

Table of Contents

Mission Statement.....	1
School Daily Schedule	
Public Relations.....	2
Employment/Bus Driver/Monitor Qualifications.....	3
Federal	
State	
BCSC	
Performance Standard/Test	
Test Standards.....	4
General	
Certificate of Enrollment (Blue Card).....	5
Standard Certificate (Yellow Card)	
Annual Safety Meeting.....	6
Attendance	
Non-Attendance	
Policy, Procedures & Standards	
Staff/Bus Driver/Monitor Code of Ethics	
General Information.....	7
Job Performance	
Driver/Monitor Rules.....	8
Personal & Professional Responsibilities.....	9
Dress Code	
Driver Discipline Issues	
Contracts and Route Assignments.....	10
Driver Contracts	
Contract Period	
Pay Scale Policy	
Routes.....	11
Route Maps	
Assignments	
Full-Time with No Benefits	
Route Absorption.....	12
Route Openings	
Midday, Summer School, After School, Runs, etc	

Driving Policy, Procedures, and Standards.....	13
General Procedures	
Safe Driving	
Bus Stop Protocol.....	14
1.Pick-Up	
2.Drop-Off.....	15
3.Drop-Off at School	
Testing of Drivers/Monitors	
Pre-Employment	
Random.....	16
Random Testing Selection	
Smoke/Tobacco-Free	
Attendance	
Illness	
Seniority/Retiree.....	17
Assigned Seats	
Evacuation Drills	
State Police Inspection	
Pre-Trip/Route Inspection.....	18
Post-Trip Inspection	
School Bus Idling Policy	
High Water Policy	
Fuel.....	19
Engine Lubrication	
Bus Cleanliness, Safety and Care	
Perform these tasks daily	
Perform these tasks frequently	
End of Year Bus Turn In Requirements.....	20
Evaluations	
Bus Maintenance /Garage Policy	
Spare Buses.....	21
Student Ridership and Procedures:	
Ridership Policy	
Allowed Ridership	
Students Special Permission to Ride another Bus	
Ridership Boundaries	
Unauthorized Persons on the Bus.....	22
Student Basic Rules of Conduct	
Loading/Unloading Procedures.....	23
Student Pick-up/Drop-Off	
Student Drop-Off without a Responsible Person Present	

Special Ed./Load-Unloading/Weight Limits/Lap Boards/Restraints/Lift/Student Mgt.....	24
Basic Special Ed	
Loading and Unloading	
Monitors Responsibilities	
Weight Limits.....	25
Lapboards	
Wheelchair Restraints	
Operating a Lift	
Student Management.....	26
Parent/Guardian Impairment Policy	
If Parent/Guardian is driving while Impaired	
If Parent/Guardian is Impaired at School	
If Parent/Guardian is Impaired at Drop off Location	
Band Instruments.....	27
Electronics	
Student Management/Discipline	
Behavior Management/Student Discipline Form	
Verbal Warning	
Written Warning	
First Offense	
Second Offense	
Third Offense	
Student Discipline Contracts.....	28
Previous Year Suspension from Bus.....	29
Bullying	
Reporting Abuse or Threats of Physical Harm	
Guidelines for Fieldtrips	
Fieldtrip Time Schedules.....	30
Arrival Times	
Fieldtrip Driver Rules	
Chaperone/Sponsor/Student Responsibilities-Rules.....	31
Driver Assignment for Athletic Trips	
Guidelines for Athletic Trips	
Route Determination.....	32
Cancelled or Shortened Trips	
Fieldtrips and Nationwide Code Red	
Two-way Radio Operation.....	33
AM/FM Radio/CD Players	
Video Policy	
Emergency Procedures	
Emergency Procedure Briefing before Fieldtrip.....	34
Guidance Procedures	

After the Emergency.....	35
Transportation Crisis Plan Procedures to follow/Including C-4 Drivers Lock Down in or around Schools Guidelines in Event of a Crisis Situation	
Hazard around Schools.....	40
Hostage Situation on a Bus Weapon on a Bus	
Crash Procedures.....	43
Driver/Monitors Office/Administrative Assistant	
Supervisor.....	44
Grievance Process	
Acknowledgement Signature Sheet.....	45

BARTHOLOMEW CONSOLIDATED SCHOOLS TRANSPORTATION DEPARTMENT

MISSION STATEMENT:

To transport students safely and efficiently while providing a quality experience for passengers, drivers, and administrators.

School Daily Schedules:

High Schools

Columbus East High School	7:45 A.M. – 3:15 P.M.
Columbus North High School	7:45 A.M. – 3:15 P.M.
Columbus Signature Academy New Tech	7:45 A.M. – 3:05 P.M.
McDowell	7:50 A.M. – 3:10 P.M.

Middle Schools

Northside Middle School	7:45 A.M. – 3:05 P.M.
Central Middle School	7:50 A.M. – 3:05 P.M.

Elementary Schools

Clifty Creek Elementary	8:10 A.M. – 2:40 P.M.
CSA Fodrea	8:10 A.M. – 2:55 P.M.
CSA Lincoln	7:45 A.M. – 2:45 P.M.
Mt. Healthy Elementary	8:10 A.M. – 2:45 P.M.
Parkside Elementary	8:10 A.M. – 2:37 P.M.
Richards Elementary	8:10 A.M. – 2:40 P.M.
Rockcreek Elementary	8:15 A.M. – 2:45 P.M.
Schmitt Elementary	8:00 A.M. – 2:30 P.M.
Southside Elementary	8:15 A.M. – 2:40 P.M.
Smith Elementary	8:15 A.M. – 2:35 P.M.
Taylorsville Elementary	8:15 A.M. – 2:35 P.M.

Parochial Schools

East Columbus Christian School	8:15 A.M. – 3:00 P.M.
St. Bartholomew School	7:45 A.M. – 3:00 P.M.
St. Peters Lutheran School	7:50 A.M. – 2:55 P.M.
Whitecreek School	7:45 A.M. – 2:55 P.M.

Restart

8:00 A.M. – 3:00 P.M.



Public Relations:

We operate some of the most visible vehicles on the road; consequently, how we perform our duties and interact with the public is a direct reflection on this school district. Common courtesy should be extended to everyone with whom we have contact, whether we are on or off the bus. We also need to continually think about what we say and how we say it, because our reputation is always at stake.

The respect we show others within our department also has a definite impact on the way others perceive us. A positive attitude and a willingness to do whatever it takes to accomplish our daily mission contributes to our goal of building and maintaining a tradition of excellence. This, in turn, projects a positive public image.

Drivers and monitors should learn to call every student who rides the bus by his/her given name. This expression of interest will assist in gaining the confidence and respect of our passengers as well as building a relationship.

Employment/Bus Driver/Monitor Qualifications:

Federal:

1. Successfully pass a preemployment drug screen and pass subsequent drug and alcohol tests per the standards of the local governing body.
2. Pass the Department of Transportation (DOT) commercial driver's license physical every two years **or as required by licensed physical and BMV.**

State: IC 20-27-8-1

1. Is of good moral character.
2. Does not use intoxicating liquor during school hours.
3. Does not use intoxicating liquor to excess at any time.
4. Is not addicted to any narcotic drug.
5. Is at least twenty-one (21) years of age for a driver and a monitor must be eighteen (18) years of age.
6. In the case of a school bus driver, holds a valid public passenger chauffeur's license or commercial driver's license issued by the state or any other state.
7. Possesses the following required physical characteristics:
 - A. Sufficient physical ability to be a school bus driver, as determined by the committee.
 - B. The full normal use of both hands, both arms, both feet, both legs, both eyes and both ears.
 - C. Freedom from any communicable disease that:
 - (i) may be transmitted through airborne or droplet means; or
 - (ii) requires isolation of the infected person under 410 IAC 1-2.3.
 - D. Freedom from any mental, nervous, organic or functional disease which might impair the person's ability to properly operate a school bus.
 - E. Visual acuity, with or without glasses, of at least 20/40 in each eye and a field of vision with one hundred fifty (150) degree minimum and with depth perception **of** at least eighty percent (80%).

Bartholomew Consolidated Transportation Terms For Employment:

1. A driver or mechanic must be twenty (21) years of age. A monitor must be eighteen (18) years of age.
2. A driver must hold or be willing to obtain a CDL with Airbrake, School Bus **and Public Passenger endorsements.**
3. A driver, monitor, or mechanic must be able to pass the CDL physical and state required physical certification.
4. A driver, monitor or mechanic must pass the state required Performance Standards and any other state/federal requirements.
5. All employees must be able to understand and agree to the Bartholomew Consolidated School Corporation/Transportation policies and employment requirements.

Physical Performance Standards and Test:

On January 1, 2002 rule 575 IAC 1-8 went into effect; this rule sets the final rule on school bus driver physical performance standards and measurements. All drivers that receive an initial

Standard Certificate (also known as a yellow card) on or after January 1, 2002 are required to meet the standards for 575 IAC 1-8 as listed below.

Bartholomew Consolidated School Transportation Department requires all bus monitors to perform the same state requirements as set forth for drivers.

Test Standards:

1. Exiting the Bus. (A) Driver shall demonstrate the ability to exit the bus from a seat belted position in the driver's seat and exiting from the rearmost emergency door. The Bartholomew Consolidated Schools Transportation Department time limit is forty (40) seconds or less.
2. Quick reaction time between accelerator and service brake. (A) Driver shall demonstrate quick reaction time between accelerator and service brake. (B) In a seat belted position, driver shall with the right foot, alternately depress the accelerator and service brake ten (10) times in ten (10) seconds or less. The driver shall depress each pedal individually ten (10) times.
3. Climbing and descending bus service door steps. (A) Driver shall demonstrate the ability to climb and descend the bus service door steps in a forward facing position two (2) times without stopping. The Bartholomew Consolidated Schools Transportation Department time limit is thirty (30) seconds or less.
4. Opening and closing bus service door. (A) Driver shall demonstrate the ability to open and close the bus service door two (2) times without stopping from a seat belted position. Note - This test will be conducted using an air, electric door, or manual door. The Bartholomew Consolidated Schools Transportation Department time limit is thirty (30) seconds or less.
5. Operating hand controls or steering wheel. (A) Driver shall demonstrate the ability to operate one (1) hand control on each side of the steering wheel while the bus is in a safe forward motion. Note - If an appropriate hand control is not available on the right side then a second hand control on the left side will be substituted (*Monitors are exempt from this standard*).

General:

1. Any driver (including those originally exempt) that allows their Standard Certificate to expire will be required to meet the standards of 575 IAC 1-8.
2. All measurements will be pass/fail with no time limitations except for reaction time between brake and accelerator. The transportation department may initiate time limits if desired.
3. All documentation for this testing will be kept by the transportation department.
4. The initial test of a prospective driver will take place prior to any training to become a school bus driver.
5. Testing for all other applicable drivers/monitors will take place every two years in conjunction with, but no later than, thirty days after the renewal of the driver's physical fitness certificate.
6. A driver/monitor will only be given one attempt to pass all phases of the test and all phases must be passed to receive a grade of "pass" for the entire test.
7. A prospective driver/monitor that cannot pass the test will not be allowed to train to be a school bus driver for Bartholomew Consolidated Schools.
8. Any current driver/monitor for Bartholomew Consolidated Schools that cannot pass this test will have their services as a school bus driver terminated.
9. A driver/monitor that has passed this test for any other entity will still be required to pass the test as administered by the Bartholomew Consolidated Schools Transportation Department.

