

ACKNOWLEDGMENT

Appreciation is extended to the members of the Transportation Policy Committees for their valuable contribution to the development of written school board policies for the School District. Many hours of work by the members of these committees are represented by the policies that are contained in this manual.

Members of the 1997 Transportation Policy Committee were as follows:

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DATE OF EFFECT

This is to advise that the policy statements contained in this manual were officially adopted on date displayed on each respective statement. However, in order to promote consistency and fairness in their implementation, the policies displayed in this section will become effective throughout the School District on the date shown below. Further, the transportation policy statements contained in this manual hereby supersede all other transportation policies previously adopted by the Winston County Board of Education.

Signed _____

Betty C. Porter, Superintendent

Date ____ \ ____ \ ____

T - TRANSPORTATION

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STUDENT TRANSPORTATION ORGANIZATION AND ADMINISTRATION

Transporting students safely to and from school is of critical importance. The organization and administration assignments shown below will help to insure clear lines of responsibility and authority in School District transportation matters. The assignments are as follows:

1. The School District operates under the supervision and authority of the Board.
2. Student transportation is the responsibility of the Superintendent of Schools.
3. The Supervisor of Transportation is responsible for all phases of the program except the handling of student discipline problems. Student discipline is the responsibility of the Principal.
4. The Supervisor of Transportation administers the student transportation program with the help of his/her staff and bus drivers.

GENERAL TRANSPORTATION POLICIES

The following general policies related to transportation are applicable within the School District:

1. School buses may be used only as directed by the Board and by the Superintendent of Schools.
2. No school bus shall be driven by persons other than regularly employed drivers, approved substitutes, or personnel from the Supervisor of Transportation's staff.
3. Only students and school officials may ride the school buses on regularly scheduled routes. Teachers, parents, monitors, other school personnel, and non-school age students must have special permission.

FILE: TAC

PERSONNEL POLICIES

All employees of the Transportation Department (bus shop personnel and bus drivers) are subject to applicable personnel policies found in Section G of the School District's policy manual. As such, policy statements relative to leave provisions, pay periods, fringe benefits, retirement, etc. may be found in Section G and Transportation Department employees are directed to that section of the policy manual for applicable needed information.

SOURCE: Winston County Board of Education, Double Springs, AL
ADOPTED: JULY 7, 1998

BUS ROUTE REGULATIONS

Regulations governing bus routes shall include but not be limited to the following:

1. Transportation shall be furnished for all students who live in an area served by the School District and who live two (2) or more miles from their assigned school.
2. Special routing shall not be scheduled for students living less than two (2) miles from their assigned schools unless they have been identified as disabled in accordance with SDE rules and regulations. However, students living less than two (2) miles from school may be transported on school buses if the students meet respective buses along their regularly scheduled routes and the buses are not overcrowded.
3. School bus stops shall be located so drivers will have an unobstructed view for a minimum distance of 100 yards in both directions. Stops shall be located in such a manner as to serve all students as nearly alike as possible. Additional stops are permissible for disabled students.
4. School buses will not be routed to pick up students unless they live over two-tenths of a mile off the route and only then if there is an adequate turnaround space for buses on Federal, State, County, or City government maintained streets/roads. Turnarounds using private drives/roadways will not be permitted. County/City maintained turnarounds are acceptable. A newly established retrace or spur route must not be less than two-tenths mile one way.
5. Buses will not be routed over roads that are not maintained by the Federal, State, County, or City governments or are not open to the public.
6. Buses shall not be routed over roads that are hazardous. This includes roads covered by high water, severely eroded roads with washouts and roads having turns, curves, grades or any other feature that would be unsafe for the buses to travel.
7. All bridges on bus routes must be of sufficient tonnage rate to assure safety in crossing for loaded buses. When a question arises as to the safety of a bridge, the decision will be governed by the recommendations of the state engineer assigned to the County road system.
8. The driver must adhere strictly to designated and approved routes and make no changes without the approval of the Supervisor of Transportation.
9. Safety of the students will be considered in all situations.

SOURCE: Winston County Board of Education, Double Springs, AL
ADOPTED: JULY 7, 1998

SAFETY INSPECTION OF SCHOOL BUSES

The legislation for school bus safety inspection is as follows:

1. A safety inspection of each school bus or other vehicle used for transportation of students shall be made by State Department of Education authorized personnel identified as official school bus inspectors. An inspection of each bus shall be made at least once each year and more often when, in the judgement of the State Superintendent of Education, such inspections should be made. The State Department of Education shall advise and consult with the State Director of Public Safety relative to the type and manner of inspection to be made. The official school bus inspectors shall report immediately to the Board any safety deficiencies found in a vehicle as revealed by the inspection. Any vehicle found to be unsafe for operation shall not be used to transport students until appropriate repairs have been made. Any restrictions placed on a school bus by an official school bus inspector can be lifted only (1) when a follow-up inspection reveals that the deficiency has been removed, or (2) when the Superintendent of Schools certifies to the State Department of Education that the prescribed repairs or corrections have been made.
2. Records and reports relative to such inspections and corrections shall be made on forms prescribed by the State Department of Education. Such records and reports shall be maintained on file at the Central Office for a minimum of one year.
3. The Board, based on state law, requires safety inspections made of all vehicles at least once each month. All inspections shall be made under the direction of the Supervisor of Transportation and shall be made by state certified mechanics.
4. Forms prescribed by the State Department of Education shall be used for the recording of inspections required by the Board. Records of these inspections shall be kept on file at the Central Office for a minimum of three (3) years.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: JULY 7, 1998

LEGAL REF.: The Code of Alabama, 16-27-5; Act 281, Alabama Legislature, 1969.

FILE: TAF

SEAT BELTS FOR BUS DRIVERS

The following regulations are required for all bus drivers: Effective September 1, 1970, each publicly owned school bus used for the purpose of transporting students to and from school related activities shall be equipped with a seat belt for the driver. Therefore, the Board requires all bus drivers operating School District buses or buses leased by the School District to wear properly fastened seat belts when the bus is being used to transport students on a public street, highway, or elsewhere. Failure of any driver to comply with this requirement shall constitute a breach of contract.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: JULY 7, 1998

LEGAL REF.: The Code of Alabama, 16-27-6; Act 281, Alabama Legislature, 1969.

FILE: TAG

LIABILITY INSURANCE ON SCHOOL DISTRICT VEHICLES

The Board requires liability insurance on all vehicles owned or operated by the School District and for the protection of the Board from errors or acts of omission and approves the purchase of such insurance from Board funds.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: JULY 7, 1998

LEGAL REF.: The Code of Alabama, 16-27-7; Opinion of Attorney General (Nov. 12, 1971).

USE OF BUSES FOR ACADEMIC FIELD TRIPS

School District school buses may be used for educational related field trips anywhere within the boundaries of a 75-mile radius of Winston County. The buses must be returned to the departure point no later than 2:30 p.m. on school days. Teachers/field trip sponsors are responsible for the buses being returned at the proper time. Failure to do so, excluding mechanical failure, flat tires, etc., will result in those teachers/field trip sponsors who are involved being prohibited from scheduling other field trips in the future.

Teachers/coaches/field-trip sponsors are responsible for insuring that their students abide by the School System's School Bus Conduct policies (see student policy JGG). Further, teachers/coaches/field-trip sponsors are responsible for returning the field trip bus in a clean and usable condition. Failure to do so will result in cleanup charges being assessed against respective classes, clubs, teams, etc.

Field trips outside the county requiring the use of a county-owned school bus are limited to one per year per class. Local trips (within Winston County) are not counted as field trips toward the limit, but are subject to the mileage rate set by the Board.

Overnight field trips within the state requiring the use of a county-owned school bus must have approval of the Board. The local school principal is responsible for assigning the newest bus available to the local school for overnight field trips.

See policies JSA and IFCB for additional information on field trips and excursions.

JOB DESCRIPTION - TRANSPORTATION

SUPERVISOR OF TRANSPORTATION

The duties of the Supervisor of Transportation include but are not limited to the following:

1. Planning, budgeting, and forecasting for the school transportation operation.
2. Working with the administration in the school site selection and plant planning as it relates to student transportation.
3. Updating and modifying as needed the maps on each bus route and keeping the driver informed of any changes.
4. Recruiting, selecting, instructing, and supervising drivers and other transportation department personnel.
5. Developing and implementing a plan for maintenance of equipment.
6. Purchasing all supplies, equipment, etc., as needed for the proper maintenance of the school bus fleet.
7. Working with drivers and establishing school bus stops, routes, turnaround points, and the supervision of buses while on routes.
8. Maintaining accurate records and reports on transportation.
9. Organizing and conducting safety education programs with drivers, students, and parents.
10. Investigating accidents, road failures, and other problems associated with student transportation.
11. Assisting in the development and implementation of policies, rules and regulations by which the transportation system shall be operated in accordance with existing laws.
12. Reporting to the Superintendent of Schools from time to time on the condition of the school transportation system and on needs that develop.
13. Promoting the future progress of the transportation system by keeping abreast of the current trends and developments in the field.

