- Remain calm and assess students for injuries.
- Notify the Transportation Department with exact location and any injuries.
- Keep all students on the bus unless there is a possibility of fire.
- Move students to a safe location away from traffic if there is a possibility of fire.
- Complete the accident report form located in the emergency folder.
- Do not leave the accident scene until everything is clear.

#### **Minor Accident:**

- Driver will radio the Transportation Department.
- Transportation Department will call 911 (if necessary) and building principal.
- Transportation will dispatch another bus to the scene (if necessary).
- Principal will notify Central Administration.
- All students on the bus will be examined by the school nurse immediately upon arrival to school.
- All parents/guardians will be notified immediately.

#### Support Team

- Central Administration will determine communication methods and assist school staff.
- Parents/guardians of all students on the bus will be notified as quickly as accurate information is available.

#### Driver Responsibilities

- Driver must immediately and safely transport students to school for evaluation.
- Pull bus over in a safe location.
- Set parking brake, shift into neutral, shut off ignition, and turn on hazard lights.
- Remain calm and assess students for injuries.
- Notify the Transportation Department with exact location and any injuries.
- Keep all students on the bus unless there is a possibility of fire.
- Move students to a safe location away from traffic if there is a possibility of fire.
- Complete the accident report form located in the emergency folder.
- Do not leave the accident scene until everything is clear.

#### *Typical In-District Route – “Afternoon Route”*

#### **Major Accident:**

- Driver will radio the Transportation Department.
- Transportation Department will call 911 and building principal.
- Transportation will dispatch another bus to the scene.
- No student will be sent home without medical evaluation.
- Principal will call Central Administration and then report to the scene with nurse, if warranted.
- School staff at the scene will assist with basic first aid until emergency medical services and/or law enforcement arrives and takes charge of the scene.
- School staff at the scene of a school bus accident will move all uninjured students to a location that is a safe distance from the accident.
- The names of all injured students and the location to which they may be taken for medical treatment will be provided to the school.
- All students on the bus will report to the closest school/PBSD facility for immediate evaluation.

#### Support Team:

- Central Administration will determine communication methods.
- Ascertain the names of any injured students and the nearest location of any medical treatment facility. Uninjured students will be transported to the nearest PBSD school/facility where on site assistance and medical evaluation will occur.
- Parents/guardians of all students on the bus will be notified as quickly as accurate information is available.

- Designated school staff representative will proceed to any medical treatment facility to which an injured student has been taken, to assist parents and to provide support to students, as appropriate.

#### Driver Responsibilities:

- Pull bus over in a safe location.
- Set parking brake, shift into neutral, shut off ignition, and turn on hazard lights.
- Remain calm and assess students for injuries.
- Notify the Transportation Department with exact location and any injuries.
- Keep all students on the bus unless there is a possibility of fire.
- Move students to a safe location away from traffic if there is a possibility of fire.
- Complete the accident report form located in the emergency folder.
- Do not leave the accident scene until everything is clear.

#### Minor Accident:

- Driver will radio the Transportation Department.
- Transportation Department will call 911 (if necessary) and the building principal.
- Transportation Department will dispatch another bus to the scene (if necessary).
- Principal will notify Central Administration.
- All students on the bus will report to the closest school/PBSD facility for immediate evaluation.
- No student will be sent home without medical evaluation.
- All parents/guardians will be notified immediately.

#### Support Team:

- Central Administration will determine communication methods and assist school staff.
- Parents/guardians of all students on the bus will be notified as quickly as accurate information is available.

#### Driver Responsibilities:

- Driver must immediately and safely transport students to school for evaluation.
- Do not drop-off any students without medical evaluation.
- Pull bus over in a safe location.
- Set parking brake, shift into neutral, shut off ignition, and turn on hazard lights.
- Remain calm and assess students for injuries.
- Notify Transportation Department with exact location and any injuries.
- Keep all students on the bus unless there is a possibility of fire.
- Move students to a safe location away from traffic if there is a possibility of fire.
- Complete the accident report form located in the emergency folder.
- Do not leave the accident scene until everything is clear.

### **Out-of-District Route – “Field Trip or Athletic Event”**

In the event of a bus accident while on a field trip, the following protocol will be implemented:

- Before a bus leaves with students going on a field/athletic trip, a list of riders for each bus will be left with the principal/athletic director. A copy of the list is to be taken by the lead chaperone.
- Pertinent emergency information on each child will be taken on the bus trip.
- If the report of a bus accident is made, the Transportation Department will notify the principal and Central Administration.
- The principal/designee will use the rider list to notify parents/guardians. If the location or condition of students is unknown, that information will be conveyed to parents.

### **Major Accident:**

- The principal/designee will remain at the school while district and school personnel go directly to the site of the accident and to hospital locations. Those who go to remote sites will carry a copy of the rider lists with them. These are to be picked up at the school or e-mailed to Central Administration and other support staff.
- The principal/designee will assign school staff to man the telephones. A script with factual information will be provided for those answering the phones.
- The school secretary will operate the computer and will print the information from the records of students involved in the accident. Included will be medication information that can be relayed to hospitals serving the students and staff involved in the accident.
- Faculty, staff, and students should be provided with factual information in the appropriate settings as soon as possible.
- NIMS protocol may be implemented depending on severity and student injuries.

### **Minor Accident:**

- If the report of a bus accident or student injury is made, the Transportation Department will notify the principal and Central Office.
- Medical evaluation determination will be made by lead chaperone or coach.
- School staff and nurse may be dispatched to site for student evaluation.
- The principal/designee will use the rider list to notify parents/guardians. If the location or condition of students is unknown, that information will be conveyed to parents.

### **Out-of-District Route – “Morning or Mid-Day Route”**

#### **Major Accident:**

- Driver will radio the Transportation Department.
- Transportation Department will call 911.
- Transportation Department will notify Central Administration & the sending school principal.
- All students on the bus will report to the closest PBSB facility or return to the sending school for immediate evaluation.
- No student will be sent home without medical evaluation.
- All parents/guardians will be notified immediately.

#### **Minor Accident:**

- Driver will radio the Transportation Department.
- Transportation Department will call 911.
- Transportation will notify Central Administration & the sending school principal.
- All students on the bus will report to the closest PBSB facility or return to the sending school for immediate evaluation.
- No student will be sent home without medical evaluation.
- All parents/guardians will be notified immediately.

### **Out-of-District Route – “Afternoon Route”**

#### **Major Accident:**

- Driver will radio the Transportation Department.
- Transportation Department will call 911.
- Transportation will notify Central Administration & the sending school principal.
- All students on the bus will report to the closest PBSB facility or return to the sending school for immediate evaluation.
- No student will be sent home without medical evaluation.
- All parents/guardians will be notified immediately.

#### **Minor Accident:**

- Driver will radio the Transportation Department.
- Transportation Department will call 911.
- Transportation will notify Central Administration & the sending school principal.
- All students on the bus will report to the closest PBSB facility or return to the sending school for immediate evaluation.
- No student will be sent home without medical evaluation.
- All parents/guardians will be notified immediately.

## **PUPIL TRANSPORTATION ACCIDENT POLICY**

The following classification system defines the types of chargeable accidents and stipulates the penalty for each. A chargeable accident is any accident that is determined to be partially or totally the school bus driver's fault. This determination will take into consideration violations of law, contributing actions of the driver, contributing circumstances, amount of damage, and severity of injuries. The classification and the determination as to whether the driver will be charged with the accident will be made by the Transportation Director.

**Class 1        FATAL ACCIDENT**

If the school bus driver contributes to the cause of the accident in any way, he or she will be terminated from employment with the School District.

**Class 2        PERSONAL INJURY ACCIDENT**

If there is a violation of laws or if there is at least one contributing action on the part of the driver, then the employee will be terminated from employment with the School District.

**Class 3        PERSONAL INJURY ACCIDENT**

If there is a contributing action on the part of the driver and no violation of law, the driver will receive a five (5) school day suspension from employment. If the driver should be charged with a second accident of any Class, he or she will be terminated from employment with the School District.

**Class 4        PROPERTY DAMAGE ACCIDENT**

If there is a violation of law or if there is at least one contributing action on the part of the driver, the employee will be suspended three (3) school days from employment with the School District. Any second accident categorized as Class 1, 2, 3 or 4 will result in the employee being terminated from employment with the School District. A second chargeable accident categorized as a Class 5 will result in a three (3) day suspension from employment with the School District. Any chargeable third accident will result in the employee being terminated from employment with the School District.

**Class 5        PROPERTY DAMAGE ACCIDENT**

If there is a contributing action on the part of the school bus driver and no violation of law, a written warning shall be issued to the employee. The warning will stipulate that the employee's accident was a chargeable one, and shall state the penalties should the employee have another chargeable accident. A second chargeable accident categorized as Class 5 will result in the employee being suspended from employment with the School District for three (3) school days. A second chargeable accident of any other Class or a third chargeable Class 5 accident will be grounds to terminate the employee from employment with the School District.

## **PUPIL TRANSPORTATION ACCIDENT POLICY** continued

### DEFINITIONS:

Fatal Accident	A motor vehicle accident which causes the death of a person in any vehicle involved in the accident, or a person that is involved as a pedestrian.
Personal Injury	A motor vehicle accident that injures a person who is a driver or passenger of any vehicle involved, or who is injured as a pedestrian. The severity of the injury will be given consideration in classifying the accident.
Property Damage	A motor vehicle accident that does damage to any property of another or the school bus, but causes no injury to any drivers, passengers, or pedestrians.
Contributing Action	This is any action or maneuver by the driver that may have contributed to the cause of the accident.
Contributing Circumstances	This is any condition that may have contributed to the cause of the accident. Contributing circumstances include, but are not limited to, road conditions, weather conditions, vehicle condition, driver actions, and lack of driver actions.

\*\*\*A chargeable accident will be removed from a driver's record after three (3) years have lapsed without having had another chargeable accident.\*\*\*

## **PERSONNEL DRUG AND ALCOHOL TESTING**

This policy was adopted to comply with Federal regulatory mandates and to establish programs and practices designed to help prevent accidents and injuries resulting from the misuse of alcohol or controlled substances by employees retaining a CDL.