Certificate of Enrollment: (Blue Card)

1. Enrollment cards will be issued by the Division of School Traffic Safety instructors at the pre-service training school.
2. Enrollment cards will expire 180 days from the date of issuance.
3. Only two (2) blue cards will be issued during a twelve (12) month period.
4. No blue card requests will be accepted by telephone.
5. Blue cards will be mailed to the school, agency, or company.
6. Drivers or prospective drivers may transport passengers with a blue card, a Commercial driver's License (with proper endorsements), and a valid physical examination form. Prior to transporting passengers, all prospective drivers must complete all local training requirements.
7. If a driver has been certified within the past three (3) years and fails to become recertified, the driver is not eligible for a blue card.

Standard Certificate: (Yellow Card)

1. Standard certificate cards will be issued by the office of the Division of School Traffic safety and its staff.
2. Standard certificate cards will expire December 31st of the calendar year.
3. Drivers attending a three (3) day pre-service school after the last summer safety meeting of the calendar year will be certified through the following calendar year.
4. No driver will be certified until they have completed the three (3) day pre-service school and submitted the on-bus driving, on-bus observation form.
5. The on-bus driving, on-bus observation form must be signed by Transportation Personnel of the hiring school corporation. Minimum driving time for certification must be eight (8) hours and minimum observation time for certification must be four (4) hours.
6. Every school bus driver must attend an annual summer safety meeting. Attending the Summer safety meeting will recertify only certified drivers.
7. Drivers must sign in at the beginning and at the closing of the summer safety meeting. If there are questions regarding a driver's attendance, the instructor of the summer safety meeting will verify total or partial attendance, and/or failure to follow instructions.
8. Drivers who move into Indiana from other states may become certified school bus drivers by attending a three (3) day pre-service school.
9. Drivers who have had a minimum of 30 days experience in driving a school bus during the three (3) year period immediately preceding the effective date of the driver's assignment as the driver of a school bus for any public or private school which is commissioned by the Department of Education, within Indiana, may be certified by having his/her previous employer verify in writing the number of days he/she spent driving during the previous three (3) years.
10. Certified drivers will be in an "active" status for three (3) years. If drivers fail to recertify themselves after one (1) year, they must attend a three (3) day pre-service school (starting over as a new driver).
11. Drivers failing to attend a summer safety meeting within the "one (1) year active" status period may attend a three (3) day school to be recertified. On-bus driving and on-bus observation are to be required in this case. Drivers may also attend the next available summer safety meeting to become recertified, realizing that beginning January 1st they will not be eligible to drive. Drivers must attend all three (3) days of a pre-service school, in lieu of missing a summer safety meeting, if they choose this option.

12. Drivers who miss a summer safety meeting for medical, military or other legal reasons may request in writing to the state school bus committee a waiver from attending the summer safety meeting.
13. Prospective drivers must complete both the three (3) day pre-service school and the on-bus driving and the on bus observation within one (1) year of the first enrollment date of the three (3) day pre-service school. The Division of School Traffic Safety must receive the on-bus driving and observation form within one (1) year of the first day of the three (3) day pre-service school attended.
14. Standard certificates expire on December 31, of each calendar year. A driver who attends a pre-service class prior to June is required to attend the annual safety meeting. A driver who completes a pre-service class after May will be issued a standard certificate valid through December 31 of the next year. Every school bus driver, including a driver trainee with an enrollment certificate, is required by state statute to attend the annual safety meeting. Attendance at this meeting satisfies the in-service requirement of statute and when applicable re-new the driver's standard certificate for the next calendar year.

Annual safety meeting: Attendance required: IC 20-27-8-9

A school bus driver, including a school bus driver who drives a bus for a nonpublic school, shall attend an annual safety meeting or workshop. A safety meeting or workshop may not exceed two (2) days in any one (1) calendar year.

Annual safety meeting: Nonattendance: IC 20-27-8-14

If a school bus driver for a school corporation fails or refuses to attend a school bus driver meeting or workshop, the governing body of the school corporation shall deduct one (1) day's compensation for each day of absence. Drivers who miss a summer meeting for medical, military or other legal reasons may request in writing to the state school bus committee a waiver from attending the summer safety meeting.

Policy, Procedures, and Standards

Transportation Staff and Bus Driver/Monitor Code Of Ethics:

BCSC 2003 policy 4-3-1-1 (1)

1. Staff should set an example with dignified personal behavior and cleanliness, thus obtaining the respect and obedience due the driver from all pupils, maintain order among the pupils at all times when they are under driver's direct supervision, and aid other schools officials with supervision when students are loading or unloading.
2. Staff should be a responsible friend of youth and should be friendly, fair and firm at all times.
3. The safety of students is to be the staff's first responsibility and must be considered above all other responsibilities.

4. Staff should strive to develop a positive, rather than a negative atmosphere. Say, “do this” rather than “don’t do this”. Be constructive and not critical. Look for good qualities: all pupils have them.
5. A friendly pupil-driver relationship is an important factor in good pupil control. Show an interest in each pupil, but do not become too personal or familiar. Do not try to become one of “their crowd”; pupils resent this.
6. An important part of the job is to help all pupils feel that they belong, and are respected. Pupils share in the rights and privileges as well as the responsibilities of the group.
7. NEVER give an order you do not mean or cannot enforce. Be sure students understand what you expect of them.
8. Staff should set examples of loyalty, promptness, and obedience to the laws and regulations, and to the principles of safety and courtesy.

General Information:

1. The driver will not use profanity, crudeness or make any inappropriate comment while in the presence of students, parents, coworkers, teachers or administrators. The driver will not be under the influence of alcohol or drugs, nor possess or use a weapon while on duty.
2. Confrontations with parents at bus stops is to be discouraged at all times. However, when necessary the individual should be directed to the drivers window.
3. Without permission from the Transportation Manager, drivers will transport no one except students, pre-kindergarten or above, presently enrolled in the Bartholomew Consolidated School system. This also includes early childhood students (the friends of early childhood students are not included) and authorized passengers. Authorized passengers are staff members, chaperones, parents during kindergarten roundup, and any individual authorized by the Director of Transportation.
4. Drivers will pick-up and deliver students only at assigned stops, authorized by Transportation Department.
5. Each stop is to be made everyday unless you have been notified in advance not to make the pick-up.
6. **Drivers’ cell phones or similar communications are to be turned off at all times when students are present. They may be used only when the bus is parked and there are no students onboard, unless there is an emergency. This also applies to all hands free devices. Texting is absolutely not allowed.**
7. Passenger windows will not be lowered more than ½ way. [See student basic rules of conduct page 22.](#)
8. Indiana School Transportation statute prohibits transporting non-school age children (except students registered in an early childhood program on a school bus), unless approved by the Manager of Transportation.

State and Federal Law prohibits the transmission of confidential information to anyone other than the parent, legal guardian, or responsible school administrators: Confidential information includes a student’s personal information, school, class, IEP, behaviors, or basically anything that occurs in a student’s school environment. You should not answer any questions, or discuss a student with another parent.

Job Performance:

Superior job performance is a blending of several standards to include driving ability, knowledge of motor vehicle laws, maintaining an orderly bus environment (discipline, cleanliness, proper vehicle maintenance), adherence to scheduled times, and overall professionalism.

Bus Driver/Monitor Rules:

Your first priority as a Bartholomew Consolidated School Corporation employee is the safety of the students. Nothing else should compromise this priority. The social and emotional well being of your students should also be of high importance to you.

1. There will be no unauthorized and improper use of school buses. Permission to use a bus for anything other than authorized Bartholomew Consolidated pupil transportation may only be given by the Transportation Manager.
2. There is to be nothing “taped” to the inside of the bus.
3. Displaying personal/student items should be minimal.
4. Avoid using music, posting, or conversations that are intended to encourage the acceptance of a particular creed or religion.
5. At no time is a student’s name, phone number or personal information to be shared with a person who is not the parent/guardian or related service to the student. Use caution when using the radio not to violate this policy.
6. The gates to the T&M building are to be kept locked after hours, and on weekends.
7. Parking at a location other than your usually assigned location must be approved by the garage/transportation office.
8. Gate keys and security badges should be on your bus at all times.
9. It is the responsibility of the DRIVER to push the child minder button.
10. **After every route/run the driver is expected to do a check of the bus, including special purpose bus; IC 9-21-12-19.** (a) A person who operates a school bus or a special purpose bus shall visually inspect each seat within the interior of the school bus or special purpose bus at the end of a trip during which students or passengers are transported to determine that no student or passenger has remained on the school bus or special purpose bus. (b) The visual inspection required under subsection (a) must be conducted:
 1. At the conclusion of each trip during which students or passengers are transported; and
 2. Before the operator exits the school bus or special purpose bus.(c) A student or passenger is considered to have been left on a school bus or special purpose bus if:
 1. The operator has reached the end of a trip during which students or passengers are transported and exited the school bus or special purpose; and
 2. The student or passenger remains inside the school bus or special purpose bus.

This is to ensure that all students are off the bus, and assist in checking the condition of seats, which will help to identify vandals. This check should be done at the school before you leave. In the afternoon, this check should occur after your first run, when you park at your next school or the T&M building at the end of your route/run.

Monitor – Specific Rules:

Full attention is to be given to the route and the students. This would be the same whether a monitor is there for a Special-Ed route or a Regular-Ed route. A monitor will be expected to know the route as well as the driver, so as to assist a sub driver.

Monitors are to assist the drivers in maintaining discipline, and assist with any physically challenged students.

1. Monitors are to assist in the transferring of students to other buses.
2. Monitors should assist the driver in keeping the bus clean.

Unless otherwise instructed by the Transportation Manager/office the monitor will sit in the rear of the bus. This will help to ensure visibility of all students.

Personal and Professional Responsibilities:

1. Nurture a **positive relationship** with the **students, administration, subordinates and peers.**
2. Demonstrate **respect** for the **students, administration, subordinates, and peers.**
3. Support corporation decisions and direction relative to matters of policy and administrative directives. Work as a team player.
4. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
5. Address concerns and offer suggestions in an appropriate and confidential manner.

Driver's Dress Code:

The bus driver and monitor shall be neat, clean and present a **professional** image at all times. The following clothing *will not be permitted*:

1. Spaghetti-strap tops, low-cut tops, halter tops or tank tops where straps are less than 2 fingers in width. Men: No tank tops.
2. Inappropriate shorts, or skirts shorter than finger tip length.
3. Frayed clothing of any type
4. Clothing with inappropriate messages or images
5. Inappropriate jewelry or accessory items.
6. Sleeveless tops with frayed or excessively large arm holes
7. **Footwear without an enclosed heel and toe.** (Driver and monitors feet shall be completely covered while on the bus at all times).

Driver Discipline Issues:

Issues listed below may result in disciplinary action up to and including termination:

1. Crashes – Depending on the nature and cause; may also result in you being sent through a training program.
2. Police citation for a moving violation while driving a bus.
3. Not stopping at a railroad crossing; with or without students.
4. Circumstances of personal incidents (police charges, or arrests), accidents, tickets or points charged to your license.
5. Refusing a drug/alcohol test.
6. If the insurance carrier determines that, a driver is uninsurable (too many crashes, driving record, etc.).
7. Anytime a student is left on a bus due to the driver not checking the bus after a route/run.
8. Behavior that causes extreme distress to student/staff, endangers the lives of student/staff, or impedes a student's involvement in programs/classes.
9. References to ethnic or religious beliefs. (see Anti-Harassment Policies, in back section colored purple)

Compensation Contracts, and Route Assignments

Driver Contracts:

School bus drivers shall be issued contracts of employment if they are designated as full-time drivers. Substitute drivers will not be contracted. The state prescribed contract will include the rate of compensation, the time period of employment and the duties. In addition, all Indiana State statutes, rules and regulations of the State School Bus Committee and policies of the local school district become part of the contract.

