

CENTRAL R-III SCHOOLS

SCHOOL BUS DRIVER HANDBOOK

(Updated/Board Approved May 2023)

WHAT IS A PROFESSIONAL

Whether you chose to be a School Bus Driver to allow you time off when your children were home, as a job after retirement, or for financial reasons, you also chose to become a **PROFESSIONAL**.

- A PROFESSIONAL is one who is Highly Skilled in the job he or she performs.
- A PROFESSIONAL sets High Standards and expects the same standards from others.
- A PROFESSIONAL works well under pressure and doesn't "lose his/her cool".
- A PROFESSIONAL is always ready and willing to learn more about ways to better themselves. The learning process never stops for a PROFESSIONAL.
- A PROFESSIONAL is willing to help others and not criticize.
- A PROFESSIONAL sets an example for others.

You, as a PROFESSIONAL, are a VALUABLE ASSET to the Central R-III School District and our community. ALWAYS REMEMBER, WHILE SOME MIGHT THINK OF YOU AS JUST A BUS DRIVER, WE THINK OF YOU AS A PROFESSIONAL AND ARE PROUD TO HAVE YOU AS A MEMBER OF OUR TEAM.

Mission of the Central R-III School District

The Central R-III School District strives to involve students, parents, staff, and the community as partners in the educational process to develop life-long learners and responsible citizens in an ever-changing society. The district will provide varied opportunities to increase skills, broaden knowledge, enhance applications, and develop work habits necessary to **successfully:**

- Attend an academic college or university
- Further education through a vocational or technical school
- Seek and maintain employment

Beliefs/Vision

The Central R-III School District feels that it is important to clarify what it values. This process will allow everyone to judge whether proposed objectives, strategies, and actions are important and consistent with the district's beliefs.

We believe that:

- All students can learn
- All students have inherent values
- Every person is responsible for guiding and motivating achievements
- Teachers are responsible for guiding and motivating students
- Teachers/parents are responsible for student achievement
- The total educational team must include a community partnership

INTRODUCTION

The pupil transportation program is an essential part of the overall school program, which requires constant supervision and direction. Drivers have a great responsibility in seeing that students are transported safely to and from school. The success of the transportation program depends largely upon the quality of performance and degree of dedication displayed by those involved.

The transportation system is judged on the friendliness and courtesy extended by you, the driver, to the children and patrons of our community. This manual is an attempt to present district policies, guidelines, and regulations as they apply to school bus drivers. Any conflicts between information in this handbook and BOE policy will be superseded by the actual BOE policies of the District.

ROUTES

Routes will be designed in the most efficient and cost-effective manner for the district. Routes will be designated to eliminate as many turn-around points as possible, and to employ as practical the full carrying capacity for each bus trip. Buses shall not be routed on dead-end roads or cul-de-sacs.

Every precaution will be taken to ensure that routes and bus stops are designed with the utmost safety permitted by highway conditions.

Students will ride their assigned bus unless a note from their parent or guardian is provided to the principal. The principal will then inform the driver of the change. This should be for emergency purposes only.

SCHOOL BUS SAFETY

The safe transportation of district students to and from school is to be the primary concern to school officials in the administration of the school bus program of the Central R-III School District. All state laws, regulations, and district policies pertaining to the safe use of school buses will be obeyed by drivers, students, and district personnel.

A program to acquaint all students with safe riding, loading, unloading, and emergency bus evacuation procedures shall be implemented and continued throughout the year. In accordance with state and local regulations, these will be held once each semester.

In a special case, when parents/guardians have a valid reason, a student may be dropped off/picked up at a stop other than their assigned stop. Parents/guardians will need to communicate such a change and forward to the building principal. While the district would like to honor all requests, there will be times when the request will be denied. The district cannot approve requests which ask for a student's drop-off/pick-up location to be different on a daily or weekly basis. The request should be for emergency purposes.

For the safety of our students, **any student in Pre-K through 3rd grade is required to have a parent/guardian present at the bus stop before the student will be dropped off.** If there is no one at the bus stop, the student will be brought back to their main campus and parents will be notified to come and pick up their child. Students 4th grade and above are permitted to be responsible for younger siblings in the same household getting off of the bus with them. These general guidelines are for the safety of our students. Central R-3 reserves the right to require documentation from parents/guardians for bus arrangements or require other arrangements, if there is a concern for the student's safety.

BUS DRIVER EXAMINATION TRAINING AND QUALIFICATIONS

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. Therefore, each bus driver shall observe all state laws and regulations pertaining to the safe use of school buses.

The following qualifications for bus drivers have been established by law or by regulations of the Missouri Department of Elementary and Secondary Education and/or by policies of the Central R-III Board of Education. The qualifications for a substitute bus driver shall be the same as for a regularly employed driver.

A bus driver shall hold a valid school bus permit in accordance with section 302.272 RSMo., and shall submit all driver's license numbers to the office of the superintendent prior to the first day of school.

A driver shall be at least 21 years old at the time he or she applies for a school bus permit.

A driver shall be in good physical and mental health, free from communicable disease, and have normal use of both arms, hands, legs, and feet. Vision shall be at least 20/40 in each eye, with correction if necessary. A driver shall be able to distinguish the colors of red, green, and yellow. Hearing shall be adequate to hear ordinary conversation. A driver shall undergo a physical examination annually by a licensed physician and shall present a signed physical examination certificate to the office of the superintendent prior to the first day of school. For those drivers aged 70 and over, the school bus permit shall be renewed annually. The driver shall pass the required examinations prior to receiving the renewed permit.

A driver shall be neat and clean; abstain from the use of tobacco in the bus; refrain from driving under the influence of intoxicants, narcotics, or drugs; and display appropriate conduct.

