

Transportation Department Work Rules  
2011-2012 School Year

**☞ Start and End of Each Work Day**

1. **Prior to the start of school of each year, the Transportation Director** will issue a memo detailing the bus line up. This is the order in which you should load the children in the afternoon. If a bus is disabled for any reason, the rest of the line should proceed in the same order to pick up the children.
2. The Transportation Director will assign all buses.
3. All bus drivers must report to the Transportation Center at the beginning and end of their bus runs.
4. **All bus drivers will remain at the Transportation Center** upon completion of their assigned runs for the remainder of their stated shift. **Alternate work may be assigned** to all drivers during this time.
5. In the event of illness, drivers must call the bus garage as close to 5:30 a.m. and no later than 6:00 a.m. **Failure to do so will result in loss of pay for that day.**
6. Each driver must perform a pre-trip inspection on his/her assigned bus and report any and all defects prior to leaving the bus garage.
7. All drivers must clean and fuel their bus, or any spare bus they use at the designated time. All bus doors must be locked at the end of the day. **Failure to do so will result in disciplinary action.**
8. No buses should be parked in front of the garage doors unless assigned. All buses will have an assigned parking spot and must be in that designated spot when not in use. No buses are to be parked along a highway or road.
9. RSU/MSAD 54 school buses will be used for transporting students to and from the district schools, athletic events and other school activities as approved by the Superintendent. Use of RSU/MSAD 54 buses for other than school activities must comply with Policy EAAF as adopted by the Board of Directors on October 6, 1977.
10. The school bus driver will not leave their school bus unattended while students are present. The bus driver will **personally** check their school bus **before leaving the bus at the end of their run and before leaving the bus at any intermediate stop(s)** to be absolutely sure that there are no students left on the bus. An exception may be if the driver is responding to a student related emergency in the immediate vicinity of the bus. **A violation of this rule may be cause for immediate dismissal.**
11. All drivers of route buses and trip buses must check their video cameras. The District will monitor **all** transportation, both **to and from school, sports trips and field trips**. It is the **Bus Drivers responsibility** to insure the recording equipment is in good working condition as part of their pre-trip inspection and will view videos on a regular basis.

**☞ Safety Concerns**

12. Bus drivers must observe **all transportation laws**, pertaining to school bus driving.
13. Buses will **STOP** at all railroad crossings regardless if the bus is loaded or empty.
14. Drivers must wear seat belt.
15. No school bus should be loaded beyond capacity.
16. All buses should follow at least 75 feet behind any vehicle.
17. Do not tailgate.
18. While the bus is in motion, the bus doors must be closed at all times.
19. The bus aisles and stairwells must be kept clear of debris at all times.
20. No bus shall pass another bus while it is loading or unloading students or while in motion on school property.
21. It shall be the bus driver's responsibility to conduct at least two evacuation drills per year per run, one in September and the other in January. A report must be turned in to the Transportation Director for each drill.

22. A bus must **NOT** be backed up on school property without proper guidance or direction, unless it is absolutely necessary.
23. No child will be allowed to sit on the step or on top of the engine compartment or any place other than his/her assigned seat.
24. All buses are equipped with both yellow and red overhead lights, also known as the 8 light system. Driver must activate yellow lights at least 100 feet before coming to a stop. The red warning lights should come on after the bus has stopped. After the driver has checked traffic and is sure pupils will be safe, then the door should be opened. The overhead warning lights should not be used for any other purpose.

#### **☞ Driver Conduct and Responsibilities**

25. The use of tobacco products of any kind on a school bus is strictly forbidden at **ALL** times.
26. Drivers must not, under any circumstances, drink intoxicating beverages before or while driving a bus. Drivers must never be under the influence of any drug or substance that may affect the way the bus is driven. **A violation of this rule may be cause for immediate dismissal.**
27. The driver shall be courteous and considerate to motorists and should allow them to pass when safe. Use your directional light, pull to the right and slow down to allow motorist to pass.
28. Drivers shall not hand out materials of any nature, including handwritten notes, flyers or food products; unless you have school officials authorized permission.
29. Drivers shall refrain from any activity aimed at influencing pupils in political, social, or religious matters.
30. A bus driver must set a good example in his or her personal hygiene, neatness, propriety of dress, courtesy, consideration, cooperation and proper use of language.
31. Vulgar or sexually suggestive language or innuendo will not be permitted in any form at any time.
32. Radios and cell phones are to be used for **school business only**. Drivers should refrain from driving when talking and be very careful of their language. The FCC monitors the 2-way radio on your bus. Some School Board members, private citizens and other companies have scanners and monitor radio activity. Personal cell phones should not be used. **NO TEXTING** on phones under any circumstances.
33. A bus driver must maintain the poise of a disciplined person. They must be tactful in dealing with others, resourceful and self-reliant. They must demonstrate respect for self and others.
34. Drivers must follow the proper chain of command and exercise confidentiality of privileged information relating to school, personal and student information.
35. A bus driver should be friendly to all of their passengers but friends to none of them.
36. You should remember that you are a representative of RSU/MSAD 54. Wherever you and your bus go, you should always conduct yourself in a professional manner.
37. Any and all complaints must be submitted to the Transportation Director. All drivers should go to the Transportation Director with any questions or concerns, not to other drivers or mechanics.
38. When transporting students for athletic events, field trips, and other extracurricular activities the bus driver will not participate in any of the activities if doing so might result in an injury, which would prevent him/her from performing his/her duty to safely transport students.
39. Bus drivers will assume the responsibility for student behavior on the bus. Drivers will maintain controlled supervision and will not allow a student to monitor the bus. **NOTE:** On field or sports trips a member of the teaching staff may fulfill this responsibility.