Contract Period:

The contract period will be the number of transportation days necessary to meet pupil attendance and driver assignment requirements.

When a school bus driver operates under a transportation contract, the compensation for the school bus driver shall be determined and fixed by the contract:

- a. On a daily basis for the number of days.
- b. On which the calendar of the school corporation provides that students are to be in attendance at school.
- c. On which the driver is required by the school corporation to operate the school bus or attend meetings as instructed by the Transportation Manager.
- d. Drivers on your contracts three (3) additional days are paid to you.
 - Day 1- first and second semester safety training
 - Day 2- recertification at the organizational meeting
 - Day 3- school open houses(must attend)/bus inspection(drive your bus through)

If you are a driver that is not assigned to a particular school, you may choose a school of your choice and attend their Open House. Should you miss any of the above requirements we will be forced to subtract from your contract accordingly.

Pay Scale Policy:

1. Contracts are based on a daily rate to include; pre/post trips, daily route, fueling, and cleaning.
2. Various assignments ie; early childhood, beacon/latch key, and pre-k will be paid as a minimum trip rate of two hours.
3. Should a driver/monitor come to Bartholomew Consolidated Transportation with experience in such positions rate of pay may be negotiated.
4. Any additional assignments will be assessed **as needed** and compensation will be determined accordingly.
5. Field trips will be paid at the determined hourly rate.

Routes:

A route is defined as the transportation of students assigned to your bus for pick-up at home location or designated bus stop, delivered to school and taken back to the same location or pre-approved location, after school.

1. Transportation Office will make final determination of location of bus stops, turn arounds and cul-de-sacs. Drivers should not deviate from their route assignments unless approved by the transportation office.
2. **It is the responsibility of the driver to make sure the transportation routing personnel have correct information at all times.** This information will be kept in a file in the office for substitutes and will need to be updated with changes.
3. Relocating, adding, or deleting a bus stop must be approved by the Transportation Manager, or the Routing Coordinator. If a student has not ridden for more than a week, you may work with the Routing Coordinator to evaluate the route.
4. At no time should a bus be on the road without the proper bus number being displayed on the side of the bus. **If you are in a spare bus, it is your responsibility to install your bus number magnets.**
5. If you must get out of the driver area while students are aboard; **shut off the bus and take the keys.**
6. An unattended child on a bus is against the law.
7. A speed limit on State and Federal highways is, as posted, but no greater than 60 mph, and no greater than 40 mph on County Roads.
8. It is not acceptable to drive the bus with the door open.
9. There should be no items in the aisle, blocking any emergency doors/windows, or behind the back seats at any time (other than the emergency triangles).
10. It is not permissible for any person, other than another Bartholomew Consolidated School Corporation employee, to occupy the driver's seat at any time. **Do not allow students to sit in the driver seat.**

Route Maps:

Route maps and driver instructions must be kept current. In addition, print the route start time on the map, the number the stops and parking slot numbers at the schools. Without explicit instructions, substitute drivers can easily miss a stop or student. When that happens, the entire department looks unprofessional.

Assignments:

Substitute drivers and monitors who wish to have full time status are assigned to full time routes as needed. Assignments are made with consideration to beginning hire date. However, geography, and whether the placement is a good fit for department and schools is taken into consideration.

Full-Time with no benefits:

A driver/monitor who takes an assigned route is considered full time and must be on contract. They may opt out of the benefit package which means they would not have Health Insurance and Life Insurance.

Route Absorption:

If a route is either absorbed or eliminated, the driver will have the choice of taking the route of the least senior driver or becoming a full time sub driver. If they choose to become a full time sub driver they will then be given the first available route.

If the driver losing their route, thru absorption or elimination takes the route of the least seniority driver, the driver losing the route will become a full time sub driver until a route becomes open and they will then be given that route.

When a route opens, the bumped driver will be given first choice of that route. If they refuse the route and elect to continue as a full time sub, then in any future route openings they will be entitled to bid on them observing normal route bidding procedure.

Route Openings:

Route openings are put up for bid and are available to full-time drivers first. Consideration is given to geography, ability of driver in regard to student control, and other factors deemed relevant to the safe and efficient operation of the transportation department. Once a driver has been awarded a route they can not bid on another route until the end of that school year.

Midday, Summer School, After School, Runs etc:

Any route bidding for program runs will be handled strictly by transportation hire date, regardless of who or when they entered that program/department.

ICARE:

If a driver has an ICARE route and does not drive their assigned route they will not be allowed to drive their ICARE route, (only exception; if said driver is working for the department in another capacity the driver will be able to drive their ICARE route).

Summer School:

Summer School routes will be given to those drivers and monitors based on seniority. If a driver who has their assigned bus at their home requires a different bus for summer trips or routes, they are not to drive their home bus to the T&M in order to use another bus.

Driving Policy, Procedures, and Standards

General Procedures:

1. Unless there is an emergency, or if given permission by the transportation office, drivers must be in position for student pick-up at all secondary schools five (5) minutes prior to dismissal.
2. Drivers should be in position for the student pick-up at the elementary at least five (5) minutes prior to dismissal, if possible.
3. **Drivers must be on their bus when students are loading or unloading.**
4. In instances where buses are nose to rear, all buses must leave enough room for the first bus to use the rear emergency exit.
5. Students will only be released from the bus at the school according to individual school protocol.
6. If a driver must wait for a student or needs to speak to a student or school official and the buses are released, pull aside so others can pass.

Safe Driving:

1. **Driver must fasten their seat belts before putting the bus in motion.**
2. Assure your mirrors are adjusted properly. They are there to see both students and surrounding traffic.
3. Headlights are to be used at all times, with or without passengers on board.
4. Only pass other vehicles if they are driving extremely slow, (farm vehicles, some construction equipment, mail carriers or other vehicles making frequent stops, etc.). Pass on the left only when the road ahead is clear enough to permit getting back to the right with a wide margin for safety. Use hazard lights.
5. Never attempt to pass a vehicle on a curve, at an intersection, or approaching a bridge or crest of a hill.
6. Do not try to take the right-of-way if it means endangering passengers or equipment.
7. You must come to a complete stop before turning right on a red light.
8. All buses will display the stop arm when loading/unloading students. (unless on school property.)
9. Report all stop arm violations to the Transportation office on a stop arm violation form.
10. Never leave the bus as long as there are students on board. When parking the bus at school where children are present, never leave the bus without first setting the brake, stopping the engine, and taking the key from the ignition.
11. Buses will not be fueled when there are passengers on board.
12. Buses will not be running when being fueled.
13. Make sure there is enough fuel before each trip. It is important to maintain an adequate fuel supply in case of an emergency.
14. **The requirement during winter months, you must maintain a ½ tank at all times.**
15. You are expected to stand outside at the pump while the dispensers are in use.
16. Smoking at or around the pumps is prohibited.
17. Use the strobe light when driving in areas of reduced visibility of ½ mile or less.
18. Bus drivers shall not operate a school bus on the highways of this State at a speed greater than the posted limit for any speed zones, and in no event shall any school bus be operated at a speed greater than 60 m.p.h. on any Federal or State highway, or greater than 40 m.p.h. on any county or township road. **THE SPEED LIMIT ON ALL SCHOOL CORPORATION PROPERTY IS 15 M.P.H.**
19. (a) Except as provided in subsection (b), before crossing any railroad track at grade, the driver of a school or special purpose bus shall stop the bus within fifty (50) feet but not less than fifteen (15) feet from the nearest rail. While the bus is stopped the driver shall:

- A. Listen through an open door
 - B. Look in both directions along the track for an approaching train: and
 - C. Look for signals indicating the approach of a train
 - The driver may not proceed until it is safe to proceed. When it is safe to proceed, the driver shall select a gear that will allow the driver to cross the tracks without changing gears. The driver may not shift gears while crossing the tracks.
 - (b) The driver is not required to stop when a police officer is directing the flow of traffic across Railroad tracks.
 - (c) Upon conviction of a violation of this section, a driver shall have the driver's operator's license suspended for a period of not less than sixty (60) days in addition to the penalties provided by section 11 of School Transportation Statutes. IC 9-21-12-17
20. Bartholomew Consolidated RR Crossing requirements: **use the four way amber emergency hazard lights then come to a complete stop within fifty (50) feet but not less than fifteen (15) from the nearest rail, then engage air brake, quiet all noise on the bus, open the passenger door and the drivers window, look and listen for approaching train before proceeding.** Do not use the red student warning lights. Indiana state law requires that all buses (including special purpose buses) stop at every railroad crossing, regardless of whether there are passengers present or not. When traveling multilane roads, the outside lane will be used when making stops at railroad crossings.
21. It is the responsibility of the **DRIVER** to push the child minder button.

Bus Stop Protocol:

1. Bus Stop Pick-up:

- A. Activate overhead warning lights at enough distance to give all motorists a clear indication of your intention to stop and time for those vehicles to stop.
- B. Stop as far right as is practical on the roadway, this includes acceleration and deceleration lanes.
- C. Do not block any intersection.
- D. All mirrors are to be checked before stopping the bus.
- E. Stop arm will not be extended until the bus is completely stopped.
- F. Once extended, the stop arm will remain extended until **all students are safely seated.**
- G. Instruct all students that if they are crossing the street to board the bus, that they are not to cross until the driver has checked that all traffic has completely stopped and has given the students the **point and motion.** The **point and motion** hand signal must be clear and easily understood by all students. All students will cross in front of the bus, single file and all together. **Do not allow students to cross behind the bus.**
- H. The stop arm must be fully retracted and all mirrors and visible surrounding area must be completely checked and clear before moving the bus.
- I. All backpacks are to be fully worn or carried in front of the student. Rolling backpacks are to have handles collapsed and are to be carried upon entering the bus.
- J. Drivers and monitors of seatbelt buses are expected to remind, encourage, and enforce to best of your ability your students to wear their seatbelts for proper safety.

2. Bus stop drop-off:

- A. Same procedures as above.
- B. Insure that all students crossing the street cross in front of the bus single file, and all together.
- C. Insure that no students are standing next to the bus as you prepare to leave the area.
- D. Rolling backpacks will not have handles extended nor will they be rolled until they have exited the bus.

3. Drop off at school:

- A. Wait for instructions before releasing your students at the Elementary level.
- B. Insure that no **students** remain on your bus before leaving the school.
- C. Look for left items and any bus damages.

Testing of Drivers/Monitors:

All Transportation employees will be tested for alcohol and drug abuse under the direction of the Transportation Manager.

All CDL licensed drivers for Bartholomew Consolidated Schools, as well as monitors, will be tested under the following guidelines:

A. Pre-Employment

Under no circumstances will an individual be placed on the payroll without proof of a successful completion of alcohol and drug tests. Any individual who refuses to submit to such tests, has a detectable amount of alcohol in his/her system, or has a positive controlled substance test result will not be considered for employment with the school corporation.

DOT regulations require that the employer obtain, to the extent available, certain drug and alcohol testing records from the employee's previous employers for the previous two (2) years.

B. Random

A minimum rate of 50% of transportation employees shall be tested annually for drugs and a minimum of 10% of transportation employees shall be tested annually for alcohol.

Random drug and alcohol testing may be combined. For example, when testing at 50% drug random rate and 25% alcohol random rate, half of the randomly selected employees chosen for testing would be tested for both drugs and alcohol, while the rest could be tested only for drugs.

