

Guthrie Public Schools

Transportation

Department

Employee Policy & Procedure
Handbook

2024-2025

BOE approved 7-15-24

Guthrie Public School District is a Totally Tobacco Free Environment —Smoking, Dipping, Chewing or Other Use of Tobacco or Tobacco Products is Strictly Prohibited in or Around Any School Building, School, Grounds, or School Vehicles.

THIS INCLUDES VAPOR PRODUCED BY AN ELECTRONIC CIGARETTE OR SIMILAR DEVICE

Philosophy

Guthrie Public Schools' buses and school vehicles are operated as a service to transport students to and from school and other Board-approved functions safely and efficiently. Driving a bus should not be an interruption in our day, and it is our intent that the experience students have with the Transportation Department is a pleasant one. We will attempt, within our capabilities and resources, to treat everyone equally. The school district intends for all employees to be treated fairly. Every effort will be made to make the employee's job as pleasant as possible. A cooperative effort on the part of the employee, site principals, and Central Office personnel should result in the smooth operation of the Transportation Department.

All the rules and regulations concerning school bus operations were made for a reason. Some are required by law and others by the school board. None are made without serious thought, and ALL must be strictly adhered to both for the safety of the riders and the functionality of the equipment.

This handbook is intended to provide Guthrie Public Schools' transportation employees with the basic information, rules and regulation necessary to effectively operate and maintain the department. The information contained in this book is to be used in conjunction with the GPS Policy Manual, District Support Personnel Handbook, Parent/Student Bus Rider Handbook, the School Bus Driver Manual published by the State Department of Education, and the Oklahoma Commercial Driver's Manual published by the Oklahoma Department of Public Safety.

Applicability

The contents of this manual apply to all employees of the Guthrie Public School system, regardless of position or title, who drive a Guthrie Public School bus or school activity vehicle.

Requirements for Guthrie Public Schools Bus Drivers

- Hold a valid Oklahoma CDL with appropriate endorsements.
- Demonstrate to the satisfaction of the Director of Operations or Route Supervisor, or his/her designee, the ability to operate a school bus.
- Be a responsible driver.
- Must maintain an Oklahoma School Bus Driver's Certificate from the State Department of Education.

Expectations for Transportation Employees

1. Be honest and trustworthy.
2. Be courteous to parents and students, and cooperate with all transportation staff, principals, teachers, and other school officials.

3. Must comply with all laws, policies, rules, and regulations set forth by the legislature, State Board of Education, local Board of Education, local administration, and Transportation Department.
4. Be willing to accept necessary modifications to assigned routes.
5. Attend meetings called by the Director of Operations or Route Supervisor.
6. Show proper care and respect for equipment at all times.
7. All drivers and/or monitors are required to maintain their bus in excellent condition including cleanliness (inside and out), pre-trip & post-trip inspections, proper fluid and fuel levels at all time, and submit work orders for any shop work when needed.
8. All drivers and monitors are required to fully clean their bus (per Director's instructions) at the end of school year and submit it for inspection approval.
9. At the end of the year, buses must be cleaned and inspected before check-out. IF necessary, employees will be paid up to 4 hours extra for cleaning their assigned bus after approval is obtained.
10. Show proper respect for the students.
11. Carry a watch or timepiece of some kind at all times while on duty and keep its time correct.
12. Fill out all applicable forms completely, accurately, and in a timely manner.
13. DRESS ATTIRE must be neat in appearance:
 - a. Vulgar or suggestive language, pictures, or symbols shall not appear on any clothing worn.
 - b. Must wear shoes while on a school bus. All shoes must be secured to the feet at the heel and have a closed toe. No open-toe shoes for either drivers or monitors are allowed.
 - c. Every driver must wear a shirt. No tank tops or sleeveless undershirts on school property. Clothing that reveals undergarments or clothing of a similar nature is unacceptable.
 - d. If shorts are worn, they must be of Bermuda or walking-short length (not more than 3 inches above the knee). No ripped jeans, shorts or cut-offs – unless hemmed, are allowed.
 - e. Tight-fitting pants or clothing so tight as to be considered "revealing" is unacceptable.
 - f. No halter-tops or tube tops.
 - g. No pajama pants.

Be on time for work.

- Employees are expected to clock in at the transportation terminal or as the Director of Operations approves. **YOU MAY NOT CLOCK ANYONE ELSE IN OR OUT.**
- Full-Time drivers and monitors:
 - Clock-In 45 minutes before your route starts. Otherwise you may be considered late and your duties could possibly be covered by a substitute.
 - Clock-Out within 5 minutes of a 6-hour or 7.5-hour day, depending on contract hours.
- Hourly drivers and monitors:
 - Clock-In 45 minutes before your assigned route starts.
 - Clock-Out 20 minutes after your assigned route ends.