The policy was adopted in accordance with the Omnibus Transportation Employee Testing Act of 1991. The policy requires compliance with provisions in the Act which restricts the use of alcohol and/or drugs while operating a commercial vehicle, and also for a period prior to the operation of the vehicle. These employee prohibitions are listed on page 1 and 2 of the Policy.

The policy also requires testing for drugs and alcohol. PRE-EMPLOYMENT, POST ACCIDENT, RANDOM, REASONABLE SUSPICION, RETURN-TO-DUTY, and FOLLOW-UP TESTING are various avenues from which the program is administered. Provisions, guidelines, and stipulations are dictated in the Policy on pages 2 through 7, inclusive.

Consequences for violations of the Act are dictated in the policy in addition to violations of our Policy which are at times more stringent than the regulations and consequences of the Act. Since we are in the pupil transportation area, violations of the policy are more stringent.

It should be noted that provisions of the Act are federally mandated. This is because of the CDL following under Federal guidelines. State requirements also dictate the restriction of alcohol and drugs prior to and during the operation of a school bus. The Federal government has dictated that the local agency (PLUM BOROUGH SCHOOL DISTRICT) develop and administer a policy to comply with the Omnibus Transportation Employee Testing Act of 1991. Please review this policy in order to maintain compliance with the Act.

It should be noted that the Drug and Alcohol Policy shall not be construed to limit the authority of the District or other agencies to conduct drug or alcohol testing on individuals not covered by this Policy or to conduct such testing on individuals covered by this Policy at times other than stated in this Policy.

Results of employee drug and alcohol testing are kept in a secured area. Permission to view your personal file is by appointment through the Transportation Director. This file is confidential.



## **SAFE DRIVING AWARD PROGRAM**

The Safe Driving Award Program has been established to promote and to ensure the safety of our children in Plum Borough. The program will recognize and award safe drivers. It has been designed to test your abilities. The rules will be strictly enforced, and it will take expert driving on your part to attain each award. However, when you succeed, the achievement will be meaningful, well deserved, and worth the effort.

### **Accidents**

For the purpose of this program, accidents will be classified as preventable and non-preventable. Any accident, regardless of the amount of damage or injury, shall be judged. If a minor collision occurs and no damage or injury results, it shall be considered that an accident did not occur.

Penalties for Preventable Accidents shall be implemented in the following manner:

Damage of \$250 or less.....	6 month deduction of safe driving time.
Damage of \$250 to \$2000 or minor injuries... ..	1 year deduction of safe driving time.
Damage of \$2000 and/or injury incurred.....	2 years deduction of safe driving time.

Deduction of safe driving time shall not be limited to one accident per year. However, no deduction shall be made that would place an employee's safe driving record at less than zero.

If an employee reaches an award twice due to a penalty, the employee will only receive the bonus once.

### **Classifying Accidents**

The following criteria will be used to determine the classification of an accident. The following items are not all inclusive of every situation; therefore, each accident will be judged according to the individual circumstance.

An accident shall be considered preventable if:

- The driver of a school vehicle hits a fixed object.
- The driver of a school vehicle is backing.
- The driver of a school vehicle strikes another vehicle in the rear.
- The driver of a school vehicle hits a parked vehicle.
- The driver of a school vehicle is not in the proper lane or position.
- The driver of a school vehicle causes injury or damage due to improper operation of the bus according to the rules and regulations set out in the School Bus Operators Manual.
- An accident is classified as chargeable according to the School District Accident Policy.

An accident shall be considered non-preventable if:

- Unavoidable damage or the driver strikes an animal.
- Minor or light damage which was deemed unavoidable because of the position or situation of the bus.

### **Safe Driving Time**

An employee may accomplish safe driving time by not having a preventable accident. Employees who drive one year without a preventable accident will receive credit for one safe year. Upon completion of a safe driving year, the employee will receive a monetary incentive. This incentive will be as follows:

1-5 years.....	\$25.00 each year
6-10 years.....	\$35.00 each year
11-15 years.....	\$45.00 each year
16-20 years.....	\$50.00 each year

However, to be eligible for the yearly incentive, an employee may not miss more than ten (10) full days in one year. More than ten (10) absences in one year will void that year.

### **Award Years**

Safe driving years will accumulate for each employee. Upon the completion of three years of safe driving, the driver will attain his first award year. Additional award years occur after 5, 10, 15, and 20 years of safe driving. Employees will receive a monetary bonus in addition to the yearly incentive at each award interval. The following bonus will be paid at each award year:

3 year award.....	\$25.00 bonus
5 year award.....	\$50.00 bonus
10 year award.....	\$65.00 bonus
15 year award.....	\$80.00 bonus
20 year award.....	\$100.00 bonus

Award bonuses are also contingent upon attendance. To qualify for an award bonus, an employee's absentee record must not exceed an average of 5 absences per year for that award period. When a year has become void due to absences (10 or more), this time of absence will not be used to calculate the average when the employee reaches an award year.

### **Excellent Attendance**

Excellent work attendance shall be awarded by an additional \$25.00 per year. Excellent attendance shall mean not more than three (3) days of absence per year, including personal days.

## **PROGRESSIVE DISCIPLINARY POLICY**

The Superintendent or designee and the employee's supervisor(s) shall possess the authority to discipline employees when an employee's behavior warrants such action. Discipline of an employee shall be progressive in nature such that penalties for poor job performance or broken rules become increasingly severe as similar or related conditions continue or infractions are repeated. Progressive discipline may include a verbal warning, written reprimand, suspension without pay, and recommendation for termination. Such progressive discipline, however, shall not inhibit the authority to discipline, suspend, or terminate an employee based on the circumstances of any single event. Documentation of employee behavior, performance, and disciplinary action taken shall be properly and thoroughly recorded. Should any disciplinary measure become necessary, any documentation shall be considered *confidential* and treated in accordance with statutory provisions and Board policy.

## **MOTOR VEHICLE TRAFFIC LAW**

1.     **ACCIDENTS**  
Police must be notified when there is death, injury, or when there is damage and the vehicle must be towed.
2.     **ALCOHOL**  
The school bus driver shall have consumed no alcohol within eight (8) hours of driving a school bus.
3.     **DIMMING LIGHTS**  
You must dim your lights 500 feet before an oncoming vehicle, and 300 feet when following another vehicle.
4.     **HEADLIGHTS**  
The use of headlights is required at ALL times for all school vehicles.
5.     **RAILROAD CROSSINGS**  
The school bus with pupils must stop at railroad crossings unless the crossing is controlled by a police officer or flagman, a traffic control signal, crossing gates, or an alternately flashing light signal intended to give warning of the approach of a railroad train, or an official traffic control device which gives notice that the stopping requirement does not apply.
6.     **RIGHT-OF-WAY**  
The law does not give anyone right-of-way. It only states who must yield it. Drivers coming from the left must yield to drivers coming from the right. Drivers turning left must yield to oncoming cars going straight ahead. A vehicle entering a public highway from an alley or private drive must come to a complete stop and wait until the main road is clear. At a four-way stop, the first driver reaching the intersection should proceed first.

7. **SCHOOL BUSES**  
If you approach a stopped school bus, but you are driving on a separate roadway on the other side of a divided highway, you do not have to stop. When you are on the same roadway and the red lights of the school bus are flashing, then you **MUST** stop. When a school bus is stopped at an intersection with red lights flashing, traffic in all directions must stop.
8. **SPEED LIMIT**  
The maximum speed limit for school buses is the posted truck speed limit. However, weather conditions may dictate that you drive slower. The maximum speed allowed in residential and business areas is 35 mph unless posted otherwise.
9. **TURN SIGNALS**  
You must use your turn signal at least 100 feet before turning if you are traveling less than 35 mph. If you are driving over 35 mph, you must signal at least 300 feet before turning.
10. **AMBER LIGHTS**  
On a school bus, amber lights must be activated 150 to 300 feet before loading or unloading.
11. **RED LIGHTS**  
On a school bus, red lights are not to be activated until the bus stops.
12. **LOADING AND UNLOADING**  
Drivers are to load and unload by applying the parking brake and placing the transmission in neutral.
13. **SAFETY EQUIPMENT**  
Fire extinguisher, first aid kit, reflective triangles, body fluid kit and spare fuses are required safety equipment on a school vehicle. Optional equipment can include a bar or fire axe, and snow chains. In addition to this equipment all school buses should have a schedule and roster of students, emergency phone numbers, safety guidelines, and registration and insurance documents.

## DEFENSIVE DRIVING

An accident is defined as an unintended event that produces injury or damage. No moving vehicle is ever completely free of the possibility of involvement in an accident. Even a vehicle going down the road with no other traffic around risks the possibility of an accident - a tire could blow out or something could suddenly dart out in front of you. That is why it is important to recognize potential hazardous situations in time to avoid having an accident.

Safe driving is not a matter of luck. There are sound and practical methods of driving that will enable you to stay out of the majority of accidents. This sound method of driving is also known as defensive driving. Defensive driving refers to the driver recognizing a potential hazard, deciding on the defense, and acting in time to prevent an accident.

Defensive driving techniques guard against the factors present in any driving situation that can trigger an accident - factors that may operate alone or in combination with each other. For example, a driver who is thinking about a personal problem and forgets about a new bus stop may have to apply his brakes quickly. Not having his mind on his driving and his last minute reaction could cause the vehicle to go out of control. It is a fact that approximately 95% of all motor vehicle accidents are caused by driver error.

Anticipation is the key to defensive driving. Always expect the unexpected and never take anything for granted. Because another driver has a stop sign does not necessarily mean that he is going to stop. There are numerous reasons why people violate the laws, but it does not really matter who is wrong when an accident occurs and someone is injured or killed.

The principles of defensive driving can enable a driver to operate a vehicle for years without having a preventable accident of any kind. Still, it is possible for a driver to get into an accident even though he exercises alertness, foresight, knowledge, judgement, and skill. Following are ten types of accidents which occur most frequently. Included with the description of the accident is the best procedure to follow to avoid such an accident.

### 1. Collision with the Vehicle Ahead

To avoid such an accident you should:

- **Stay Alert** - Expect the driver ahead of you to brake at any time without warning or reason.
- **Stay Ahead of the Situation** - Watch the vehicle in front of you and any others farther down the road. It is possible to see trouble developing ahead of you that could cause the vehicles in front of you to stop suddenly.
- **Stay Back** - Do not tailgate. You should follow the vehicle one bus length for every 10 mph of speed. On icy roads, use a greater distance. Ice on the road can increase your stopping distance as high as 12 times that of a dry road.