Random Testing Selection:

- Employee remain in pool
- Use valid random selection
- Test at least once each quarter
- Do not announce dates of testing
- Test 50% of employees for drugs and a minimum of 10% of employees for alcohol

Refusal to submit to alcohol and/or controlled substance testing as required will be recorded as a positive test, and the employee shall be terminated from the school corporation, subject to applicable state law.

Smoke/Tobacco-Free:

The Board of School Trustees believes that tobacco smoke in a school and work environment is not conducive to good health. As an educational organization, the district should provide effective educational programs and a positive example of students concerning the use of tobacco. Driver's and monitors shall not smoke to include **the doorway of a school bus, or anywhere close enough to a school bus that the smoke enters the bus (this is to include tobacco, smokeless tobacco, and electronic smoking devices).**

Attendance:

All school bus drivers and monitors are expected to report for work each school day. Exception to this requirement would be for personal illness, family illness, bereavement or personal business. Every attempt should be made to notify the Transportation Department at 812-376-4246 or the Transportation Manager, Karen Wetherald at 812-343-5771 of the intent to be absent from work. This call should be made the night before, if possible, but not later than five-thirty (5:30) a.m. the morning of the absence. Business and medical appointments should be scheduled in advance to correspond with the non-driving portion of the day. Messages *cannot* be left on office voice mail. A phone message does not guarantee being received in a timely manner. Failure to report for work with no notification may jeopardize your employment with Bartholomew Consolidated School Transportation Department.

Illness:

If there is a need for a substitute, the Transportation Office should be notified at least one (1) hour before the start time of the route. At no time is leaving a message on voice mail acceptable. **You should Use all numbers available until you actually speak to a person.**

Scheduling of substitutes is to be made by the Transportation Office. Making your own arrangements without notification and consent of the Transportation Manager/Office is prohibited. Any more than three (3) consecutive days off is considered extended time off. Extended time off will require a doctor's statement for illness. Any time there has been either an extended illness or hospital admittance; a doctor's "Return to Duty Form" will need to be turned in to the transportation office **before** you may return to work. This form is available in the transportation office.

The Transportation Manager may consider employee time off before or after Holidays or scheduled days of "no school". If an employee has called in sick during this time, they will be expected to bring a doctors return to work statement before allowed to return.

Doctor visits that require you to miss a portion of your daily duties will require a “doctor’s statement” in order for you to perform any other runs that day.

Time off during the last week of school will not be approved.

Seniority/Retiree:

Seniority begins for all employees on the first day he/she works in a full time/contracted position. If a driver elects to retire as a Bartholomew Consolidated contracted driver but wishes to continue working as a part time driver they will be considered for a part time sub driver/monitor position. As to routes, the retiree may be considered for their former route at the discretion on the Transportation Manager. Effective 8/3/16

If a driver elects to retire as a full time sub driver, the retiree full time sub driver will lose all benefits, including seniority. Effective 8/3/16

Assigned Seats:

All drivers are strongly encouraged to assign seats to students using the form and magnets provided by the Transportation Department. ~~Drivers may use their own seat identification magnets if approved by the Transportation Manager.~~(effective 8/3/16) All students are to abide by the seat assignment; failure to sit in an assigned seat may result in a discipline form being issued by the driver/monitor.

It is recommended that seat assignments be done at the beginning of the school year. The seat assignment is suggested for Emergency Responders as well as student accountability.

Evacuation Drills:

An evacuation drill shall be **conducted each semester on school grounds.** Those drills should occur within the **first two (2) weeks of school and by the first week in March.** An evacuation form is in the black folder provided to you at the beginning of each year; extra forms are located in the back hall. These forms are to be **turned in each time an evacuation is completed.** Students should be evacuated in the fastest, safest manner possible.

State Police Inspection:

The State Police are authorized to conduct “spot checks” throughout the year to assure that school buses are maintained in the necessary condition. The law also requires that buses 12 years of age or older must be inspected twice a year. Bus drivers must insure that their commercial drivers’ license, driver certification card and physical exam certificate are current and carried with you at all times.

Pre-Trip/Route Inspection:

All bus drivers are required to inspect their bus each day and fill out the pre-trip inspection sheet before beginning their route or trip. Drivers are expected to turn their pre-trip inspection sheet in with their timesheets bi-weekly. If your bus is started by another driver or garage staff, you are still required to perform a pre-trip inspection. Monitors are not to start buses. Cell phones are not to be used while performing pre-trips.

Post –Trip

A person who operates a school bus or special purpose bus shall visually inspect each seat within the interior of the school bus or special purpose bus at the end of a trip during which students or passengers are transported to determine that no student or passenger has remained on the school bus or special purpose bus.: IC 9-21-12-19.

THIS CHECK SHOULD BE DONE AT THE SCHOOLS BEFORE YOU LEAVE. IN THE AFTERNOON THIS CHECK SHOULD OCCUR A.S.A.P. AFTER YOUR LAST DROP OFF, this is to insure all students are off the bus, and assist in checking the condition of the seats, which helps to identify vandals.

School Bus Idling Policy:

1. Bus lot operations; prolonged parking between runs; loading and unloading at schools
 - a. 30 degrees and above, not to exceed ten (10) minutes.
 - b. 20-30 degrees, not to exceed twenty (20) minutes.
 - c. 20 degrees and below, not to exceed thirty (30) minutes-or until front windows are defrosted and safety equipment is operable.
 - d. 0-15 degrees not to exceed one (1) hour.
 - e. If you are to remain at a school longer than three (3) minutes, you are to shut your engine off and leave it off until ready to depart. This also applies to field trips.
 - f. On extremely cold days, the Transportation Manager may advise drivers to keep their buses running longer than policy states.
 - g. Off lot buses, during cold **temperatures** and extended down times starting and running your buses for a period of no less than ½ hour is **imperative**.

High Water Policy:

ALWAYS travel at **slow speed** when going through water.

Do not go into a roadway that is covered with water if any one of the following exists:

- a. You cannot see the road striping. Generally, this is six (6) inches.
- b. You cannot see the distance of the road due to water.
- c. If the water level is at your first step, this is twelve (12) inches of water.
(You should NOT be there!)

Fuel:

Drivers should make every effort to keep the fuel tanks full to reduce the risk of moisture buildup. At a minimum, the fuel tank level should not drop below $\frac{1}{4}$ tank ($\frac{1}{2}$ tank in winter months). Drivers are not to leave their bus while fueling. A bus should not be unattended while parked at the fuel island. Smoking is prohibited at the fuel island.

Engine Lubrication:

To assure proper engine lubrication, it is necessary to allow the engine to run until you have indication of oil pressure to at least the normal pressure range.

The Technicians will fill engine lubricants, however, the drivers are expected to check engine oil and coolant (before the bus is started). Techs will maintain all other fluids on the bus. When checking the engine oil the *engine should be off*. When checking the transmission fluid the *engine should be running*.

Bus Cleanliness, Safety and Care:

It is the driver's responsibility to maintain the school bus in a clean and safe condition at all times.

Perform these tasks daily:

1. Check bus for items left on the bus at the end of each route/run/field trip.
2. Check seat/back for damage or markings after each run or trip.
3. Make sure all windows and roof hatches are closed after routes or field trips.
4. Keep dash clear of clothing, papers, books, etc.
5. Aerosol cans and flammable items are not permitted to be inside the bus. These items can be stored in the luggage compartment.

Perform these tasks frequently:

1. Sweep out the bus (daily or as needed). Please note this means sweep into a receptacle, not onto the ground. Remove any gum on seats or floor, and trash cans should be emptied regularly.
2. The exterior of the bus should be washed at least once a month.
3. Dust the interior surfaces.
4. Drivers area should be kept clean of dirt and clutter.
5. Inside windows, ceiling and walls should be cleaned regularly.

End of Year Bus Turn In Requirements:

1. Clean thoroughly driver and dash area.
2. Clean thoroughly walls, ceiling, and top rail.
3. Clean thoroughly windows inside and out (no streaks).
4. Clean thoroughly seats (blow all trash between seats and side walls).
5. Sweep and mop the floor (removing gum, candy, etc.) *do not saturate the floor when mopping this can cause damage to the floor.*
6. Empty trash and clean can thoroughly.
7. Remove all personal items.
8. Thoroughly clean the exterior of the bus.

Evaluations:

1. All drivers and monitors will be evaluated once each school year.
2. The Transportation Manager or designated representative will meet with each employee individually to review that evaluation.
3. Each employee will be given the opportunity to comment in writing about any portion of the evaluation. Those comments must be made on the evaluation form itself, or included with the evaluation form if done separately.
4. Each employee will be given the opportunity to sign the evaluation form. This signature does not indicate agreement or disagreement with the evaluation, it indicates that the employee has had the opportunity to review the evaluation and has made whatever comments he/she feels are appropriate.
5. A copy of the evaluation will be provided to the driver and a copy will be placed in the employee's personnel file kept by the Transportation Office.
6. Any employee that has a concern about their evaluation will follow the grievance process.

Bus Maintenance/Garage Policy:

1. Please complete a work order for **all repairs** needed and *make a copy for yourself.*
2. Drivers and monitors should stay on the outside of the yellow line in the garage area.
3. Contact garage on radio **only** in urgent situations; burning smell, warning light, student light failure, **tire** issues, etc.
4. If you have an out of service item, park your bus in your designated area ("On-lot" buses- your spot, "Off-lot" buses in the gravel) write up the work order and leave it in the designated area in the back hallway and speak with a mechanic.
5. If it's something **less urgent**, (headlight, tail light or brake light out) park the bus in its slot, write up the work order, it will be scheduled as soon as possible, if you are an off lot bus call the garage for a location to place your bus.
6. **Refrain from calling on the radio as much as possible.**
7. **If unsure of proper placement of fluids when checking fluid levels, ask the garage for assistance.**
8. When finished with the fluid containers return them to the garage.

Spare Buses:

When driving a spare bus **you are** expected to return it to the T&M building fueled, oil levels full, and clean.

All repairs should be reported on a work order and turned into the garage immediately.

Student Ridership and Procedures:

Ridership Policy:

The policy of Bartholomew Consolidated School Corporation is to provide transportation for students in grades Pre-k-12 residing within the school boundaries of a school district of Bartholomew Consolidated Schools.

Allowed Ridership:

As specified by state statute school children who are attending a parochial school and reside on a regular route may be provided transportation. This transportation may be from their home on the regular route nearest or **most easily accessible** to their home, and to and from the parochial school. (IC 20-9-1-7-1)

As specified by state statute to be eligible to ride a bus all children must be enrolled in a school program sanctioned by Bartholomew Consolidated School Corporation. (IC 20-27-9-1-b) and (IC 20-27-2-11)

Adults and/or chaperones must have approval to ride a bus from the school officials or the Transportation office.

Students Special Permission To Ride Another Bus:

A student desiring to ride a bus other than their regularly assigned bus is to have permission from their parent/guardian and stamped by their school. Students that cannot provide stamped documentation from their school will not be allowed to ride another bus. **Notes given to the driver unstamped will not be accepted. Drivers may not make informal agreements with students or parents regarding their bus transportation.**

Ridership Boundaries:

Transportation will be provided for those High Schools students living further than a distance of one and one half (1.5) miles, and for the Elementary students living further than one (1) mile. Students living within one (1) or one half (1.5) mile area of their school are consider in the school districts "walk zone".

The Transportation Manager shall make determination of exceptions.

Exception; Accelerated students, or special programs.