The use of remote clock-in/-out will not be allowed or accepted. Times may vary IF unexpected delays occur during drive times (mechanical issues, accidents, etc.). There will be NO comp-time without approval first. ALL comp-time should be paid out each pay period for 9-month

employees. Time may vary as specified by the Director of Operation, Supervisor, or their designee.

- A minimum of 2 hours notification to a supervisor is required for any absence. If less than 2 hours is provided, you may be considered a “no-show” unless the absence is considered an approved emergency as determined by the Director of Operations.
- When an emergency arises, contact a Supervisor as soon as possible. Emergency absence approval is at the discretion of the Director. Drivers are placed in their honor not to abuse this accommodation. Absences for personal convenience or excessive absences could result in corrective action up to and including termination.
- The Transportation Office and Maintenance shop are business areas. Please do not carry on unnecessary conversation with the office personnel and the mechanics.
- NO SMOKING OR TOBACCO USE IS ALLOWED ON SCHOOL PROPERTY. THIS INCLUDES VAPOR PRODUCED BY AN ELECTRONIC CIGARETTE OR SIMILAR DEVICE.
- Profane, vulgar, or suggestive language is not permitted on the bus, during or around any school activity or on school property. This includes the transportation complex.
- No drivers or monitors are allowed beyond the yellow line in the garage. This is a safety violation and could result in a fine from OSHA. Employees are not permitted to congregate in the garage. The transportation lounge is provided for your use prior to and after running bus routes.
- Report all school-related injuries that happen either to yourself or a student, immediately to a supervisor. An accident/incident form is available in the Transportation office.

Use of Cellular Phones

Most drivers and monitors carry a cell phone. If you so choose they may be used to keep in contact with parents/guardians by text or call.

Cell phones are not to be used while the bus or district vehicle is in motion. They are to be used only for an emergency situation that may arise during the time the route is being driven. If a cellular phone must be used, pull over at a safe location, secure the bus or district vehicle, then make the call or text (HB 1965 & SB 183). Driver headsets and/or Bluetooth items are not permitted on a bus.

Child Check Procedure

Before exiting the bus, the driver and/or monitor will make a walk-through of the bus to inspect for sleeping students, lost or forgotten items, vandalism, or other damage to the interior of the bus. LEAVING A CHILD ON A BUS ALONE COULD RESULT IN CORRECTIVE ACTION UP TO AND INCLUDING TERMINATION.

Parking – Buses and Personal Vehicles

All school buses are to be parked in the designated spaces only. No buses are to be left unattended in and around the office and garage area. This area can become quite congested which increases the possibility of an accident.

Personal vehicles are to be parked in the lot on the west side of the practice football field, or the area west of the bus lot, do not park north of the maintenance parking sign, or in the upper

parking lot to the east of the garage area (GUES). Personal vehicles may be parked temporarily in the office parking area while signing in or out in the dispatch office. **Vehicles may not be left in this parking area otherwise.** This area is reserved for office personnel and visitors. No double-parking

Bus and Route Assignments

Buses and routes are assigned to drivers and monitors by the Director of Operations, Route Supervisor and Route Coordinator, and are subject to change at any time. Drivers and monitors may be consulted as a part of the change process, but must be willing to gracefully accept any required change in their route assignment.

Proper care and/or lifespan of any bus are key factors when assigning or changing buses.

Route Openings

The following procedures are the method by which the Transportation Department will attempt to fill open routes. It should be noted, however, that this procedure is subject to change when deemed necessary. Openings will be posted for three days before being filled with a qualified applicant.

- Drivers desiring an open route will apply for the open route posting.
- Selection will be based on attendance history, driving skills, accident record, adherence to District policies, professionalism, legitimate complaints received and student management.
- The Director of Operations or his/her designee will make the final selection after review.

Substitutes, Coaches and Trip Drivers

Substitutes, coaches, and trip drivers carry the same responsibilities and expectations as a regular driver and are subject to the same rules and regulations.

- Full-time substitutes – 6-hour AM and PM drivers or monitors who report to the dispatch office at a specific time each day. They will drive or monitor any route assigned to them by the dispatch office. Check with the office to determine the AM and PM time to arrive.
- On-call substitutes – drivers or monitors who are used on an “as needed” basis, for a specific route as assigned by the dispatch office.

Bus Evaluations, Bus Observations and Discipline

All employees will undergo a written evaluation of their performance annually. The director of Operations, or another supervisor will conduct this written evaluation. Employees who are found deficient in any area will be put on a plan of improvement. Bus observations may be conducted by the Director, a supervisor, or their designee.