- **Start Stopping Sooner** - When you know you have to stop, slow down gradually. Delayed braking is dangerous.

## 2. A Collision with the Vehicle Behind

To avoid such an accident you should:

- **Stop Smoothly** - A gradual stop gives the following driver time to react and space to stop.
- **Signal** your intentions well before you slow or stop. Flash your brake lights and use your turn signals when turning, even if there is no one behind you.
- **Keep Clear** - When someone rides your bumper, slow down and encourage them to pass if you are in a passing zone. Allow traffic to pass by pulling off the roadway where there is room to pull the entire vehicle off the road.

## 3. A Collision with an Approaching Vehicle

The best way to avoid this type of collision is:

- **Stay Right** - Do not crowd the center line. If the oncoming driver crosses it, slow down and warn him with your horn, or lights. Never try to out guess him by swerving to the left.
- **Watch When Entering Curves** - Slow down when entering a curve and then accelerate as the curve permits. Stay on your side of the road and brake before you enter the curve.
- **Let Traffic Clear** - Always wait for a safe opening when you are turning left. Be careful of hidden vehicles that are coming around stopped vehicles facing you.

## 4. Collision with a Vehicle at an Intersection

When approaching an intersection follow these rules:

- **Be Prepared** - Slow down and be ready to stop even if you have the right-of-way. Do not assume that the other driver is going to yield the right-of-way.
- **Look Both Ways** - As you approach the intersection look both to the right and left to be certain that other traffic is yielding the right-of-way. When near the intersection, check again for any unusual actions. Remember, the law does not give anyone the right-of-way. It only states who must yield it.
- **Don't Fight It** - You have the right-of-way only when you can see that it is safe. You can not count on the other driver always obeying the law.

5. Collision with a Passing Vehicle

Passing is a dangerous maneuver, so remember the following tips:

- **Help Out** - Help the other driver pass and you protect yourself. Slow down and allow the passing vehicle to get around you.
- **Check the Rear** - Before you change lanes, check your rearview mirrors and make sure that your blind spot is clear. Use your turn signal and move over when there is ample room.
- **Keep Right** - Get into the proper lane well before a turn. When turning right, stay close to the right curb to prevent anyone from trying to pass on the right. Use your turn signal early.

6. Collision with a Vehicle Being Passed

Before you move out into the passing lane:

- **Be Sure** - Know your speed and acceleration. You should not pass on two lane roads unless the vehicle is going at an extremely slow speed. When in doubt, do not pass.
- **Check the Rear** - Never pull out to pass unless you are sure no one is trying to pass you.
- **Give Warning** - Sound your horn or flick your lights to alert the driver ahead of you.
- **Get Back In** - Return to your lane when you clearly see the passed vehicle in your rear view mirror.

7. Parking Accident

- Set the parking brake, turn the wheel toward the curb and block them, if necessary.
- Use appropriate flares, triangles and 4-way flashers to alert other drivers that your vehicle is disabled.
- When you leave your vehicle, always take your ignition key with you.
- Use a reliable guide to help you park in tight situations.

8. Accidents in Bad Weather

In themselves, rain, snow, sleet, or icy pavements have never caused an accident. Accidents happen to drivers who do not adjust their driving to meet those conditions.

- **Adjust your Speed to the Conditions.** Icy pavement can increase stopping distance up to 12 times. Pump your brakes to maintain steering control while stopping. Light steady application is recommended by new CDL provisions.
- **Maintain visibility.** Keep windshield, windows, mirrors, lights, and reflectors clean and wipers in good condition so you are sure you can see.
- **Use Common Sense.** If necessary, stop and check with the Transportation Office for orders to wait until conditions improve. Remember you are the one on the road and know what the conditions are.

#### 9. Passenger Accidents

- Enter and leave a loading zone properly.
- Admit or discharge passengers only at a safe loading zone, one that is authorized by the School District.
- Avoid sudden starts and stops.
- Take curves at a safe speed.
- Exercise care in opening and closing doors.

#### 10. Backing

- **Get Out and Get the Picture.** Walk around your vehicle and check where you are going. Inspect the ground you are to back over, and top and side clearances. Then get back into your vehicle and start backing before the situation has a chance to change.
- **Back from the Driver's Side.** Position is crucial to safe backing; a safe position is one that permits backing from the driver's side.
- **Back Slowly.** Your vehicle behaves awkwardly in reverse and can easily get out of control and collide with objects on either side.
- **Check Both Sides Before You Back.** If you have correctly gauged your clearance to the right and top, you can give more of your attention to the left side of your vehicle when backing. Use your outside mirrors as often as necessary, but do not depend entirely on mirrors. They can be deceptive in accurately judging distance to the rear.
- **Use a Reliable Guide.** Never hesitate to ask someone to help you back. Expect drivers understand and respect the hazards of backing and use all the help they can give to avoid accidents. Ask a guide or flagman to watch the area into which you will be moving. They should stand where they can clearly see both you and the area to the rear of your vehicle. Select a reliable person who understands what you want them to do and the signals to be used.



## VEHICLE INSPECTION REPORT

All drivers should report any abnormalities with their school buses to the shop personnel by means of this report. These reports are found on the sign-in desk. Your bus cannot be taken out until this malfunction is corrected and the report is signed off by the shop personnel. A copy of this report will be placed in your mailbox for your records.

## VEHICLE INSPECTION MEMORY AIDS

1. **Get In and Start Engine**
  - a. Make sure parking brake is on.
  - b. Put gearshift in neutral (or "park" if automatic).
  - c. Start engine; listen for unusual noises.
2. **Look at the Gauges**
  - a. Oil pressure - should come up to normal within seconds after engine is started.
  - b. Ammeter and/or Voltmeter - should be in normal range(s).
  - c. Coolant temperature - should begin gradual rise to normal operating range.
  - d. Engine oil temperature - should begin gradual rise to normal operating range.
  - e. Warning lights and buzzers - oil, coolant, charging circuit warning lights should go out right away.
3. **Check Condition of Controls** - Check all of the following for looseness, sticking, damage, or improper setting:
  - a. Steering wheel
  - b. Clutch
  - c. Accelerator ("gas pedal")
  - d. Brake controls
  - e. Foot brake
    - Trailer brake (if vehicle has one)
    - Parking brake
    - Retarder controls (if vehicle has them)
  - f. Transmission controls
  - g. Interaxle differential lock (if vehicle has one)
  - h. Horn(s)
  - i. Windshield wiper/washer
  - j. Lights
    - Headlights
    - Dimmer switch
    - Turn signal
    - 4-way flashers
    - Clearance, identification, marker light switch(s)
4. **Check Mirrors and Windshield** - Inspect mirrors and windshield for cracks, dirt, illegal stickers or other obstructions to seeing. Clean and adjust as necessary.

5. **Check Emergency Equipment**

- a. Check for safety equipment:
  - Spare electrical fuses (unless vehicle has circuit breakers)
  - Three red reflective triangles
  - Properly charged and rated fire extinguisher
- b. Check for optional items such as:
  - Tire chains (where winter conditions require them)
  - Tire changing equipment
  - List of emergency phone numbers
  - Accident reporting kit (packet)

6. **Turn Off Engine and Check Lights**

- a. Make sure the parking brake is set, turn off the engine, and take the key with you. Turn on headlights (low beams) and four way flashers, and get out.
- b. Go to front of vehicle and check that low beams are on and both of the four-way flashers are working.
- c. Push dimmer switch and check that high beams work.

7. **Do Walkaround Inspection**

Turn off headlights and four-way hazard warning flashers.  
Turn on parking, clearance, side-marker and identification lights.  
Turn on right turn signal, and start walkaround inspection.

- a. General
  - Walk around and inspect
  - Clean all lights, reflectors, and glass as you go along
- b. Left Front Side
  - Driver's door glass should be clean
  - Door latches or locks work properly
  - Left front wheel
    - Condition of wheel and rim -- missing, bent, broken studs, clamps, lugs, any signs of tire wear
    - Condition of tires -- properly inflated, valve stem and cap OK, no serious cuts, bulges, tread wear
    - Use wrench to test rust streaked lug nuts, indicating looseness
    - Hub oil level ok, no leaks
  - Left front suspension
    - Condition of spring, spring hangers, shackles, u-bolts
    - Shock absorber condition
  - Left front brake
    - Condition of brake drum
    - Condition of hoses

c. Front

- Condition of front axle
- Condition of steering system
  - No loose, worn, bent, damaged or missing parts
  - Must grab steering mechanism to test for looseness
- Condition of windshield
  - Check for damage and clean if dirty
  - Check windshield wiper arms for proper spring tension
  - Check wiper blades for damage, "stiff" rubber, and securement
- Lights and reflectors
  - Parking, clearance and identification lights clean, operating and proper color (amber at front)
  - Reflectors clean and proper color (amber at front)
  - Right front turn signal light clean, operating, and proper color (amber or white on signals facing forward)

d. Right side

- Right front: check all items (same as performed on left front)
- Primary and safety cab locks engaged (if cab-over-engine design)
- Right fuel tank(s)
  - Securely mounted, not damaged or leaking
  - Fuel crossover line secure
  - Tank(s) contain enough fuel
  - Cap(s) on and secure
- Condition of visible parts
  - Rear of engine -- not leaking
  - Transmission -- not leaking
  - Exhaust system -- secure, not leaking, not touching wires, fuel or air lines
  - Frame and cross members -- no bends, cracks
  - Air lines and electrical wiring -- secured against snagging, rubbing, wearing
  - Spare tire carrier or rack not damaged (if so equipped)
  - Spare tire and/or wheel securely mounted in rack
  - Spare tire and wheel adequate (proper size, properly inflated)
- Cargo securement (trucks)
  - Cargo properly blocked, braced, tied, chained, etc.
  - Header board adequate, secure (if required)
  - Side boards, stakes strong enough, free of damage, properly set in place (if so equipped)
  - Canvas or tarp (if required) properly secured to prevent tearing, billowing or blocking of mirrors
  - If oversize, all required signs must be safely and properly mounted and all required permits in the driver's possession.
  - Curbside cargo compartment doors securely closed, latched/locked, required security seals in place.