Any student wishing to attend a school outside their home school **will be responsible to provide their own transportation.**

Unauthorized Persons On The Bus:

When pertaining to school buses, state law defines an unauthorized person as: a person who is uninvited by the driver to board the bus. If a parent or any other persons board the bus, and the driver feels uncomfortable they should instruct them to leave the bus. If further assistance is needed, notify the Transportation Manager/Office immediately.

Student Basic Rules of Conduct:

1. Riding the school bus is a privilege and is a part of the school day. Accordingly, students should adhere to all rules and procedures outlined in the student handbook while being transported to and from school. Classroom conduct is expected.
2. The driver is in charge at all times while on the bus. All driver/monitor directives should be followed promptly.
3. Be at your bus stop five minutes prior to the scheduled pickup time.
4. Go to your assigned seat quickly. Stay seated at all times until it is your time to get off the bus, and the bus has come to a complete stop. Seated means facing forward with feet on the floor. Students will be completely out of the aisle.
5. Keep arms, legs, and objects to yourself and inside the bus.
6. Talk quietly with no inappropriate language or gestures. Quietly means at a level where the driver cannot clearly hear the conversation.
7. Students are not to bring toys, collectible cards, laser pointers, balloons, or other distracting items onto the bus.
8. Students will not possess any of the following items while on the bus: weapons, tobacco, including electronic cigarettes, alcohol, medication other than personal use prescription, illegal drugs or mind altering substances, sprays, perfumes, combustibles or other contraband. Violation of this rule will result in loss of school bus privileges for a minimum of five (5) days per Bartholomew Consolidated School Corporation Substance abuse policy.
9. Food or drinks are not allowed on the bus at any time without written permission from the Transportation Manager.
10. A student may ride a different school bus with a friend, provided there is enough room on the bus and the student has a written note from their parent/guardian and stamped from the school. **Students may not have more than one friend ride on their assigned bus without prior permission from the driver or transportation office.**
11. Bus windows will not be lowered more than ½ way. [See general instructions page 7](#)
12. Golf clubs, oversized equipment and large musical instruments are not to be transported on regular route buses or placed in the cargo bay.
13. No items will be stored in the back window, behind the back seats, or in front of emergency doors or windows.
14. All backpacks are to be on the students lap or on the floor in front of them, backpacks are not to be placed on the bus seat taking up the seat of another student.

Loading/Unloading Procedures:

When students arrive at the bus stop, proper loading and unloading procedures must be followed. The area around the bus, when it is stopped, is the area where more student fatalities occur nationwide than any other part of school transportation. This area around the bus is known as “**The Danger Zone**”.

Loading and Unloading:

1. **When at the school you should secure your bus, (parking brake, neutral, engine off) and be turned around (standing preferably).** This will assist in maintaining student control throughout the bus.
2. If a turn round has been assigned you should always backup first, pick up/drop off the students, and then pull onto the roadway. **Never back onto the roadway.**
3. A driver is not to permit a student to leave a bus other than their designated pick up/drop off location (unless a written note from a parent/guardian and stamped by their school is provided).
4. If your bus is equipped with student seatbelts, you need to ensure students are instructed to properly use the belts.
5. The emergency door is not to be used for loading or unloading at any time, other than semester evacuation training.
6. No bus should be backing up while on school property without a proper spotter.
7. **Drivers are to set their parking brake at all stops.** If the student must cross the road make sure to leave your stop arm out and not pull away until the students are completely out of the roadway.

Student Pick-up/Drop-off:

1. Placement of bus stops will be assigned by the Transportation Department. Careful consideration will be given for their placement with safety being the highest priority.
2. Please understand that it is the responsibility of the parent or guardian to ensure that each student arrives at the bus stop five (5) minutes prior to pick up time. The parent, guardian or responsible person is to be at the bus stop when the bus arrives in the evening if the student requires supervision (see section below).
3. It is the responsibility of the Transportation Department to assure the safe and efficient transportation of each student to and from school and school-related activities.

Student Drop-off without a Responsible Person Present:

1. Depending on the age and circumstances of a child, (e.g., special needs, kindergarten, early childhood, pre-kindergarten); it may not be appropriate to drop off a student at a bus stop without a responsible person present. **An adult must meet all special needs, early childhood, and pre-kindergarten students at the bus stop.** An older sibling may be allowed to meet the student if coordinated with the driver or transportation in advance. The following steps shall be taken to insure proper supervision of the student.
 - a. The school and/or transportation office will be contacted to locate a responsible person.
 - b. If the route has not been completed, the driver will keep the student on the bus and continue on the route.

- c. If a responsible person has been contacted, the student will be returned home upon completion of the route, or instructions as to where the responsible person can pick-up the student will be given.
 - d. If a responsible person cannot be contacted, the student will be returned to school.
2. Students are to be generally dropped off at their designated stop, unless we have written permission from the parent/guardian to do otherwise. Occasional variations may occur due to roadway irregularities such as construction, weather conditions, traffic, or other emergency situations. The driver will assess the situation to determine if a student can safely walk to their home from the bus location. If there is any doubt, the driver will return the student to the school, or have the parent called and alternate arrangements made.

Special Education/Load-Unloading/ Weight Limits/Lap Boards/Restraints/Lift/Student Management

Basic Special Ed:

Parents and teachers need to be informed of conduct on the bus that is unusual or different than what is expected. Make a practice of asking the teacher or assistant what sort of day the student has had when picking them up from school in the afternoon.

1. Your attitude will set the tone for your bus.
2. Be specific, consistent, and keep rules simple.
3. When giving instruction to students keep it simple, and clear. Be patient and repeat when necessary.
4. Make atmosphere calm as possible.
5. Learn their disabilities.
6. Follow IEP processes that have been identified at all times.

Loading and Unloading:

Whenever possible, pick up and drop off will be at the street in front of the student's house. An adult must be at the bus stop to see the child off and to receive them at drop off time. A wheelchair student should be assisted if a teacher is not present. Teachers should be outside and ready to receive students before we drop students off.

If a parent is not home at drop off time notify the Transportation Office that you are keeping the child on the bus and will try again at the end of your route. The office will notify the school that you may be returning the student to the school if there is no one home the second time.

If the student uses a device that is not transportable, the parent will need to board the bus to transfer the student to a safety seat.

No student is to be carried on board the bus. If a student cannot get up and down the steps without assistance they will need to ride the lift in a wheelchair.

Monitors Should:

1. Be behind a student climbing the stairs.
2. Be in front of a student getting off the bus, backing down while assisting the student.
3. Be seated in the rear of the bus.

Weight Limits:

Children weighing less than 50 pounds must be transported in a safety seat or other restraint system that meets FMSVSS213; those less than 30 pounds must ride in a car seat.

A child under 20 pounds must ride in a rear facing car seat. (575IAC1-5.5-11)

Parents are encouraged to enter the bus in order to place a child into a restraint system due to the physical contact in either buckling or harnessing the student. When the parent is not on the bus, it is recommended that the driver and monitor both be present during the procedure.

NOTE: A child with a tracheotomy (575IAA1-5.5-11) must use a car seat WITHOUT a shield or armrest.

Lapboards:

Lapboards must be removed and secured separately during transportation. (575IAC1-5.5-11). A lapboard is a hard narrow surface that can cause injury during an accident.

Wheelchair Restraints:

State/Federal Law mandates that wheelchairs cannot weigh more than 200 lbs. NO strollers, or three wheeled devices are allowed for transporting students while the bus is in motion.

Operating The Lift:

Make sure to park on flat ground. Secure the bus parking brake. One person is to be on the bus at all times.

1. The person that goes outside needs to make sure the lift door is secured before lowering the lift.
2. The wheelchair should be placed on the lift so the passenger faces outward.
3. Set the wheel locks before moving the lift up or down.
4. An adult is responsible for seeing that all positioning straps, harness, etc, are properly secured.
5. ALL students must wear lap belts/seatbelts.
6. A motorized wheelchair should be shut off while being transported.
7. Students are not allowed to work the lift, (unless certain circumstances warrants, MUST be approved by the Transportation Manager)
8. Students are not allowed to be riding the lift unless they are in a wheelchair.
9. No one should ride the lift with the person in the wheelchair.

Student Management:

Students with Special Needs are expected to follow the same rules as the all other students in the district. However, if the disability is the root of the child's behavior, the discipline procedure, as we know it is not appropriate. You will need to take extra care to work with the families, and schools in order for everyone to have a pleasant ride

Praise and patience are the keys to good discipline. Food should NOT be used on the bus. A student may have a food allergy that you do not know about. Giving students food encourages them to eat on the bus. They may not realize the difference if you say no, then give it to them later. Smiles and kind words work best.

If a student's behavior is unacceptable, you will still need to present the usual paperwork, but work with the teacher to ask for guidance. Documentation is important. If the behavior of a student is an ongoing problem, then the Transportation Manager should be notified. Get a handle on behavior issues early, this will give the teacher and the family a chance to get the problems worked out before the escalate further.

Parent/Guardian Impairment Polices:

There are times then a parent or guardian can appear impaired. We may or may not be able to determine the cause (depression, health issues, substance abuse, etc.), but we feel that safety is an issue.

This can involve an at-school situation (picking up child, visiting, etc), a bus dropping a child off, or a parent delivering a child to a school event or even driving after the pickup.

If the parent/guardian is driving:

1. The bus driver should radio base with as much detail as possible (without saying names) as possible, so that the information can be relayed through a 911 call or
2. Call 911.

If the parent/guardian is Impaired at school:

1. If possible, try to get an administrator to be with you.
2. Ask the adult if they are okay, be clear of your concern. (i.e. smell of alcohol or substance, balance, eyes, incoherent speech, adverse reaction to medication). Admittedly, knowing an individual prior to this encounter makes recognizing a possible impairment easier.
3. Regardless of the response, a call to 911 may be needed if they are trying to leave and to drive a vehicle. They may need medical help or police assistance.
4. They may have a designated driver. Then the decision would be as to whether or not to call Family and Children Protective Services.

If the Parent/Guardian is Impaired when dropping the student off at their drop off location:

1. If they will or can respond to you, ask the adult if they are okay. Be clear of your concern. (i.e. smell of alcohol or substance, balance, eyes, incoherent speech, adverse reaction to medication). Admittedly, knowing an individual prior to this encounter makes recognizing a possible impairment easier.
2. Radio base with as much detail as is possible (without saying names) so that the information can be relayed through a 911 call.

3. A decision will need to be made as to whether or not to call Family and Children Protective Services. We also need to make a report if a concern exists.

Band Instruments:

As long as there is room, we will allow students to have their instruments. The following rules apply:

1. The instrument may not take away the seat of another student, so as to deny them a ride.
2. To allow room for other students, the instrument must be carried on the students lap or stored on the floor between their legs.
3. The instrument may not block any emergency doors or windows.
4. For liability purposes the cargo bay cannot be used for storage of items during regular routes.
5. Large instruments **will not** be allowed.

Electronics:

The use of electronic devices, to include but not limited to, iPods, iPads, Media Devices, and Electronic Books, are allowed on the bus and may be used at the discretion of the driver, Bartholomew Consolidated School Transportation is not responsible for loss, damage or theft of any of these devices.

Any camera device used in an improper manner on the bus will be confiscated and disciplinary consequences will be administered.

Student Management/Discipline:

When students are being transported on a school bus, the students are under the supervision, direction, and control of the school bus driver/monitor and are subject to disciplinary measures by the school bus driver and the governing body of the school corporation (monitor). IC 20-27-10-1

The driver shall inform the students of procedures and bus conduct by providing them a yellow card containing this information.