Discipline procedures will follow a progressive pattern as follows:

- 1st Offence – verbal warning is issued and documented in personnel file.
- 2nd Offence – written warning is issued with possible suspension without pay.
- 3rd Offence – written warning, corrective action up to and including termination.

Driving Regular Bus Routes

Regular bus route, as used in this handbook, refers to any regularly scheduled trip a bus makes for which there is a printed schedule. All bus routes have a printed schedule with designated

stops, a list of students riding by stop, and a corresponding map. Keeping these documents current is the responsibility of the driver and a supervisor.

Dry runs (practicing assigned routes on a bus) are mandatory within 3 days prior to the first day of school. Check directions, timing and stops listed on your route sheet to ensure on-time performance and route information integrity. If edits are required, please see a supervisor immediately to set an appointment for revisions.

State Department of Education Requirements for School Bus Drivers in Oklahoma School Bus Driver Certification Standard Certificate

Qualifications of a school bus driver

Certification Requirement (Excerpts from OAC 210:30-5-1_

The employing school's Chief Administrative Officer or designee shall certify to the Oklahoma State Department of Education (OSDE) that each applicant submitted for a Standard Five-Year Certification:

- Is at least 18 years of age.
- Has successfully completed a school bus driver certification course approved by the Oklahoma State Department of Education.
- Holds a valid Commercial Driver License (CDL) appropriate for the type of vehicle driven with P and S endorsements required by the Department of Public Safety.
- Has not been convicted of, or pled guilty or no contest to a felony during the last ten (10) years.
- Has passed a driving record check; and no certificate shall be issued to a person who within the preceding three (3) years:
 - Has had a license suspended or revoked, canceled, or withdrawn pursuant to the Implied consent Laws at 47 O.S. Sec. 751.
 - Has a conviction for a violation of 47 O.S. S 11-902 which includes driving, operating or being in actual physical control of a vehicle while under the influence of alcohol or any intoxicating drug.
 - Has been convicted or pled guilty to a violation of 47 O.S. S 761, operating a motor vehicle while impaired by the consumption of alcohol.
 - Has been convicted of any municipal violation of driving under the influence of alcohol or drugs, or operating a motor vehicle while impaired, or being in actual physical control of a motor vehicle while impaired.
 - Has had four (4) or more traffic violations (excluding parking tickets).

Transportation for Special Needs, IEPs, and other student concerns Responsibilities of the driver and/or monitor

An orientation for transporting students with special needs, IEPs and other student concerns will be scheduled at the beginning of each school year. The transportation orientation will include student information pertinent to the school bus driver and monitor regarding the student's physical, mental, and emotional needs to assure a successful bus ride for their assigned students.

The district's special needs staff should be aware of the individual concerns of those students riding a school bus and should share such information with the bus drivers. Some common concerns are listed below, but it is not an all-inclusive list.

- A communication system must be clearly defined so that information can be shared quickly and efficiently, even on a day-to-day basis if necessary, between drivers and

personnel responsible for the educational program of students with special needs and other concerns.

- Prior to the first bus run, drivers should be told of students with any type of disability who may require a monitor's assistance to get on/off the bus due to braces, prosthesis, vision, hearing, etc.
- The parent (or their designee) is responsible for "door-to-curb", "curb-to-door" and "street crossing" of the child to the loading and unloading point, and should be advised to use extreme caution.
- The bus driver and monitor needs to be told of their passengers with autism, allergies, behavior concerns, epilepsy, diabetes, cerebral palsy, etc. Specific procedures for pupils with such conditions should be clearly outlined and understood by the driver and monitor in case of a medical emergency on the bus.
- Bus drivers and monitors should be trained in the proper way of lifting students with orthopedic braces, etc., and the techniques for strapping such students in the bus seat to assure a safe ride in consideration of their specific needs.
- If there is a student riding a school bus who needs social support or emotional support (for any reason), their district's teachers should communicate the student's needs with the bus driver and monitor and develop techniques to ensure the daily commute to and from school is safe and successful.
- Socialization is necessary for all children. Bus drivers and monitors should share in the responsibility of assisting children and youth with disabilities to remain as "normalized" as possible with other students by developing a posture of expectation, kindness, an understanding of each individual's need while under their responsibility to and from school or other school-related activities.
- CPI Training – before you are allowed to touch or restrain a student.
- Bus monitors are responsible for assisting children with getting on and off of the bus safely. They must also make sure that children are in their assigned seats. They must make sure that children get off the bus at the correct stops and that they are being released to the correct guardians.

BUS DRIVER INFORMATION

Routine Responsibilities of the Bus Driver

KEEP BUS WASHED & CLEAN! A dirty bus reflects poorly on the district.