## ☞ Drivers Transporting Kindergarten Students

40. All drivers who transport kindergarten will call or contact the home of each student for the orientation bus run. They will discuss pickup and delivery arrangements. IE: Pick up student at the “So and so” day care in the morning and drop off at home at night.
41. Kindergarten students will be brought to school for an orientation day. A parent will be invited to ride the bus with the student.
42. The first student day being the freshman, kindergarten orientation day. (Note) This is in addition to the day of training that we have each year.
43. Drivers will fill out tags that the student will be required to wear the first week or until the driver, the parent(s) and the student are comfortable with the arrangements. The tag will identify the AM bus # and PM bus #.
44. Principals will be provided with additional tags and will be responsible for completing them for any students that enroll after bus drivers have completed the kindergarten student tags.
45. Kindergarten drivers will not let a child off the bus unless an adult is visible at home or written permission from the parent or guardian states otherwise. If there is no one at home, the driver is to take the child back to school and release him/her to a teacher or principal. The bus garage must be contacted by radio immediately when a student is going to be taken back to the school. The Transportation Director will call you as soon as a parent or the school is contacted.

## ☞ Authorized Passengers and Stops

46. **No unauthorized student** shall ride on any bus (this includes the driver’s own child/ren) without specific written permission from the driver’s supervisor or a school principal or director, and only if there is room on the bus.
47. Drivers must assign each child a seat and must turn in a copy of the seat assignments to the **Transportation Director by the 3<sup>rd</sup> Friday of September.** *If a driver makes any changes in the seating, a copy of these changes must be turned in immediately. Each bus must also have a copy of seat assignments on board.*
48. School bus drivers are prohibited from transporting passengers other than pupils unless approved by administration beforehand. **(This includes the driver’s spouses and their children).**
49. The driver should not transport passengers with materials of a dangerous nature, i.e. animals, firearms, explosive, flammable materials, etc.
50. Bus drivers are **NOT** to stop downtown without authorization.
51. When transporting students for athletic events, field trips, and other extracurricular activities, the driver is to stay in close proximity to the bus while the activities are taking place. Please give the coach /teacher your cell number in case of emergencies.