e. Right Rear

- Condition of wheels and rims -- no missing, bent, broken spacers, studs, clamps, lugs
- Condition of tires -- properly inflated, valve stems and caps OK, no serious cuts, bulges
- Treadwear, tires not rubbing each other and nothing stuck between them
- Tires evenly matched (same size), no mix-match radial and bias
- Wheel bearing/seals not leaking
- Suspension
  - Condition of spring(s), spring hangers, shackles and U-bolts
  - Axle secure
  - Powered axle(s) not leaking lube (gear oil)
  - Condition of torque rod arms, bushings
  - Condition of shock absorber(s)
  - If retractable axle equipped, check condition of lift mechanism, if air powered check for leaks
- Brakes
  - Condition of brake drum(s)
  - Condition of hoses - look for any wear due to rubbing
- Lights and reflectors
  - Side-marker lights clean, operating and proper color (red at rear, others amber)
  - Side-marker reflectors clean and proper color (red at rear, other amber)

f. Rear

- Lights and reflectors
  - Rear clearance and identification lights clean, operating and proper color (red at rear)
  - Reflectors clean and proper color (red at rear)
  - Taillights clean, operating and proper color (red at rear)
  - Right rear turn signal operating, and proper color (red, yellow, or amber at rear)
- License plate(s) clean and secured
- Splash guards present, not damaged, properly fastened, not dragging on ground or rubbing tires
- Cargo secure (trucks)
  - Cargo properly blocked, braced, tied, chained, etc.
  - Tailboards up and properly secured
  - End gates free of damage, properly secured in stake sockets
  - Canvas or tarp (if required) properly secured to prevent tearing, billowing to block either the rear view mirrors or to cover rear lights
  - If over-length, or over-width, make sure all signs and/or additional lights/flags are safely and properly mounted and all required permits are in driver's possession.
  - Rear doors securely closed, latched/locked

g. Left Side

- Check all items as done on right side, plus:
  - Battery (if not mounted in engine compartment)
  - Battery box securely mounted to vehicle
  - Box has secure cover
  - Battery(s) secured against movement
  - Battery(s) not broken or leaking
  - Fluid in battery(s) at proper level (except maintenance-free type)
  - Cell caps present and securely tightened (except maintenance-free type)
  - Vents in cell caps free of foreign material (except maintenance-free type)

8. **Check Signal Lights**

a. Get In and Turn Off Lights

- Turn off all lights
- Turn on stop lights (apply trailer hand brake, or have a helper put on the brake pedal)
- Turn on left turn signal lights

b. Get Out and Check Lights

- Left front turn signal light clean, operating and proper color (amber or white on signals facing the front)
- Left rear turn signal light and both stop lights clean, operating and proper color (red, yellow amber)

9. **Start the Engine and Check Brake System**

a. Get in Vehicle

- Turn off lights not needed for driving
- Check for all required papers, trip manifests, permits, etc.
- Secure all loose articles in cab (they might interfere with operation of the controls, or hit you in a crash)
- Start the engine

b. Test for Hydraulic Leaks - If the vehicle has hydraulic brakes, pump the brake pedal three times. Then apply firm pressure to the pedal and hold for five seconds. The pedal should not move. If it does, there may be a leak or other problem. Get it fixed before driving.

If the vehicle has air brakes, do the checks described in Sections 5 & 6 of the manual.

c. Test Parking Brake

- Fasten seat belt
- Allow vehicle to move forward SLOWLY
- Apply parking brake
- If it doesn't stop vehicle, it is faulty; get it fixed

- d. Test Service Brake Stopping Action
- Go about five miles per hour
  - Push brake pedal firmly
  - "Pulling" to one side or the other can mean brake trouble
  - Any unusual brake pedal "feel" or delayed stopping action can mean trouble

This completes the pretrip inspection.

IF YOU FIND ANYTHING UNSAFE DURING THE PRETRIP INSPECTION,  
GET IT FIXED!

FEDERAL AND STATE LAWS FORBID OPERATING AN UNSAFE VEHICLE.

## **INSPECTING AIR BRAKE SYSTEMS**

### **1. Test Low Pressure Warning Signal**

Shut the engine off when you have enough air pressure that the low pressure warning signal is not on. Turn the electrical power on and step on and off the brake pedal to reduce air tank pressure. The low air pressure warning signal must come on before the pressure drops to less than 60 psi in the air tank (or tank with the lowest air pressure, in dual air systems).

If the warning signal doesn't work, you could lose air pressure and you would not know it. This could cause sudden emergency braking in a single circuit air system. In dual systems the stopping distance will be increased. Only limited braking can be done before the spring brakes come on.

### **2. Check That The Spring Brakes Come On Automatically**

Chock the wheels, release the parking brake when you have enough air pressure to do it, and shut the engine off. Step on and off the brake pedal to reduce the air tank pressure. The "parking brake" knob should pop out when the air pressure falls to the manufacturer's specification (usually in a range between 20-40 psi). This causes the spring brakes to come on.

### **3. Check Rate of Air Pressure Buildup**

With the engine at operating RPM, the pressure should build from 85 to 100 psi within 45 seconds in dual air systems. (If the vehicle has larger than minimum air tanks, the buildup time can be longer and still be safe. Check the manufacturer's specifications.) In single air systems (pre 1975), typical requirements are pressure buildup from 50 to 90 psi within 3 minutes with the engine at an idle speed of 600-900 RPM.

If air pressure does not build up fast enough, your pressure may drop too low during driving, requiring an emergency stop. Don't drive until you get the problem fixed.

### **4. Test Air Leakage Rate**

With a fully-charged air system (typically 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, less than 3 psi in one minute for combination vehicles. Then apply 90 psi or more with the brake pedal. After the initial pressure drop, if the air pressure falls more than 3 psi in one minute for single vehicles (more than 4 psi for combination vehicles) the air loss rate is too much. Check for leaks and fix before driving the vehicle. Otherwise, you could lose your brakes while driving.

### **5. Check Air Pressure Governor Cut-In and Cut-Out Pressures**

Pumping by the air compressor should start at about 100 psi and stop at about 125 psi (check manufacturer's specifications). Run the engine at a fast idle. The air governor should cut-out the air compressor at about the manufacturer's specified pressure. The air pressure shown by your gauge(s) will stop rising. With the engine idling, step on and off the brake to reduce the air tank pressure. The compressor should cut-in at about the manufacturer's specified cut-in pressure. The pressure should begin to rise.

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.

6. **Test Parking Brake**

Stop the vehicle, put the parking brake on, and gently pull against it in a low gear to test that the parking brake will hold.

7. **Test Service Brakes**

Wait for normal air pressure, release the parking brake, move the vehicle forward slowly (about 5 mph), and apply the brakes firmly using the brake pedal. Note any vehicle "pulling" to one side, unusual feel, or delayed stopping action.

This test may show you problems which you otherwise wouldn't know about until you needed the brakes on the road.