License – A bus driver shall be licensed. A driver must have a commercial driver’s license and a 3-year school bus permit. To be issued a commercial driver’s license or a school bus permit, a candidate must complete the following:

NEW DRIVER, NO EXPERIENCE

1. Pick up copies of CDL and School Bus Permit Manuals
2. Study manuals
3. Go to Highway Patrol Station:
 - A. Take CDL exams
 1. General Knowledge
 2. Passenger Endorsement
 3. Air-brakes (optional – requires a candidate to take a driver’s test in an air-brake equipped vehicle as well as taking the air-brakes written exam)
 4. School bus permit exam
 5. Skills test at Highway Patrol Testing Station in type school bus you plan to drive
4. Submit CDL test results to local license bureau. CDL will be issued.
5. Submit the following to Missouri Department of Revenue for a school bus permit:
 - A. School bus test results
 - B. School bus skills test results
 - C. Physical exam on state form current within last 60 days
 - D. Criminal history check
 - E. Drug/alcohol screening
 - F. Evidence of having CDL
 - G. Money order made out to “Missouri Dept. of Revenue” for bus permit fee

NEW DRIVER WITH CDL FROM OTHER JOB (i.e. truck driver)

1. Bus permit exam
2. Skills test in school bus
3. Physical (or DOT Physical) within last 60 days
4. Criminal history check
5. Drug/alcohol screening
6. Money order made out to “Missouri Dept. of Revenue” for bus permit fee

FULLY LICENSED BUS DRIVERS COMING FROM OTHER MISSOURI SCHOOL DISTRICTS

1. Provide all necessary bus driver permit documentation
2. Physical (or DOT Physical) within last 60 days
3. Criminal history check
4. Drug/alcohol screening

RENEWAL PROCESS FOR ALL DRIVERS WHO HAVE BEEN FULLY LICENSED/EMPLOYED

1. Physical exam within the last twelve (12) months
2. Drug/alcohol screening
3. Bus permit exam or waiver (Form 4104) for evidence of eight (8) hours of in-service education within the past twelve (12) months by certified instructors
4. Money order made out to “Missouri Dept. of Revenue” for bus permit fee

USE OF TOBACCO AND ALCOHOL – Missouri House Bill 566 passed May of 1997, states that effective August 28, 1997, any employer of a person licensed to operate a school bus is required to notify the Department of Revenue within 10 days of discovering that the person has failed to pass any drug, alcohol, or chemical test administered pursuant to any federal or state law or regulation regarding the operation of a school bus. Any employer who knowingly fails to comply with the notification requirement or provides a false notification will be guilty of an infraction. The Director of the Department of Revenue, after determining a test was failed, will suspend the school bus permit of such person for a period of one year from the date the determination is made.

Upon signing a work agreement with the Central R-III School District, the driver agrees to abide by all the rules and regulations as required by Senate Bill 707 and those outlined in Board policy, as well as all rules and procedures outlined in the driver handbook.

CHAPTER 191

191.775, RSMo Public schools and school buses, smoking or tobacco use prohibited, penalty, permission use of tobacco, where –

No person shall smoke or otherwise use tobacco or tobacco products in any indoor area of a public elementary or secondary school building or educational facility, excluding institutions of higher education, or on buses used solely to transport students to or from school or to transport students to and from any place for educational purposes. Any school board of any school district may set policy on the permissible uses of tobacco products in any other nonclassroom or nonstudent occupant facility, and on the school grounds or outdoor facility areas as the school board deems proper. Any person who violates the provisions of this section shall be guilty of an infraction.

New Bus Driver/Employee Safety Training

New drivers to the district will be provided free of charge, up to 40 hours of bus safety and instructional assistance training to enhance bus driver exam test taking competence and driving abilities. The following guidelines will apply:

1. Although the training is provided as a free service to potential new drivers to help them pass mandatory state testing, compensation for this training may be received with the following conditions:

- a. A maximum of up to 40 hours of training is potentially compensated for the trainee at a rate equal to sub bus driver hourly rate of pay.
 - b. The trainee is only eligible for up to 40 hours compensation pending these requirements being met:
 - i. The driver trainee has driven for the district a minimum of 5 times OR
 - ii. Two full pay cycles have passed since the driver passed their bus driving exams and provided all necessary documentation to the district.
 - iii. The driver is in good standing for working with the district.
 - c. This potential compensation time may include travel and exam time for the bus driving written and physical driving portion of testing.
 - d. Only the 1st effort to pass any bus driving or testing exam will be considered for possible compensation. The district may choose to offer free additional training assistance for necessary further testing should a trainee not pass their initial testing, but this potential free service training is with no obligation for any additional compensation.
2. Drivers new to the district that already have their certification will be expected to go through safety and instructional training of up to 40 hours and will also be eligible for compensation at a rate equal to sub bus driver rate of pay once they:
 - a. Drive a minimum of 5 times for the district OR
 - b. Two full pay cycles have passed since the driver completed their bus driving training and provided all necessary driver documentation to the district.
 - c. The driver is in good standing for working with the district.
 3. The following guidelines apply to the school bus driver trainer:
 - a. The trainer must be a Missouri certified bus driver trainer and Central R3 administratively approved for each situation.
 - b. Compensation for the trainer is limited to the trainees 40 hour maximum at the trainer's normal rate of pay.
 - c. The trainer may be administratively asked to do additional training beyond the 40 hour limit for which they would also be compensated. In general, this additional training should be no more than 5 hours. No training or compensation beyond the 40 hours is permissible without prior administrative authorization.
 - d. If more than one trainee is being trained, all reasonable efforts to coordinate training times must be utilized. Administrative authorization for separated training is mandatory prior to the training in order for the trainer to be eligible for additional compensation.