1. Operate the school bus in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life.
2. Perform and record your pre-and post-trip inspections. (All lights and reflectors must be kept clean) If any of the following conditions are found during the pre-trip inspection, notify the Transportation Office, and the bus will be taken out of service until repairs are made: fluid leaks, cracked or broken glass, service door and/or emergency exits not functioning properly, flat tire, separated tread or cords showing, head light, stop light or turn signal light burned out; loads not working.
3. When you fuel your bus, stay with it. When the tank is full, replace the fuel cap, hang up the hose and move your bus. Please be very careful that the information put into the computer at the pumps is correct. Never put the tenths of a mile shown on your odometer into the computer.
4. **YOU MUST SUBMIT A WORK ORDER FOR ALL MAINTENANCE NEEDS**

5. Maintain the accuracy of your route sheets, student rider list, route map and seat assignments.
6. Follow your route and schedule as printed. When you are unable to do so, report the reason you cannot so that proper adjustments(s) can be made. Be sure you do not leave your first stop early. It is much better to run one or two minutes late than to run even one minute early.
7. If a child does not know where to disembark from the bus, notify the office as soon as you have made your discovery and you will be instructed as to what you should do.
8. While students should know how to operate the emergency door, no student is to enter or exit through this door except during emergency drill or in the event of a real emergency.
9. No one other than your normal route students will be allowed on your bus.
10. No buses are to be parked in the office area, including in front of the garage, except when fueling. At the end of each run and after trips, park your bus in its assigned parking area only.
11. Close all windows, doors, and top vents, and lock the emergency door and the loading door at the end of each run and after returning from field trips.
12. Before you move your bus, look around to be sure you can begin to move without hitting something. Stay away from canopies at drive-in restaurants and service stations. Pay attention to what you are doing at all times.
13. Follow the prescribed 15-step loading/unloading procedure as per state law 47 O.S. 15-109:
 - Start amber warning lights 300-100 feet before the bus stop. Turn on the right directional signal.
 - Pull completely off the road or as far to the right as possible and stop.
 - Set the parking brake and shift to neutral gear.
 - Turn off the right directional signal.
 - Visual search,
 - On older buses crack door, start red loading lights; on newer buses flip the appropriate toggle switch to start the red loading lights.
 - Visual search.
 - Open door.
 - Visual search (direct students).
 - Close the door.
 - Select gear and release the parking brake.
 - Visual search.
 - Turn on left directional signal.
 - Visual search, then proceed.
14. Check the interior of your bus after every run to make certain there are no sleeping children, or forgotten items, and to make sure that the bus is clean.
15. Place a box or suitable container for trash in the right front corner of the bus under the glove box. Keep this trash can empty and clean after each trip.
16. Every bus is to be swept a minimum of once each day. If two people drive the same bus, the bus should be swept after every trip. Trash is not to be swept onto the lot or the ground. Put it in a trash can!
17. If it is not necessary for you to fuel your bus each day, please fuel it when it reads $\frac{1}{2}$ full. Do not park a bus with less than $\frac{1}{2}$ tank of fuel in it. There is no excuse for running out of fuel on your route.

18. Make certain your bus has a fire extinguisher, first-aid kit, clean-up kit, and reflective triangles every time your bus leaves the bus lot. These items should be properly secured.
19. Inspect the fire extinguisher at least once a month to determine that it is still fully charged. If the fire extinguisher is not charged notify a mechanic.
20. Never leave the ignition key in your bus while it is parked. If you must leave the bus unattended, even for a very short period of time, take the key with you.
21. If you are using a spare key return the key to the box after each trip. The only reason to take a spare key with you is if you have an after-hours trip. Regular drivers will have a key to their route bus issued to them; they are responsible for bringing and keeping the bus key.
22. The speed limit around the bus complex is 5 MPS.
23. Be sure your bus is parked in its proper place, the windows are closed, all lights are turned off and all doors are locked.

General Information and Requirements

Drivers will follow the designated route exactly as printed and will make no changes. Exceptions to this are roadwork/constructions areas, accidents, weather factors or an emergency as determined by a supervisor. When this happens, the transportation office will be notified immediately and an alternate route may be formulated. When the exception is cleared, the designated route will again be followed.

