

# City of St. Charles

## School District



### Transportation Staff Handbook

2018-2019

#### STATEMENT OF ACCOUNTABILITY

Please read this handbook carefully and refer to it as needed. It is your responsibility to familiarize yourself with its contents. This handbook is only a summary of our policies. If you have any questions, please direct them to your supervisor or to the Assistant Superintendent of Human Resources for clarification. Information in this handbook does not supersede policies, administrative procedures or regulations developed and formally approved by the Board of Education. Any inconsistency or contrary provision shall be controlled by Board Policy. This handbook can be viewed online at <http://www.stcharlessd.org> select Employees, then Employee Handbook page. Hard copies of this handbook can be found in each district building as well.

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## **CITY OF ST. CHARLES SCHOOL DISTRICT**

### **INTRODUCTION**

School bus drivers and monitors have a unique position in the educational system. They have supervisory and behavioral responsibilities for school children. School bus drivers and monitors are part of the cooperative enterprise engaged in educating our students. We have the opportunity and the obligation to assist the district in ensuring that all transported students thoroughly understand and follow the rules and regulations necessary for safe travel.

As a school bus driver or monitor, your behavior and performance affects students' attitudes – they will often imitate and model you. You may teach, by example, many of the qualities of good citizenship, including courtesy and respect for law and order. You can influence behavioral patterns by your positive reinforcement.

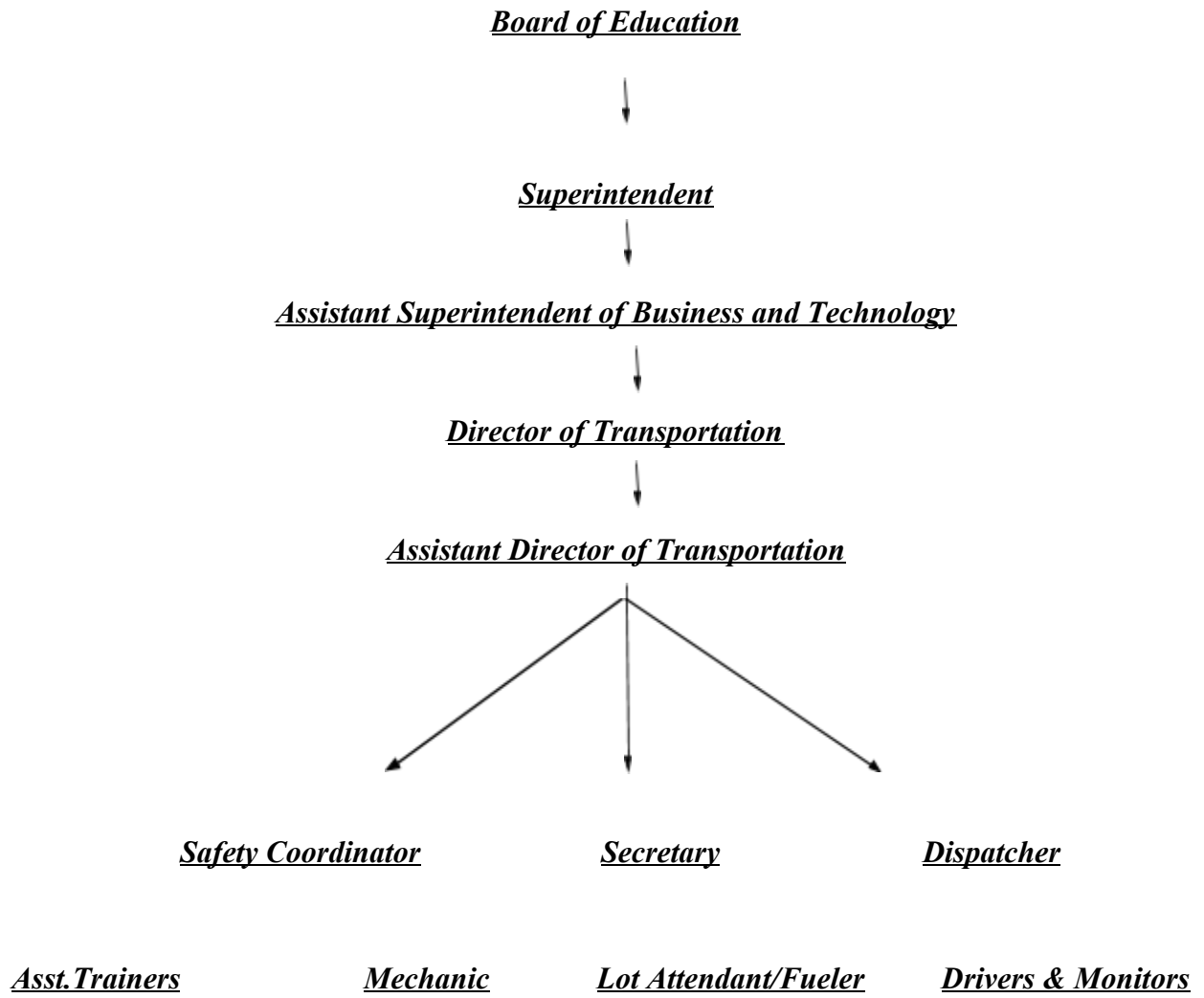
Your primary responsibility is the safe transportation of students, both to and from school. This cannot be overemphasized. Parents, as well as students, place a great deal of confidence and trust in you. It is your responsibility to gain this confidence and trust as early as possible, by your conduct and safe driving techniques. You should be aware that your daily handling of the school bus and the students will be subject to scrutiny by students, parents, the public and the School District's Administration and Board of Education. If you conduct yourself appropriately, students will have the benefit of safe transportation and a positive example to imitate; parents will be reassured regarding their children's safety.

### **PHILOSOPHY**

The City of St. Charles School District requires all transportation employees to comply with all state and federal laws and regulations, as well as the Board of Education's policies and regulations, pertaining to providing safe and cost efficient transportation services to eligible resident students enrolled in the school district.

## **REACH...TEACH...EMPOWER**

**Transportation organizational chart**



## EMPLOYMENT

### Attendance

Students, parents, teachers and administrators expect safe, consistent, on time bus service. It is important that drivers avoid being absent and/or tardy if possible. Drivers and monitors should make every effort to schedule appointments at times outside of their work hours. It is **imperative** to the operation of the transportation department to have enough drivers and monitors to get students to and from school. Therefore, the district asks for cooperation from drivers/monitors with regard to taking leave days. If a large number of drivers/monitors are out on a given day, the director of transportation may ask drivers to reconsider taking a leave day. If an inordinate amount of drivers/monitors are gone on a given day or the employee has what could be deemed as excessive absence, the district may require drivers/monitors to work or provide a doctor's note.