14. Helping drivers in handling difficult discipline problems and when necessary meet with the driver and principal to investigate acts of vandalism and/or other forms of misconduct in or around the bus.
15. Direct Drug Testing Program as Drug Program Coordinator.
16. Advise Superintendent of Schools of road conditions for decisions of school closings.

JOB DESCRIPTION - TRANSPORTATION

SCHOOL BUS DRIVER

No other person in the entire transportation system is as heavily burdened with the responsibilities of safety as is the school bus driver. All of the other people in the system must bear their part of this responsibility for safety, but it is the school bus driver who actually holds the life of each student in his hands. His decisions and his alone are the determining factors as to whether or not passengers will arrive at their destination safely.

SELECTION STANDARDS

1. All applicants must be in good physical condition and furnish, if requested, an examination report from their physician.
2. Applicants must be 21 years of age and have valid CDL operator's credentials with a passenger endorsement and a State Department of Education Bus Driver's Certificate.
3. An applicant will not be accepted for further training if his record with the Department of Public Safety indicates he or she is not a responsible and law abiding driver.

DRIVER'S OPERATIONAL RESPONSIBILITIES

The bus driver has many duties to perform in order to assure that the bus is maintained and that records and reports are accurate. The following should be observed:

1. Keep the interior of the bus clean.
2. Never allow stickers or decals to be placed on any of the bus windshields or side windows other than system requirements.
3. Keep the rear glass clean and the rear view mirrors properly adjusted.
4. Report to the Supervisor of Transportation any cases of vandalism related to the bus.
5. Keep accurate attendance records and all other reports required by the transportation office.

6. Inform the Supervisor of Transportation as early as possible when arrangements must be made for a substitute driver. It is the regular driver's responsibility to maintain communications with the Transportation Office regarding the length of absence and when the driver can be expected to be back on his/her route.
7. Learn the route and also what is expected of him/her in regard to student control, maintaining a consistent schedule, and daily record keeping.
8. Perform all routine maintenance checks as may be required prior to, during, and after the operation of the bus.
9. Gain a working knowledge of the policies and regulations contained in this manual.

JOB DESCRIPTION - TRANSPORTATION

HEAD MECHANIC

The school transportation system could not operate if it were not for programmed maintenance of each vehicle in the fleet. In order to insure as much as possible, the safety of every student riding the buses, there must be a thoroughly maintained bus for each trained and qualified driver. The responsibility for maintaining the buses of the fleet in top mechanical condition rests on the shoulders of the head mechanic.

This responsibility cannot be taken lightly. It must be remembered that these vehicles carry the world's most precious cargo. The head mechanic must be willing to correct any mechanical deficiency that is within his means to correct.

School buses are constantly being changed and improved. The head mechanic must stay abreast of these changes and review and adapt his program of maintenance to meet the requirements of each vehicle.

The duties of the head mechanic, among others are:

1. Assisting the Supervisor of Transportation in any matter related to the maintenance of the fleet.
2. Organizing and supervising the maintenance program.
3. Receiving reports of mechanical difficulties from the drivers.
4. Planning work schedules and assigning work to the mechanics.
5. Maintaining inventories of repair parts and maintenance supplies.
6. Maintaining maintenance records for each vehicle.
7. Scheduling monthly inspections for each vehicle and assisting the State Department of Education personnel in conducting annual inspections of each bus as required by law.
8. Being familiar with the current specifications for school buses.

SOURCE: Winston County Board of Education, Double Springs, AL
ADOPTED: JULY 7, 1998

JOB DESCRIPTION - TRANSPORTATION

SCHOOL BUS MECHANIC

The school bus mechanic's duties include, but are not limited to the following:

1. Receiving and carrying out work orders issued by the head mechanic.
2. Performing the assigned maintenance orders and procedures as thoroughly as possible and advising the head mechanic of other mechanical conditions that should be attended to.
3. Making records of the parts and supplies used and the services performed.
4. Double-checking all work before releasing the vehicle back to the driver.
5. Being familiar with the changes that occur in newly purchased equipment and understanding the maintenance procedures recommended by the manufacturer.

JOB DESCRIPTION - TRANSPORTATION

BUS AIDE

NATURE OF POSITION

1. The aide shall report to the Transportation Supervisor and Principal or Special Education Coordinator and work cooperatively with the Bus Driver.
2. Performance of this job will be evaluated annually by the Transportation Supervisor.

SELECTION STANDARDS

1. All applicants must be in good physical condition and furnish, if requested, an examination report from their physician.
2. Applicants must be 21 years of age and have valid CDL operator's credentials with a passenger endorsement and a State Department of Education Bus Driver's Certificate.
3. An applicant will not be accepted for further training if his record with the Department of Public Safety indicates he or she is not a responsible and law abiding driver.

BUS AIDE'S DUTIES AND RESPONSIBILITIES

The bus aid duties and responsibilities include the following:

1. Assists the Bus Driver in maintaining good student conduct on the bus.
2. Have a general knowledge of the transportation policies of the system.
3. Checks bus passes to prevent unauthorized travel.
4. Assists young or disabled students in getting on and off the bus and tends to the needs of the disabled in route to and from school.
5. Helps the driver in assuring that students get on and off the bus in an orderly fashion.
6. Assists the Bus Driver with written reports of violations of student behavior, and if necessary, assists Driver in getting the disruptive student to the office.
7. Collects and turns over to the school office those personal items left on the bus by students.

8. Assists all students off the bus in case of breakdown or accident and takes them to a safe place.
9. Remains with the students in emergency situations to free the Driver to get help or direct traffic.
10. Attends workshops and other appropriate in-service meetings.
11. Be familiar with and follow Board of Education policies, including, but not limited to, the Transportation section.
12. Maintains proper and professional relationship with students and other employees.
13. Drives bus in emergency or other situation when needed. (Will be asked to drive regular bus route if needed.)
14. Complies with policy stating that use of tobacco on or near the bus is prohibited.
15. Follows recommendations of Special Education personnel (given through Principal) if there are special directions for the care and treatment of exceptional students on the bus.
16. Performs such other duties as may be assigned.

FILE: TAJ
JGGB

TV SURVEILLANCE CAMERAS ON SCHOOL BUSES

To provide and maintain a safe and secure environment for students and employees, the Board will use surveillance equipment on School District owned buses on a permanent or random basis. Said cameras shall be used to monitor student conduct while riding the buses. Any information obtained through the use of surveillance equipment shall be used only for school disciplinary or law enforcement purposes. Recorded tapes shall be stored in secure places with access by authorized persons only. Students, parents/guardians, and employees by presentation of this policy are hereby notified of the use of such surveillance cameras by the School District.

SOURCE: Winston County Board of Education, Double Springs, AL
ADOPTED: JULY 7, 1998

QUALIFICATIONS FOR BUS DRIVERS

To be eligible to be employed as a school bus driver or substitute bus driver or to drive other vehicle used to transport students to and from school or school-related activities a person must:

1. Be at least 21 years of age and have valid CDL operator credentials with a passenger endorsement.

In order to comply the following requirements must be met:

Pass a written examination designed by the State Director of Public Safety. Tests to be taken are: 1) General Knowledge, 2) Passenger, and 3) Air Brakes (if applicable), and, 4) School Bus.

2. Have a valid State Department of Education School Bus Driver's Certificate.

In order to comply the following requirements must be met:

- A. Complete 12 clock hours of approved instruction in safe school bus driving given by State Department of Education authorized personnel.
- B. Pass a written examination given by the State Department of Education on information given during 12-hour school.
- C. The road test shall be given by personnel approved by the State Department of Education. If the applicant for a school bus driver's license satisfactorily passes the test, the testing officer shall report this fact to the State Superintendent of Education and shall send a copy of such report to the Board.

When the State Superintendent of Education receives evidence that the applicant has satisfactorily passed the written examination and driver performance test, he/she will issue a SDE School Bus Driver's Certificate to the applicant. This license shall be valid for one year from the date of issuance. The SDE Certificate may be renewed each successive year when the applicant attends and completes a school bus course consisting of four (4) clock hours. The training course shall be planned and conducted in such a manner as prescribed by the State Superintendent of Education.

No temporary SDE Certificates are issued by the State Superintendent of Education.