The driver shall be consistent in following the procedures for proper student behavior and control. Be sure that all students understand what you expect of them.

Behavior Management/Student Discipline Form

Drivers are expected to follow the Behavior Management plan that is outlined below:

- Verbal Warning: When first realizing that a student may become or have a potential problem:
 - Talk with the student. You may want to move that student to another seat.
 - It is recommended you call the family and, ask for their help. Let them know that safety is your first concern.
- Written Warning: When it becomes apparent that the previous step did not work, document by using the Discipline Form.
- First Offense (discipline form, check box checked for 1st offense): ONE DAY OFF THE BUS – The driver has the right to take the student off the bus. You MUST notify the family by using the Discipline Form.
 - If the occurrence takes place on the way to school, we will still need to supply a ride home unless there is a danger to other students.
 - If there is danger to other students, you will need to get the building administrators involved and inform transportation office staff.

- Second Offense (discipline form, check box for 2nd offense): USUALLY 3, BUT UP TO 10 DAYS OFF THE BUS - BEFORE THE PAPER GOES HOME; **you must have principal, or designee's signature .**
- Third Offense (discipline form, check box for 3rd offense): SEMESTER OR YEAR SUSPENSION FROM BUS. **Before the paper goes home; you will need principal or designee's signature -**

The bottom two sheets the driver keeps (pink and gold). The top two sheets go home with the student for parent/guardian signature. The gold is your copy, the pink is transportations. **Please turn the pink copy into the transportation office immediately.** This allows transportation and schools to have up to date information in a timely manner. The sheet with parent signature is the student's pass to get back on the bus. If the student fails to return his discipline form the driver will assess the situation and may elect to transport the student to school noting there will be future consequences.

Anytime there is direct physical contact such as fighting or a serious threat to safety, we may need to deviate from the norm. If there is reason for deviating from the normal procedure, the principal or designee will need to be notified. If they are unavailable, then please notify the Transportation Manager.

NOTE: The severity of the offenses may overrule the above Disciplinary Action.

Student Discipline Contracts:

Once a student has violated all above offenses and proper procedures were followed a discipline contract will now be implemented. A meeting will be set between the student, parent/guardian, school representative, and a transportation official. The transportation official will explain the expectations set forth from this day forward, going over bus rules and responsibilities explaining this is their last opportunity to make better choices on the bus. Should the student occur another bus discipline form (action) they will lose bus privileges for the remainder of the school year. At this point the student, along with everyone present signs the contract to confirm everyone understands the contract terms.

BCSC Transportation encourages parent/guardian support. However, should a student reach the point of losing their bus riding privileges, a parent/guardian signature is not required to enforce the contract verbage.

Previous Year Suspension From Bus:

Students, who were suspended at the end of the previous school year, will start the beginning year with a clean slate. However, if the student starts demonstrating past behavior that is not deemed proper bus behavior the student will be placed on a probation period designated by the Transportation Manager.

Bullying:

Bullying by one student against another student is prohibited and is a violation of school and bus discipline rules. "Bullying" is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical acts committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student. Bullying is prohibited when a student is on school grounds immediately before or during school hours; immediately after school hours or at any other time when the school is being used by a school group; off grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using school property or equipment provided by the school.....I.C. 35-42-2-2 (revised 8/8/05)

Reporting Abuse or Threats of Physical Harm:

Hearing comments about abuse or someone threatening to do physical harm; or "threatening to kill" other students, staff or themselves must be taken seriously.

1. Report to Transportation Manager, make sure to talk with a supervisor, or school personnel the same day of the incident.
2. Document in writing exactly what was said, and if anyone else heard what was said.

Guidelines for Field Trips:

1. In order to be considered for a field trip a driver **MUST** be a full time contracted driver or full time sub driver.
2. Field trips will be assigned to drivers who have signed up for field trips beginning with seniority and continuing on a rotating basis.
3. Driver sign up for field trip is usually done at the organizational meeting. Should a driver wish to be added to the list at a later time, they should notify the transportation office.
4. This gives new drivers and opportunity to be added to the field trip list.
5. Should a driver decide to be taken off the field trip list they will not be eligible for inclusion until the following school year.
6. Should a driver refuse three trips in a row they will be removed from the field trip rotation for the school year.
7. Due to fuel and other associated costs, Mt. Healthy, Southside, Rockcreek and Taylorsville are considered outlying schools. Should a home school driver of one of these schools wish to be a day time field driver for their home school, they will be excluded from other day time field trips, unless there should be a need for additional

drivers. In the event of a field trip overloads any and all drivers may be considered to help (this does include home school drivers).

8. Field trip assignments will be given based on considerations deemed relevant to the efficient operation of the Transportation Department.
9. Drivers that have mid-day routes will not be eligible for (day) field trips.

Field Trip Schedules

Mon-Fri.....8:30 (am)
Mon-Fri.....2:15 (pm) **NO LATER**
Mon-Fri(evening).....4:15 (pm) **NO EARLIER**
Sat - Sun.....anytime

Arrival Time:

It is the drivers' responsibility to arrive at the appointed location for pick-up a minimum of ten (10) minutes before the scheduled starting time for the trip. Exception: when the driver has been assigned a trip based on an as-soon-as-possible basis or made arrangements with the Transportation office.

Field Trip Driver Rules

1. Plan to stay at the destination of the field trip or provide your contact information with the school official.
2. Make sure the teacher/coach has a list of all student names.
3. Perform a brief evacuation preparedness plan before leaving for the trip.
4. The driver should verify with teacher/sponsor what time they need to have students loaded to return to school by 2:15.
5. A driver who cannot take an assigned trip **MUST TURN IT INTO THE TRANSPORTATION OFFICE.** Drivers will not re-assign their trip to another driver under any circumstances.
6. Plans for bus size, cleaning, and fueling should be done in advance (not the day of the trip). It is expected that you will be at the school by the departure time on the trip sheet.
7. Time is calculated from the time teacher has requested the bus and the actual arrival time back to school. All mileage and time information should be filled out before having the teacher/sponsor sign off on the trip sheet.
8. You may add an additional fifteen (15) minutes of time to the trip to allow for fueling, cleaning and travel time to and from the school.
9. Have a gate key for trips returning in the evening. The gate will be locked after regular working hours and on weekends. Lock the gate when you leave and when you return.
10. Have an understanding of the route you will be taking. If you are not clear of the directions provided, seek the internet and/or ask office personnel to assist you.
11. If groups wish to decorate your bus for an event, you must contact the Transportation office for approval. Removal of decorations at the end of the event must be completed.
12. Extra time to clean an exceptionally dirty bus after a trip may be up to a half hour. If that charge is necessary, we will need to take pictures for the Transportation Manager.

13. **If you use a bus that is not yours; you are expected to clean and fuel that bus.**
14. **A driver who has an assigned route cannot take any field trip that conflicts with their assigned route.**
15. **Any driver/sub driver unable to drive their assigned route during the regular day may not take their evening athletic/fieldtrip.**

Drivers with children, grandchildren, or great-grandchildren participating in an event may request to drive such event with the approval from the Transportation Manager. However, in the event the trip has already been assigned to a driver, a request can be made to the existing driver through the transportation office to turn the trip back in and provide the requesting driver the opportunity to drive the trip.

Chaperone/Sponsor/Student Responsibilities - Rules:

All field trips, athletic trips, and extra-curricular trips must be accompanied by a qualified person who will be responsible for student behavior and care of the school bus. The chaperone/sponsor must assure that the following rules are observed by all passengers under their responsibility.

1. Standard bus rules are in effect.
2. Eating, drinking, or chewing gum is not allowed. The driver may give special consideration based on the length of the trip.
3. Animals, reptiles, insects, fowl, fireworks, glass or other dangerous or unsanitary objects are not permitted on the bus. Service animals are allowed.
4. Equipment may not be transported on the bus that would damage the bus, block the driver's view, block the aisles, entry or exits.
5. The wearing of cleats or spiked athletic footwear on the bus is prohibited.
6. It is the responsibility of the chaperone and group to remove trash, clothing, etc., generated by that group.
7. Drivers are permitted to go only to the locations stated on the request form, however minor deviations in order to eat, are allowed.
8. Electronic devices and cell phones are allowed but no pictures or recording devices allowed.
9. Sponsors must caution the students that the buses are unable to be locked as securely as cars. Taking valuables on a trip is not recommended. The school, bus driver, nor transportation department are responsible for items lost or stolen from the bus.
10. Sponsors are requested to consult with the driver as to the departure time from the visitation location. If possible, cell phone numbers should be exchanged.
11. Drivers are not to transport any group without coaches/sponsors/chaperones sitting throughout the bus. Drivers will not require specific seat assignments.

Driver Assignment for Athletic Trips:

Guidelines for Athletic Trips:

- (c) In order to be considered for an athletic team a driver **MUST** be a full time contracted driver or full time sub driver.
- (d) Athletic teams will be bid on and awarded based on seniority.
- (e) Drivers are limited to a maximum of three (3) teams; however, you may choose to have all of them during one season as long as they do not conflict. Drivers are to choose teams that **will not** create scheduling conflicts.

- (f) Driver will not be eligible for other after school assignments if they have chosen an athletic team.
- (g) When considering bidding on a team, a driver should understand that due to fiscal restraints and the size of a team, coaches may elect to use activity (white) buses eliminating the need for a CDL licensed driver.
- (h) Should they choose to have a team it is the drivers responsibility to inform their coach sponsor of their earliest departure time.
- (i) Driver's first commitment is their daily route.
- (j) No switching of students to other driver/buses to make athletic trips time restraints is permitted.

Trips (including ΓCARE) that need emergency coverage will only, be offered to those drivers who have signed up on the "emergency contact list". These drivers will be contacted on a rotating basis. Should no driver on the emergency contact list be available, assignment will be at the discretion of the Transportation office.

- It is the driver's responsibility to provide the transportation office with up to date information; phone number and your desire to remain or be deleted from the emergency list.

Route Determination:

The bus driver has the sole authority for determining the route to be taken for all trips. The driver may take suggestions from the sponsor or other persons as to the best route, but retains the responsibility for the final decision for the most appropriate route. When multiple buses are used on a trip, the route will be coordinated among all of the drivers, and all buses will travel together as a group after departing the school common courtesy is to stay in line. All drivers must be familiar with the route prior to departing.

A driver must ensure the following:

1. Bus has enough fuel for the trip
2. Bus is completely fueled after the trip
3. Interior is swept out
4. Any spills are cleaned
5. Any dirt cleaned off of seats
6. All trash removed

If the regular driver or other personnel report that, the above items are not being completed or are being neglected on a continual basis after field trips; this will result in disciplinary action.

Cancelled or Shortened Trips:

If the driver has been notified beforehand of a trip cancellation, the trip is not counted. Should the driver be notified of the cancellation after arriving at the pick-up location, the driver would receive the compensation of one (1) minimum trip. In the event a trip should be cancelled after a driver has attempted to be prompt, the driver will be compensated one half (1/2) minimum trip.

Field Trips and Nationwide Code Red:

Should there be a terrorist alert, or for any other reason the nation has a "Code Red", all field trips will be cancelled. If you are out of town on a field trip when a national Code Red is called, you will

need to call the Transportation Office and or Manager for direction, before returning to Columbus. You will be informed of any emergency plan that needs to be implemented.