Sick leave will be accrued at 1 day a month on the first payroll of the month.

### Unplanned Absences/Tardies

Employees must notify dispatch if they are going to be late or absent. In the A.M. contact should be made by 5:30 A.M. to report a morning or **all day** absence, however, if you are feeling better you may call in prior to noon to see if you are needed. For a P.M. absence the contact should be made by 12:00 P.M. The dispatcher may be reached by calling:

- PHONE – 636-443-4094

Late arrival between starting time and departure time will be considered a tardy. Failure to give advance notification of absence or tardiness will result in disciplinary action. If you are more than 5 minutes late for your clock-in, your route will be assigned to a standby driver. If that is the case, you may be asked to sit in the driver's room in the event you are needed for another route or an emergency.

An employee will be counted as a "no call/no show" if he/she did not call the office by the above listed times (5:30 am/12:00 pm). Anyone that reports an absence after the times stated, will result in a "no call/no show" being applied to their file in accordance with disciplinary action.

### Planned Absences

Planned absences must be approved in writing 5 days in advance by supervisor. Leave request forms are located in the dispatcher office.

### Attendance Incentive

Each trimester, drivers and monitors who have used no sick or personal leave during that trimester will earn a \$150 attendance incentive.

### Seniority

For work bidding purposes, there will be a single all-inclusive list for drivers and a separate list for monitors.

Transportation director will post a paper copy of the seniority list and will update the posting every time someone is hired or leaves employment. It will also be shared electronically as a Google document for transportation department staff.

A document was created to record the date of first regular assignment. A regular assignment may be created after all requirements are met including CDL and other designated licensing endorsements as well as fingerprinting for background check. This date will be utilized as the date of eligibility for seniority. Employee and director will sign and date the document. Seniority is available to full time and part time drivers and monitors. Substitute drivers are not eligible for seniority. Seniority will be assigned alphabetically if multiple employees have the same seniority date.

### **Time Clocks**

The district will use an electronic time clock system to track employee work time. Employees will use their identification cards to clock in and out for each shift at one of the two stations near the dispatch window in the driver/monitor room of the transportation office. Employees who have any issue with clocking in or out should report this issue immediately to the office staff for assistance. Activity trips which begin or end outside the regular office hours of the transportation department will be recorded on paper time sheets, which should be turned in to the office staff on the next work day. Paper time sheets may be used to record work hours when/if the electronic time clock is not available.

### **Work Calendars**

Work calendars will be developed annually for all transportation department employees. Each employee will be provided with an appropriate work calendar at the end of the prior school year. Specialized shuttle/routes (United Services, Every Child's Hope, etc.) may operate on a separate work calendar. Specialized shuttle/routes could work more than a 180 day calendar. Days worked over 180 will be paid by timesheet, 180 days will be equalized. Equalized pay formula; 180 days X 5 guaranteed hours X hourly rate, paid out in 24 pay periods on the 5<sup>th</sup> and 20<sup>th</sup> of each month. Additional hours worked or docked will be paid/docked according to the payroll calendar. Payroll schedule will be posted in the transportation department.

As part of the 180 day calendar, the following schedule will happen prior to the start of each school year. This schedule is subject to change according to the needs of the district:

- One (1) day for safety training
- One (1) day for the District kick-off meeting/route bid
- Two (2) days for dry runs/physical/dexterity testing

**Recruiting/Mentoring Stipend**

A recruiting/mentoring stipend of \$500 for non-administrative transportation staff will be created with the intent of attracting and retaining new bus drivers. The specific criteria for earning this stipend will be developed by the Human Resources office in conjunction with SCTEA. Drivers will receive \$250 after the new driver has worked 92 days and another \$250 after 184 days. A brochure will be developed that employees can sign and use to promote/recruit new drivers. The brochure will detail the benefits of the position.

## **School Start /Closing Times for Regular Schedule**

### **Tier #1 – 7:20 AM to 2:20 PM**

**Hardin Middle  
St. Charles High  
St. Charles West High**

### **Tier #2 – 8:05 AM to 3:05 PM**

**Coverdell Elementary  
Null Elementary  
Jefferson Intermediate**

### **Tier #3 – 8:50 AM to 3:50 PM**

**Blackhurst Elementary  
Harris Elementary  
Lincoln Elementary  
Monroe Elementary**



**School Start /Closing Times for Early Release Days**

**Tier #1 – 7:20 AM to 11:20 PM**

**Hardin Middle  
St. Charles High  
St. Charles West High**

**Tier #2 – 8:05 AM to 12:05 PM**

**Coverdell Elementary  
Null Elementary  
Jefferson Intermediate**

**Tier #3 – 8:50 AM to 12:50 PM**

**Blackhurst Elementary  
Harris Elementary  
Lincoln Elementary  
Monroe Elementary**

**School Start/Closing Times**  
**Early Out - High School Only**

**Tier #1 - 7:20 AM to 1:20 PM**

**St. Charles High  
St. Charles West High**

**School Start/Closing Times for ESCE**

**8:30 AM - 11:30 AM**

**12:30 PM - 3:30 PM**

## **Operational Responsibilities & Procedures**

### **Driver Responsibilities**

1. Any driver who receives a moving traffic citation, or is arrested for a criminal offense, whether in connection with or outside of performing their bus driver duties must notify the director immediately. Failure to notify will be subject to disciplinary action, up to and including termination.
2. Drivers shall carry their CDL license any time they drive a school bus.
3. It is the driver's responsibility to keep the fuel tank filled to a ½ tank or greater at all times. Never fuel with passengers on the bus.
4. Drivers shall instruct students on loading and unloading procedures, safety rules and rules of conduct. Drivers must follow the procedures outlined by DESE. These guidelines are listed in this manual.
5. Drivers shall unload and load students only at the designated time and place or during the course of the day.
6. Drivers shall enforce discipline on the bus and shall enforce all rules of conduct as outlined by district policy JFCC-AP. (see page 23)
7. Drivers shall wear seat belts at all times while the bus is in motion.
8. Buses must be kept clean and neat inside. Trash cans shall be emptied daily. Mirrors shall be clean and properly adjusted. All inside glass shall be clean to allow unobstructed vision.
9. Any damage should be reported IMMEDIATELY to the transportation office. Such a report shall include a written explanation of the cause and extent the damage.
10. Drivers shall complete a pre-trip/post-trip inspection daily and follow inspection and deficiency reporting procedures. Failure to properly inspect and record the results of the inspection is a serious unsafe act and a violation of state and federal policy.
11. Use of two-way radios must be limited to official school business.
12. Buses must be left and parked in their assigned spots.
13. Drivers are not allowed to take buses home for any reason.
14. Drivers will not allow signs or lettering of any kind to be attached to the exterior of the bus, except those specifically permitted by law.
15. First Aid kit must not be covered or obstructed.
16. Radio stations that are played on school property, including the school bus, must be preapproved by the director or safety coordinator.