Driver Operation

School bus drivers shall –

1. Observe carefully all signs, signals, and rules of the road as provided by the Missouri Motor Vehicle Laws;
2. Follow these loading and unloading procedures –

- A. If the 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 (500) feet before 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 it is slowing down;
 - D. Check traffic in front and rear of 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;
 - E. Require students who must cross the roadway after leaving the bus or before boarding the bus to cross a minimum of ten (10) feet in front of the bus and only upon a signal given by the driver, monitor, or bus patrol when organized bus patrols are used;
 - F. Have students go directly to their seats and if seat belts are available, encourage students to fasten the seat belt before proceeding. When students are seated, check traffic and close the front door to deactivate the red flashing warning lights and stop arm.
3. Perform and prepare written documentation of the daily pre-trip inspection which is to be submitted to the transportation administrator. Pre-trip inspection of vehicles shall include brakes, steering components, lights, signaling devices, emergency door, tires, and safety equipment as a minimum. Any defects or deficiencies that may affect the safety of vehicle operation or result in mechanical breakdown shall be reported immediately in writing and the driver shall not operate the school bus until the defect or deficiency has been corrected.
 4. Activate the pre-warning amber flashing lights if a school bus stop must be made in close proximity to the crest of a hill or on curves with limited sight distance, approximately one hundred (100) feet before passing the crest so that vehicles following to the rear shall be made aware the bus is preparing to stop for the purpose of loading or unloading pupils.
 5. Assume control of all children while they are being transported, requiring from them respectable and orderly behavior. Particular attention should be given to the care and protection of the younger pupils. Any continued disorderly conduct should be reported to the proper school authorities.
 6. Do not back school bus on school grounds unless rear is guarded by school patrol or adult, and driver is advised that the way is clear. Backing the bus at any time shall be avoided if at all possible.
 7. Use the strobe light, if the bus is equipped with a strobe light, to supplement other school bus lamps and signals, but only when visibility is severely limited due to fog, heavy snowfall, or other atmospheric conditions as to require the distinctive flashers of the strobe lamp to alert motorists to the presence of a school bus. The strobe lamp may be lighted while the bus is slowing for a turn or stop, while turning or stopped, and while regaining speed from a turn or stop. The strobe lamp may be lighted only under the above conditions and only when the school bus is being operated as a school bus.

8. Follow these procedures when a school bus is disabled:
 - A. Stop the bus as far to the right as possible (on the shoulder, if available);
 - B. Secure the bus, activate hazard/warning lights and set parking brake;
 - C. Keep children in the bus. If the location of the bus is unsafe, remove the children to a safer location;
 - D. Place triangular reflectors a minimum of one hundred (100) feet in both the front and rear of the bus;
 - E. Telephone, radio, or send capable student(s) to call authorities, giving the bus location and description of breakdown;
 - F. See that all pupils are delivered to their destinations.
9. Keep inside of the vehicle clean and comfortable at all times;
10. Keep lettering and lights on front and rear of the bus clean so that all markings are clearly visible;
11. Keep service door closed at all times when the bus is in motion;
12. Do not leave a loaded bus while the motor is running;
13. Fill the fuel tank only when there are no children in the bus;
14. Do not allow animals on the school bus except for seeing eye dogs or other specially trained animals necessary to furnishing special education services for handicapped children to comply with section 162.710 RSMo;
15. Do not allow weapons or explosive material on the school bus;
16. Do not allow items carried on the school bus to protrude into or block the aisle or be left in the driver or exit areas;
17. Make and promptly file all daily, weekly, and monthly reports which may be required;
18. Use the seat belt whenever the bus is in motion;
19. Do not drive any school bus:
 - A. For more than eight (8) consecutive hours. Hours will be consecutive unless individual ceases operation of the vehicle for at least sixty (60) minutes; or
 - B. For more than an aggregate of twelve (12) hours in a twenty-four (24) hour period;
20. Do not operate a school bus in excess of posted speed limits;
21. Illuminate headlights whenever students are being transported;
22. Do not leave bus unattended while keys are in the ignition in circumstances with the bus can be accessed by the general public.
23. Wear shoes that are "foot covering" (heel, toe, top, bottom). Shoes such as sandals, flip flops, clogs etc. are not allowed.

JOB DESCRIPTION

Title:	Bus Driver
Qualifications:	Shall meet all legal and Missouri standards for bus drivers
Reports to:	Director of Transportation/Supervisor
Supervises:	Students while on bus
Job Goal:	Transport students safely and efficiently to and from school on a daily basis

Performance Responsibilities:

1. Pre-trip inspection
2. Keep accurate records
3. Report mechanical problems to supervisor
4. Maintain discipline on bus
5. Drive bus safely
6. Drive approved route at approved times
7. Other duties as administratively assigned

Terms of Employment: As set forth by school calendar and Board policies

JOB DESCRIPTION

- Title:** Mechanic
- Qualifications:** Shall meet all legal and Missouri standards for bus drivers and be a qualified mechanic
- Reports to:** Assistant Superintendent
- Job Goal:** Maintain school buses and other school vehicles and equipment in safe, functional and attractive condition

Performance Responsibilities:

1. Maintenance of district buses
2. Maintenance of district vehicles
3. Maintenance of district equipment
4. Maintain a clean and efficient workplace
5. Be in charge of Transportation Department when Assistant Superintendent is not in the District
6. Cooperate with Maintenance on special projects
7. Assist with emergency repairs for employees and patrons
8. Assign drivers for athletic and activity trips
9. Provide supervision and assist in the evaluation of drivers
10. Other duties as assigned by the Assistant Superintendent

USE OF TOBACCO AND ALCOHOL

1. Use of tobacco products is not allowed at any time in the school bus;
2. Do not operate a school bus while under the influence of intoxicants, narcotics, or drugs;
3. Drivers may be required to undergo testing for drug and alcohol use/abuse when:
 - A. Observable phenomena, such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of a drug;
 - B. Abnormal conduct or erratic behavior while at work or deterioration in work performance;
 - C. A report of drug use provided by reliable and credible sources and which has been independently corroborated;
 - D. Evidence that an individual has tampered with a drug test during his/her employment with the current employer;
 - E. Evidence that a school bus operator has caused or contributed to an accident while at work;
or
 - F. Evidence that a school bus operator is involved in the use, possession, sale, solicitation or transfer of drugs while working or while on the employer's premises or operating the employer's school bus.
4. Use of tobacco products is not allowed in the bus garage at any time.