Two-way Radio Operation:

Two-way radios are for emergency and official business and must be monitored at all times. Drivers are prohibited from using the two-way radio for personal or non-emergency reasons. Messages should be brief, to the point, and factual. Drivers should also be aware that at any given time students, community, emergency officials, and other school personnel are exposed to all radio traffic. When one radio is in use, others cannot transmit, so it's essential to keep radio transmission to an absolute minimum. A genuine emergency message would be delayed if a non-business message were being broadcast. Messages which are less important can be transmitted after bus routes and handled over the telephone.

When use of the radio is warranted, the driver should follow these guidelines:

1. Identify drivers by their regularly assigned route number. If you are driving a spare bus, you should answer to your assigned route number. To contact a building, use the building name.
2. Talk in a normal voice. Hold the microphone 1 to 2 inches from your mouth. Be businesslike and courteous. Be sure to speak clearly and at a speed that will make your message clear.
3. Avoid unnecessary transmissions or long messages. **Think** before transmitting. **Keep it Brief.**
4. **Do not turn the radio down to such a point that it cannot be clearly heard at all times.**
5. **Substitutes are to report in on the radio;** this helps drivers know which routes have subs.

AM/FM Radio/CD Players:

This radio enables drivers to have an intercom system on your bus, which allows drivers to talk more easily with students. This also allows access to the AM/FM radio stations. Acceptable radio stations are those that do not play foul, suggestive, or religious language, either in music or conversation. Drivers are not to play their own personal CD's/music material that would contain any of the above mentioned.

Video Policy:

Drivers may view videos at the Transportation Department. To ensure the video is pulled in a timely fashion; a video incident form is to be filled out **with detailed information**; seat location of incident, race ethnicity, time of incident, and student names.

Video CD's are not to leave Bartholomew Consolidated School Corporation property without police or court subpoena.

Administration may choose to permit the parents of children involved in a school bus incident to view a video. However, if a parent requests to view the video they may only inquire of the portion that involves their child in a specific incident. Discussion of other students on the bus is prohibited.

Emergency Procedures:

It is said that the only thing harder than planning for an emergency is explaining why you did not have a plan.

Emergency Procedure Briefing for Field Trips

In order to ensure the safety of school bus passengers in an actual emergency, every school bus driver assigned to transport students on team or field trips shall demonstrate a brief emergency evacuation drill. The driver should inform the passengers of the emergency exits, how to open windows, keeping the aisle clear, how to open all doors and the roof hatch. **IMPORTANT** information that must be shared: How to open the entrance door to include the safety release on air doors.

Guidance/Procedures:

- A. The school corporation should have a written severe weather policy that includes school transportation procedures for routes, athletic events, field trips and extracurricular activities.
 - B. School administrators and school bus drivers are to routinely monitor weather reports for the prediction of severe weather or announcements of weather advisories. Once in route (daily route or activity trip) the school corporation should have a means to communicate this information to the school bus driver.
 - C. Prior to the threat of severe weather, the driver has the following responsibilities:
 - To be thoroughly familiar with all roads adjoining their route in the event they are needed to seek shelter. For athletic events, extracurricular activities, and field trips, the school bus driver should have a map available to determine alternate routes to safety;
 - To pre-determine shelter options (buildings, schools, businesses, homes) along various parts of the route should evacuation be necessary, and to the extent practical, similar options when on activity trips. In emergency situations, most people will offer others shelter when asked;
 - To know the difference between a tornado watch and a tornado warning. A “watch” means tornadoes are possible in your area; remain alert for approaching storms. A “warning” means a tornado has been sighted or indicated by weather radar. According to the National Weather Service, “tornadoes can occur any time of the day or night, any time of the year. In Indiana, peak tornado occurrences are from April to June and between 3 p.m. and 8 p.m.”
1. When a ‘tornado watch’ is issued, a school bus driver is to be prepared for a sudden change in weather condition and alert for the appearance of violent wind, rain, hail, or a funnel-shaped cloud. The driver shall remain off the radio, and use only if you have emergency information. Listen for direction from the Transportation Manager, office or school officials. When the all-clear is called and buses can move, we will notify you.
 2. When a ‘tornado warning’ is issued, a school bus driver is to promptly seek shelter for the passengers.
 - A. if the warning is announced at or near the dismissal of school, the school day students are to remain in the building in a designated safe area.
 - B. if the warning is announced while in route, a school bus driver is to go to a pre-identified shelter or any building closest to their current location, depending on the

immediacy of the tornado threat.

- C. if caught in the direct path of a tornado or one is sighted and a pre-identified shelter is not accessible, the school bus driver is to:
- Stop and evacuate the passengers. Do not attempt to ‘out run’ the tornado. Do not remain on the school bus. If the bus is radio equipped, advise the school corporation of your bus number and location.
 - Seek safety in a below ground level area, such as a ditch, ravine, or depression in a location that is:
 - away from the bus; and
 - where practical on the side of the road without power lines, utility poles, tree, etc.
 - Do not use above ground locations for shelter. (e.g., road or bridge over passes).
 - Instruct passengers to lie flat face first and to protect their head by using a jacket, other clothing, or their hands and arms. Advise passengers to not “sneak a peak” at the tornado.

3. After the emergency:

- A. Account for all passengers, check for injuries, and provide first aid if needed. Obtain medical attention if needed.
- B. Before leaving a shelter, or the immediate area if out in the open, the bus driver should monitor the local sky for a few minutes in the direction from which the tornado came to ensure a second tornado does not follow a similar path.
- C. Be alert for continued storm activity, downed power lines, ruptured gas lines, or structural damage to trees, buildings, roads and bridges.

Transportation Crisis Plan

It is important that students be supervised at all times and that every effort is made to avoid the crisis area. Should a crisis develop, administrators should be informed as soon as possible, and an assessment of the situation should be made to determine if emergency personnel should be called to the scene.

Crisis levels are:

Level 1: A Life Threatening Emergency that requires specific action to ensure the safety of staff and students: known weapons, aggressors, and imminent danger. *Strategies include a lockout, a lockdown, an evacuation, the use of shelter in place, the use of school grounds, the closing of school, Run/Hide/Fight, and the 911 call.* *

Level 2: A Serious Situation that requires specific action to ensure the safety of staff and students

Level 3: A Conflict Resolution Situation requiring specific actions to ensure the safety/security of staff and students with minimal disruption to the education process

Level 4: A Serious Situation/Tragedy/Loss which will impact our lives and our participation in the educational process

***The Lockdown and LEVEL 1 strategies could be utilized at any crisis level.**

Your seating charts and student information cards should be on the bus at all times. These are to be kept in the orange folders at all times. They should be stored in the pockets behind the driver's seat. A permanent marker is a part of this folder and is to remain on board the bus.

****REMEMBER TO NEVER CONFRONT A TRESPASSER DURING A LOCKDOWN SITUATION.****

Depending on the nature of the incident, a **LOCKDOWN** may be initiated. Following are procedures that as BCSC staff and or bus drivers you will need to know.

LOCKDOWN: this is the word used by BCSC schools to indicate there is a crisis situation.

The expectation would be for everyone to stay off the radio. **THE ONLY PERSONS** using the radio during a **LOCKDOWN** would be the necessary persons reporting immediate danger to students. Unnecessary radio transmissions during a LOCKDOWN may result in disciplinary actions. During a **LOCKDOWN** continue your routes but turn **OFF** your AM/FM radios. Radio Stations may transmit information over the air that may be upsetting to students.

GENERAL GUIDELINES IN A CRISIS SITUATION

- 1. Stay off the two-way radio.**
- 2. Be calm.** Keep breathing.
- 3. Follow the crisis procedures and/or directions. Be aware of the "Response Options for an Armed-Intruder Situation" and the Run-Hide-Fight procedure. (p. 41)**
- 4. Remain on the bus** if you have students on board. Do not allow anyone off the bus unless you have been told to do so by base.
- 5. Keep your doors closed.**
- 6. Dispel rumors** while you wait for notification of the facts. Tell your students the facts you have in age-appropriate terms.
- 7. Keep your students calm.** Most will model your behavior.
- 8. Be ready to evacuate if directed or if your area is unsafe.**
- 9. Remain with your class.** Try to keep your group together. **If evacuating, this may not always be possible, but having or finding a place to rally afterwards might be.**
- 10. If there is a serious injury, write the student's first and last name on their arms with permanent marker, which is in the orange folder.**
- 11. Keep your seating chart, emergency response materials** and keys/cell phones close at hand. Know who is absent.

12. As long as you are safe, **do not unload your bus** unless officially directed to do so.
13. **If you hear popping noises (gunfire)**, move to the safest position (i.e. away from windows, lie on floor) and/or the safest area. **You are empowered to make the following decisions: Run, Hide, Fight. (page 6)**
14. **Electronic communications** may be sent and received by students but should not interrupt instructions. If students are texting, ask them to communicate only what they know, their location, and their well-being.
15. **Document any unusual events.** This information may be used to reconstruct what happened.
16. **Note the names** of students and staff who seem particularly upset by the situation so they can be monitored, checked on, or referred for assistance later.
17. **Follow instructions given by emergency personnel.** Trust the emergency personnel to have reasons for their decisions and to know what they are doing.

SCHOOL CRISIS PLAN

LEVEL 1: A Life Threatening Emergency

A Life Threatening Emergency that requires specific action to ensure the safety of staff and students: known weapons, aggressors, and imminent danger.

Examples:

- A. A community situation prompts outside doors be locked and inside movement limited.
- B. An emergency need to locate an individual(s) requires restricted movement in the building or school grounds.
- C. An armed person in classroom or hallway
- D. Hostage Situation
- E. Death/Serious Injury on Campus
- F. Possibly a contamination of water or air supplies

STRATEGIES: Lockout, lockdown, evacuation, shelter in place, use of school grounds, Run-Hide-Fight, 911

LOCKDOWN SIGNAL: LOCKDOWN (Announce and then **call transportation 812-376-4246** as soon as possible.)

LOCKDOWN RESPONSE:

1. Faculty, staff, students should go directly to nearest room where safety and space are available. As long as you are safe, do not dismiss class unless officially directed to do so.
2. Ask students to remain in classroom and standby for further information.
3. Check hallway for passing students. Direct them into a classroom.
4. Secure and/or barricade entrances if possible.
5. Close blinds. Stay away from windows.

6. Wait for further directions (i.e. evacuation, shelter-in-place information, etc.) or an all-clear signal.
7. Electronic communications may be sent or received. If necessary, only communicate/text known facts.
8. Report by phone or intercom if medical assistance is needed. Electronic communications can be used.
9. If you observe a trespasser or a perceived danger, use the intercom or phone immediately. Recognize that an electronic communication (i.e. email, text) may not be read immediately. Report the:
 - a. Location
 - b. Description and numbers of individuals
 - c. Direction headed
 - d. Possession of a weapon
10. DO NOT tie up the phone or intercom. Use them when you need medical assistance or have information. (You may have information relayed or to relay through e-mail, but that system may not allow immediate communication.)
11. These conditions remain in effect until the “ALL CLEAR” signal is announced.

****While this type of crisis happened inside or around the school, be prepared to assist with your bus. There may be a situation where the buses may be used to transport persons to another location. ****

LOCKDOWN Plan for buses arriving at Schools with a LOCKDOWN in place.

1. Announcement will be made to bus drivers over the Two-way radio.
2. **Radio Silence Should Be Maintained** – Listen for further instructions.

C-4 LOCKDOWN Plan for Arriving Bus Drivers/Transportation

The C⁴ Main Office at Columbus North High School will be considered **Home Base** for crisis situations and information.