### Operational Procedures

1. Drivers shall be responsible for the containment and clean up of any mess that occurs on the bus (vomit, debris, etc) prior to the end of their shift. Drivers must observe universal precautions when dealing with bodily fluids.
2. Drivers shall not, while in any way representing the district, use language or gestures which are vulgar, profane or sexually suggestive.
3. Drivers must pick up keys and route information from the dispatch area prior to each shift and return at the conclusion of each shift.
4. Drivers shall cross railroad tracks according to DOT/DESE guidelines.
5. Drivers shall keep the service door closed at all times when the vehicle is in motion.
6. Drivers must utilize a four second rule when following another vehicle.
7. Drivers shall observe all signs, signals, and rules of the road as provided by Missouri Motor Vehicle law.
8. Drivers shall never leave the “driver’s compartment” while passengers are on board (includes loading or unloading) except in extreme emergencies or for student safety demonstration. The driver shall shut off the engine, take the key and set the parking brake. Drivers shall not allow passengers to sit or stand in the driver’s compartment.
9. Drivers shall not back a vehicle except in a director-approved area or with explicit approval of director, safety coordinator or dispatch. In school loading areas, no vehicle shall be backed without an adult attending the rear of the bus.
10. No animals shall be permitted on school bus, except approved service animals trained to aid persons with disabilities.
11. No weapons or explosive materials shall be permitted on the school bus, except those possessed by law enforcement.
12. Carry on items shall not be allowed to protrude into or block the aisle or be placed in the driver or exit areas.
13. The driver must never allow students to cross 4-lane roadways to board or disembark the bus.
14. Drivers shall not drive on private property without prior authorization from the transportation office.
15. Speed limit in parking lots and Transportation lot is **5 mph**.
16. Personal vehicles must be parked in designated areas only.
17. Check your mailbox/clipboard before each run for any special instructions or information.
18. Enforce the rule of no food or drink on the bus. This includes not giving candy or other edible items to students as treats or rewards. This also includes drivers/monitors while students are on board.

19. No bus is to be taken without prior authorization of the dispatcher, director, safety coordinator, or mechanic. Drivers must use their assigned bus.
20. Drivers must never refuse to pick up a student who is at a bus stop in the morning, unless directed to do so by the transportation office. If a student, who is not assigned to the bus, is at a stop, the driver should get the student's name, take them to school, and report the student to the transportation office at the end of the run. On afternoon runs, students are boarding at school, students that are not assigned to the bus should not be allowed to board the bus.
21. Call dispatch for instructions if parent is not available for kindergarten and door to door students with special needs at drop off.

### **Monitor's Responsibilities**

1. Be able to communicate with students, bus drivers, parents, school and emergency personnel.
2. Work with any driver as a team. Assist driver with routes and location of stops as needed.
3. Report any safety issues to safety coordinator as soon as possible. The bus monitor's primary responsibility is to the safety of the children on the bus.
4. Know the location of the first aid kit and emergency equipment.
5. Know how to use the two-way radio.
6. Become familiar with all students' names.
7. Be responsible for student management during transport.
8. Be responsible for safety during loading/unloading.
9. Attend meetings or conferences as necessary.
10. Assist driver in maintaining a clean bus.

### **Dress Code**

Drivers and Monitors shall be well groomed while on duty. Uniforms will be supplied.

- a. Uniforms must be worn at all times with district logo visible; this includes uniform jackets in the colder temperatures.
- b. Black/khaki pants or blue jeans must be in good condition, no tears, etc. No Sweat Pants.
- c. Shorts will be loose fitting and near the knee when standing.
- d. Shoes must fasten securely to the foot. Shoes must have enclosed toes and must be secured in heel area. Types of shoes that ARE NOT acceptable include, but are not limited to: shoes with heels higher than 1 inch, sandals, flip-flops, house slippers, shower shoes, etc.
- e. Clothing advertising alcoholic beverages, drugs, nudity, profanity, weapons, violence or vulgarity are not permitted. This includes caps, jackets or any wearing apparel.
- f. Hair and beards shall be groomed.

### **Drivers/Monitors' Children on Buses**

Drivers/Monitors that reside in the district and have children or grandchildren that they are responsible for, may allow their child or grandchildren to ride the school bus from the transportation lot, if the child attends the City of St. Charles School District. The child will be allowed to ride the school bus from the lot to school and from school to the lot with any driver that goes to their assigned school. The child must be seated within the first two seats behind the driver on either side of the aisle. The employee must request this in writing to the director of transportation. The child may not ride the school bus prior to a written response providing approval is received.

### **Employee Identification**

All transportation department employees will be issued a district identification card which should be carried with them at all times while on the job. This identification card will provide quick identification for employees when they enter school buildings. The identification card will include a barcode on the back which will be used by employees to clock in and out for each shift.

### **Emails and Communication**

Drivers and monitors will be assigned a school email address. This email will be used for general communications purposes. Computers have been made available for use in the email process. This system is operated by Google and has a calendar function. Training, meetings and other transportation events will be posted on the calendar and posted in the driver/monitor room.

### **Hours of Service**

Drivers cannot drive any school bus for more than:

1. Eight (8) consecutive hours. Hours will be consecutive unless individual ceases operation of the vehicle for at least sixty (60) minutes; or
2. An aggregate of twelve (12) hours in a twenty-four (24) hour period; or
3. In any other manner that would be prohibited by law.