## ☞ Accidents

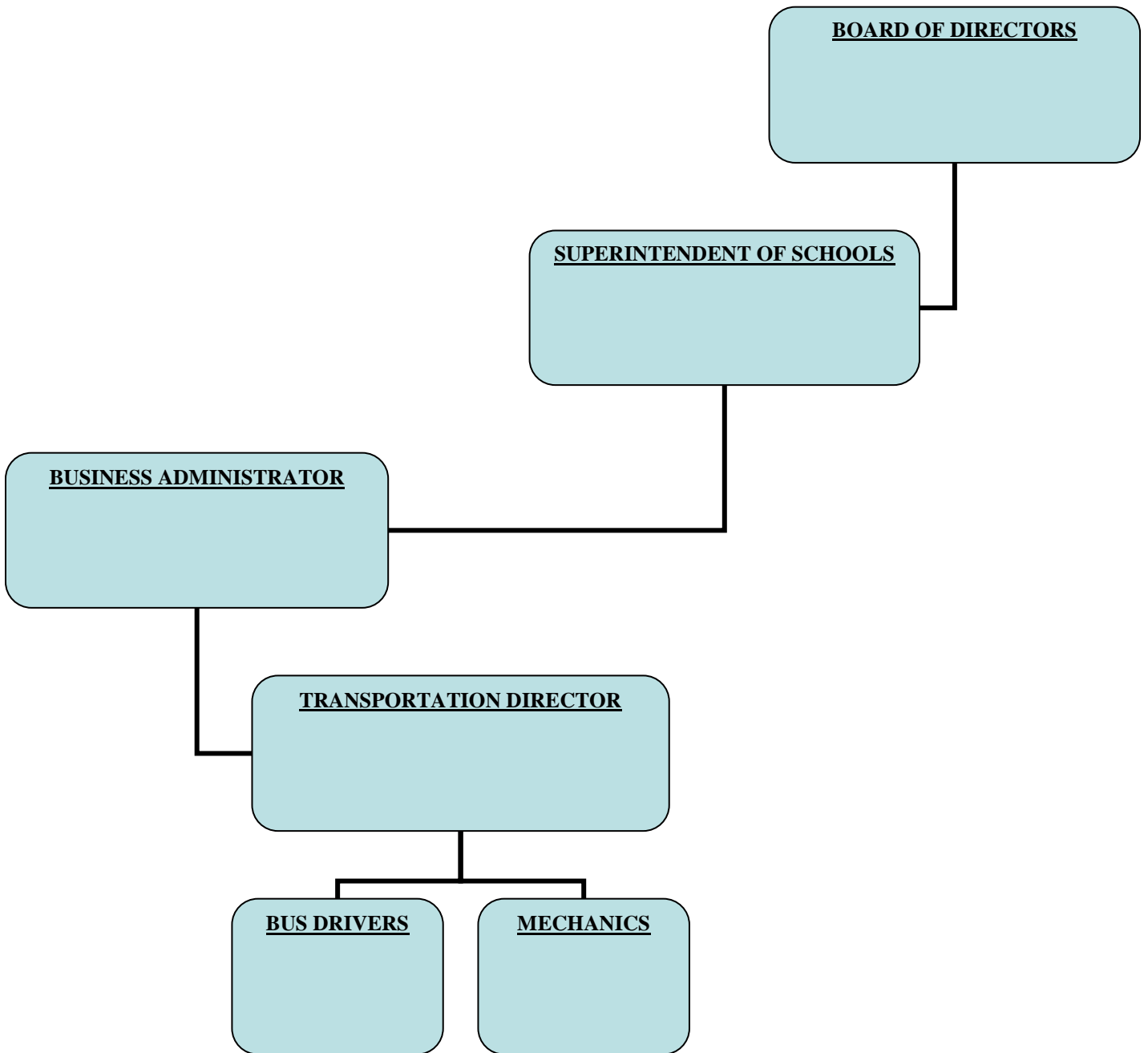
52. Any accident in which a school bus is involved must be reported immediately by radio or cell phone to the Transportation Director, who will notify the proper authorities. If the Transportation Director cannot be reached, the driver should call 54 Base for help. The driver should stay calm speak slowly and clearly, and do not shout. No information is to be divulged by the driver to anyone other than to Law Enforcement Officer, Business Administrator or the Superintendent of Schools.
53. If a bus accident or incident occurs and a student is injured, or accusations exist that the driver may be at fault, the driver shall not drive again until the Business Administrator completes an investigation and a formal determination of action is made. Union drivers will be placed on a paid administrative leave.

## ☛ Student Discipline

54. Written warnings must indicate the offense. Be sure to write a brief summary of the student's actions on each warning slip. The bus recording must be submitted with an immediate dismissal slip to the Transportation Director. The recording should be cued to the place where the incident begins. The recording will be used by the Business Administrator's office.
55. Each driver should use discretion when writing an incident report. A kindergarten child needs help in learning bus safety, whereas an older student may need a verbal reminder or two or a call to a parent if necessary. Note: The student must be transported home on the day the bus riding privileges are revoked. The revocation begins on the following day. Make sure that the pupil's school receives a copy on the following day.
56. No driver shall at any time use the brakes to discipline the students or to get their attention.  
**A violation of this rule may be cause for immediate dismissal.**

**NOTE: PARTS TAKEN FROM THE STATE OF MAINE CDL MANUAL FOR THE SAFETY OF THE CHILDREN**

# Organizational Structure



Name: \_\_\_\_\_  
Please print

Route: \_\_\_\_\_  
Please print

**I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE WORK RULES  
2011-2012 SCHOOL YEAR TRANSPORTATION DEPARTMENT WORK RULES.**

DATE: \_\_\_\_\_          \_\_\_\_\_          \_\_\_\_\_  
  **SIGNATURE**                      **Route #**

**\*PLEASE PROVIDE YOUR NAME, BUS ROUTE, DATE, SIGN AND RETURN TO THE  
TRANSPORTATION DIRECTOR.**