- Drivers will make their first stop and subsequent stops exactly at the time printed on the route sheet or a couple of minutes later but never early. Update routes often with a supervisor.
- No driver will arrive at the first school before **7:20 am** and will not unload students until an office radio all-call is made to release students at **7:30 am**.
- **Idle time is a max. of 15 minutes! Turn the key to accessory position and listen for radio traffic.**
- In the afternoon, NO DRIVERS will be at their first school before 3:00 pm except those traveling to Charter Oak Elementary.
- No driver will leave any school before **3:17 pm** after an office radio all-call is made authorizing departure for all buses unless prior approval is obtained from a supervisor.
- Stop for students to get on or off the bus only at the location designated by the route sheet.
- The transportation office must approve any exception in advance. Once departed, drivers will not go back to schools or stops (AM & PM) without prior approval from a supervisor. CALL DISPATCH FOR PERMISSION
- Drivers will never pass a waiting bus without prior approval from a supervisor. CALL DISPATCH FOR PERMISSION
- Seat assignments are encouraged either by name, grade or both on all regular route buses. (This is required information when an incident and/or accident occurs.)
- Drivers must wear their seat belts when driving a bus. Cited violations are the driver's responsibility.
- All students must be seated before moving the bus.
- Let no student on or off of the bus except at designated stops. The transportation office must approve any exception in advance. Should a student insist on disembarking at a

stop that is not his own, do not physically try to stop the student. Follow district disciplinary procedures upon returning to the office.

- Drivers/monitors should make every effort to control the students on their bus. Enforcement of the bus rules should be consistent and reported in a timely matter.
- **Students are never allowed to sit in the driver's seat or operate any of the bus equipment.**
- Drivers/monitors do not have the authority to remove a student from the bus or deny them riding privileges if they are properly registered on that route. The district discipline policy will be followed to remove a student from the bus.
- **All drivers/monitors must use extreme caution about touching students, unless it is absolutely necessary and for safety purposes only.**
- Document all disciplinary conversations with students, even if a write-up does not occur.
- Never swing, point, or throw any object at a student, or threaten to strike a student.
- Observe all traffic laws.
- If you exit the bus for any reason, turn the ignition off and take the key with you.
- Backing a school bus requires prior approval from a supervisor, except when it is a necessary turn-around on route or backing into the bus lot. CALL DISPATCH FOR PERMISSION
- Drivers are expected to abide by the same rules as the students in regard to eating and drinking on the bus. Drivers may only take bottled water on the route with them. Exceptions for students and drivers that may require food are for documented medical reasons only.

Traffic Violations

In addition to the regulation in effect under the State Department of Education and the State Department of Public Safety, which enforces the federal Commercial Driver's License (CDL) regulations, the following policies will be in effect as well:

- Drivers who receive citations or failure to devote full time and attention to driving while in the execution of their duties are subject to suspension or dismissal upon a plea of guilty, a forfeiture of bond, or conviction. Verified formal complaints of the same will merit the same consequences.
- Drivers who lose their CDL through Department of Public Safety action will immediately be suspended pending investigation, and are subject to dismissal.
- All other traffic violations not mentioned above will be addressed on a case-by-case basis, using these policies as guidelines.
- Drivers must report any citation received, either on- or off-duty, immediately to their supervisor. Failure to do so could result in corrective action up to and including termination.

Pre-Trip and Post-Trip (Also See Addendums A, B, & C)

Before starting out, the driver must be satisfied that the motor vehicle is in safe operating condition. If the last vehicle inspection report notes any deficiencies, the driver should review and sign, noting that necessary repairs have been completed.

Safety for yourself and for other road users is the most important reason you inspect your vehicle.

Federal and state laws require that drivers inspect their vehicles prior to each trip. (FMCSR Part 396: Inspection and Repair) Failure to inspect your vehicle as required by law could result

in corrective action up to and including termination. Federal and state inspectors may also inspect your vehicles. If judged to be unsafe, the vehicle will be “out of service” until it is fixed.

Daily Trip Sheets and Work Orders

- Fill out a daily trip Sheet for your regular routes each day. Complete it fully and place it in the basket located on the dispatcher’s counter.
- If you discover something on your bus that needs immediate attention, write the problem on the daily trip sheet. If the mechanic has a question they will come to you.
- Drivers will use the FMX work order system to enter work orders.
- NO WORK ORDER EQUALS NO REPAIR.

Proper Use of Two-Way Radios

Radios are to be used for school business only; personal use is not only against policy, it is also illegal. Always identify yourself when beginning and ending your conversation, i.e., “Bus 29 to Base” and “Bus 29 clear”.

- Adjust the volume on your radio and leave them at that setting.
- Leave the microphone in its hanger unless you are using it.
- Do not say anything over the radio that would compromise our position as a school district or that could impact anyone in a negative way. Do not make jokes or wisecracks. Always be professional.

Two-way radios are to be used for the following:

- To report heavy traffic congestion.
- To report vehicle accidents.
- To report severe discipline problems on and off the bus.
- To report breakdowns.
- To report difficult or hazardous road conditions.
- To ask for directions.
- To report or receive rider information.
- To report or receive weather conditions.
- To report an angry patron approaching or attempting to board the bus.
- To report bus loading zone problems.
- To report or receive field trip information or problems.
- To report vandalism.
- To report medical problems.
- To report questionable behavior on the part of a patron.
- To report or receive route information.