If a driver has employment other than with the City of St Charles School District that would conflict with District duties (emergency/crisis situations), the employee must inform the District to ensure that there is no violation of hours of service. By being a City of St. Charles School District employee, the driver commits to the safety and well being of the children. Therefore, driving for the District must be your first employment priority.

## **Loading/Unloading Procedures – General Guidelines**

- a) If school bus is equipped with a master switch, make sure the master switch is in the "on" position
- b) Activate pre-warning amber flashing lights at least five hundred feet (500') before a designated stop;
- c) When stopping for a designated stop, apply brakes hard enough to light up the brake lights so that vehicles behind the school bus will know the bus is slowing down;
- d) Pull as far to the right as practical on the traveled portion of the roadway and at a location so that the school bus is visible for at least three hundred feet (300') in both directions or five hundred feet (500') if the speed limit is greater than sixty (60) miles per hour. Check all mirrors to see that traffic is clear and it is safe to stop;
- e) Approach waiting students with extreme care, paying attention to the surface on which the school bus will stop (dry, slippery, slopes right, rough ground, and the like). Bring the school bus to a complete stop so that the closest part of the school bus is not less than six feet (6') and not more than ten feet (10') from the closest student;
- f) Place the transmission in neutral and set the parking brake as needed;
- g) Deactivate the pre-warning amber flashing lights and activate the red flashing warning lights and the stop arm when opening the service door after stopping;
- h) Check traffic in front and rear of the school bus before you give the students a hand signal that it is okay to cross the road. Drivers should train students not to approach the school bus until given a signal and to check traffic before crossing the roadway;
- i) Require students who must cross the roadway after leaving the bus or before boarding the bus to cross a minimum of ten feet (10') in front of the bus and only upon a signal given by the driver, monitor or bus patrol when organized bus patrols are used; and
- j) Have students go directly to their seats. When students are seated, check traffic and close the front door to deactivate the red flashing warning lights and stop arm

Sometimes students will need your help boarding or carrying their belongings. Assisting in the loading of a student with a physical disability or who is non-ambulatory is a time when you are permitted to leave the wheel of your vehicle. If you must leave the wheel, put the transmission in park or neutral and turn off the ignition. Be sure to remove the keys and set the emergency brake. On some vehicles with special equipment, such as a lift, you must leave the engine on during loading and unloading. In these situations, make sure the transmission is in park or neutral and the emergency brake is engaged before you leave the vehicle for loading and unloading. If a bus monitor is on the bus then the monitor will assist with the loading/unloading procedures. The driver will stay on the bus to assure the safety of the passengers.

### **Paperwork**

Necessary paperwork needs to be turned in as follows:

1. Pre-Trip and Post-Trip – white copy needs to be turned in daily to the appropriate designated area.
2. Time sheets – Paper time sheets will be used for any activity trip which begins or ends outside the regular transportation office hours. These time sheets should be turned in to the office the next school day following a trip. Paper time sheets may also be used at times when the electronic time clock is unavailable, at the direction of the director.

3. Student rider reports– These are completed twice a year. Direction should be taken from dispatch.
4. Mileage– Direction should be taken from dispatch

### **Annual Route Bidding**

Routes will be bid on prior to the beginning of each school year. Bidding will be done according to seniority in a live bid process. The routes will be posted at least one full day prior to the bid in the driver/monitor room at the transportation office. Employees must meet all requirements of a school bus driver or monitor prior to picking a route.

If any driver/monitor does not present themselves at the scheduled bid time, they will be allowed to exercise their seniority and select from the remaining open routes at the time they arrive. If any employee is unable to bid in person (i.e. Doctor's appt, scheduled vacation, sick, etc) a written proxy shall be given to the director of transportation one week prior to the scheduled bid with the name of their proxy.

Routes are to be bid as an AM/PM work assignment, midday routes may be attached only at the time of first bid. Any additional routes will be bid separately (i.e., United Services, L & C, etc). The entire daily work assignment cannot put the employee over eight (8) hours a day. If any routes are not filled, reverse seniority will be used to fill them.

#### Bidding for special education routes (SPED)

The Director can designate up to 4 SPED routes as high need. There will be an informational meeting for interested drivers & monitors. A separate bidding process by seniority for the designated SPED routes. Director of Transportation can veto a bid. Anyone vetoed can bid another SPED route not designated high need or any other route. The designated high need SPED routes will be bid separately and before the bidding takes place for the other SPED and regular routes.

After initial route selection at the beginning of the school year, routes that are vacated or are newly created, shall be posted for bid and awarded on seniority basis. Bids shall be posted for a period of five (5) work days. The posting shall state the time and date posted, start date of the new route, as well as time/date posting will be removed. If no one accepts the new route/add-on it will be assigned to the lowest seniority driver. Once it is assigned, it will be adjusted and a new start time will be created and become part of that driver's route.

A route vacated by the successful bidder shall be subject to the bidding procedure outlined above.

Each driver/monitor, in addition to their original route pick, shall be allowed one successful bid on an open route **ONE (1) time during the school year.**



Extra shuttles will be bid separate from regular route and will not be subject to the one additional successful bid per year.

### **Summer Routes**

Drivers/monitors will be required to bid summer work by seniority. Summer work will be bid prior to the end of the school year. Routes will be awarded on a seniority basis and will not be subject to the one additional successful bid per year.

### **Regular Route Changes/Cancellations**

Never make or change stops on your own accord. Always get clearance from the office/dispatch. Always run the route according to route sheet, arrive at the first stop at the designated time and follow the directions as written. If there is an issue with being able to run the route as written, it needs to be brought to the attention of the dispatcher as soon as possible. Every effort should be made to run the route as written. If a change is needed, the driver will contact dispatch explaining the problem and possible solutions. No changes should be made without prior approval from dispatch.

When you receive a request from a parent, direct the person to contact their child's school office.

If a route is cancelled from the way the route was bid, the driver/monitor will follow these guidelines:

1. If there is a temporary situation such as a sick child or situation at the school where the driver is not needed for a particular route, the driver/monitor will clock in at the normal time for their route and will be used as needed as a standby driver/monitor at director's discretion.
2. If a run is permanently cancelled for any reason (i.e. child moves, route changes, school situation) and there is no need for that route to continue, the route will be cancelled. The driver/monitor will then become a standby and would be free to bid on vacated routes.
3. A canceled route or tier will not count as a driver's annual bid.