SPEED LIMITATIONS FOR SCHOOL BUSES

1. No school bus is to exceed the posted speed limit at anytime, whether transporting students or traveling with an empty school bus.
2. The speed limit for school buses is never to exceed sixty (70) miles per hour where posted on interstates.
3. The sixty (60) mile per hour speed limit is for ideal road and weather conditions. Drivers are to adjust their speed downward to meet the conditions of the road:
 - A. Gravel roads – speed not to exceed forty-five (45) miles per hour.
 - B. Badly maintained asphalt roads – speeds not to exceed forty-five (45) miles per hour;
 - C. Poor driving conditions caused by rain, sleet, snow, fog, dark clouds, etc., - speed not to exceed forty-five (45) miles per hour (speed should be reduced more if necessary for the safe operation of the vehicle).

PENALTIES FOR TRAFFIC VIOLATIONS

1. Violations resulting in a warning ticket being issued:
 - A. First offense – written warning from the school administration

- B. Second offense – three days suspension – no pay
 - C. Third offense – long-term suspension without pay, or dismissal
2. Violations resulting in a traffic ticket being issued:
 - A. First offense – one to three days suspension – no pay
 - B. Second offense – long-term suspension, without pay, or dismissal

Violations determined by the district administration to be extreme may result in immediate dismissal.

3. Failure to operate the school bus in a safe and prudent manner, including the use of appropriate lighting and safety devices will be handled as follows:
 - A. First offense – written warning from district administration
 - B. Second offense – three days suspension – no pay
 - C. Third offense – long-term suspension without pay, or dismissal

Violations determined by the district administration to be extreme may result in immediate dismissal.

4. Accidents which result from speeding, careless and imprudent operation of the school bus or driver’s negligence of any kind may result in immediate dismissal.

**REPORTS, RECORDS, VARIOUS PAPERWORK
AND OTHER RESPONSIBILITIES**

School bus drivers shall make and file promptly all daily, weekly, and monthly reports which may be requested by the Central R-III Board of Education.

1. BUS LISTS: It is the responsibility of the school bus driver to provide an accounting of students on the bus. Each driver shall have on board at all times a list of students assigned to his/her school bus along with current grade level assignments and telephone numbers. This list shall be arranged in the order of boarding each morning. A copy shall be provided to the supervisor in charge of pupil transportation, and a copy shall be kept in the school bus at all times. Any change shall be forwarded to the administration office immediately in writing. In case of an accident, this information will need to be provided to the proper authorities. Forms for this accounting are available from the assistant superintendent in charge of pupil transportation. Bus lists should be updated each month.
1. MONTHLY BUS REPORT: It is the responsibility of the school bus driver to provide an accurate accounting of pupil transportation data each month. Information to be reported is as follows:
 - A. An accurate count of pupils transported on the second Wednesday of October and February.
 - B. The count shall be taken for each route on the a.m. run.
2. PRE-TRIP VEHICLE INSPECTION: Missouri Statute (304.060 RSMo.) requires that a pre-trip bus inspection be made daily and written documentation be maintained. The driver shall

check all items listed on the Driver's Pre-Trip Inspection Log. These daily pre-trip inspections are to be maintained for a period of at least one (1) year.

3. **ACTIVITY TRIPS:** Every effort will be made to provide equal opportunity for all drivers to drive activity trips. Drivers are to record all information requested on the trip sheet, including driving time and actual miles driven. Meal money will be provided as follows: Up to \$15.00 per meal for day trips and up to \$30 per day for overnight trips. Drivers must turn in an expense statement along with a receipt in order to be reimbursed for a meal. Drivers will be paid at a rate of \$13.00 per hour.

5. **POST TRIP BUS INSPECTION:** It is the responsibility of the driver to inspect the school bus after each trip. Any debris or trash should be removed from the bus. The bus should also be swept. Any damage to the bus should be reported to the bus mechanic at the earliest appropriate time. The bus should also be inspected for any children left on the bus. In the event that a child is forgotten on the bus, the driver could be terminated.

EMERGENCY EQUIPMENT

EMERGENCY PACKETS: Each bus carries a packet which outlines procedures to be followed in the event of an emergency. If an emergency arises, follow the guidelines outlined and notify school authorities as soon as possible so they may provide needed assistance.

FIRST –AID –KIT: Every bus is equipped with a full first-aid-kit box. When supplies are used during the school year, notify the Transportation Office so that it can be refilled. If there is sickness on the bus, please use the clean-up kit. It is for your protection. **DO NOT HAVE STUDENTS CLEAN UP AFTER THEMSELVES.** It is important to remember to wear the rubber gloves supplied in your kit whenever there is a sickness or a bleeding problem.

EMERGENCY TRIANGLES: Anytime the bus is stopped along the road for a breakdown or accident, the bus must be secured. The triangles are assembled and set in front and to the rear of the bus at the correct footage. The hazard lights are activated and if the bus is in an unsafe position, it may be necessary to evacuate the children to a safer area until another bus arrives. Three triangles are required in every bus.

FIRE EXTINGUISHERS: Each bus is required to carry a fire extinguisher at all times. The guage must be in the green area to be fully charged. This is to be checked daily during the pre-trip inspection. This fire extinguisher will take care of Class A fires such as combustible material as wood, fabric, and paper. Class B fires – flammable liquids, gas, oil and grease. Class C fires – electrical wiring, motor and dashboard wiring. If you use the extinguisher, hold in an upright position and remove the safety pin. Aim at the base of the fire and move the discharged spray in a back and forth motion six to ten feet away from the fire. **NEVER** lift the hood of the bus, but aim underneath as best as possible. Do not turn your back on any fire. Always back away from it. Turn in your extinguisher immediately for recharging. In order to keep the powder from settling, you need to shake the extinguisher vigorously at least once a week.

ACCIDENT PROCEDURES

The following procedures meet state law and Department of Education requirements regarding bus related accidents. When involved in an accident, a bus driver must have conformed to the “Standard of Conduct” to avoid being charged for negligence.

The “Standard of Conduct” asks the question, “Could the driver foresee the accident, thus take action to prevent the accident or injuries? Was proper care used to provide a safe trip?” Common sense is to be utilized in an accident situation.