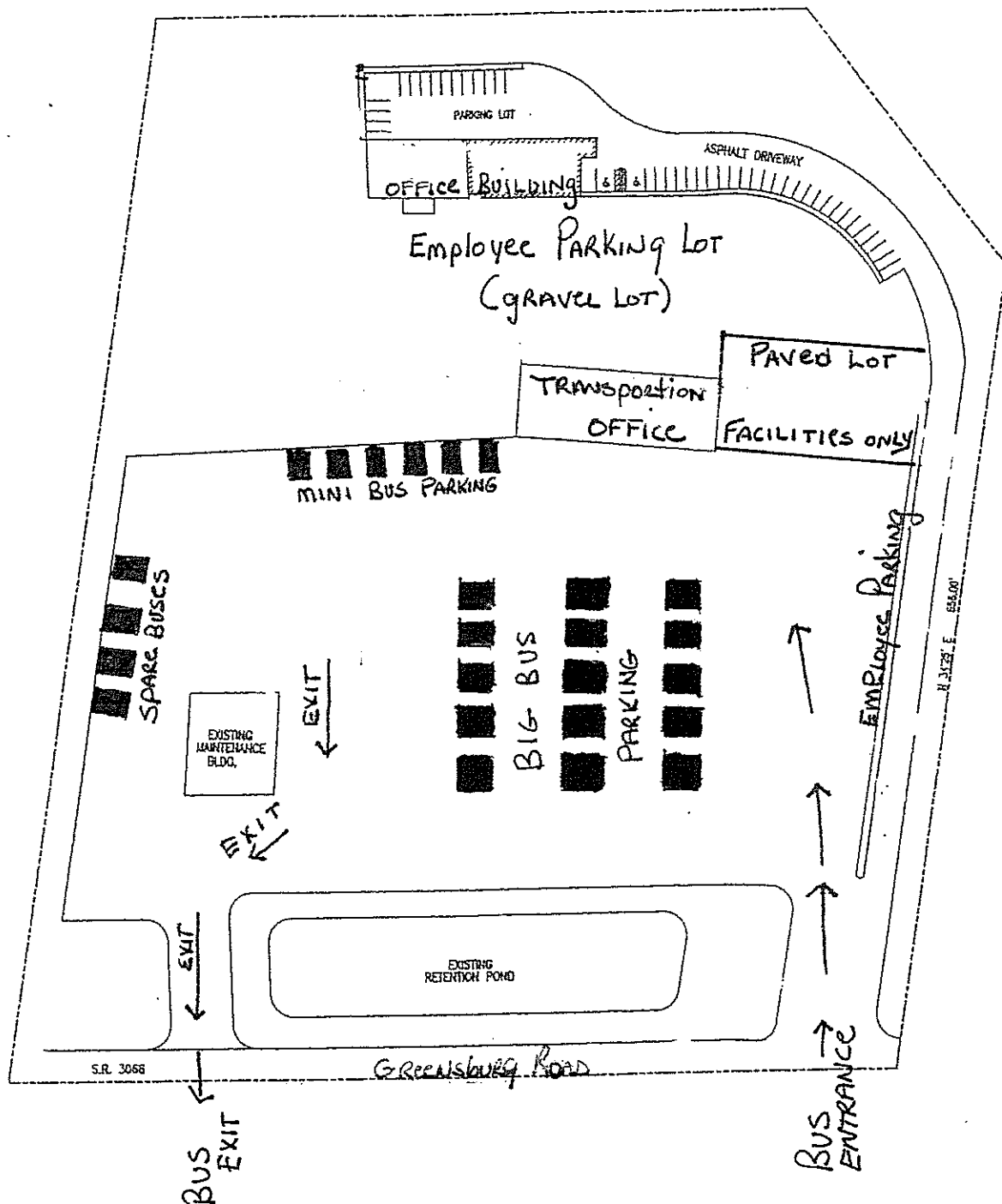


## **TRAFFIC FLOW GUIDELINES**

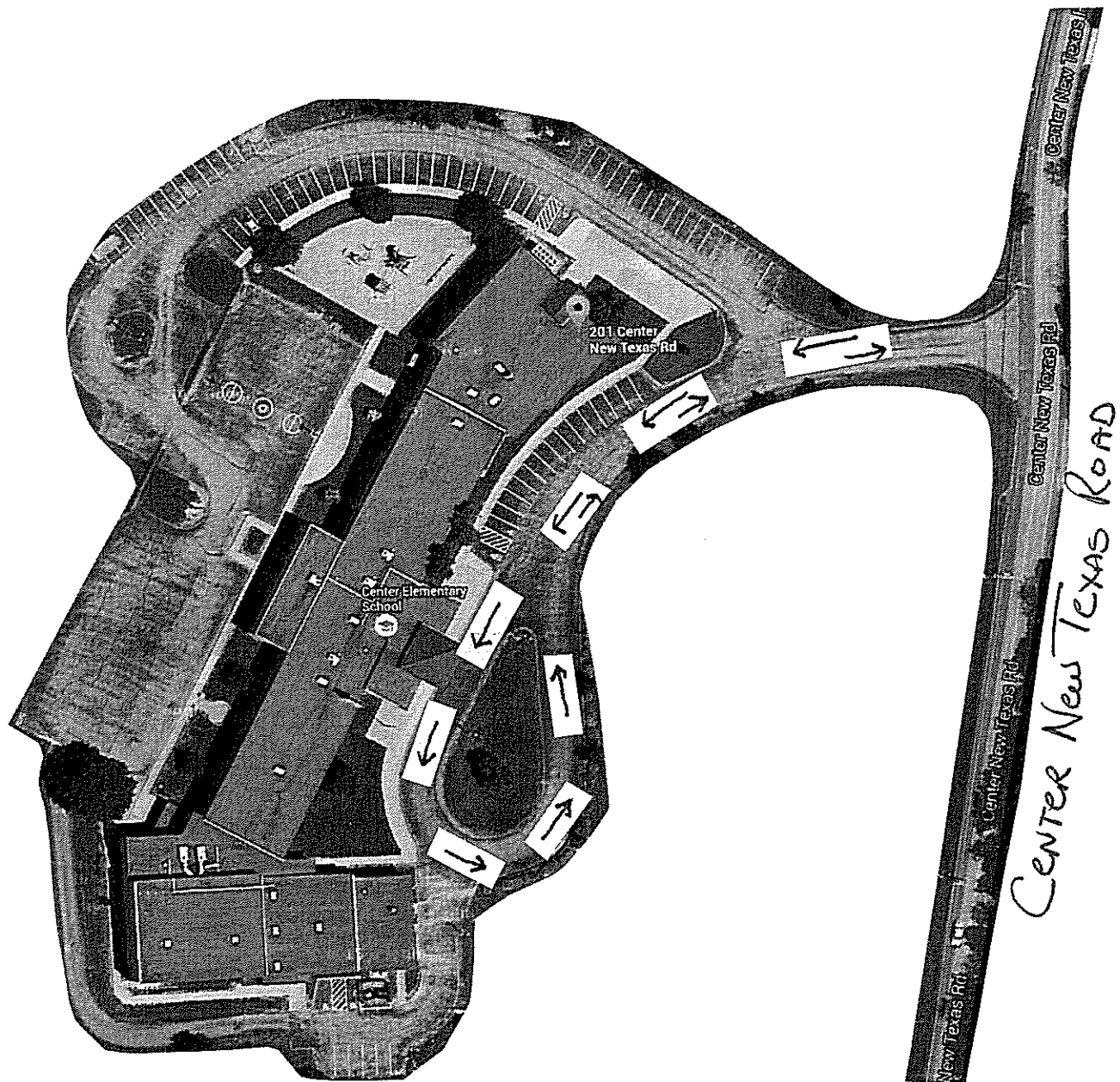
The following is a list of loading and unloading procedures for all Plum schools.

- Page 47 TRANSPORTATION DEPARTMENT – Parking and Traffic Flow
- Page 48 CENTER ELEMENTARY SCHOOL – Loading and Unloading
- Page 49 HOLIDAY PARK ELEMENTARY SCHOOL – Loading and Unloading
- Page 50 OBLOCK JUNIOR HIGH SCHOOL – Loading and Unloading
- Page 51 OBLOCK JUNIOR HIGH SCHOOL – PM Bus Dismissal
- Page 52 PIVIK ELEMENTARY SCHOOL – Loading and Unloading
- Page 53 PLUM SENIOR HIGH SCHOOL – Loading and Unloading
- Page 54 PLUM SENIOR HIGH SCHOO – PM Bus Dismissal
- Page 55 REGENCY PARK ELEMENTARY SCHOOL @ FORMER HOLIDAY PARK  
ELEMENTARY – Loading and Unloading