### **Trespassing on School Buses**

Access to all buses is limited to authorized riders and staff. All district staff and bus drivers shall report any instance of "trespassing on a school bus" to the dispatcher or safety coordinator.

### Activity Trips

Trips shall be awarded to the most senior driver with the least trips. The bidding process will be reset on the first day of class of each trimester. Summer activity assignments will be handled separately by seniority. The following applies to trip assignments:

- Regularly bid routes always come first, in other words, if a trip interferes with your route time, you cannot accept the trip.
  
- ✓ Drivers cannot bid on a trip which leaves within 30 minutes of their last drop off time (determined by VersaTrans). Exceptions will be up to the discretion of the director.
- ✓ All trips are posted one week in advance when possible.
- ✓ Trips are posted in date and time order that they are to depart from the depot.
- ✓ Trips are awarded in date and time order.
- ✓ The driver with the least trips will be awarded the trip in time order first. If two drivers have the same number of trips, the trip would go to the most senior driver.
- ✓ All trips are awarded from the main seniority list.
- ✓ Trips will be awarded at least 48 hours in advance when possible.
- ✓ If an employee is absent for their last regular assigned route before a trip, your trip will be reassigned.
- ✓ Trip list will be reset every trimester (per academic calendar)
- ✓ When calculating a new driver's rotation in trip seniority, the total number of trips awarded for the current trimester will be divided by the total number of drivers who have participated in the current trimester. This will be used as the number of trips a new driver begins with.
- ✓ Drivers on activity trips which last at least 8 (actual hours *NOT ESTIMATED*), continuous hours in duration (pre-trip to post-trip) will be entitled to A meal reimbursement for a meal purchased during a trip per established district guidelines. The current (2018-2019) meal reimbursement rate is \$15 for breakfast, \$15 for lunch and \$30 for dinner.
- ✓ ***Itemized receipts must be submitted to be eligible for reimbursement. Receipts turned in will be reimbursed via check by the current month's end.***

### **Federal Holiday**

Pay time and a half on federal holidays (when school is not in session)

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### **Emergency Trips**

Emergency trips are assigned to the senior driver when an all-call is made.

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### **Cancelled Trips**

If your trip is cancelled after you show up, you will be awarded one and a half hours for the trip.

If one or more buses are scheduled for an activity trip and the school cancels one or more of the buses, the senior driver(s) will get the trip.

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### **Overnight Trips**

**Driver will be paid for actual time worked.** When you return to the hotel for the evening you are off the clock until you start the pre-trip the next day.

Credit Card (“P-Card”) instructions **must be followed THOROUGHLY.** Abuse of the P-Card can be terms for disciplinary actions.

- Drivers are not allowed to come off of routes to cover trips.
  - Drivers must stay with the group while on the trips.
  - Failing to arrive by scheduled time or not showing up at all will be subject to disciplinary action, just as it would for a regularly scheduled work day.
  - Trading trips will not be allowed, no exchanges between drivers.
  - Director/designee will assign trip bus, if different from driver’s route bus.
  - Driver should greet sponsor/coach and review departure and return time as well as destination and route. Driver and bus will stay with group unless prior arrangements have been approved by director of transportation.
  - Driver should know destination before starting the activity trip. Dispatch will provide map/directions to the driver.
  - All other driver responsibilities/procedures apply to trips i.e. pre-trip, bus cleanliness, aisles kept clear, etc.
  - Driver shall always take ignition key and lock bus, if possible. Inform sponsor of this procedure as no students are to be left unattended on bus at any time.
  - Buses will stay together as a group, while traveling, unless a sponsor informs driver that they are leaving before the rest of the group.
  - No bus is to pass another bus while traveling together, unless an emergency arises.
  - The driver may grant permission to the students to eat and drink on the bus, if monitored by the sponsor.
  - Tournaments (multi-day events) will be bid as a single assignment.
- ❖ It is the driver’s responsibility to keep their hours under 40 per week. Approval to work over 40 hours per week is needed from the director of transportation. Trips may not be accepted if they cause a driver to work more than 40 hours in a week. Part-time or substitute drivers/monitors will be responsible to keep their time worked under 19 hours per week or a total of 600 hours per year.

- ❖ substitute
- ❖ In the event an insufficient number of drivers bid the charter(s), the trips will be assigned using reverse seniority order.

### **Vehicle Care**

Drivers are expected to act as stewards of district property by showing respect for equipment put into their charge.

## **SAFETY AND TRAINING**

The driver of a school bus is responsible for the safety of students riding the bus; therefore, the students are under the authority and supervision of the bus driver while on the bus. Each bus driver shall observe all state and federal laws and regulations, as well as Board of Education policy and regulations, pertaining to the safe use of district school buses.

### **Accident/Incident Procedures**

Driver responsibilities:

1. Check and attend to the immediate needs of passengers.
2. Immediately notify the transportation office (dispatch, safety coordinator or director).
3. Protect the accident scene with reflective triangles.
4. Note on the seating chart where all students present on the bus were seated at the time of the accident.
5. Do not leave the scene of an accident until instructed to do so by the police or transportation office.
6. Follow direction of dispatch or law enforcement on the scene.

### **Breakdowns**

Should a breakdown or mechanical failure occur, the driver should radio dispatch immediately.

As a general rule, the following steps should be followed:

1. Pull the bus as far to the right of the roadway as possible
2. Activate flashers
3. Place safety reflective triangles

If it is necessary to unload students, the driver should direct them to stay in a group and move to a safe place away from the bus and away from roadway traffic and hazards.

### **Bus Driver Qualification**

Our qualifications have been established by law or by regulations of the Missouri Department of Elementary and Secondary Education and/or by policies of the City of St. Charles School Board of Education. Any change in state or federal law or regulation, and/or Board of Education policy or regulation, pertaining to the qualification for serving as a bus driver shall become applicable in accordance with the effective date of such law, policy or regulation.

### **Driver/Monitor Evaluations**

The Director or Safety Coordinator will periodically evaluate drivers/monitors on school routes/trips to document the compliance to safe school bus procedures. This will include one of each of the following per school year for each driver/monitor:

- Road Observation (see glossary for definition)
- Check Ride report (see glossary for definition)

The director will evaluate the job performance of each driver annually using Road Observation, Check Ride Reports and other relevant data. The director or school district may modify the evaluation procedures and forms at any time with mutual agreement by SCTEA.