These reasons are not all-inclusive, but should provide parameters by which the driver can properly use the system.

Driver Accident Procedures

Drivers are required to know and follow district accident procedures.

The accident procedures, a driver checklist, and a blank seating assignment chart should be included in a clipboard or expanding file and carried on each bus or school district vehicle at all times during use.

ANY time a bus or another district vehicle is damaged in ANY way, it is considered an accident. If and when a driver is involved in an accident, these steps are required:

- Stop and secure the vehicle – be sure to properly place reflective triangles. Do not let your vehicle become involved in or the cause of another accident.
- ASK IF THERE ARE ANY INJURIES, ETC.
- Radio/call into dispatch with location and a brief description of the accident.
- Make sure the students stay where they are seated.
- Render aid – first to your students and then to any other injured people.
- Fill out the seating assignments report with the student's full name and grade. *AGAIN, ask each student individually if they are injured.
- Do not leave the students unattended for longer than absolutely necessary to perform safety obligations.
- Follow all instructions from law enforcement.
- Do not release students to leave the bus or school vehicle until released by law enforcement. If transferring to another bus or school vehicle take precautions for a safe transfer. If released to their parents, you must have positive identification and approval of the Director of Operations of Route Supervisor.
- Make statements only to law enforcement, school personnel, or our insurance company. DO NOT make any assumptions.
- A report must be made in writing on all accidents, no matter how minor the damage.
- Failure to report an accident will be grounds for dismissal.
- If you feel the other vehicle is about to move or drive off before a district supervisor arrives, take pictures of the scene (panoramic, point of impact, tag number if possible, etc.) even if it is through the bus windows.

Mechanical breakdown

- Secure the bus or district vehicle in a safe location, if possible. Place the reflective triangles according to state law. CALL DISPATCH. Try to have some idea of the problem and relay that information.
- Do not allow anyone to attempt any mechanical repair except school personnel or their designees.
- If the bus is stuck, do not allow anyone to attempt to pull it out except school personnel or their designees.
- Under no circumstance should you leave the location until transportation personnel have arrived.
- Let the students know you are having mechanical problems
- Do not release students to anyone except their parents or guardians. You must have positive identification and approval of the Director of Operations or Route Supervisor.
- Do not allow students to walk home.
- Take special care in the transferring of the students from your bus to the replacement.

Drug Testing GPS Policy Manual – Section D-9, and D-9: A-B

In compliance with the Omnibus Transportation Employee Testing Act of 1991, Guthrie Public Schools has implemented drug and alcohol testing as of January 1, 1995. Compliance will consist of the following:

- Pre-employment drug and alcohol testing – every applicant who is offered employment with the district as a school bus driver will be tested for the presence of alcohol and drugs, as defined by the Testing Act. A positive result will be grounds for the withdrawal of the offer of employment.
- Random testing – all district drivers who hold an Oklahoma Commercial Driver’s License will be put into a pool from which the random selections will be made. Selections are computer-generated. Once the selection for that particular test is made, those names will go back into the pool; this means that it is possible that a driver could be tested two or more times in a row.
- Testing will be conducted without prior notice. As a rule, testing will be conducted at the Maintenance Office.
- Post-accident – under certain conditions, post-accident drug and alcohol testing is required when an accident occurs. Contact the Transportation Office immediately after every accident for further instructions.
- Reasonable suspicion – supervisors have received intensive training to recognize symptoms of drug and alcohol abuse. Drivers who exhibit unusual behavior will be subject to drug and alcohol testing.

For further information regarding the policies and procedures, ask for a copy of the district drug and alcohol testing policy.

The following offenses could result in corrective action up to and including termination:

- Excessive absenteeism.
- Using a cell phone while driving a bus or other school vehicle – includes headsets, Bluetooth, and other distracting technology devices.
- Using tobacco, alcohol or drugs while on school property, whether students are present or not.
- Giving students cigarettes or tobacco in any form.
- Knowingly allowing students to use tobacco, alcohol or drugs on school property at any time.
- Giving students alcohol or drugs in any form.
- Leaving school sites before the scheduled departure time in the afternoon.
- Altering bus routes without prior approval, unless the roads are impassable. Notify dispatch if this is the case.
- Excessive accidents.
- Knowingly letting a student off or on the bus at any place except their assigned bus stop.
- Failure to perform driver pre-and post-trip inspections and fluid level checks.
- Failure to report an accident in which the driver is involved.
- Failure to report any traffic violation, on and off duty, or driver’s license suspension.
- Careless or reckless driving of a school bus.
- Insubordination.
- Any other offense as addressed by district policy.