In addition, bus drivers have a tremendous influence on the lives of young people. Therefore, School District bus drivers should conduct themselves in an honorable and ethical manner by adhering to the following basic principles.

1. Continually exhibit the following characteristics:
 - a. Reliability and dependability
 - b. Initiative and leadership
 - c. Ability to get along with other people
 - d. Personal habits of cleanliness and good grooming
 - e. Honesty beyond question
 - f. Good morals
 - g. Freedom from the use of alcohol, drugs, and narcotics - (Drivers are not permitted to smoke while students are on the bus or School District property.)
 - h. Emotional stability (patient, calm under stress, even-tempered, considerate)
2. Abide by the policies set forth in this manual.

Substitute Bus Driver Qualifications

Substitute Bus Drivers must meet the same requirements specified for regular bus drivers as noted above.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: JULY 7, 1998, REVISED: Feb. 23, 2006

LEGAL REF.: The Code of Alabama, 16-27-4; Act 281, Alabama Legislature, 1969.

FILE: TBAB

QUALIFICATIONS FOR SUBSTITUTE BUS DRIVERS

In order to qualify for employment as a substitute school bus driver in the School District, the following criteria must be met:

1. Complete an employment application and place it on file in the Central Office, and
2. Meet all qualification criteria specified for regular school bus drivers (See Policy TBA, Bus Driver Qualifications).

SOURCE: Winston County Board of Education, Double Springs, AL
ADOPTED: JULY 7, 1998

TRAINING REQUIRED FOR CDL AND SDE SCHOOL BUS DRIVER'S CERTIFICATE

General

School bus drivers in Alabama are required by law to have a CDL and State Department of Education School Bus Driver's Certificate. New prospective school bus drivers are usually trained on the local level by experienced school bus drivers who have a thorough knowledge of the skills needed to be proficient and safe drivers, and who are thoroughly familiar with the transportation policies of the Board.

Training for CDL and SDE Certificate

Training for securing the CDL and SDE Certificate consists of a 12-hour training session that includes as a minimum the following general topics:

1. General Board regulations applying to school bus transportation.
2. School bus routes, schedules, and stops.
3. Loading, unloading, and use of special signal devices.
4. Emergency evacuations.
5. Student conduct and discipline.
6. Traffic ordinances, rules of the road, and general driving procedures.
7. Pre-emergency plans for hazardous weather conditions.
8. Behind the wheel training that includes the following topics:
 - a. Steering
 - b. Using the clutch
 - c. Shifting
 - d. Understanding automatic transmissions
 - e. Turning
 - f. Backing
 - g. Starting
 - h. Stopping
 - i. Parking
 - j. Passing
 - k. Following
 - l. Signaling
 - m. Daily pre-trip inspection procedures

Renewal of the SDE Certificate

The SDE School Bus Driver's Certificate must be renewed annually. Each year, instructors from the State Department of Education make on-site visits to teach course work that all school bus drivers must take to renew their SDE School Bus Driver's Certificates. The course consists of four (4) hours of instruction. Any costs associated with transportation to and from such course must be borne by the each respective school bus driver.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: JULY 7, 1998

DRUG AND ALCOHOL TESTING PROGRAM FOR BUS DRIVERS

The Board recognizes that our employees are our greatest assets. Our employees are the key to our goal of providing the best possible education program for our students. To achieve our goal, and to maximize the skills and talents of our employees, it is important that every employee of our School District understand the dangers of drug and alcohol abuse and be aware of the new state and federal requirements concerning substance abuse. This policy statement is offered to clarify our position on employee drug and alcohol use. This policy and procedure should not be construed as contractual in any nature.

POLICY OBJECTIVES:

1. To create and maintain a safe, drug-free working environment for all employees.
2. To encourage any employee with a dependence on or addiction to alcohol or other drugs to seek help in overcoming the problem.
3. To reduce problems of absenteeism-tardiness, carelessness and/or other unsatisfactory matters related to job performance.
4. To reduce the likelihood of incidents of accidental personal injury and/or damage to students, employees, visitors, or property.
5. To meet the requirements of 49 C.F.R. Part 40 and the Omnibus Transportation Employee Testing Act of 1991.
6. To reduce the likelihood that school property will be used for illicit drug activities.
7. To protect the reputation of the School District and its employees within the community.

Substance abuse is a serious threat to the School District, its employees and students. Though the percentage of substance abusing employees may be relatively small, practical experience and research indicate that appropriate precautions are necessary. It is the belief of the Board that the benefits derived from the policy objectives outweigh the potential inconvenience to employees. The Board earnestly solicits the understanding and cooperation of all employees in implementing this policy.

The Board requires that all employees report to work without any alcohol or illegal or mind altering substance in their systems. No employee shall report for work or remain on duty requiring the operation of a motor vehicle, other hazardous equipment or performing job duties in a hazardous environment when the employee is using any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to perform in a safe manner. No employee shall use alcohol while on duty. No employee shall perform any job-related duties within four hours after using alcohol. Further, outside conduct of a substance abuse-related nature which; affects an employee's work, the School District's relationship with the government or reflects badly on the School District is prohibited.

Employees must inform their supervisor when they are legitimately taking medication that may affect their ability to work, in order to avoid creating safety problems and violating the Drug and Alcohol Policy.

The School District also prohibits employees from using, possessing, manufacturing, distributing or making arrangements to distribute illegal drugs while at work or on company property.

ENFORCEMENT

In order to enforce these rules, the School District reserves the right to require all employees (defined as all employees subject to 49 C.F.R. Part 40 and the Omnibus Transportation Employee Testing Act of 1991 as well as other employees subject to testing under the authority of the Board) to submit to drug tests to determine the presence of prohibited substances at any time an employee is on duty or at any time an employee may normally be called to be on duty. The Board is required to and will develop, implement and enforce a drug and alcohol policy for their employees as a condition of compliance with the Omnibus Transportation Employee Testing Act of 1991.

Pursuant to Board policy and regulations, applicant testing may be required. All current employees may be required to undergo testing at scheduled physical examinations, and/or in circumstances where the Board has reasonable suspicion to believe an employee has violated its Alcohol and Drug Policy, and/or on a random basis without advance notice. Employees are required to report all accidents involving school property or personnel or accidents that occur during school hours or on school-related activities. Employees involved in such accidents may be required to submit to alcohol screening within two (2) hours and to drug screening within 32 hours of a reportable accident. Employees who return to work following rehabilitation will be required to undergo return to duty/follow up testing in addition to the general School District testing requirements.

The Board also reserves the right to search desks, cabinets, tool boxes, vehicles, including personal vehicles brought on the School District's property, bags or any other property at the school or in vehicles when the Board has reasonable cause to believe an employee has violated its Alcohol and Drug Policy.

Violation of these rules, including testing positive will subject the employee to discipline, including discharge. Refusal to cooperate with the Board in any test investigation will result in discipline, including discharge as appropriate under the applicable state and federal laws.

All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the employer through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in accordance with the Policy Consent/Release Form.

Any questions should be directed to the person assigned by the Superintendent and/or Board as its Drug Program Coordinator.

BUS DRIVER DRUG/ALCOHOL TEST CONSENT-RELEASE FORM

**WINSTON COUNTY BOARD OF EDUCATION
Double Springs, Alabama**

I have read the above statement of policy and agree to abide by the School Board's drug and alcohol testing rules. I agree to submit to drug or alcohol tests at any time as a condition for my initial or continued employment. I authorize any laboratory or medical provider to release test results to the Winston County Board of Education and its Medical Review Officer (MRO).

I expressly authorize the Board or its MRO to release any test-related information, including positive results, to the Unemployment Compensation Commission, or any other relevant government agency.

I understand that this agreement in no way limits my right to terminate my employment or be terminated in accordance with federal and state law.

Employee

Date

Witness

Date

7/7/98

BUS DRIVER DRUG/ALCOHOL TEST PROCEDURES

I. General Policy

Practical experience and research has proven that even small quantities of narcotics, abused prescription drugs or alcohol can impair judgment and reflexes. Even when not readily apparent, this impairment can have serious results, particularly for employees operating vehicles or potentially dangerous equipment. Drug-using employees are a threat to students, co-workers and themselves, and may make costly errors. For these reasons, the School District has adopted a policy that all employees must report to work completely free from the effects of alcohol and/or the presence of drugs, unless used as prescribed by a physician.

II. Drug Use/Distribution/Impairment/Possession

All employees are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, abused prescription drugs or any other mind altering or intoxicating substances present in their system while at work or on duty.