# Parking and Traffic Flow at the Transportation Facility

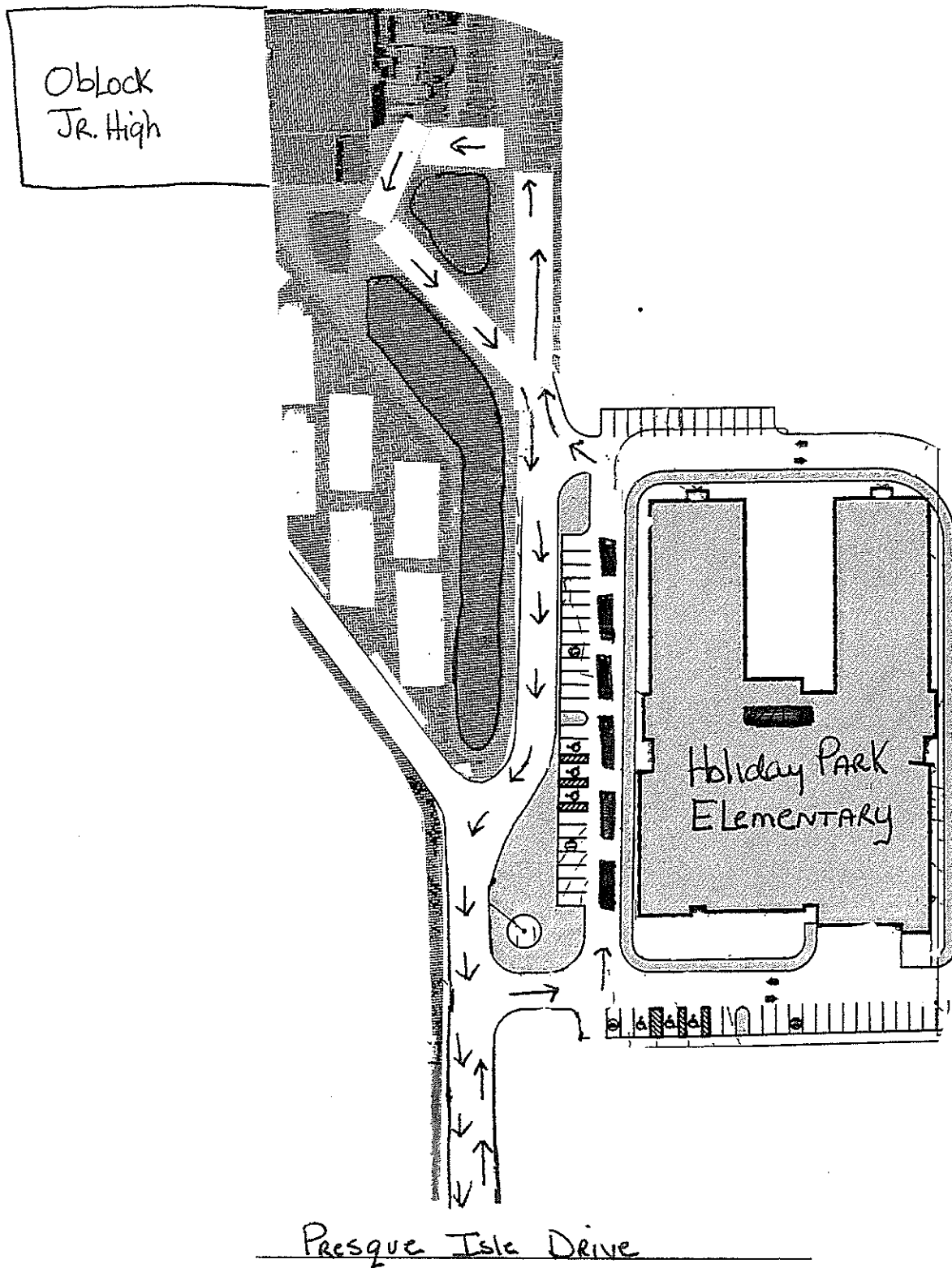


# Center Elementary Loading and Unloading Procedures



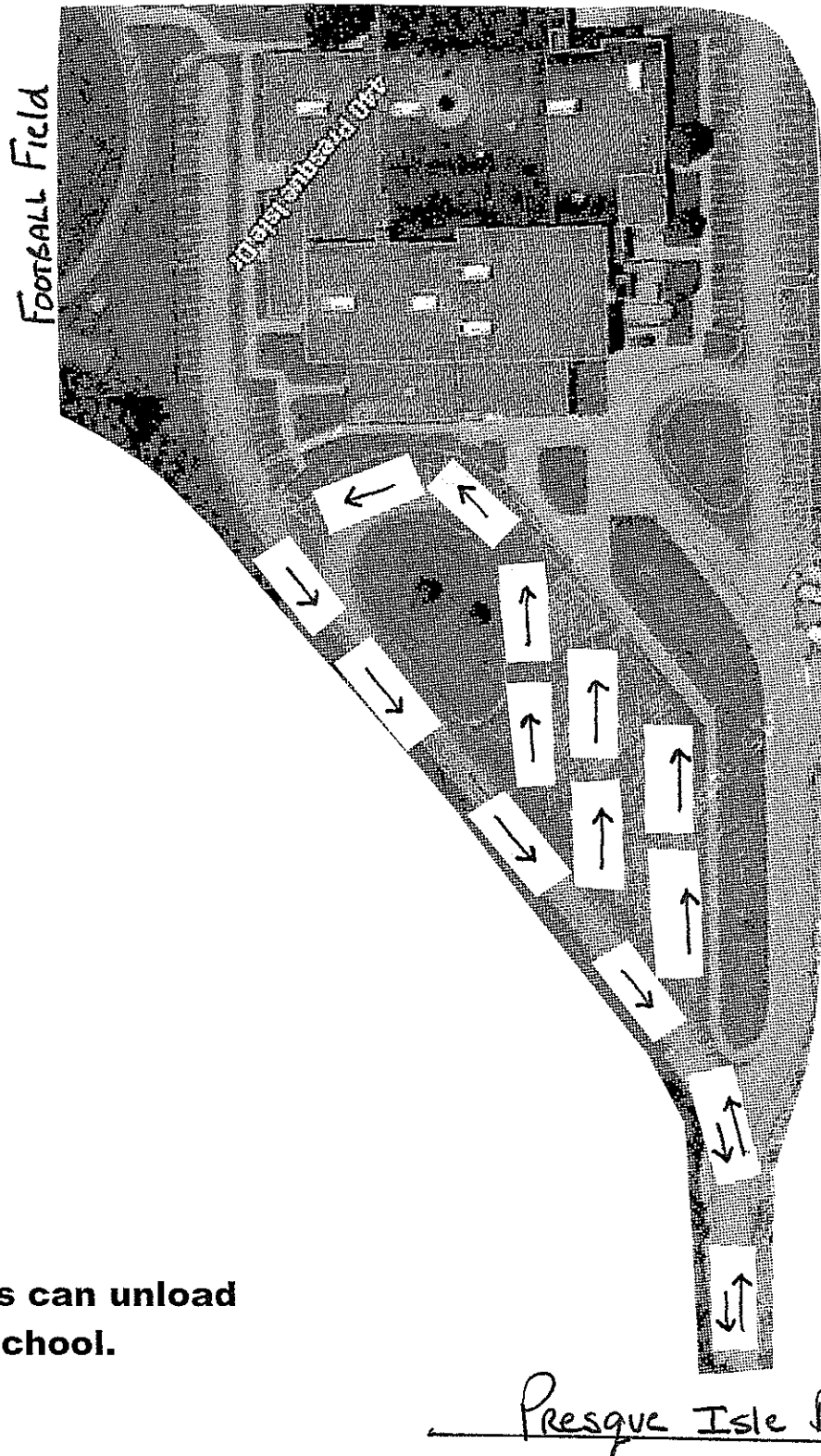
**Three buses can load and unload  
in front of school.**

# Holiday Park Elementary Loading and Unloading Procedures



# Oblock Jr. High

## Loading and Unloading Procedures



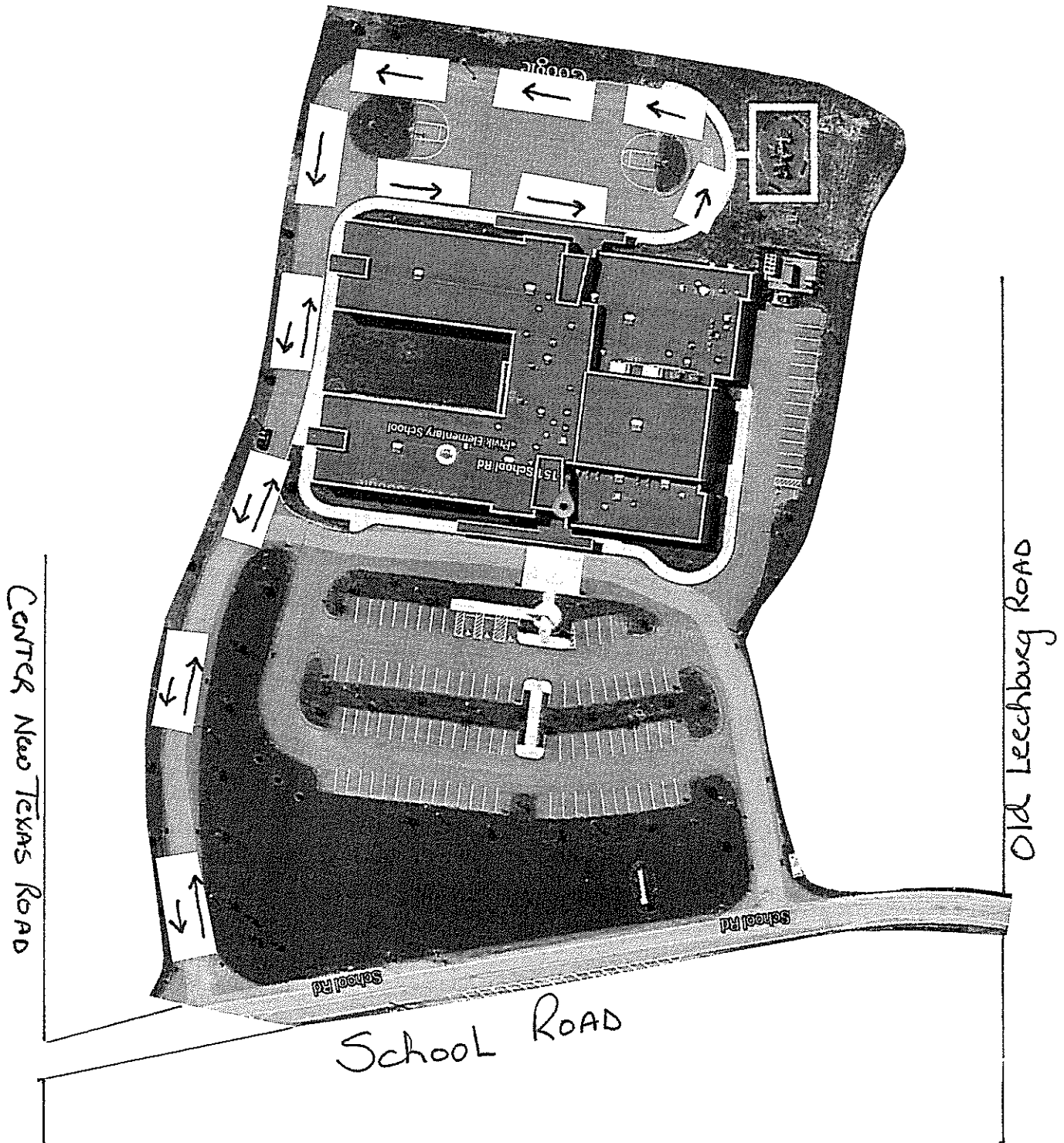
## Oblock Jr. High Bus Parking Diagram

School Building

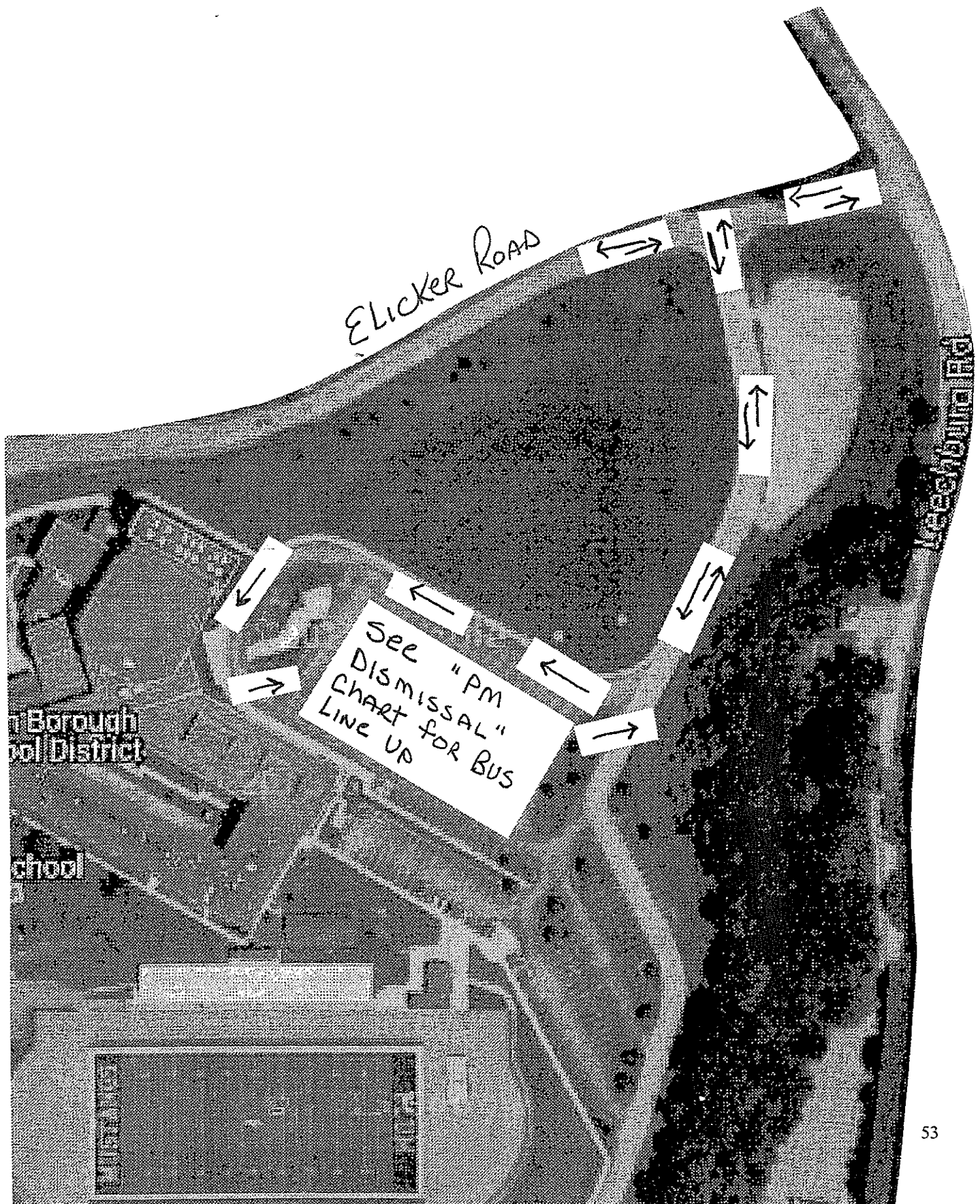
265	111	103	100	143
131	112	199	104	144
138	115	198	137	125
140	102	116	136	145