REMAIN CALM

Turn off ignition - set brakes - remove keys

Protect the scene - turn on hazard lights - put out triangles

Check for fire to establish whether to evacuate

Notify Transportation Office

Account for all students. Take names, telephone numbers, and whether they are injured.

The form is in the Emergency Booklet.

Use the emergency packet to record information about other cars involved in the accident.

Such as: Vehicle license numbers, witnesses, passengers, insurance information and injuries.

When involved in an accident **DO NOT** release any student to parents or friends unless the Principal, Superintendent, or the Assistant Superintendent is present to grant permission. This releases your responsibility for that student on his way home. **ONLY** ambulance personnel may transport an injured person to the hospital. **NEVER** a well-doer in his vehicle. Please record which hospital an injured student is taken. As soon as you return to school, the administrative personnel will ask you to fill out an accident report for the state, plus a written detailed report describing the situation which includes a diagram of how it happened. This is given to the Assistant Superintendent.

WHENEVER YOU ARE INVOLVED IN A BUS ACCIDENT, NEVER MOVE THE BUS UNLESS YOU ARE INSTRUCTED BY THE POLICE OR YOUR SUPERVISOR.

TORNADO PROCEDURES

If a school bus is on the road during an impending tornado, adequate storm facilities might not be available nearby. To evacuate students in this situation usually is not the answer, because you, by yourself, probably couldn't control 65 frightened students. Therefore, the recommended procedures are:

If there is a safe storm shelter nearby, use it.

If there is a road at a right angle to the funnel cloud, go there.

If nothing else is available, prepare to meet the tornado.

Pull bus to middle of roadway.

Keep calm and speak slowly and clearly.

Tell students on storm side to lower windows a few inches, and the students on the other side to raise windows.

Have students lower heads to their knees, cover heads with their arms, and remain seated.

During severe weather, every effort will be made to keep you advised of conditions and what to do. If you have any questions on what to do, check with the office via the radio. In the event these procedures are used, be sure to notify the office of your location and when you are back on route.

EARTHQUAKE PROCEDURES

If a severe earthquake should occur, do not cross over or under any bridge, or overpasses. Stop the bus in a safe area away from buildings, power poles, or any object that may fall on the bus or endanger the bus. Use the two-way radio to receive further instructions as to how to proceed.

RAILROAD CROSSINGS

Since an accident at a railroad crossing could cause mass casualties, safety procedures at crossings must become automatic. All school buses, loaded or empty, **MUST STOP** for railroad crossings as a matter of safety and a matter of law.

Section 304.030, RSMo., states that all school buses must stop at all railroad grade crossings within 50 feet, but not less than 15 feet, from the nearest rail. You shall not proceed until determining that the track is clear.

Follow these suggested procedures:

1. Stop not less than 15 feet nor more than 50 feet from the nearest rail. Turn on hazard/warning lights, if necessary.
 - a. No stop need be made if a police officer directs you to proceed or if rail is guarded by a stop and go signal.
 - b. The bus's red alternating flashing signal lamps (student crossing lights) should NOT be activated while stopped or stopping for this purpose.
 - c. All precautions for stopping should be observed. Check rearview mirrors to be sure following traffic sees that you are stopping.

2. Listen and look in both directions for an approaching train and for signals indicating the approach of a train. Request silence of students and shut off all fans for more silence.

NOTE: To increase your ability to see and hear, you may open the door and/or window; you should:

- a. Shut off master switch for alternately flashing red signal lamps (student crossing lights)
 - b. Open door and/or window. Look and listen to determine if a train is approaching.
 - c. Shut the door and/or window. Turn on master switch for alternately flashing red signal lamps (student crossing lights).
3. If there is an approaching train, hold the bus position; depending on the waiting time, use the parking brake. After the train passes, repeat Step 2.
 4. Cross the tracks only after it is safe. Select a gear that will not necessitate shifting, and do not shift gears while crossing tracks.
 5. Turn off hazard/warning lights, if used, and proceed on route.

INCLEMENT WEATHER PROCEDURES

On days of inclement weather, the decision of whether or not to have school is usually made prior to 6:00 a.m. the morning of the school day in question. On such days the school will make an effort to do a “District or staff announce”, but it is the responsibility of the driver to listen to KTJJ/KREI, KFMO, B104, or watch Channel 2, 4, 5 or 12 to ascertain if school is going to be in session. There will be days when school is in session and some roads will be slick. The bus driver has to use judgment about driving the bus on a dangerous portion of the route when the road is covered with snow or ice. It is the bus driver’s prerogative to make this decision; he/she should have prior communication with students living on such roads, to let them know that on days of inclement weather, they will not travel the route. If possible, students should meet you at a main road previously designated. The policy would be for the driver to contact the parents and inform them of this situation and ask their help. In the event that a driver does not travel a portion of the route, it is his/her responsibility to inform the Assistant Superintendent or bus garage regarding the portion of the route they could not cover; names should be provided along with the school that students attend, so the schools can be informed that portion of the route was not covered.

DISCIPLINE

The bus driver’s responsibility goes beyond driving the established bus route. A big part of the success a bus driver achieves will depend upon his/her ability to handle discipline. Unless a bus driver can maintain order on his/her bus, an effective job of driving cannot be done. Authority and control of student groups transported in school buses is vested in the licensed driver. The driver is an important member of the school staff and has the same authority and responsibility for the safety and conduct of the pupils on the bus as is vested in the classroom teacher.

Drivers are encouraged to work directly with parents to resolve bus problems. Parents should be approached in a positive manner requesting their support and assistance. If this is unsuccessful, the students should be reported to the building level principals. Keep in mind you are the adult and a professional representing the district.

At all times maintain your composure; do not get angry, or use inappropriate language. It is also important to remember that touching a child is done only under circumstances which pose a safety hazard, such as fighting. All misconduct should be documented and presented to the building principal.