III. Alcohol Use/Possession/Impairment

All employees are prohibited from possessing, drinking or being impaired or intoxicated by alcohol while at work or on duty. While employees are prohibited from having any alcohol present in their system while on duty, a Breath Alcohol Concentration (BAC) of .04 will be accepted as presumptive evidence of intoxication. Additionally, mandated employees (employees subject to provisions of 49 C.F.R. Part 40 and the Omnibus Transportation Employee Testing Act of 1991) with a BAC of .02-.039 will be placed out-of-service for a period of no less than 24 hours. Evidential breath testing devices (EBT's) on the National Traffic Highway Safety Administration Conforming Products List will normally be used to determine BAC.

IV. Off-Duty Conduct

Off-the-job use of drugs, alcohol or any other prohibited substances which results in impaired work performance, including, but not limited to, absenteeism, tardiness, poor work product, or harm to the School District's image or relationship with the government is prohibited. Employees should realize that these regulations prohibit all illicit drug use -- on and off duty.

V. Prescription Drugs

The proper use of medication prescribed by a physician is not prohibited; however, the School District prohibits the misuse of prescribed (or over-the-counter) medications and requires all employees using drugs at the direction of a physician to notify the Board's Medical Review Officer (MRO), or their supervisor prior to beginning work where these drugs may affect their job performance, such as by causing drowsiness.

An employee or job applicant (with the exception of mandated employees) shall be allowed to provide notice to the School District of currently or recently used prescription or nonprescription drugs at

the time of the taking of the specimen to be tested and such information shall be placed in writing upon the employer's drug and alcohol testing custody and control form prior to initial testing.

VI. Substance Screening

A. Applicants

Substance screening may be required for all final applicants. Such testing may be required either alone or as part of a pre-employment physical examination. Applicants are required to sign a consent/release form before submitting to screening. Applicants will be disqualified for hire if they test positive, refuse to submit to a test, or refuse to execute the required consent/release form.

B. All Current Employees

1. Reasonable Suspicion

All employees may be required to submit to screening whenever a supervisor observes circumstances which provide reasonable suspicion to believe an employee has used a controlled substance or has otherwise violated the substance abuse rules. The supervisor's determination that reasonable suspicion exists to require the employee to undergo an alcohol and drug test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee.

The required observations for alcohol and/or controlled substance reasonable suspicion testing shall be made by a supervisor or designee who has been trained for at least 60 minutes on alcohol misuse and an additional 60 minutes on controlled substance misuse.

The supervisor or supervisors requesting drug and alcohol testing shall prepare and sign written documents explaining the circumstances and evidence upon which they relied within 24 hours of the testing, or before the results of the tests are released, whichever is earlier. While one supervisor may request a reasonable suspicion test, when feasible, supervisors are encouraged to obtain a second supervisor as a witness.

2. Random Testing

The Board may conduct random unannounced screening of all employees according to federal recommendations. Tests of employees for illicit drugs will be conducted in a number equal to or greater than 50 percent of the affected work force--without advance notice--in any given 12-month period. Tests of employees for alcohol will be conducted in a number equal to or greater than 10 percent of the affected work force--without advance notice--in any given 12-month period. There will be no maximum number of samples that any one individual will be required to provide during the testing schedule. Subsequent testing will be conducted at levels equal to or greater than the initial testing level. Employers Drug Program Management, Inc. will provide computerized random sample lists to the Drug Program Coordinator. The

list of employees in the random pool will be updated on a monthly basis. Employees will be required to report to the School Board designated collection site for testing as soon as possible but in no case later than 2 hours following notification. Annually, the tests will be spread reasonably over 12 months.

All employees may be tested during the initial implementation of the program.

3. Post Accident Testing

Employees are required to immediately notify the Drug Program Coordinator of any accident resulting in injury or damage to School District property. The Department of Transportation (DOT) requires post accident drug and alcohol testing following any accident which result in the: (1) loss of human life, or (2) receipt of a citation under State or local law for a moving traffic violation arising from the accident.

The School District will require an employee involved in any accident resulting in injury that requires more than simple first aid or results in damage to property, to undergo alcohol and drug screening within two (2) hours of the occurrence of the accident. The School District will discipline any employee who fails to report an accident or submit to substance screening where required by law or by this policy. The Drug Program Coordinator shall complete an Accident Report in compliance with School District policy and applicable laws and regulations.

4. Return to Duty/Follow up-Testing

All employees referred for rehabilitation through administrative channels, or suspended for violation of this policy, may be subject to unannounced testing following return to duty for a period of 12 to 60 months. Such employees shall be tested at the frequency stipulated in the abeyance contract or as scheduled by the MRO. The employee will be tested a minimum of six (6) follow up tests during the first 12 months. Testing will be on a daily, weekly, monthly or longer basis at the discretion of the MRO and will be in addition to the other types of tests provided in this policy.

Employees testing at a level 0.04 BAC for alcohol or positive for drugs must be assessed by a Substance Abuse Professional (SAP), satisfy the recommendations of the assessment, test negative for drugs and below 0.02 BAC for alcohol and be released as drug free by the MRO prior to returning to duty.

5. Recertification Physical Examinations

All mandated employees may be required to undergo urinalysis as part of a recertification physical examination.

C. Testing Procedures

1. General Guidelines

The Board and its lab shall rely, when practical, on the guidance of the federal Department of Transportation, Procedures for Transportation Workplace Drug Testing Programs, 49 C.F.R. Parts 40.1

through 40.39, and on the further guidance of the Omnibus Transportation Employee Testing Act provided in 49 C.F.R. Parts 382, 391, 392 and 395.

2. Substances Tested For
All Employees

Employees may regularly be tested for: amphetamines, cannabinoids, cocaine, opiates, phencyclidine and alcohol. Testing for alcohol will also be conducted subject to the final provisions of the Omnibus Transportation Employee Testing Act of 1991. Employees may be tested for other substances without advance notice as part of a separate test performed by the School District for safety purposes. Such tests will be coordinated with the Drug Program Coordinator.

3. Testing Procedure

The Board reserves the right to utilize blood, hair, breath, saliva or urinalysis testing procedures. Only urinalysis and breath tests will be utilized in the pre-employment and random testing. All initial positive urine specimens will be confirmed by gas chromatography/mass spectrometry (GC/MS).

D. Collection Sites

The School District will designate collection sites in areas where it maintains facilities or job sites where individuals may provide specimens.

E. Collection Procedures

The Board, Employers Drug Program Management, and the laboratory have developed and will maintain a documented procedure for collecting, shipping and accessing urine specimens. The School Board, EDPM and the laboratory will utilize a standard Urine Custody and Control Form for all employee drug testing. The School Board, EDPM and the laboratory will utilize a standard Breath Alcohol Testing Form for all employee alcohol testing. A tamper-proof sealing system, identifying numbers, labels, and sealed shipping containers will also be used for urine sample transportation. Alcohol results will use approved tamper evident tape.

Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain as proper a collection procedure as reasonable. A person who collects or takes a specimen for a drug test pursuant to this policy shall collect an amount sufficient for two (2) drug tests as defined by the Department of Transportation. Where the School District has an employee collect the specimen, the Board will provide instruction and training to that employee. All alcohol testing will be performed by a certified Breath Alcohol Technician (BAT).

All employees will also be required to execute the School District Applicant/Employee Consent Form.

F. Occasions when the Collection Personnel Should Directly Observe the Specimen Being Provided

The School District has adopted the direct observation procedures as set out in Section 40.25 of the Department of Transportation regulations. An Employer or Medical representative at the collection site may directly observe an employee provide the specimen where there is reason to believe that an individual may alter or substitute the specimen. Section 40.25 (e)(2) sets out the only four (4) circumstances where direct observation is appropriate:

- (1) The employee has presented a urine specimen that falls outside the normal temperature range, and the employee declines to provide a measurement of oral body temperature by sterile thermometer, as provided in paragraph (f)(23) of this part, or the oral temperature does not equal or exceed that of the specimen.
- (2) The last urine specimen provided by the employee (i.e., on a previous occasion) was determined by the laboratory to have a specific gravity of less than 1.003 and a creatinine concentration below .2 g/L.
- (3) The collection site person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (e.g., substitute urine in plain view, blue dye in specimen presented, etc.).
- (4) The employee has previously been determined to have used a controlled substance without medical authorization and the particular test is being conducted as a part of a rehabilitation program or on return to duty after any required rehabilitation.

A second specimen should be obtained under direct observation wherever there is reason to believe that the individual may have altered or substituted the specimen.

Where necessary, a School District representative or medical personnel may obtain a specimen outside of a designated collection site (such as, at a public restroom at an accident investigation).

G. Evaluations and Return of Results to the School District

The laboratory will transmit (by fax, mail, or computer, but not orally over the telephone) the results of all tests to the School District's MRO. The MRO will be responsible for reviewing the quantified test results of employees and confirming that the individuals testing positive have used drugs in violation of School District policy. Prior to making a final decision, the MRO shall give the individuals an opportunity to provide a medical explanation for the positive test result either face to face or over the telephone.