### **Driver/Monitor Training**

All new bus drivers and monitors must complete a training program prior to being assigned a route. A training record is completed by the trainer and signed off on after completion of training by the trainee. Once the trainer releases the trainee and all of the paperwork is complete, it is presented to the director of transportation. The goal of this training program is to teach the methods used to be a successful school bus driver/monitor. The training serves the following purpose:

- Provides coordination and training of all transportation department personnel
- Provides safe and reliable transportation to all passengers entrusted to our care. Drivers must meet all district, state and federal requirements that are presented during training and reviewed during safety meetings.
- Provides work instructions from persons authorized by the district to give such instruction.
- Provides that each staff member is accountable for material in this manual. Questions, suggestions or deviation from these procedures should be discussed with the director of transportation.
- Provides drivers/monitors with the required minimum of 8 hours of annual safety training per year.

### **Drug and Alcohol Testing**

Drivers shall adhere to drug screen and alcohol regulations. The district requires and provides for pre-employment, post-accident, random, reasonable suspicion, and return-to-duty testing for school bus drivers, monitors, mechanics, and safety sensitive positions. Test confirmed positive will result in termination of employment. Failure to submit yourself for testing when notified will result in immediate termination. If a diluted result appears, failure to submit yourself for retesting will result in immediate termination.

## **Evacuation Drills**

Points of consideration:

- All drills should be under the direction of supervision of the director or the safety coordinator.
- Drills should be held on school property, not on bus routes.
- Students should leave all personal items on the bus for drill.
- Students/drivers/monitors should know the location and function of emergency window exits.
- Evacuation procedures
  - Stop the vehicle in safe place, school property, secure vehicle, set brake, turn off ignition, put transmission in park/gear.
  - Driver should stay on bus and supervise evacuation.
  - Students should evacuate in orderly fashion, those closest to exits go first, then others follow.
  - Driver should complete evacuation drill form that will be provided.

## **Inclement Weather/Emergency Procedures**

The bus driver must be a judge of an unsafe situation that can result in injury to the students or damage to equipment. Call dispatch when there is a question about a particular situation.

When to evacuate:

- A. Fire – Stop and evacuate the bus immediately if the engine or any portion of the bus is on fire. Move passengers 100 feet or more from the bus and do not allow them to return until the danger has been removed.
- B. Unsafe position – For example, if a bus is stopped by an accident, mechanical failure, road conditions. The driver needs to determine if it is safer to remain in the bus or to evacuate. You should evacuate:
  - 1. if the bus in the path of a train
  - 2. if the bus is in a dangerous position – if it could go over a cliff or into water, etc.
  - 3. if the bus is in danger of collision.

If a weapon is discovered, dispatch should be contacted immediately. Do not try to confiscate the weapon or restrain the student unless necessary to ensure student safety. If it is a “toy” weapon, the same procedures should be followed. You should never allow a person to board if you think they may be concealing a weapon.

### **Physical Exams/Dexterity Tests**

Transportation employees must undergo a physical examination and a dexterity test prior to the start of the school year (but not before July 1). Physicals and dexterity testing will be paid for by the district. An employee who does not pass the initial physical and needs to get a statement from his or her doctor will do so at their own expense and on their own time. If you do not pass, you will not be able to drive/monitor until you pass.

Bus drivers that begin taking medication after the initial physical should notify the director of transportation or designee if the medication is a prescription medication. Depending upon the type of medication, bus drivers may be asked to submit a doctor's note providing information about his/her ability to drive a school bus under this medication.

Dexterity testing is designed to ensure the safe operation of the school bus, as well as passenger safety. Each employee will have two opportunities to pass the dexterity test.

All testing must be passed to continue employment.

### **Progressive Discipline**

The City of St. Charles School District believes that discipline is important not only in the lives of every person but also in assuring that the District is able to fulfill its mission of providing "safe, courteous, reliable," service to the District patrons.

The following progression may be used for non-serious violations of standards of conduct, procedures, policies or failure to use common sense and good judgment – subject to the judgment and discretion of the administration and/or the Board of Education:

1. First Violation – Written warning
2. Second Violation – Second written warning
3. Third Violation – Third written warning
4. Fourth Violation – Discipline up to and including termination

Note that second, third and fourth violations specifically mean any violations of any rule or combination of rules. It does not mean that an employee must have multiple violations of the same rule to advance down the progression toward discharge. Additionally, the district is not required to follow the procedures for progressive discipline in any case where in the judgment of the administration and/or Board of Education, progressive discipline is not in the best interests of the district or its students.



In all staff-administrator conferences dealing with documented performance concerns associated with the staff member's evaluation, or other areas of documented concern, transfer, suspension, or dismissal, the staff member shall be informed in advance of the purpose of the meeting. Staff members will be allowed up to 3 working days to obtain appropriate representation (building representative, colleague, etc.). If needed or if time sensitive, administrators may make arrangements for bus coverage for a representative to be at the meeting. Exceptions to this practice will be made at the discretion of the Superintendent or designee.

In cases of serious violations of standards of conduct, policies, procedures or failure to exercise "common sense and good judgment" or in the event of an unsafe act, the District may impose severe discipline including discharge on the first offense. Examples of serious violations may include but are not limited to the following:

- Leaving a student on a school bus unattended
- Allowing a student who is in early childhood or kindergarten to exit the bus without;
  - a parent present, or
  - a person on a pre-arranged list present, or
  - direction from dispatch
- Theft, stealing, or proven dishonesty
- Violations concerning substance abuse
- Abusive language, threats, violence, or fighting
- Possession or use of guns, explosives, or weapons
- Commission of a felony, misdemeanor, ordinance violation, or infraction while on/off duty
- Failure to properly perform a Pre-Trip or Post-Trip inspection
- Failure to properly secure mobility assistance devices or wheelchairs, or failure to properly load, secure, transport, or unload mobility impaired students.
- Unauthorized touching or contact with a student
- Immoral or indecent conduct
- Serious unsafe acts

Employees may be suspended and/or terminated in accordance with Board of Education policy and regulation.

### **Transportation Meetings**

There will be a transportation meeting scheduled every month of the school year on the first Tuesday of the month. The meeting time will be after morning routes at 9:30-10:30am. Meeting times are subject to change at the discretion of the director. **Transportation meetings are mandatory, except for drivers/monitors who are on scheduled route and or trip. Those who can not attend must check with the safety coordinator for agenda and handouts.** The district shall compensate employees for attending mandatory monthly transportation meetings at their regular hourly rate for the actual time used.