If a LOCKDOWN exists, Columbus East (main office) and McDowell (main office) will contact the C⁴ Office at their location. The C⁴ office or designee will radio BCSC C⁴ bus drivers and contact bus drivers to inform them to avoid the LOCKDOWN School or schools.

When notified of an emergency, drivers are to do the following: **LEAVE IMMEDIATELY. DO NOT drop off any students. Report directly to the safe location. Wait there for direction.**

No student or staff member should confront a trespasser during a Level 1 situation.

SCHOOL CRISIS PLAN LEVEL 1: FIELD TRIP/ON A BUS/SCHOOL

Examples: Hostage Situation, Kidnapping, Shooting, Bus Wreck, Injury, Seizure

In incidents away from the school facility, the area may be unfamiliar to the students, the teacher, and the support persons. This may add to the fear and the uncertainty of the situation. It is imperative that school personnel remain calm and set the tone for the students and other persons involved. If involved in a LEVEL 1 situation on a field trip site, on the bus, or even at school:

IF THERE IS AN INJURY

1. Contact appropriate agencies as deemed necessary: **911**

2. Contact your school. They may need to supply emergency cards and to make parent/guardian contacts.
3. Follow general crisis guidelines.

IF A HOSTAGE SITUATION OCCURS DURING A FIELD TRIP/ON A BUS/SCHOOL

1. In a calm voice, ask the perpetrator (hostage taker, intruder, etc.) for permission to evacuate the area.
2. Don't be a hero. Accept your situation, and be prepared to wait.
3. Avoid quick jerky movements that would upset the perpetrator.
4. If not allowed to evacuate, remain calm and set the tone for the others. Try to rest.
5. Follow the instructions of the perpetrator and inform students or others involved to do so as well.
6. Be prepared to talk by phone. You may be forced to.
7. Treat the perpetrator as normally as possible. Do not make demands.
8. If anyone needs special medical attention/medication, inform your captors.
9. Trust the negotiators. Accommodate the perpetrator. Ask for permission to speak. Face that individual when speaking; however, do not crowd the perpetrator's space. Be respectful and never argue or make suggestions.
10. Remember as many facts and incidents as possible. Make mental notes of those who leave or enter the area.
11. Follow all instructions of emergency personnel.

IF YOU ARE IN THE VICINITY OF A CRISIS

1. Faculty, staff, and students should go directly to nearest room or safety zone available. **Please consider the advice for "Response Options for an Armed-Intruder Situation" and Run-Hide-Fight. (p 6)**
2. Check area for students. Direct them to you or to the nearest safety zone.
3. Take attendance.
4. Stay away from windows.
5. As long you are safe, wait for further announcements or an all-clear signal.
6. Call/report if medical or emergency assistance is needed.
7. If you observe a perceived dangerous person, make mental notes of:
 - a. Location
 - b. Description and numbers of individuals
 - c. Direction headed
 - d. Possession of a weapon i.e. gun, knife, or etc.
8. DO NOT use the phones unless you need medical assistance or have information.

9. After the crisis has ended, take attendance. Verify the location and status of students and staff who are not with you.
10. Contact your school.

DETECTION OF HAZARD IN OR AROUND THE SCHOOL

In the event of detection of a hazard in or around the school by staff or students, the following steps will take place:

1. **Any suspicious package should not be touched or handled.** All students and staff should be kept clear of the package. (Don't bump, shake, open, smell, touch or taste.) **Isolate it immediately.**
2. **Report the suspicious item to base immediately.**
3. **If the package has been handled and is known to contain powdery substance:**
 - a. It should be placed in a sealed container.
 - b. CONTACT BASE IMMEDIATELY.**
 - c. Wash hands immediately.
 - d. Do not leave the bus.
 - e. Turn off all blowers, fans, heaters, etc.
 - f. Wait for instructions
4. **List all persons who have touched the item.** Have contact information available if needed.
5. **Base will notify the emergency agencies (911)** of the situation and will make decisions (lockout, lockdown, shelter in place, evacuate, etc.) depending on the situation to be confirmed and will follow instructions from the emergency personnel.

HOSTAGE SITUATION ON THE BUS

1. Calmly ask the intruder for permission to evacuate the bus.
2. If not allowed to evacuate remain calm and set the tone for the others. Try to rest.
3. Don't be a hero, accept your situation and be prepared to wait.
4. Avoid quick jerky movements that might upset the perpetrator.
5. Follow the instructions of the perpetrator and inform students to do the same.
6. Be prepared to talk by phone, you may be forced to.
7. Treat the perpetrator as normally as possible. Do not make demands.
8. If anyone needs special medical attention inform your captors.
9. Trust the negotiators. Accommodate the perpetrator. ASK permission to speak. Face them when speaking, but do not crowd the perpetrator's space. Be respectful, never argue or make suggestions.
10. Try to remember as many facts and incidents as possible. Make mental notes of those who leave or enter the area.
11. Follow instructions of emergency personnel.

WEAPON ON THE BUS

1. If you can see a weapon or if a student reports to you there is a weapon on board on the way to school. (Non-threatening situation-no physical threat to others)
 - a. Do not confront the student.
 - b. Report to base that you need a dean to meet your bus when you arrive at school, or that you need directives when you arrive at school.
 - c. Do not let students off the bus until you can inform the dean of the situation. (In a way that other students cannot hear you, you do not want to create a panic). The dean will give you directives.
 - d. Document and report incident to base.
2. If you feel this may be a potential threatening situation or that the student has intent to use the weapon at school:
 - a. **CALMLY radio transportation office that you “have a problem with your spare tire”.** We know there is no such thing and it will alert the office to call for help, and not alert anyone on the bus that you are aware of the issue.
 - b. Find a safe place to park the bus.
 - c. Do not confront the student-make everyone feel that the problem is with the bus. Police will be called and will meet the bus.

THREATS OF PHYSICAL HARM:

Comments by students to do physical harm or to “Threaten to Kill” other students, staff of themselves must be taken seriously.

1. Report to Transportation Manager/Director, making sure to talk with a supervisor, or school principal the same day as the incident.
2. Document in writing exactly what was said, and if anyone else heard what was said.

CRISIS PLAN

LEVEL 4: Response Options for an Armed-Intruder Situation

In the event of an armed intruder in your area, you must quickly determine the most reasonable way to protect your own life. If you are in the midst of the crisis, empower yourself to consider best available options. Students are likely to follow the lead of school staff during an armed intruder event.

Run - Can you safely escape? Is there no other option?

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- Help others escape, if possible.
- Do not attempt to move wounded people.
- Try to prevent others from entering an area where the intruder may be.
- Call 911 when you are safe.
- Proceed as quickly as possible to the pre-determined rally point when you feel it is safe to do so.

Hide - If escape is not possible, is there a good place to hide where you will likely not be found by the intruder?

- Hide in an area out of the intruder's view
- Lock the door or block the entry to your hiding place
- Barricade the door with heavy furniture if possible
- Silence your cell phone (including the vibration mode) and remain quiet

Fight (Take Dramatic Action) - Fight as the last resort when your life is in imminent danger.

- Attempt to incapacitate the intruder.
- Throw items and use improvised weapons in an effort to distract or interfere with the attacker's actions.
- Make a total commitment to aggressive action against the intruder and act as a team with others if possible.

When Law Enforcement arrives, the first officers to arrive at the scene will not stop to help injured persons.

- Remain calm and follow instructions.
- Put down any items in your hands (bags, jackets, etc.), especially items that could be mistaken for a weapon
- Keep hands visible at all times.
- Do not stop to ask officers for help or direction when evacuating as the priority for first responders will be to identify the threat and eliminate it.
- If asked, give officers information, such as the number of suspect(s), the physical description of them and type of weapon/threat.

Information to provide to 911 operators:

- Location of the armed intruder
- Number of intruders
- Physical Description of intruders
- Number and type of weapons being used by intruders
- Number of potential victims at the location

Bartholomew Consolidated School Corporation Accident Packet

1. **CHECK YOUR STUDENTS!**
2. **Notify the transportation office/manager** of your **EXACT STREET** location and if students are hurt.
 - a. Do not get off your bus until you have notified the office.
 - b. If there is immediate dangers evacuate you students. If at all possible students should stay on board the bus unless there is danger of fire or explosion.
3. **Secure your bus** then set your emergency triangles out.
4. Do not move the bus until an officer or supervisor has approved this.
5. Transportation Crisis Plan
 - a. Utilize the seating charts to document student names and placement on bus at time of crash.
 - b. If students are unconscious use the black marker to write their name on their hands.
6. **AN EMT or MEDICAL PERSONNEL MUST CHECK ALL STUDENTS INDIVIDUALLY.** Do not let students go home with an adult.
7. **DO NOT ADMIT or IMPLY FAULT.**
8. **DO NOT TALK WITH ANY REPORTERS.** It is understandable to want to plead your case, but this is not the time or the place.
9. Do **NOT** say, "Our insurance will pay" It is up to the insurance companies to decide.
10. **YOU WILL BE REQUIRED** to come to the T&M to fill out an accident form.
11. **YOU WILL BE REQUIRED TO TAKE A DRUG AND ALCHOLOL TEST REGARDLESS OF THE TYPE OR CAUSE OF ACCIDENT.**
12. If anyone other than OUR insurance company notifies you, do not talk with them. Inform them they are to contact our offices.

Drivers involved in an accident may be required to attend a training sessions with our trainer. Events of an accident may go in front of a review committee.

Crash Procedure – Office: Administrative Assistant:

1. Notify the emergency dispatch – 812-379-1689
2. Inform dispatch paramedics need to be called.
3. Supervisors will be notified and personnel will be dispatched to the location.

4. Notify the school, of bus delay and information of accident. When necessary, the school should send the school nurse.
5. Assist the driver in filling out paperwork.
6. Send the driver for drug test regardless of type of accident.
A Non – DOT drug/alcohol test will be done.
Federal guideline – 382.303 mandates when a DOT drug/alcohol will be done:
 - A fatality.
 - Citation AND a vehicle towed from the scene.
 - Citation AND persons given medical treatment away from the scene.
7. All paperwork will be faxed immediately to the insurance company and administration building.
8. Pictures will be attached to paperwork and filed.

Supervisor:

1. Go to accident location.
2. Talk with police officers and emergency personnel.
3. Take pictures of accident scene.
4. Advise driver to; get student list prepared, go to Transportation Office and fill out paperwork,
then go for drug testing.
5. Report accident to Admin (depending on severity of accident this may take precedence on all others).

Grievance Process:

See Bartholomew Consolidated School Corporation Support Staff Employee Handbook; “Grievance Process”.

Handbook Pages 3,11,17,23,35,36,37,38,39,40,41,42,43 and 44 amended on July 11, 2016



Acknowledgement of Receipt and Reading of the School Bus Driver/Monitor Handbook

I have been directed to read and review the Bartholomew Consolidated School Corporation Bus Employee Handbook as provided by the Transportation Department. This handbook outlines my responsibilities as an employee and the responsibilities of the School Corporation. If I have any questions, I should contact my Transportation Manager. I understand that the handbook is not an employment contract, but does provide the organizational employment procedures by which I am governed.

I agree to comply with the guidelines and procedures of the Bartholomew Consolidated School Corporation. I understand that my employment with the School Corporation is on an “at will basis” and that I am not entitled to any form of job tenure. However, I understand that in the event my job performance is not satisfactory to the Transportation Manager or Designee, I will be given due process and an opportunity to improve my performance.

Please sign and return your acknowledgement of the School Bus Driver/Monitor Handbook.

Employee Printed Name

Assignment and/or Position

Signature of Employee

Date