The MRO shall then promptly report to the Drug Program Coordinator which employees or applicants test positive.

H. Request for Retest

Where a split specimen has been collected, an employee may request a retest of the split specimen within 72 hours of notification of the final test result. Where only one sample is submitted for testing the

employee may request a retest of the original sample within 72 hours after notification of the final test result. Requests must be submitted to the Drug Program Coordinator.

The employee may be required to pay the associated costs of retest in advance.

I. Release of Test Results

All Information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the employer through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in accordance with the Policy Consent/Release Form.

Test results shall not be released by the School Board, beyond the MRO and School District's management without the individual's written authorization. However, all employees will be required to execute a consent/release form permitting the Board to release test results and related information to the Unemployment Compensation Commission, or other relevant government agencies.

The MRO shall retain the individual test results for five (5) years.

VII. Discipline

The Board will discipline, including discharge, employees for any violation of the policy, including refusing to submit to screening, to execute a release, or otherwise cooperate with an investigation or search by the School District. Disciplinary measures will be instituted in accordance with state and federal laws.

All employees who test positive in a confirmative substance test will be subject to discipline up to and including discharge. Rehabilitation, at a pre-approved treatment provider may be available to individuals who violate the policy. However, unless other provisions are available to the affected individual, assistance will be limited to the degree of treatment provided within the School District's Employee Benefits Plan. The Drug Program Coordinator should be contacted for guidance.

No employee may be returned to regular duties after any rehabilitation or testing positive unless released for duty by the School District's MRO. Any employee returned to duty after violating the policy or testing positive will be subject to aftercare and random testing as set out in a written Probation Agreement.

VIII. Employee Assistance Program (EAP)

The Board's EAP shall include education and training for supervisors who are authorized to determine reasonable suspicion testing. These supervisors must receive a minimum of 60 minutes on alcohol abuse and an additional 60 minutes of training on controlled substance use and abuse.

The training shall cover the physical, behavioral, speech and performance indicators of probable use and misuse of alcohol and controlled substances. Documentation of training attendance must be maintained.

The Drug Program Coordinator should be contacted for further guidance.

IX. Investigations and Searches

Where a supervisor has reasonable cause to suspect that an employee has violated the substance abuse policy, he or she may inspect vehicles which an employee brings on the School Board's property, lockers, work areas, desks, purses, briefcases, tool boxes or other belongings, and at locations where school related activities are being conducted without prior notice in order to ensure a work environment free of prohibited substances. An employee may be asked to be present and remove a personal lock. Where the employee is not present or refuses to remove a personal lock, the Drug Program Coordinator will do so for him/her. The Board may release any illegal, or controlled drugs, or paraphernalia to appropriate law enforcement authorities.

All searches should be coordinated with the Drug Program Coordinator

NOTE

These procedures should not be construed as contractual in any nature. They represent the Board's current guidelines in dealing with a developing problem under evolving laws and facts, and may be changed in accordance with School District policy and state and federal law.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: Nov. 15, 1994; REVISED: Jan. 5, 1995

LEGAL REF.: 49 C.F.R. Part 40 and the Omnibus Transportation Employee Testing Act of 1991.

BUS DRIVER CONSENT FORM

WINSTON COUNTY BOARD OF EDUCATION
Double Springs, Alabama

I, _____, do hereby give my consent to the Winston County School Board of Education to collect a urine and/or breath sample from me on this date, and I further give my consent to the School District to forward the sample(s) to the testing laboratory for its performance of appropriate tests thereon to identify the presence of drugs and/or alcohol. I further give the laboratory my permission to release the results of such tests to the School District's Medical Review Officer. I understand that the refusal to submit to testing or a positive test result will affect my initial or continued employment and result in disciplinary action as described in the School District's Drug and Alcohol Policy. I also understand that it is not the purpose of this test to identify any disability I may have.

Date

Employee Signature

Date

Witness

BUS DRIVER RESPONSIBILITIES FOR SCHOOL BUS OPERATION DRIVING PROCEDURE

- In order to operate a bus with safety, the following procedures should be met:
1. Driving the bus and operating its special signals and controls requires your full attention at all times. If you are temporarily upset by personal problems that would prevent you from giving your full attention to your responsibilities as a school bus driver, then leave the driving to another authorized driver.
 2. In changing from one bus to another, familiarize yourself with any differences there may be in the various switches, signals, and controls. Get the feel of the width, length, and weight and handling characteristics of the vehicle so that you will quickly adjust to the differences and be able to handle the bus with skill in all situations.
 3. Before starting on your morning run, make the daily pre-trip inspection of you bus and complete the Driver's Daily Pre-Trip Inspection Sheet. Such inspection requires that you check the following: a) engine oil and water; b) fan belts and water hose; c) windshield & windows; d) tires and lugs; e) exhaust system; f) breaks and break leaks; g) park and emergency brake; i) emergency door and buzzer; j) lights; k) warning flashers; l) stop arm; m) steering wheel and horn; n) mirrors; o) emergency equipment; p) seats and interior; q) driver's seat and belt; r) service door; s) windshield washers; t) defroster; and u) gauges. Further, as you walk around your bus, check the overall outward appearance of the bus. As tires are checked be sure to look for anything that may have become wedged between the rear dual wheels. Check to see that the tailpipe is secure and not rubbing against the brake lines. If you add water during the winter months, notify the head mechanic so that the anti-freeze and the cooling system may be checked.
 4. After examining the condition of the bus on the outside, carefully check the gauges on the instrument panel whenever the engine has been started. On cold mornings give the engine a chance to warm up before increasing the speed. With air brakes, you must wait until the air pressure has built up to operating pressure and the warning buzzer has gone off. Before leaving, make sure all areas of the windshield, the driver's side window, the door glasses and the rear glasses are free of fog and anything else that might keep you from seeing clearly and completely. If the bus passes your inspection, fasten your seat belt and proceed. If it does not, call in for a replacement bus.
 5. Stop and investigate if the engine or any other component of the drive train develops any vibration or unusual noise. The same caution should be observed if there is a noticeable change in the operating characteristics of the braking and steering.
 6. Follow the legal speed limits.

7. There is no acceptable excuse for a collision caused from backing a school bus. In most cases the bus can be stopped in such a position that backing will be unnecessary. Whenever it is necessary, have a reliable person help you and use extreme caution.
8. On interstate highways or 4-lane highways, the speed limit is the posted speed limit, **not to exceed 65 mph.**
9. On all other roads, speeds will be the posted speed limit. In all cases, speed must be controlled by road conditions and common sense. If a bus driver exceeds the posted limits or if the bus is being driven too fast for existing road conditions, it will be considered reckless driving and grounds for dismissal.
10. Buses must run a safe distance apart while on the open road. Buses should not run side by side for extended distances on either 4-lane or other multi-lane roads.
11. Do not pass other vehicles at intersections, on curves, or approaching the crown of a hill. In almost no case should buses need to pass each other.
12. The bus must be brought to a full stop before entering or crossing the highway or any other road and proceed only after safety is assured.
13. Avoid undue wear on brakes by gradually slowing down before an anticipated stop.
14. The service door must be closed while the bus is in motion. It is the driver's responsibility to see that students do not stand in the entrance of the bus or have any portion of their head, arms or shoulders extending out of open windows while the bus is moving.
15. The stop sign is to be used only when students are being picked up or discharged. Under no circumstances will a driver use the stop sign to expedite a turn to the left by attempting to stop oncoming traffic. Remember that oncoming traffic always has the right-of-way when you are making a left turn.
16. Remain on the highway to load or unload students. To pull off, invites traffic to pass and thus violates the law that states that all traffic must stop in both lanes when buses are loading and unloading.
17. Do not stop on the interstate highway system unless there is a serious mechanical problem with the vehicle or an emergency situation involving students on board. If you must stop before you can exit the freeway, pull over on the shoulder as far as possible and turn on the hazard warning lights and raise the hood.

FILE: TBD
(Continued)

18. When approaching a point at which a turn is to be made, either to the right or to the left, warn traffic approaching you from the front or rear by turning on the left or right turn signals. These signals should be given at least 100 yards in advance of the expected turn. This same rule applies when you plan to change lanes. Make sure that you have adequate clearance before making a turn or lane change.
19. Pass overtaken vehicles on the left, but only after sounding the horn and only when the road ahead is clear enough to permit getting back onto the right lane with safety.
20. Walk aisle of bus after each route checking bus and making sure no students are left on bus.
21. The air should be pumped down to 30 pounds when bus is parked around each school.