### **Unsafe Acts**

Nothing is more critical to driving a school bus than safety. The City of St. Charles School District is committed to safety for not only the benefit of its students, but also for the protection and well being of its employees, and others. While secondary to human safety, the protection of property is also an important consideration.

A serious unsafe act is defined as an unsafe act that has caused, or had the potential to cause, serious injury or death to a person or any combination of injury or damage claims in the amount of \$1000 or more. The commission of a serious unsafe act may cause the employee to be disciplined or discharged on the first offense.

### **Injury to Employees**

Employees must report personal injury to the safety coordinator immediately. Employees are required to fill out an Employee Accident Report as soon as possible. Employee Accident Report forms are located in the dispatchers' office.

**Board Policy JFCC-AP (Student Conduct)**  
**Student Conduct on School Transportation**

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this procedure, and students who violate these rules may be denied access to school transportation for a specified period of time in relation to the severity of the violation. Video cameras may be in operation on the school buses.

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Permission to open windows must be obtained from the driver.
11. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
12. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
13. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
14. Students shall not throw objects about the vehicle nor out the windows.
15. Students shall keep feet off the seats.

16. The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.

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Students are expected to follow their school's Code of Conduct while on the school bus.

**Forms**

**Accident/Incident Report**

(to be used for Transportation purposes; completed by driver/monitor)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Bus# \_\_\_\_\_

Driver's Name: \_\_\_\_\_

School/Location: \_\_\_\_\_

Motor Vehicle accident \_\_\_\_\_ Passenger Injury \_\_\_\_\_

Specify if other: \_\_\_\_\_

Name of responding Supervisor: \_\_\_\_\_

Description of Incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please attach note paper for additional needed space)

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Trainer \_\_\_\_\_

Date \_\_\_\_\_

Director \_\_\_\_\_

Date \_\_\_\_\_

**SCHOOL BUS INCIDENT REPORT**

School: \_\_\_\_\_  
Driver: \_\_\_\_\_

Date: \_\_\_\_\_  
Route# \_\_\_\_\_ [ ] A.M. [ ] P.M. |  
Bus# \_\_\_\_\_

School Bus Driver will complete and submit the form to the transportation office.

Student Name: \_\_\_\_\_ has been cited for the following infraction(s): |

- |  |  |
|--|--|
| <input type="checkbox"/> Failure to remain seated        | <input type="checkbox"/> Throwing Objects on the bus |
| <input type="checkbox"/> Refusing to obey Driver         | <input type="checkbox"/> Smoking on the bus          |
| <input type="checkbox"/> Fighting                        | <input type="checkbox"/> Hanging out of the window   |
| <input type="checkbox"/> Profanity                       | <input type="checkbox"/> Spitting                    |
| <input type="checkbox"/> Throwing Objects out the window | <input type="checkbox"/> Hitting other students      |
|  | <input type="checkbox"/> Other                       |

**Brief Description of Incident:**

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**\*\*Administrator complete this section:**

**Additional Notes:**

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**Action(s) Taken By Administrator**

- |   |   |                                |
|---|---|--------------------------------|
| <input type="checkbox"/> Verbal reprimand | <input type="checkbox"/> Bus Suspension           | <input type="checkbox"/> Other |
| <input type="checkbox"/> Phone call home  | <input type="checkbox"/> Withdrawal of Privileges |                                |

**Administrator's Signature:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

**\*\*Administrator please return the form to the Transportation office:**

**SCHOOL BUS EVACUATION AND CERTIFICATION**

“Hello Girls and Boys,”

“We are going to practice an emergency bus Evacuation Drill. In the event that there should be a bus accident and or emergency situation this drill will help you all in knowing what needs to be done.”

**“PLEASE No Talking and Pay Close Attention to My Instructions”**

“Stay in your seats and remain quiet so that you all can hear my instructions  
Your bus is equipped with certain emergency equipment located near the driver”  
**(DRIVER SHOULD POINT OUT LOCATION OF THE FIRST AID KIT- FIRE  
EXTINGUISHER-EMERGENCY REFLECTORS AND THE TWO WAY RADIO)**

Show them how to use the radio

Show them how to turn the ignition off in the event that you are unable to do so.

Point out ALL the emergency exits and the kick out windows.

Open an emergency window and show them how it is done same as the emergency roof hatches.

**Answer any questions** that the students may have and make sure you have them raise their hands to do so.

**Then instruct them** that we will be doing a FRONT door Evacuation.

**SAY - “NO PUSHING, NO JUMPING, EVERYONE MUST KEEP THEIR HANDS TO THEMSELVES, REMAIN IN YOUR SEATS UNTIL DISMISSED BY THE DRIVER ”**

**DATE COMPLETED:** \_\_\_\_\_ **SCHOOL:** \_\_\_\_\_

**NUMBER OF STUDENTS:** \_\_\_\_\_

I, the undersigned, certify that a school bus evacuation drill was performed as prescribed by the Missouri Department of Elementary and Secondary Education.

**DRIVERS NAME (PRINT):** \_\_\_\_\_

**DRIVERS SIGNATURE:** \_\_\_\_\_

**DIRECTOR/SAFETY COORDINATOR:** \_\_\_\_\_

***(ONE SHEET PER SCHOOL)***

**Credit Card Acknowledgement**

I, \_\_\_\_\_ received a City of St. Charles School District credit card on \_\_\_\_\_ (date received) to use while on duty for the City of St. Charles School District. I am authorized to use the credit card for company purpose only. **All receipts must *itemized* and be turned in to the Transportation Department. If an *itemized* receipt is not turned in, I could be responsible for the charge.**

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

\_\_\_\_\_  
Staff Signature

- District credit cards are tax exempt
- Itemized receipts are required
- Alcoholic beverages are prohibited

**MEAL ALLOWANCE**

**Total allowable tip is up to 20%**

- Breakfast-up to \$15.00 including tip
- Lunch-up to \$15.00 including tip
- Dinner-up to \$30.00 including tip

I \_\_\_\_\_ returned the City of St. Charles School District credit card on \_\_\_\_\_ (date returned) along with all the receipts from the purchases that were charged to the City of St. Charles School District credit card.