Responsibilities of the Monitor

The duties of a bus monitor include making sure that children remain safely seated while the bus is in motion, maintaining order on the bus, understanding and following written and oral

instructions, following basic principles of childhood development and establishing good relationships with the children, the bus driver, the parents and other staff. Monitors must also make sure that there aren't any children left behind after the bus route is completed and pick up any trash left behind on the buses.

Need to be aware of the route pattern and its stops in case you have a substitute driver.

Need to be familiar with all the equipment on the bus and be able to do the pre-trip and start the bus. You must know how to operate the lift on the wheelchair buses.

Working conditions

Bus monitors' hours and work schedules are determined on an annual basis. They may have to deal with loud and unruly children and harsh weather conditions when helping children on and off the bus. Bus monitors usually work full-time (6 hours) and sometimes on a seasonal basis, as they only work when school is in session. They usually are off on the holidays.

Addendum A – New Weekly report sheet Pre-Trip Inspection

Oklahoma SDE Pre-Trip and Post-Trip School Bus Inspection Report

This report is required each time students are transported in a school bus for any reason. Keep on file for at least ninety (90) days. OAC 210:30 5-1

These 14 steps are taken from the SDE Oklahoma School Bus Driver Manual. If any bus defect is found: (1) Document details on the back of this form; (2) Report defects to the school district's designated supervisor; (3) Keep documentation of completed bus repairs.

A checkmark in each box below to indicate the step have been completed. In the right column, indicate with an "X" if a repair is needed. PRE-TRIP Indicate with an "0" when repair is completed.

1. Raise the bus hood and check all fluid levels, each belt, and each hose
2. Examine each tire for proper inflation, adequate tread, and any wheel or tire damage.
3. Check the exhaust system for leaks, fumes or defects. The exhaust pipe should be flush with the back bumper, or if it is located behind the rear wheel, flush with the side of the bus.
4. Inside Bus: emergency reflectors, fire extinguishers, first-aid kit, bodily fluids clean-up kit (not expired)
5. Check that each bus seat and cushion is secure and has no tears or protruding metal.
6. Check that the bus's Emergency Exits open easily and the warning buzzers are operable.
7. Turn on all bus lights. Use an assistant as needed to verify all are operable: (a) loading lights (b) directional signals (c) head lights (d) tail lights (e) clearance lights (f) reverse lights.
8. From the driver seat, check that these items are operable: (a) windshield wipers (b) washer fluid (c) horn (d) parking brake & foot brake/air brakes (f) heater (g) defroster (h) steering/steering wheel (i) gauges
9. Check each mirror for damage and assure each is properly adjusted. Check the driver's seat belt.

SPECIAL EQUIPMENT (when applicable): Check the operation of the bus's wheelchair lift, adaptive equipment and straps. Verify that a "strap/belt cutter" is located within reach of the bus driver. REPAIR NEEDED

SDE Pre-Trip form OAC 210:30-5-6
6/2016

Chapter 2 of the Oklahoma School Bus Driver's Manual has thorough Pre-Trip instructions

District _____
 Dates _____ Bus _____
 Starting Mileage _____
 Ending Mileage _____
 Driver _____

✓ - satisfactory condition

X - repair needed

○ - Repair completed

Exterior Cross through days for weekend trips

	mo	tu	we	th	fr
Lights, Lenses and Reflective material					
Windshield					
Windows					
Wipers					
Service Door					
Mirrors					
Bumpers					
Fuel Cap/Door					
Drive Shaft					
Exhaust					
Frame					
Suspension					
Brakes					
Stop Arm					
Battery Box					
Optional equipment					

Engine Compartment

Fluids					
Belts and Hoses					
Fuses					
Wiring					
Air compressor					
Alternator					
Water pump					
Steering assembly					
Suspension					

Wheels

Tires (CTI)					
Rims/Lugs					
Hubs					

Inside

Step well					
Emergency Equipment					
Driver's Seat					
Mirrors					
Windshield					
Wipers					
Switches and gauges					
Lights (dome)					
Exits					
Seats					
Aisles					

Air Brake Test

Pressure Retention					
Low pressure warning					
Spring brake test					
Pressure build					
Parking brake hold					
5mph test					

Hydraulic Brake Test

Brake hold test (Emergency/Parking)					
Pedal pressure test					
Reserve system test (if equipped)					

Other Items (If equipped)

Lift					
Securement Equipment					
Crossing Gates					
A/C					

Comments on defects

Repairs complete by _____

Date _____

POST TRIP Child Check					
-----------------------	--	--	--	--	--

Addendum B – Post-Trip Instructions

A post-trip inspection should be conducted at the end of each trip and day. This inspection will help your mechanics determine the need for any repairs. Drivers are required to prepare a daily written post-trip inspection report at the end of each driving day.