SOURCE: Winston County Board of Education, Double Springs, AL
ADOPTED: JULY 7, 1998

INSTRUCTIONS FOR CONDUCTING EMERGENCY EXIT DRILLS

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

Reasons for actual emergency evacuations:

1. Fire or danger of fire. Being near an existing fire and unable to move the bus, or being near the presence of gasoline or other combustible material is considered danger of fire and students should be evacuated. The bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Students should be moved to a safe place 100 feet or more from the bus and instructed to remain there until the driver has determined that the danger has passed.
2. Unsafe position. When the bus is stopped because of an accident, mechanical failure, road conditions, or human failure, the driver must determine immediately whether it is safer for students to remain on or evacuate the bus.
3. Mandatory evacuations. The driver must evacuate the bus when:
 - a. The final stopping point is in the path of a train or adjacent to railroad tracks.
 - b. The stopped position of the bus may change and increase the danger (e.g., a bus comes to rest near a body of water or at a precipice where it could still move and go into the water or over a cliff). The driver should be certain that the evacuation is carried out in a manner that affords maximum safety for the students.
 - c. The stopped position of the bus is such that there is danger of collision.
4. Sight distance. In normal traffic conditions, the bus should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

Important factors pertaining to school bus evacuation drills:

1. Safety of students is of the utmost importance and must be first considered.
2. The bus driver is responsible for the safety of the students. When the driver is incapacitated and unable to direct the evacuation, helper students or adult monitors should be authorized to direct these drills.

Helper students appointed to direct evacuation drills should possess the following qualifications:

a. Maturity; b. Good citizenship; c. Live near end of bus line.

Appointed students should know how to:

a. open emergency windows; b. open emergency hatches; c. get other students safely away from bus; and, d. summon help if necessary.

4. Written consent from parent or guardian should be obtained before assigning a student as a leader.
5. Drills should be scheduled two per year (National Standard Number 17). The first drill should be done in August/September of each school year, and the second should be done in January/February of each school year.
6. Drills should be restricted to school property and conducted under the supervision of school officials if possible.
7. Types of drills should be varied.
8. Driver should stay in bus during evacuation drill. He/she must set the parking brake, turn the ignition off and place the transmission in gear.
9. Students should not be permitted to take lunch boxes, books, etc. with them when they leave the bus. The objectives are to get students off safely in the shortest time possible and in an orderly fashion.
10. Students should travel a distance of at least 100 feet from the bus in an emergency drill and remain there until given further directions.
11. All students should participate in the drill, including those who ride only on special trips.
12. Each student should be instructed in proper safety precautions.
13. Students should be instructed in how and where to obtain assistance in emergencies. Written instructions and telephone numbers should be posted in the bus.

There are several different drills:

1. Everyone exits through the front entrance door(s)
2. Everyone exits through the rear-most emergency door(s).
3. Front half exits through the front door and rear half exits through the rear-most door.

PHYSICALLY ASSIST IF NECESSARY: Help disabled students get off the bus. This means undoing wheelchair seatbelts and any safety harness. If you are unable to release the safety buckle quickly, know where belt cutters are stored and use them to cut the belt. If you can carry students to the back door, leave wheelchairs behind unless they are blocking the door.

TWO-PERSON EVACUATION: If you are using the rear of the bus, you may transfer the student to someone helping you or squat and slide out of the door, carrying the student if necessary. Some students may be able to crawl away from the bus once on the ground, but you may need to carry them off the bus.

SIT AND SLIDE: Assist your students in sitting at the back door and then sliding down from the bus. This shortens the jump from the back of the bus.

BUS DRIVER RESPONSIBILITIES AT RAILROAD CROSSINGS

In order to avoid accidents at railroad crossings, extreme care must be taken such as the following:

1. All school buses must be brought to a complete stop before crossing a railroad. All buses, loaded or unloaded, must come to a complete stop no less than 15 feet or more than 50 feet from the track rails.
2. When drivers are making stops for railroad crossings, they must carefully observe traffic by reducing the speed, far enough in advance of the stop, to avoid trapping other motorists in panic stops or rear end collisions with the bus. Turn on four-way flasher while approaching track and leave on until the bus has cleared the track and gaining speed.
3. The driver, when stopped, shall open the service door, and while stopped, listen and look in both directions along the track for approaching engines, trains, or cars. Under no circumstances will the driver attempt to cross the tracks when a train can be seen approaching. In no instance may a signal indicating that it is safe to cross be considered as conclusive or serve to abrogate this precaution. Mechanical devices are subject to failure.
4. Drivers shall close the service door before putting the bus into motion. In every instance, the driver shall cross in such a gear that will not necessitate changing gears while traversing such crossing. The driver should not shift gears while the bus is actually crossing the tracks.
5. In the event that a train has passed over the crossing, the bus driver should be sure that adjacent tracks are clear prior to advancing the bus forward.
6. For improved vision and hearing, a window at the driver's left should be opened and all noisy equipment (fans, etc.) should be turned off until the bus has cleared the crossing.
7. Remember that train schedules may change without prior notification, therefore, proceed with caution.

BUS DRIVER RESPONSIBILITIES FOR LOADING, UNLOADING, AND USING SPECIAL SIGNAL DEVICES

Use extra caution as students get on and off of the bus.

1. All buses currently owned and operated by the School District conform to guidelines specified by the National Highway Traffic Safety Administration, Highway Safety Program Standard No. 17 and Federal Motor Vehicle Safety Standard 108 (Eight light system). As such all school bus drivers shall:
 - a. activate the flashing amber warning lights before the bus begins to slow down so motorists will have ample time to stop when the bus stops, i.e., turn on the amber lights on at least 100 yards before you bring the bus to a complete stop.
 - b. open the door only when the bus has been brought to a complete stop, i.e., this will turn off the flashing amber lights and simultaneously turn on the flashing red lights and put out the stop arm with it's flashing red light.
 - c. close the door after loading and unloading, i.e., this action brings in the stop arm and turns off the overhead flashing red lights. The bus should then be started forward.
2. Stop the bus 10 or 15 feet ahead of all stops where students must cross the road to get to their homes. This will cause them to walk diagonally in front of the bus and place them where you can see them and where they will be in a better position to see any vehicles approaching from the rear of the bus.
3. When unloading students, keep the stop arm out until they are safely on the side of the highway or out of the street and beyond the curb. If they live on the left side of the street or road, watch for traffic approaching the bus in either direction and warn them not to cross if it is not safe to do so. Before starting forward, check both left and right rear view mirrors and make sure that no student is near the sides of the bus. Check the safety cross mirror mounted on the front of the bus and make sure that a student is not still in front of the bus before you start forward.
4. Do not allow students to open the rear emergency door and enter or leave the bus unless told to do so under emergency conditions or emergency evacuation drills. See that the handle is in full lock position while transporting students. Do not allow students to partially open the latching mechanism or lean upon the door. Check the latch periodically to make sure it works freely and fastens the door securely.

6. If a funeral procession should overtake a bus while loading or unloading, it is suggested that the bus be pulled over on the shoulder and stopped; however, this should be done only if a safe pullover site is accessible. After the procession has passed by, check traffic in front and behind the bus and pull back onto the road when it is safe to do so.
7. When students are on board, drivers must remain on the bus at all times while the engine is running. If students are on board and the driver must leave the bus for any reason, the engine must be stopped and the keys removed and kept in possession by the driver.
8. Students should remain seated until the bus stops to be unloaded and driver needs to allow students to sit before they leave a bus stop.

BUS DRIVER PRE-EMERGENCY PLAN FOR HAZARDOUS WEATHER CONDITIONS

The following procedure will be used in times of hazardous weather or in times of the threat of hazardous weather:

1. Personnel in the Superintendent of School's office will contact pre-identified radio stations to make all announcements concerning the operation of schools during unusual and hazardous weather conditions as early as possible. All call letters of all pre-identified radio stations will be made known to bus drivers.
2. Each driver is expected to have a radio at home and should tune to a pre-identified radio station when unusual weather conditions exist or are expected to develop.
3. Follow these instructions during the late afternoon, at night, and at early morning non-school hours.
 - a. Listen to a pre-identified radio and TV stations.
 - b. Should there be an announcement from the Superintendent of School's office that buses will not run, call the Transportation Office for further instructions.
4. If severe weather conditions occur during the day between morning and afternoon runs, listen for any announcements from the Superintendent of School's office. If the announcement indicates schools will be closed earlier than usual, report at once to the principal of the school you normally serve first in the afternoon.
4. Use your own initiative. If weather conditions such as fog, icy roads, etc. prevail in your area to such a degree that you consider it unsafe to travel and the Superintendent of Schools or designee has not issued any instructions by radio, do not start your route. If the condition develops while you are enroute, find a safe place, pull off the road and wait until the situation clears.