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

\_\_\_\_\_  
Staff Signature



**Payroll Calendar 2018-2019**

<b>TIMESHEETS/SICK LEAVE DUE</b>	<b>DATES</b>		<b>PAYROLL</b>
6/18/2018	6/3/2018	6/16/2018	7/5/18
7/2/2018	6/17/2018	6/30/2018	7/20/18
7/16/2018	7/1/2018	7/14/2018	8/5/18
7/30/2018	7/15/2018	7/28/2018	8/20/18
8/13/2018	7/29/2018	8/11/2018	9/5/18
8/27/2018	8/12/2018	8/25/2018	9/20/18
9/10/2018	8/26/2018	9/8/2018	10/5/18
9/24/2018	9/9/2018	9/22/2018	10/20/18
10/8/2018	9/23/2018	10/6/2018	11/5/18
10/22/2018	10/7/2018	10/20/2018	11/20/18
11/5/2018	10/21/2018	11/3/2018	12/5/18

11/19/2018	11/4/2018	11/17/2018		12/20/18	
12/3/2018	11/18/2018	12/1/2018		1/5/19	
12/17/2018	12/2/2018	12/15/2018		1/20/19	
1/14/2019	12/16/2018	1/12/2019	4 weeks	2/5/19	
1/28/2019	1/13/2019	1/26/2019		2/20/19	
2/11/2019	1/27/2019	2/9/2019		3/5/19	
2/25/2019	2/10/2019	2/23/2019		3/20/19	
3/11/2019	2/24/2019	3/9/2019		4/5/19	
4/2/2019	3/10/2019	3/30/2019	3 weeks	4/20/19	
4/15/2019	3/31/2019	4/13/2019		5/5/19	
4/29/2019	4/14/2019	4/27/2019		5/20/19	
5/13/2019	4/28/2019	5/11/2019		6/5/19	
6/3/2019	5/12/2019	6/1/2019	3 weeks	6/20/19	
6/17/2019	6/2/2019	6/15/2019		7/5/2019	



## TIME DEVIATIONS AND ADJUSTMENTS

(To be filled out and placed in Cindy's inbox for approval)

Name: \_\_\_\_\_ Route Number: \_\_\_\_\_

Date: \_\_\_\_\_ Actual Time In: \_\_\_\_\_ Actual Time Out: \_\_\_\_\_

REASON FOR TIME CLOCK CHANGES:

Sick: \_\_\_\_\_ Personal: \_\_\_\_\_ Route Late: \_\_\_\_\_

Covered Additional Route: \_\_\_\_\_ Forgot to clock in/out: \_\_\_\_\_

No Call No Show: \_\_\_\_\_

**MANDATORY** Reason/Explanation:

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Driver Signature

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Time Clock Administrator

## Glossary

### Driver Categories

Activity Driver	A full or part-time driver whose primary responsibility is to drive activity trips. Activity drivers will accrue seniority.
Driver Trainee	A person with a CDL Permit training with our district to acquire CDL licensing. There will be two (2) additional attempts allowed to pass the entire CDL examination, and they must be within 10 working days from the first attempt. An extension will be issued, if needed, in the event the Missouri State Highway Patrol's schedule extends beyond the ten (10) working days. No seniority is accrued while in training.
Full-time Driver	A driver that has a regular scheduled assignment guaranteeing 5 hours per day. Full-time drivers will accrue seniority.
Part-time Driver	A driver that has a regular assignment and is limited to 19 hours or less per week, not to exceed 600 hours annually. Part-time drivers will accrue seniority.
Standby Driver	A full time driver who has a designated sign-in time for AM and PM work assignments who is utilized to cover work which has been vacated by route drivers or monitors for reasons such as illness, jury duty, etc and/or open work assignments including activity trips. Anyone that bids on a standby position can also be used to cover other work as assigned including activity trips. Hours are guaranteed at 25 hours per week. Standby drivers will accrue seniority.
Substitute Driver	A driver hired whose main duty is to drive trips that will interfere with school routes or activity trips that are uncovered by regular assigned drivers. They may be utilized for driving regular routes as needed. Substitute drivers will fall under the bus driver rules of the handbook and should be available on an as needed basis. These drivers are limited to 19 hours or less per week, not to exceed 600 annually. Substitute drivers will not accumulate time towards seniority.

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Activity Trip	Destination trip to allow students to participate in field trips or extracurricular activities
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Check Ride	This is a report, much like a Road Observation, completed by the director, safety coordinator or assistant trainer. It is completed using video analysis of a complete route or actually riding the route with the driver. There shall be one check ride completed annually on each driver.
Guaranteed Hours	<ul style="list-style-type: none"> <li>❖ Drivers/Monitors with a regular assignment of 5 hours per day</li> <li>❖ Drivers/Monitors called in outside of their regular work hours are guaranteed 1.5 hours (if the assignment is not adjacent to their regular assignment)</li> <li>❖ A mid-day shuttle that is not adjacent to another route is guaranteed 1.5 hours</li> </ul>
Late Scheduled Activity Trip	Any trip for which notification is received less than 48 hours in advance of departure, as well as those that are not covered in the weekly bid process due to extenuating circumstances that warrant immediate response.
Monitor	An employee hired to assist the driver with students with special needs or to monitor the behavior of students on a route.
No Call/No Show	Not showing up for your scheduled start time and not calling the office to give notice of not showing up for your start time.
Regular Assignment	An assignment such as a route or shuttle that is on a regular and/or daily schedule. A regular assignment may be created after all requirements are met including CDL and other designated licensing endorsements as well as Family Care and Safety Registry and FBI background clearance.
Revisions to Routes	A revision to a route which occurs after “route bid day”. This could be as a result of a student moving into the area, a parent request, school request, etc. The director has authority to revise routes as necessary to accommodate student and school needs. Revisions may cause a route start and end time to change.
Road Observation	This is a report that the director, safety coordinator or assistant trainer will complete on a driver. It is completed by following and/or observing a driver running their route. There is one road observation completed on each driver annually.

Route	A transportation service that runs on a regular prescheduled route, usually with bus schedules and designated bus stops. Generally, there will be an A.M. and P.M. route.
Seniority Date	A document was created to record the date of first regular assignment. A regular assignment may be created after all requirements are met including CDL and other designated licensing endorsements as well as fingerprinting for background check. This date will be utilized as the date of eligibility for seniority. Employee and director will sign and date the document. Seniority is available to full time and part time drivers and monitors. Substitute drivers are not eligible for seniority. Seniority will be assigned alphabetically if multiple employees have the same seniority date.