While it is certainly your responsibility to report students who violate the school bus rules and regulations, your ultimate goal is not to get the student kicked off or removed from the school bus. There will be times, however, when removing a child from the bus is the only way to address a problem. Because of the variety of ages of students being transported, the driver should be flexible enough to be tactful in dealing with all ages.

Good Pupil Relations Tactics:

1. Show a personal interest in each student's welfare.
2. Provide a parental image, if appropriate.
3. Talk with your students, not down to them.
4. Be alert and flexible; it is the unexpected behavior that causes many of a school bus driver's problems.
5. To keep students safe, you must control them tactfully as well as you control the bus – but students aren't always as predictable as your vehicle. Good student management must be practiced not only during the ride, but especially during the loading and unloading.

An informal atmosphere which encourages pupils to relax and enjoy the environment during the ride is desirable. There are, however, certain limits for student behavior. In general, any activity which distracts you from driving is objectionable. If you are worried about the activity inside the school bus, you cannot be a safe driver.

Supervision of Pupils Should Be Sufficient To Assure That:

1. Students will enter and leave the school bus at school and on the route at highway bus stops in an orderly fashion according to prescribed instructions.

This requires that pupils, at all times, proceed without haste or loitering, without crowding and pushing, and that they show regard for their own safety and the safety of others.

2. Students should be orderly enough not to distract you.

Pupils must, at all times, refrain from shouting and other boisterous activity, and refrain from talking to the driver while the school bus is in motion.

3. Students should go directly to their seats and remain seated while the bus is in motion.
4. Students should cross the road in accordance with the school bus driver's instructions.
5. Students should neither purposely nor carelessly destroy property. Transportation equipment is expensive and paid for by taxpayers. Pupils can be expected to cooperate in its maintenance and preservation. Orderly behavior in the bus, at all times, is essential. Roughhousing is not only hard on seats and interior finish, it also makes it difficult for you to drive. Pupils should keep their feet and sharp objects off the seats.
6. Students should not extend arms or other parts of the body out through windows.
 - A. No object(s) should protrude through an open window.
 - B. Pupils should leave windows alone unless given permission.
7. Students should not throw objects in the school bus nor out of windows.
 - A. Refuse should not be scattered along the highway. Have a bag for waste on the bus and empty it as needed.
 - B. The aisle should be clear.
 - C. Shooting "paper wads" or other material in the school bus is not permissible.

You Should Instruct and Encourage Students To:

1. Be on time at the bus stop.
2. Avoid playing or loitering on the highway when waiting for a bus.
3. Follow correct safety procedures when walking near the highway to and from a bus stop.

BEHAVIOR MANAGEMENT

A school bus driver who permits students to act in whatever manner they choose without any reaction from him/her is asking for trouble. To pretend you didn't see or hear unwanted behavior is not consistent with sound discipline procedures. The more effective approach is to interfere with unwanted behavior and to take positive steps to correct the actions.

Although some behavior will stop if it does not receive driver attention, there are certain times and reasons when it is important for you to interfere with unwanted behavior.

When to Interfere With Unwanted Behavior:

1. When there are apparent dangers present. Drivers are better able than children to predict danger. If students' actions could create a dangerous situation, you should intervene.
2. To protect against too much excitement. Intervene in order to avoid too much anxiety or excitement in children.
3. For psychological protection. If a group of children is ganging up on a child, criticizing a child, or using derogatory racial names, you need to intervene.
4. To protect property. When children begin destroying property, intervene.
5. For protection of group behavior. Once pupil behavior on a bus is going well, it is not fair to have it ruined by one child having difficulty. Intervene.
6. To highlight a value area or school policy. For example, intervene to explain why everyone can't be first in line to get on or off the bus.

SCHOOL BUS EVACUATION PROCEDURES

WHEN TO EVACUATE:

1. **FIRE** - Stop and evacuate the school bus immediately if the engine or any portion of the school bus is on fire. Move the passengers one hundred (100) feet or more from the school bus, and do not allow them to return until the danger is past.
2. **DANGER OF FIRE** - If the school bus is near an existing fire, gasoline or other combustible material and unable to move, students should be evacuated following the procedures below.
3. **UNSAFE POSITION** - If the school bus is stopped by an accident, mechanical failure, road conditions, or human failure, determine immediately if it is safer for passengers to remain in the bus or to evacuate. Evacuate if:
 - A. The school bus is in the path of a train or adjacent to tracks.
 - B. The position of the bus is dangerous. If, for example, the bus is in a position where it could still move and go into water or over a cliff, it should be evacuated. Evacuate in a manner which affords maximum safety for the children.
 - C. The school bus is in danger of collision. If the bus is positioned over a hill or around a curve where it cannot be seen for three hundred (300) feet, evacuate.

EVACUATING PROCEDURES:

To avoid any problem concerning procedures during an emergency, organize and conduct emergency exit drills at least twice yearly.

You can evacuate passengers through the front door only, the rear emergency door only, or the front and rear doors simultaneously. All students who ride the school bus should know the procedure to follow.

Drivers should stay on the school bus during a drill. Do not permit children to take lunch boxes or books with them when they leave the school bus - getting the children off safely, quickly, and orderly is the object of the drill.

SAMPLE EVACUATION DRILL:

“Good afternoon boys and girls.”

“This is an emergency bus evacuation drill to practice what you should do if we have to leave the school bus because of an accident or other emergency situation. Please pay careful attention to these instructions.”

“I am in charge of your bus. Pay attention to me and do what I tell you to do. Stay in your seats and remain quiet so that you may hear my instructions.”

“Your bus is equipped with certain emergency equipment located near the driver.” (THE DRIVER SHOULD POINT OUT LOCATION OF FIRST –AID KIT, FIRE EXTINGUISHER, EMERGENCY TELEPHONE NUMBERS, ETC.).

“Under certain conditions, it may not be possible to use the front door. If this should happen, you would then use the emergency exits.”

“Your school bus has pop-out windshields and door panels that will come out with a sharp kick.” (THE DRIVER SHOULD POINT OUT POP-OUT GLASS AREAS). “Use these exits only when all other exits cannot be used.”