BUS DRIVER RESPONSIBILITIES FOR ACCIDENT REPORTING AND PERFORMING EMERGENCY PROCEDURES

Throughout this manual, discussions relative to ways and means of promoting safety and avoiding accidents have been addressed. However, a number of accidents still occur each year. It is the strong hope of the Board that a thorough understanding of these rules, regulations, and policies by everyone concerned with the transportation program will reduce the number of accidents and lead to a safer program.

It is important that the passengers and drivers have a good understanding of the meaning of an accident and the things that should be done and should not be done when they are involved in one.

It is hoped that no serious accident will occur. If one does occur, the driver should remain calm and organized so that he/she can quickly carry out the responsibility that is thrust upon him/her at the moment that an accident takes place. These responsibilities can be placed in the following groups:

1. Reporting the Accident - Send a reliable person to call the Transportation Supervisor or Sheriff's Department. The Transportation Supervisor or sheriff's office personnel will be responsible for contacting and dispatching ambulances and/or emergency vehicles and police/law enforcement personnel.
2. Assisting the Injured - Keep the injured lying down in a comfortable position until you know whether the injury is serious. Look for hemorrhages, wounds, burns, fractures and dislocations or stoppage of breathing. Keep the injured warm, comfortable and cheerful, if possible. Keep calm and do not be hurried into moving the injured. Never give water or other liquids to an unconscious person. Keep onlookers away and don't let the injured see his/her own injury. If an injured rider is transported by a motorist, get the driver's name and address and direct him/her to the nearest hospital/emergency treatment facility.
3. Managing the Scene of an Accident - Protect the scene of the accident by directing traffic or having someone else direct it until help is received from the state trooper or local police. Keep leaking gasoline from catching fire. Move the bus, if possible, if it is creating a hazard.
4. Making Out the Accident Report - Whenever possible, start gathering the information you will need for your accident report. Secure the names and addresses of competent witnesses. Exchange identification with the other driver if there is one, but do not assume responsibility for the accident. Remember that all accidents must be reported. If you are in doubt as to whether the event was an accident, then the following definition should answer the question:

"An accident is defined as the coming together of two objects which result in property damage and/or personal injury regardless of who was injured, and what property was damaged, to what extent, or where it occurred."

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: JULY 7, 1998

BUS DRIVER RESPONSIBILITIES FOR PERFORMING DAILY PRE-TRIP INSPECTION

Inspection

All bus drivers are required to perform a Daily Pre-Trip Inspection of their bus prior to beginning the morning route. Such inspection requires that you check the following: a) engine oil and water; b) fan belts and water hose; c) windshield & windows; d) tires and lugs; e) exhaust system; f) breaks and break leaks; g) park and emergency brake; i) emergency door and buzzer; j) lights; k) warning flashers; l) stop arm; m) steering wheel and horn; n) mirrors; o) emergency equipment; p) seats and interior; q) driver's seat and belt; r) service door; s) windshield washers; t) defroster; and u) gauges.

Further, as you walk around your bus, check the overall outward appearance of the bus. As tires are checked be sure to look for anything that may have become wedged between the rear dual wheels. Check to see that the tailpipe is secure and not rubbing against the brake lines. If you add water during the winter months, notify the head mechanic so that the anti-freeze and the cooling system may be checked.

Completing the Driver's Daily Pre-Trip Inspection Sheet

Upon completion of the inspection of the items noted above, all drivers are to complete the checklist on the Driver's Daily Pre-Trip Inspection Form on the Driver's Monthly Report Form.

BUS DRIVER RESPONSIBILITIES FOR MAINTAINING STUDENT BEHAVIOR

The responsibilities are as follows:

1. Drivers are expected to exercise those courtesies which passengers are required to show drivers.
2. Know your passengers by name as soon as possible.
3. Explain to passengers what is considered abuse and the penalty for inflicting such abuse.
4. Make every effort to win the respect of all your passengers. Students are not allowed to smoke on the bus. You could not win their respect if you smoked while driving. This principle applies to other things such as tone of voice, language and the manner in which you dress.
5. Handle cases of seat cutting, marking on walls and other forms of abuse promptly, fairly and firmly.
6. If you have to make corrections, stop the bus. Never make corrections while the bus is in motion.
7. If necessary, take a discipline problem to the student's principal. Use the "SCHOOL BUS DISCIPLINE FORM" provided by the Transportation Office.
8. Students should get off of the bus only at their designated locations. If the discipline problem is so severe that the driver cannot drive safely to the student's usual destination, stop immediately, and notify (1) the Supervisor of Transportation and if he/she is not available, (2) the principal. **UNDER NO CIRCUMSTANCES SHALL A DRIVER PUT A STUDENT OFF OF THE BUS AT A SITE OTHER THAN THE STUDENT'S NORMAL DEPARTURE/PICK-UP POINT.** This rule applies at any time whether going to or coming from school.

FILE: TBKB

**BUS DRIVER RESPONSIBILITIES FOR COMPLETION
OF BUS CONDUCT FORMS**

Bus drivers are responsible for completing the School District's Bus Conduct Form when a student exhibits inappropriate conduct on the bus. The Form must be completed not later than the day following such misbehavior and turned in to the principal of the school the student attends.

SOURCE: Winston County Board of Education, Double Springs, AL
ADOPTED: JULY 7, 1998

GROUNDINGS FOR TERMINATION OF BUS DRIVERS

Bus drivers employed by the School District are subject to and shall be terminated from employment only in accordance with the provisions of The Code of Alabama, 36-26-100 to 108, commonly referred to as The Fair Dismissal Act of 1983. Grounds specified for termination include the following: failure to perform job duties in a satisfactory manner, incompetency, neglect of duty, insubordination, immorality, justifiable decrease in employment positions, and other good and just causes.

In addition to the grounds for dismissal listed in The Code of Alabama, the following specific infractions are strictly prohibited and will place any violator in jeopardy of dismissal from employment as a School District bus driver:

1. Failure to maintain all necessary credentials, i.e., CDL and State Department of Education Bus Driver's Certificate.
2. Violation of the rules governing railroad-grade crossings.
3. Drinking alcoholic beverages while on the job, being convicted of possession and/or use of illegal drugs, or failing any drug test administered in accordance with the Federal Omnibus Transportation Act.
4. Conviction of reckless driving.
5. Conviction of DUI.
6. Failure to report an accident.
7. Use of indecent or profane language in the presence of students.
8. Failure to fasten seat belts while operating the bus
9. Immoral conduct in the presence of students.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: JULY 7, 1998

LEGAL REF.: The Code of Alabama, 36-26-100 to -106.

STUDENTS ENTITLED TO PUBLIC TRANSPORTATION

Any student meeting the following criteria is eligible to be transported to and from school on School District buses/vehicles:

1. The student's parent/guardian legally resides within the area served by the School District or in a reciprocal agreement area.
2. The student's parent/guardian legal residence is at least two (2) miles from the school to which the student is assigned. However, such student may be transported provided he/she meets the bus along its normal route and the bus is not overcrowded. Students classified as special education students will be transported via School District buses regardless of distance of their residences from school.

Limitations

The following specific limitation shall apply to eligibility for transportation by School District buses:

1. Under no circumstances shall the School District be responsible for providing transportation to and from school for students whose parent/guardian/custodian resides outside the area served by the School District or outside a reciprocal agreement area.
2. Students who reside on roads/driveways/etc. that are too dangerous for the safe passage of school buses and/or are determined as impassable or dangerous by Supervisor of Transportation or Superintendent of Schools may not be transported by School District buses over the dangerous or impassable roads, etc.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: JULY 7, 1998

LEGAL REF.: The Code of Alabama, 16-13-233, 16-28-6; Alabama Constitution, 14-263-11.

STUDENT DISCIPLINE ON SCHOOL BUSES

Transporting of students to and from school and/or school sponsored activities is a vital part of the School District's role in providing for a free and appropriate education for the youth in our county. The fundamental goal of the transportation department is to provide reliable and safe transportation for all students residing in areas served by the School District. Good behavior on the part of students while being transported contributes positively to the effectiveness, efficiency, and safety of the School District's transportation program. Therefore, it is important for parents/guardians and students to understand that the student behavior code set by the School District and individual schools are applicable to students while being transported via school bus.

While school itself is concerned about good behavior for various reasons, another factor is involved when we talk of good behavior on the school bus. That factor is SAFETY. Inappropriate and potentially dangerous behavior by students on school buses is one of the greatest threats to safety of students and bus drivers. The ability school bus drivers to drive defensively, to be alert to all driving hazards, and to make quick decisions is often dependent on orderly and well behaved student passengers. It is evident that high standards of discipline and good behavior must be maintained at all times in order that drivers perform their work well. The manner and proficiency with which they handle student discipline problems will determine to a great extent how successful they will be as school bus drivers.