Parking Lot Exit

# Pivik Elementary Loading and Unloading Procedures



# Plum Senior High School Loading and Unloading Procedures



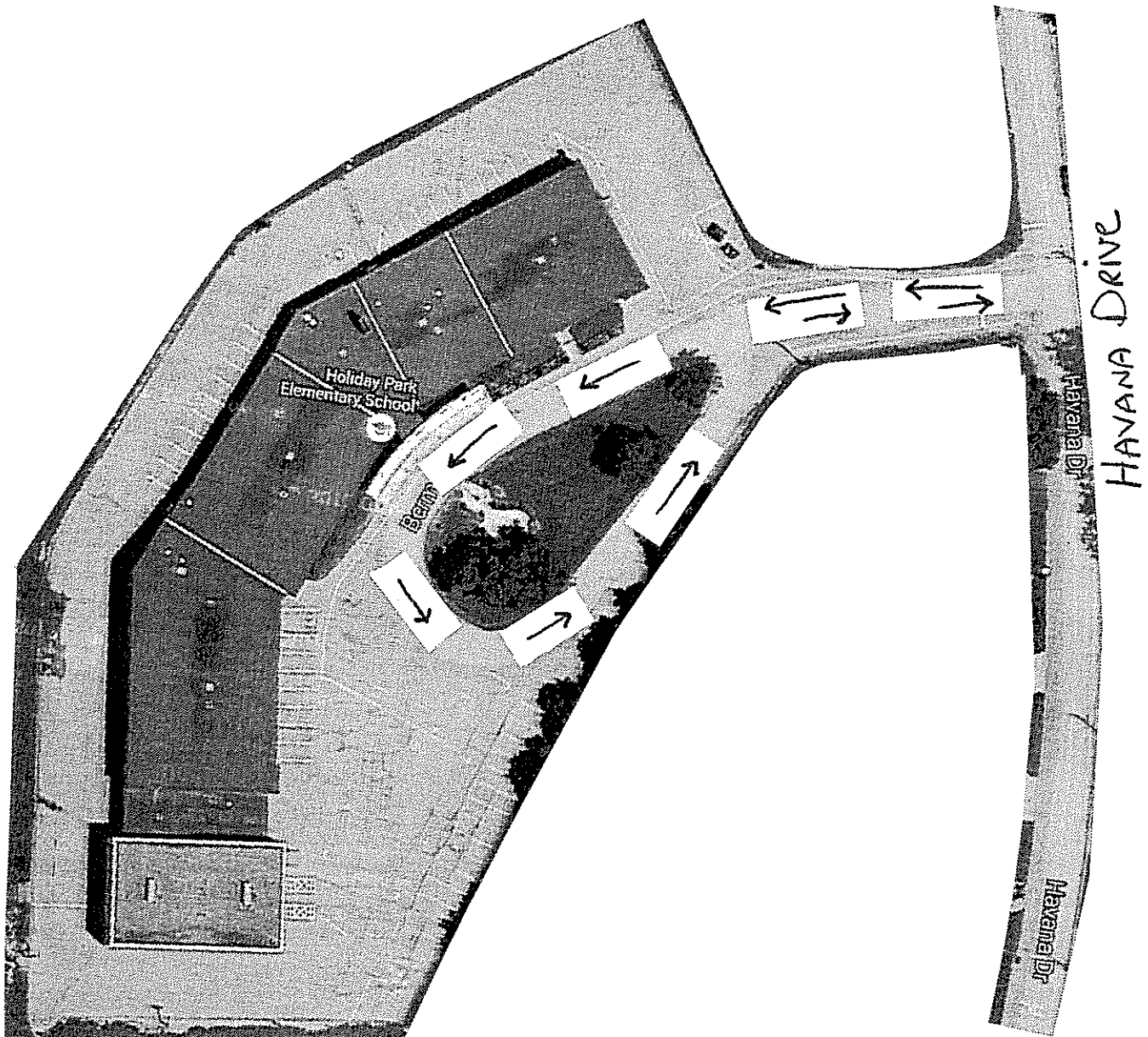


High School Bus Parking Diagram									
Parking Lot Exit									
		144	115	107	112	199			
100		114	101	108	117	141			
138		125	102	109	124	139			
116		198	103	110	136	197			
128		113	105	111	137	104			
High School Building									
S	I	D	E	W	A	L	K		

# **Regency Park**

## **@ Former Holiday Park Elementary**

### **Loading and Unloading Procedures**



- Two buses will unload at one time:**
- One bus unloads at the first door from the entrance of the building.
  - The other bus unloads at the entrance.

**The same procedure is followed at dismissal.**

## **TRANSPORTATION DEPARTMENT FORMS**

- Accident Reporting Guide (Instructions and Form)
- Act 30 Incident Report
- Bus Discipline Report
- Drivers Vehicle Inspection Report
- Mileage Reading – AM
- Mileage Reading – PM
- Payroll Sheet – 1<sup>st</sup> thru 15<sup>th</sup> of month
- Payroll Sheet – 16<sup>th</sup> thru 31<sup>st</sup> of month
- School Bus Seating Chart

# Plum Borough School District

## Accident Reporting Guide

This guide will make it easier for you to gather necessary information at the scene of an accident to properly complete required forms. Familiarize yourself with its contents.

Correct after-accident procedures will help you and our insurance company.

**DO NOT:** Admit liability, and do not discuss your accident with anybody except the Director of Transportation or Police.

**DO:** Write down names, addresses, and license numbers of persons involved, and names and addresses of witnesses.

**DO:** Notify the Transportation Office, Police, and Emergency Medical Services when there is any doubt about the seriousness of injuries.

**DO:** Report the accident to the Transportation Office as soon as possible.



# Plum Borough School District School Bus Accident Report Form

Date of Occurrence: \_\_\_\_\_ Time of Occurrence: \_\_\_\_\_

Location of Occurrence: \_\_\_\_\_

School Bus \_\_\_\_\_ Bus #: \_\_\_\_\_

Driver Name: \_\_\_\_\_ # Students on Bus: \_\_\_\_\_

## Vehicle Owner/Driver Identification

Owner's Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Driver's Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Vehicle Plate #: \_\_\_\_\_ State: \_\_\_\_\_

Insurance Policy #: \_\_\_\_\_ Insurance Company Name: \_\_\_\_\_

Number of Persons in Vehicle: \_\_\_\_\_ Damage to Vehicle or Property: ☐ Front ☐ Left Side ☐ Right Side ☐ Rear ☐ Lawn ☐ Sidewalk ☐ House ☐ Other

## Persons Injured

Name:	Address:	Phone:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

## Witnesses

Names of observers and any others who may have any knowledge of occurrence	Address:	Phone:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

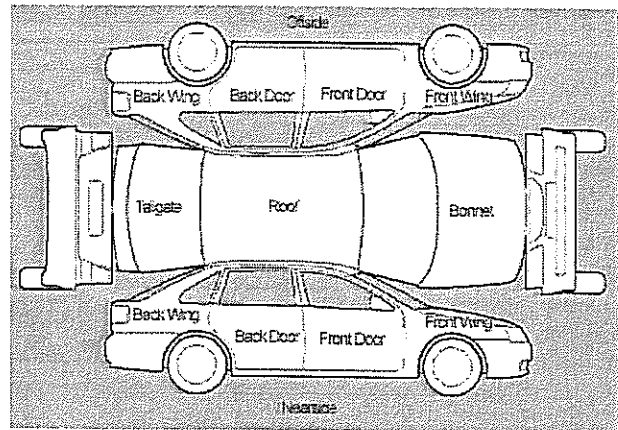
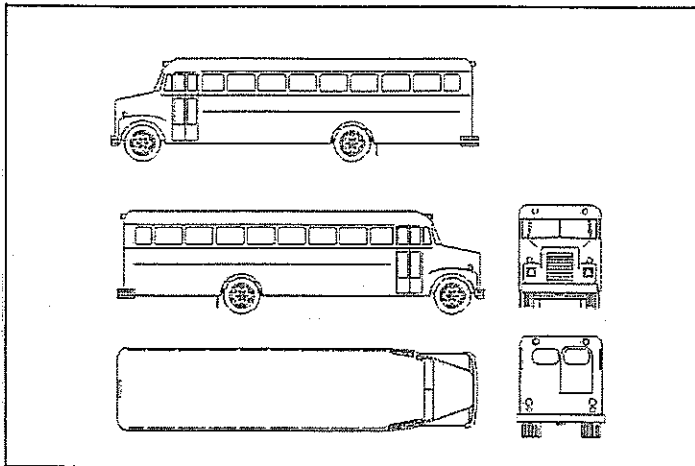
Describe the occurrence in detail:

Type of Crash:

- |   |  |
|---|--|
| <input type="checkbox"/> Head on          | <input type="checkbox"/> Rollaway              |
| <input type="checkbox"/> Side Swipe       | <input type="checkbox"/> Stopped               |
| <input type="checkbox"/> Our R Turn       | <input type="checkbox"/> Pedestrian            |
| <input type="checkbox"/> Our L Turn       | <input type="checkbox"/> Lost Control          |
| <input type="checkbox"/> Rear End (our)   | <input type="checkbox"/> Non-Collision         |
| <input type="checkbox"/> Rear End (other) | <input type="checkbox"/> Railroad Crossing     |
| <input type="checkbox"/> Backing          | <input type="checkbox"/> Fire-Engine           |
| <input type="checkbox"/> Our U Turn       | <input type="checkbox"/> Fire-Brakes           |
| <input type="checkbox"/> Accelerating     | <input type="checkbox"/> Fire-Other            |
| <input type="checkbox"/> Hit Fixed Object | <input type="checkbox"/> Other - Specify _____ |
| <input type="checkbox"/> Slowing          |  |
| <input type="checkbox"/> Passing          |  |
| <input type="checkbox"/> Intersection     |  |
| <input type="checkbox"/> Lane Change      |  |