“The emergency door is located in the rear of the school bus. To open the emergency door, lift the red handle and push outward. Duck your head and bend your knees as you hit the ground. Then get away from the school bus quickly.” (DRIVER, POINT OUT LOCATION OF EMERGENCY DOOR AND DEMONSTRATE OPENING PROCEDURE).

To Review What You Have Been Shown:

1. Remain in your seats and stay quiet.
2. Follow the instructions of your driver.
3. Learn where the emergency exits are and how to use them.
4. Get away from the bus as soon as you are out.

STUDENT BUS CAPTAINS:

In case the driver is injured in an accident, school patrol members or an appointed pupil should assist in these drills. Bus captains should know how to:

1. Turn off ignition switch and set the emergency brake.
2. Summon help when and where needed.
3. Kick out windows. Set flags and reflectors.
4. Open and close doors; help small children off the bus; and account for all pupils passing his/her station.
5. Perform other assignments.
6. Operate FM Communication Radios.

During a drill, a student captain could guide passengers to an assigned place of safety; and a second helper could stand outside the door to count and assist pupils.

FRONT DOOR EVACUATION DRILL:

How to conduct an emergency front door evacuation – The driver will:

1. Stop the school bus, set parking brake, turn off the engine, and remove the key.
2. Stand, open the door, face the children, and announce: “Emergency drill, on front door evacuation. Remain seated.” Give student captains their assignments.
3. Facing the front of the school bus, the driver will stand between the first occupied seats, tap the shoulder of the student nearest the aisle on the right side to indicate that these students should leave. Say, “Walk, don’t run – Use the hand rails.” They will indicate with their hand that occupants of the left side should remain seated.
4. When the pupils on the right have moved forward, they will dismiss the students on the left.
5. They will continue this procedure until the bus is empty.
6. When the last seat is empty, they will walk to the front, checking that everyone is out.
7. They will then go to students and praise them or advise them of improvements to be made, then immediately dismiss them, and return to bus.

REAR EMERGENCY DOOR EVACUATION:

Rear emergency door evacuation works in reverse of the one just explained. Drivers should explain how the door works and instruct students not to open it until you say to do so.

BUS CLEANING

Buses shall be swept and trash cans emptied at least every other day, or daily if needed. Trash bags should be placed in the trash receptacles.

The interior of the windshield, driver's window, emergency door, and the entrance door shall be cleaned at least once a week. The area around the driver shall also be cleaned at least once a week. This would include the dash and heater panel. The rear windows and lights shall be cleaned weekly, or more often if needed.

NEVER use a broom to clean windows or painted surfaces.

When sweeping out your bus, **DO NOT** sweep the trash out the service door or emergency door onto the ground.

BUS FUELING

It will be each driver's responsibility to fuel their bus. Buses should be parked with enough fuel to complete the next scheduled run. When fueling, remain in sight of the fuel nozzle.

If you are on a trip that requires you to refuel en-route, all students must be unloaded and wait in a safe area while you refuel.

RADIOS IN BUSES

Bus radios will be used for the purpose of school business only. Keep your messages brief and do not interrupt another driver unless you can be of assistance if there is a problem.

COMMUNICABLE DISEASES – INFECTION CONTROL PROCEDURES

Procedures for Cleaning Blood and/or Body Fluids

Many infectious agents can be found in the blood or body fluids of humans. This includes individuals with no outward signs or symptoms of infection. It is therefore very important that all district personnel adopt routine procedures for handling the clean-up of all blood/body-fluid spills. The procedures, as outlined by the Centers for Disease Control, are as follows:

1. If available, absorbent floor-sweeping material should be used to cover fluids to keep them from spreading.
2. Vinyl or latex gloves should be worn, and all spills should be cleaned up with absorbent towels or tissues, using soap and water.
3. All surfaces that have been in contact with the fluids should then be wiped with a disinfectant. Any EPA-approved disinfectant (i.e., Lysol, etc.) can be used. A 1:10 dilution of household bleach can also be used. This solution should not be mixed in advance. After the disinfectant is applied, the surface should either be allowed to air dry, or else to remain wet for 10 minutes before being dried with a disposable towel or tissue.

4. If the gloves worn to clean up the spill are reusable, they should be washed with soap and running water prior to removal. Disposable gloves should be removed without soiling the hands, and should be disposed of in an impermeable plastic bag. Whether or not any contamination occurs, the hands should always be thoroughly washed with soap and water after the gloves are removed.
5. If the person doing the cleaning has any open skin lesions, precautions should be taken to avoid direct exposure of the lesions to the body fluids.
6. After exposure to body fluids, good **HANDWASHING** should consist of thorough use of soap and water for at least 15 seconds.
7. It is necessary to keep one or more clean-up kits on hand for such spills. The clean-up kit should consist of the following items:
 - Absorbent floor-sweeping material
 - Liquid soap
 - Disinfectant
 - Small buckets
 - Vinyl or latex gloves
 - Disposable towels or tissues
 - Impermeable plastic bagsAll of these materials should be kept together in a central location.

CAUTION: The diluted bleach disinfectant solution, if used, should not be used for any other purpose than the clean-up described above. Mixing this solution with certain other chemicals can produce a toxic gas. Also, any EPA-approved disinfectant use should be diluted according to manufacturer's instructions. It is not appropriate or necessary to add more disinfectant than the directions indicate. Doing so will make the disinfectant more toxic, and could result in skin or lung damage to those individuals using it.

SALARIES and BENEFITS

Drivers' work agreements are for a 9-month period consisting of 174 school days. The salary schedule is structured in a manner that provides for additional pay for each year of service through 21 years.

The bus mechanic is a 12-month employee with his/her salary based on a 9-hour work day for 9 of the 12 months, and 8 hours for the remainder of the contract.

Employees new to the district will be placed on the "first step" of the appropriate salary schedule. The Board of Education may, at their discretion, evaluate and place any new employee at a higher level on the salary schedule.