1. Inside: The driver must walk the bus aisle front-to-back and look in each seat for a child left on board (possibly asleep).
2. Inside: Check each seat cushion for tears, cuts or protruding metal.
3. Inside: Check each bus window and the windshield for any defects and for cleanliness.
4. Outside: Examine each tire for proper inflation and for defects/damage to wheels.
5. Secure the bus according to district policy. Leaving the keys in the bus is strongly discouraged.

Post-Trip Inspection (AM & PM)

1. Turn off all lights and accessories before stopping the engine (allow it to run 2-3 minutes before shutting it off).
2. Make sure all defects are written down on the daily report sheet.
3. Submit a work order for all maintenance needs.
4. Check seats for vandalism and any students left on the bus.
5. Close window and vents, and lock doors.
6. Return the ignition key (after each trip) to the box. (Drop key in the door slot after hours.)

Field Trip Pre-Trip and Post-Trip Inspections

Each driver is required by law to perform a pre-trip inspection on his or her vehicle before leaving on a field trip. The procedures for field trip pre-and post-trip inspections are exactly the same as for a route bus.

Addendum C – Activity Trips

1. Activity trips are part of your job responsibilities, and as such, are not subject to the same parameters. Trips will be dealt with as much fairness as possible while making sure that the trips are covered in the best way possible.
2. ALL activity trip drivers are required by law to conduct a pre-trip and post-trip inspection for every trip, including filling out the inspection sheet. Make sure you have all of the required emergency equipment on your bus.
3. Drivers taking a trip after normal working hours should take all the steps necessary to be prepared to drive, i.e., taking keys, fueling bus, checking fluid levels, getting directions, checking out a credit card, etc.
4. Teachers, coaches and sponsors are responsible for the discipline of the students on the trips and for the cleanliness of the bus when the trip is over. Make sure your sponsor understands what kind of conduct is expected.
5. It is the driver's responsibility to know the pickup times and directions to get to the destination; if the sponsor has a particular route they desire to go, have a cooperative attitude.

6. Each driver is required to carry a cell with them at ALL times. Make sure you and your sponsor(s) exchange cell numbers.
If on a class activity trip during school hours. Make sure your sponsor(s) know that you must be back at the school site no later than 2pm.
If you experience a breakdown, try to contact the Transportation Office or one of its designees.
Emergency numbers are located in the first aid box.
Note: No charges are to be made to the school district except those on a district credit card.
Do not expect reimbursement for any other expenditure.
7. No activity trip is to be made unless there is an adult sponsor on the bus. The site principal and Route Supervisor may approve certain exceptions.
 - a. Drivers will take the group only to the destinations(s) indicated on the trip sheet. If a sponsor asks to be taken to additional destinations, please inform transportation of the request.
 - b. Drivers will drive their own buses unless assigned another bus.
 - c. Close all windows, doors, and top vents after the bus is parked.
 - d. When more than one bus is assigned to a group, the buses will travel in a caravan
 - e. Each bus should stay within sight of the others. However, state law requires that you remain at least 300 feet behind the bus in front of you. DO NOT TAILGATE. In the event of a breakdown or other problem, help is readily available.
 - f. Avoid parking your bus where you may hit something when you drive out. Walk around your bus before you get in it to drive so that you can be sure of where everything is located.
 - g. Permit no one to sit on the hood or the roof of the bus, or swing or hang from the service or emergency doors.
 - h. Do not back your bus without a spotter.
8. Your time belongs to your sponsor. You are there to help as much as possible.
9. While the driver is not to "babysit" the bus and its contents, he/she will be expected to be reasonable accommodating.
10. Let your sponsor know where you will be and be available if needed in an emergency.
11. You are not to leave the venue to which you have traveled; certain exemptions may apply; however, you need to get approval from the transportation office and trip sponsor.
12. Overnight trips:
 - a. Mileage will continue until the bus returns to the Transportation Office. Time will run until the bus returns to the Transportation Office, less eight hours for sleep. Room and board are to be provided to the sponsoring group.
 - b. Multiple-night trips: Time and mileage will begin at the normal place and time. Mileage will continue until the bus returns to the Transportation Office. Time will begin at the normal time and end that night when the group is settled in at their hotel and no longer require your services. On the day you are to return, time will start when they require your services and end upon your arrival at the Transportation Office. The sponsoring group is responsible for your room and board.
 - c. The sponsoring group will provide private quarters for the drivers. Two drivers of the same gender may be asked to share a room with each other.