Mark Point of Contact on Bus

Mark Point of Contact on Vehicle



Ambulance Called? Yes \_\_\_\_\_ No \_\_\_\_\_

**Emergency Telephone Numbers:**

Scott Mergen - 412-798-6388 office, 412-370-8041 Cell  
 Transportation Office - 412-795-3600  
 Plum Police - 911



# Transportation Department

## Act 30 Incident Report

School Bus Driver Name:		Bus #:	
		# Students on Bus:	
Date of Incident:		Time of Incident:	
Location of Incident:			
Details of Incident:			

PASSENGER INCIDENT		PEDESTRIAN INCIDENT		TIME OF DAY
Was the person:	If a fall, give location:	Pedestrian in:		
Boarding <input type="checkbox"/>	Front Steps <input type="checkbox"/>	Crosswalk <input type="checkbox"/>		Dark <input type="checkbox"/>
Alighting <input type="checkbox"/>	Front Platform <input type="checkbox"/>	Loading Zone <input type="checkbox"/>		Daylight <input type="checkbox"/>
On Board <input type="checkbox"/>	Aisle <input type="checkbox"/>	Near Curb <input type="checkbox"/>		
At Front Door <input type="checkbox"/>	Rear Platform <input type="checkbox"/>	Jay Walking <input type="checkbox"/>		
At Rear Door <input type="checkbox"/>	Rear Steps <input type="checkbox"/>	Direction:		
Struck by Doors <input type="checkbox"/>				

MOTION OF DISTRICT BUS		
Speed: _____ MPH:	Any unusual motion of the bus? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain: _____

MOTION OF VEHICLES INVOLVED		
	Your Vehicle	Other Vehicle or Pedestrian
Estimated speed when danger first noticed?		
Estimated speed at time of incident?		
Distance from point of incident when danger first noticed?		
Distance traveled after incident?		
Were vehicle lights on?		
If at night, were street lights on?		
If at controlled intersection, what color were traffic lights?		
Damage to your vehicle?		
Was there a stop sign or yield sign?		

WEATHER:	WINDSHIELD:	PAVING:	STREET CONDITION:	TOPOGRAPHY:
<input type="checkbox"/> Clear	<input type="checkbox"/> Clear	<input type="checkbox"/> Stone	<input type="checkbox"/> Dry	<input type="checkbox"/> Level
<input type="checkbox"/> Cloudy	<input type="checkbox"/> Wet	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wet	<input type="checkbox"/> Upgrade
<input type="checkbox"/> Raining	<input type="checkbox"/> Steamed	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Icy	<input type="checkbox"/> Downgrade
<input type="checkbox"/> Snowing	<input type="checkbox"/> Frosted	<input type="checkbox"/> Brick	<input type="checkbox"/> Muddy	<input type="checkbox"/> Straight
<input type="checkbox"/> Foggy	<input type="checkbox"/> Snow Adhering	<input type="checkbox"/> Unpaved		<input type="checkbox"/> Curved
<input type="checkbox"/> Sleet				

Driver Signature \_\_\_\_\_

Date \_\_\_\_\_

Submit report to Director of Transportation once information has been documented.

z/Master Forms/Act 30 Incident Report

**BUS DISCIPLINE REPORT  
PLUM BOROUGH SCHOOL DISTRICT**

Student's Name \_\_\_\_\_ Date \_\_\_\_\_  
Student's Address \_\_\_\_\_ Grade \_\_\_\_\_  
School \_\_\_\_\_ Bus No. \_\_\_\_\_ AM \_\_\_\_\_ PM  
Bus Stop \_\_\_\_\_ Offense \_\_\_\_\_

**SCHOOL BUS TRANSPORTATION IS A PRIVILEGE**

- 1<sup>st</sup> Offense:** The Building Principal informs the student and their parents that there is a danger of the student losing transportation privileges.  
Yes \_\_\_\_\_ No \_\_\_\_\_
- 2<sup>nd</sup> Offense:** The student and their parents are made aware that transportation privileges are suspended for an amount of time as determined by the Building Principal. Future incidents can result in a progression in the disciplinary assessments.  
Yes \_\_\_\_\_ No \_\_\_\_\_
- 3<sup>rd</sup> Offense:** The student and their parents are notified that transportation privileges for the remainder of the school year are in jeopardy. Length of suspension will be determined by the Building Principal based on his/her investigation.  
Yes \_\_\_\_\_ No \_\_\_\_\_
- Serious Offense:** Any offense of a serious nature may result in suspension of transportation privileges immediately and indefinitely regardless of the number of times the student has been suspended. This is based on the Building Principal's investigation and assessment.  
Yes \_\_\_\_\_ No \_\_\_\_\_

Parent Called: \_\_\_\_\_  
Time and Date

Student's Behavior: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the misbehavior of this student to the extent that the safety of the students on the bus was endangered? Yes \_\_\_\_\_ No \_\_\_\_\_

Student's Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Student's Signature



**PLUM BOROUGH SCHOOL DISTRICT**  
**Drivers Vehicle Inspection Report**

Bus No. \_\_\_\_\_ Date \_\_\_\_\_

Check defective items and give details under "Remarks".

_____ Antifreeze	_____ Oil Pressure
_____ Battery	_____ Safety Equipment
_____ Body	_____ Seats
_____ Brake, Foot	_____ Steering
_____ Brake, Hand	_____ Springs
_____ Brake Adjustment	_____ Tires
_____ Engine	_____ Transmission
_____ Gauges	_____ Wheels
_____ Heater	_____ Windows
_____ Horn	_____ Wipers
_____ Lights	_____ Washers
_____ Mud Flaps	

Remarks: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Driver Making Report: \_\_\_\_\_

Mechanic Making Repair: \_\_\_\_\_

Date: \_\_\_\_\_ Mileage: \_\_\_\_\_

\_\_\_\_\_

# MILEAGE READING

RUN # \_\_\_\_\_ AM

GARAGE MILEAGE \_\_\_\_\_

## 1<sup>ST</sup> RUN

# OF STUDENTS \_\_\_\_\_

1<sup>ST</sup> STOP \_\_\_\_\_

MILEAGE \_\_\_\_\_

2<sup>ND</sup> STOP \_\_\_\_\_

MILEAGE \_\_\_\_\_

3<sup>RD</sup> STOP \_\_\_\_\_

MILEAGE \_\_\_\_\_

SCHOOL \_\_\_\_\_

MILEAGE \_\_\_\_\_

## 2<sup>ND</sup> RUN

# OF STUDENTS \_\_\_\_\_

1<sup>ST</sup> STOP \_\_\_\_\_

MILEAGE \_\_\_\_\_

2<sup>ND</sup> STOP \_\_\_\_\_

MILEAGE \_\_\_\_\_

3<sup>RD</sup> STOP \_\_\_\_\_

MILEAGE \_\_\_\_\_

SCHOOL \_\_\_\_\_

MILEAGE \_\_\_\_\_

## 3<sup>RD</sup> RUN

# OF STUDENTS \_\_\_\_\_

1<sup>ST</sup> STOP \_\_\_\_\_

MILEAGE \_\_\_\_\_

2<sup>ND</sup> STOP \_\_\_\_\_

MILEAGE \_\_\_\_\_

3<sup>RD</sup> STOP \_\_\_\_\_

MILEAGE \_\_\_\_\_

SCHOOL \_\_\_\_\_

MILEAGE \_\_\_\_\_

GARAGE MILEAGE \_\_\_\_\_

DRIVER'S NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

# MILEAGE READING

RUN # \_\_\_\_\_ **PM**

**GARAGE MILEAGE** \_\_\_\_\_

**1<sup>ST</sup> RUN**

# OF STUDENTS \_\_\_\_\_

SCHOOL \_\_\_\_\_

MILEAGE \_\_\_\_\_

1<sup>ST</sup> STOP \_\_\_\_\_

MILEAGE \_\_\_\_\_

2<sup>ND</sup> STOP \_\_\_\_\_

MILEAGE \_\_\_\_\_

3<sup>RD</sup> STOP \_\_\_\_\_

MILEAGE \_\_\_\_\_

LAST STOP \_\_\_\_\_

MILEAGE \_\_\_\_\_

**2<sup>ND</sup> RUN**

# OF STUDENTS \_\_\_\_\_

SCHOOL \_\_\_\_\_

MILEAGE \_\_\_\_\_

1<sup>ST</sup> STOP \_\_\_\_\_

MILEAGE \_\_\_\_\_

2<sup>ND</sup> STOP \_\_\_\_\_

MILEAGE \_\_\_\_\_

3<sup>RD</sup> STOP \_\_\_\_\_

MILEAGE \_\_\_\_\_

LAST STOP \_\_\_\_\_

MILEAGE \_\_\_\_\_

**3<sup>RD</sup> RUN**

# OF STUDENTS \_\_\_\_\_

SCHOOL \_\_\_\_\_

MILEAGE \_\_\_\_\_

1<sup>ST</sup> STOP \_\_\_\_\_

MILEAGE \_\_\_\_\_

2<sup>ND</sup> STOP \_\_\_\_\_

MILEAGE \_\_\_\_\_

3<sup>RD</sup> STOP \_\_\_\_\_

MILEAGE \_\_\_\_\_

LAST STOP \_\_\_\_\_

MILEAGE \_\_\_\_\_

**GARAGE MILEAGE** \_\_\_\_\_

DRIVER'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ BUS # \_\_\_\_\_

PAY PERIOD: \_\_\_\_\_

DAY	Regular Hours	Variance	Mid-Day	Early Dismissal	Early/Late Activity	Field Trip	Bus Wash	Miscellaneous/Shop
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
TOTAL								

MANAGEMENT TO COMPLETE			
Regular Hours			
OT Hours			
Field Trip Hours			
Shop Hours			

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ BUS # \_\_\_\_\_

PAY PERIOD: \_\_\_\_\_

DAY	Regular Hours	Variance	Mid-Day	Early Dismissal	Early/Late Activity	Field Trip	Bus Wash	Miscellaneous/Shop
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
TOTAL								

MANAGEMENT TO COMPLETE			
Regular Hours			
OT Hours			
Field Trip Hours			
Shop Hours			

SIGNATURE: \_\_\_\_\_

# SCHOOL BUS SEATING CHART

BUS \_\_\_\_\_

SCHOOL \_\_\_\_\_

1		2	
3		4	
5		6	
7		8	
9		10	
11		12	
13		14	
15		16	
17		18	
19		20	
21		22	
23		24	