In addition to the applicability of the School District's Student Code of Conduct and local school rules and regulations on student conduct, the following regulations shall apply to all students riding School District-owned or leased buses/vehicles:

1. Students are responsible to the bus driver while riding the bus.
2. Students shall not ride school buses on trips other than regular runs without filing permits with the principal that have been authorized by their parent(s) or guardian(s) for such trips.
3. Students shall be required to get on and off buses only at stops approved for them and at no other stops without the written approval of the principal.
4. Students should observe classroom conduct (except for ordinary conversation) at all times when getting on, off, or riding the bus and shall be subject to all school rules and regulations.

Students should adhere to the following rules when boarding and riding school buses:

1. Be on time at the designated pickup sites;
2. Stay off public roads while waiting for the bus;
3. Wait for the bus to stop before attempting to board;
4. Keep all body parts inside the bus at all times;
5. Assist in keeping the bus safe and clean;

6. Refrain from loud talking or behavior that may divert the driver's attention. Profane, indecent, or abusive language will not be permitted.
7. Refrain from damaging the bus (pay for any damage to seats, windows, etc.);
8. Do not bring bottles, cans, food, balloons, etc. onto the bus;
9. Leave no books, lunches, etc. on buses;
10. Keep aisles of the bus unobstructed at all times;
11. Help with the comfort and safety of smaller students;
12. Do not throw anything out of bus windows;
13. Remain in your seat while the bus is in motion;
14. Remain quiet when the bus is approaching a railroad crossing stop; and,
15. In case of a road emergency, remain in the bus or follow the driver's instructions.

Students should adhere to the following requirements when exiting and crossing in front of the bus:

1. Make certain that the bus has come to a complete stop, that the door is still open, and that the stop signal is extended;
2. Cross in front of the bus within sight and hearing of the driver, look both ways, and stay out of line of traffic until the path across the roadway is free from danger;
3. Proceed across the roadway upon signal from driver or bus patrol; and,
4. Proceed with extreme caution across four-lane roadways.

See JGG for further information on student discipline on school buses.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: JULY 7, 1998

LEGAL REF.: The Code of Alabama, 16-8-7 to 9, 16-8-13 to 14, 16-13-51, 16-27-1 to -6, 16-39-11; Conecuh County Board of Education v. Campbell, 162 So. 2d 233 (1964); Stout v. Jefferson Co. Bd. of Ed., 419 F.2d 1211 (5th Cir. 1969); Carr v. Montgomery Board of Ed., 377 F. Supp. 1123 (M.D. Ala. 1974).

SUSPENSION OF STUDENT TRANSPORTATION PRIVILEGES

Student transportation to and from school at public expense is considered a privilege and not a right. Good behavior by students while riding school buses is expected and will be required. Therefore, all student behavior codes applicable at school are also applicable to students while being transported via School District buses or on buses/vehicles leased or controlled by the School District. A student's bus riding privilege may be suspended if:

1. The principal, based on reasonable evidence, determines that the student has participated in misconduct on a School District bus/vehicle. Further, such student may also be suspended from school for such misconduct on a school bus or buses.
2. The principal, based on reasonable evidence, determines that the student is guilty of destroying or damaging school bus equipment. In such cases, the student may be placed on immediate suspension from the bus/vehicle and he/she or his/her parent/guardian/custodian will be assessed for cost of all replacements and/or repairs. Restitution for such replacements and/or repairs must be made before permission can be granted for such student to resume riding the bus.
3. The principal, based on reasonable evidence, determines that a student is guilty of a violation(s) of any Class III; Major Offense of the Student Code of Conduct, Filed JCDA, while riding a School District bus/vehicle will be placed on immediate suspension from the bus/vehicle. Further, such violation(s) will result the application of Class III Administrative Alternatives. In addition, appropriate legal authorities may be notified for possible legal action.
4. The principal, based on reasonable evidence, determines that a student is guilty of a series of violations of Class I or II offenses of the Student Code of Conduct, Filed JCDA, while riding a School District bus/vehicle may be placed on immediate suspension from the bus/vehicle. Further, such violation(s) will result the application of Class I or II Administrative Alternatives. In addition, appropriate legal authorities may be notified for possible legal action.

PRINCIPAL'S ROLE IN STUDENT TRANSPORTATION

The principal of the school plays a very important role in student transportation and has certain definite responsibilities. Some of which are as follows:

1. Working with the Supervisor of Transportation on problems that arise relating to:
 - a. Student-driver relationships
 - b. Attitudes of parents toward transportation
 - c. Bus stops
2. Handling discipline problems of transported students. When discipline problems arise between or among students who ride the same bus but attend different schools, the school principals involved shall make every attempt to confer with one another prior to administering discipline procedures. Such conference shall be for the purpose of agreeing on appropriate discipline measures that are fairly and consistently applied.
3. Working with the Supervisor of Transportation in designating loading, unloading and parking areas for buses.
4. Working with the Supervisor of Transportation in scheduling the arrival and departure time of the buses.
5. Assigning teachers to supervise loading and unloading of school buses.
6. Observing the daily operation of buses around the school and when possible out in the transported zones.
7. Reporting incidents considered to be unsafe and/or not in compliance with the policies and regulations in the manual to the Supervisor of Transportation.
8. Including school bus safety in the instructional program and insuring that students are made aware of applicable policies and behavior codes that apply while riding School District school buses/vehicles.

TEACHER'S ROLE IN TRANSPORTATION

No public school transportation system can function as smoothly or be as thorough in its safety education program as it should without the aid of the classroom teachers. They have many responsibilities toward transportation such as:

1. Learning the rules, regulations and policies of the Board related to the transportation system so as to be able to assist and advise students or parents with questions or problems.
2. Assisting the principals in carrying out their responsibilities related to transportation upon his/her request.
3. Seeing that students who ride school buses are familiar with the rules, regulations and policies of concern to them and report to proper authorities any violations by either drivers or students.
4. Recognizing and accepting the fact that student transportation is a vital part of public education and that a school bus is a rolling classroom. Allocating time to instruct students on how to ride a school bus safely, and in such a manner as to provide a maximum contribution to their total education. Understanding that riding a school bus affords opportunities for students to learn such things as safety, courtesy, cooperation, respect for the rights of others and worthwhile training in that it can be more than just transportation to and from school.

GENERAL REGULATIONS GOVERNING BUS STUDENTS

It is imperative that students and their parents/guardians follow prescribed procedures when:

1. Bus students seek to ride buses other than the one to which they are assigned. Students must ride the buses to which they are assigned. Students wishing to ride other buses to other locations must have a written request from their parents/guardians outlining such arrangements and have the note approved by the principal with bus driver notifications given by the principal.
2. Bus students seek to board and get off buses at stops other than their regular stops. Students shall board and depart School District buses only at regularly scheduled stops nearest their homes unless approved by the principal. Students are to board buses for the return trip only at the school where they are enrolled.

Bus students who live in a non-transported area with one parent/guardian/custodian will not be allowed to ride buses to the homes of the other parent/guardian/custodian unless permission is obtained, in writing, from the legal guardian. Such request must be approved by the principal with driver notification. This regulation also applies to students who want to ride a different bus to another area to visit parents/guardians.

3. Bus students must remain after school for varying reasons. If a student who rides a bus is required to remain after school hours, the school must have on file a signed statement by the parent/guardian/custodian showing that notification to this effect has been received from the teacher and that the parent will make arrangements for the student's transportation on this date.
4. Bus students seek to ride a bus to a school where they are not enrolled. Students will not be permitted to ride a school bus to a school where they are not enrolled unless they have the permission of both principals and the bus driver has been officially informed in advance.

PARENT/GUARDIAN RESPONSIBILITIES IN TRANSPORTATION

Parents/guardians have basic responsibilities regarding transportation of their children via public school transportation system:

1. Understand and support district rules and policies, regulations and principles of school bus safety.
2. Assist children in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their children.
4. Support safe riding practices and reasonable discipline efforts.
5. Teach children proper procedures for safely crossing the roadway before boarding and after leaving the bus.
6. Support procedures for emergency evacuation as prescribed by states and school districts.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.
11. Parents/guardians should be aware of the dangers involved in and around loading and unloading zone, including the dangers of loose clothing, clothing accessories and other loose personal items.
12. Parents/guardians are responsible for supervision of the bus stop before students board and after students are safely dismissed from the bus.

SOURCE: Winston County Board of Education, Double Springs, AL
ADOPTED: July 6, 2000