Initial salary placement, by the Board of Education, will establish the starting salary for personnel and subsequent salaries will then follow the appropriate progression on the salary schedule. Salaries will not be renegotiated at a later date. (Adopted September 1998)

Safety Pay: Drivers who, during the year, do not have any traffic violations or accidents, and fully clean their bus at the end of the school year, will receive safety pay. For the first year, safety pay is \$25, 2nd year \$50, 3rd year \$75, and 4th consecutive year \$100.

A full-time employee in the Central R-III School District who accepts a new position in a different capacity (i.e., cook to custodian) will start on step one for that position, or can be awarded one year of credit on the salary schedule for every two years of full-time district service, not to exceed five years. Partial years and part-time service will not be considered when providing credit toward salary schedule placement. To receive credit for a full year, an individual must have been employed prior to October 1st. Full-time employment is defined as any employee who works more than 20 hours per week and is included in the school retirement system.

RETIREMENT OF SUPPORT STAFF MEMBERS

Non-certificated support staff members are participants in the Non-Teacher School Employee Retirement System of the State of Missouri as allowed by law. A retired employee, as well as his or her dependents, surviving spouse and children, shall be allowed to remain or become members in non-insurance health benefit programs, self-funded plans and insured plans by paying the premiums of said plans. In order to be compensated for unused sick leave, letters of retirement must be submitted to the assistant superintendent prior to March 15 in the year that you plan to retire. If the 15th falls on a weekend, then letter must be submitted to Friday prior to the 15th.

DISMISSAL

DRIVERS MAY BE DISMISSED OR TERMINATED FOR CAUSE

Drivers may be dismissed or terminated by the Transportation Director or the Superintendent of Schools.

The causes for dismissal are:

Violation of rules and regulations of Central R-III School District

Insubordination – persistent and habitual disregard of immediate supervisor’s instructions

Excessive absenteeism

Negligence, careless and/or imprudent operation of a district-owned vehicle

Use of alcoholic beverages or drugs during working hours

Failure of Drug and/or Alcohol Screening

Physical or mental disability creating difficulty in performing assigned duties

Incompetence

Neglect of duty

Suspension or Revocation or Expiration of your CDL License or School Bus Permit

Conviction of a Felony

Speeding Violations

Leaving a Student on the Bus After the Route is Complete

Other good and just causes that impact the good order and maintenance of a Safe Transportation System

Appeal of Administrative Decisions

A decision to dismiss an employee may be appealed through the proper channels. The normal channel flow will be the Assistant Superintendent, the Superintendent, then a formal report to the Board of Education.

Assignments and Transfers

Route assignments and transfers will be the responsibility of the Assistant Superintendent of Schools. In most cases, route openings shall be posted for all regular drivers. Drivers with the longest “uninterrupted” service (seniority) shall have first opportunity of an open route. At the discretion of the Assistant Superintendent, routes will be assigned in a manner that he/she believes will be in the best interest of the district.

Payroll Schedule

All Central R-III bus drivers are paid once each month, typically the 15th day of the month.

CDL PRE-TRIP INSPECTION

AS I APPROACH THE FRONT OF THE BUS, I HAVE THE KEY IN MY POCKET AND I WILL LOOK UNDERNEATH THE BUS FOR ANY LEAKS OR ANY SIGN OF PHYSICAL DAMAGE. I LOOK TO MAKE SURE THE BUS IS NOT LEANING TO ONE SIDE.

CHECK CLIP LIGHTS: SECURE, NOT BROKEN, NO MISSING SCREWS

CHECK AMBER & RED 8-WAY LENSES: SECURE, NOT BROKEN, NONE MISSING

FRONT CROSS-OVER MIRRORS: SECURE AND PROPERLY MOUNTED, NOT CRACKED OR BROKEN, NO MISSING SCREWS, AND CLEAN

HEADLIGHTS: SECURE AND PROPERLY MOUNTED, NOT CRACKED OR BROKEN, NO MISSING SCREWS, AND CLEAN

CHECK WINDSHIELD: CLEAN, SECURE AND PROPERLY MOUNTED, NO CHIPS OR CRACKS, NO ILLEGAL STICKERS ON GLASS

WINDSHIELD WIPERS: SECURE AND PROPERLY MOUNTED, BLADES ATTACHED FIRMLY TO THE ARM, BLADES NOT CRACKED OR DRY ROTTED, AND THE BLADES FIT FIRMLY AGAINST THE WINDSHIELD

BUMPER: SECURE AND PROPERLY MOUNTED, LICENSE PLATE IS SECURE AND PROPERLY MOUNTED

OPEN HOOD

HOOD LATCHES: SECURE AND PROPERLY MOUNTED

DRIVER'S SIDE

DRIVER'S SIDE MIRROR: SECURE AND PROPERLY MOUNTED, NOT CRACKED OR BROKEN, AND CLEAN

WATER PUMP: SECURE AND PROPERLY MOUNTED, NOT LEAKING

POWER STEERING UNIT: SECURE AND PROPERLY MOUNTED, CHECK FLUID TO MAKE SURE IT IS FULL, NO LEAKS. CHECK HOSES TO MAKE SURE THEY ARE SECURE AND NOT LEAKING.

CHECK OIL: PULL OUT DIPSTICK AND MAKE SURE IT IS FULL.

CHECK ALL HOSES: SECURE AND PROPERLY MOUNTED, NO LEAKS

WIRING: SECURE AND PROPERLY MOUNTED, NOT RUBBING AGAINST THE ENGINE, NOT FRAYED OR BROKEN

STEERING COLUMN: SECURE AND PROPERLY MOUNTED, NOT BENT, NO EXCESSIVE GREASE, NO EXCESSIVE PLAY

STEERING GEAR BOX: SECURE AND PROPERLY MOUNTED, NO LEAKS

GO TO PASSENGER SIDE

ALTERNATOR: SECURE AND PROPERLY MOUNTED

BELTS: SECURE, NO CRACKS, FRAYS, DRY ROT, NOT MORE THAN 3/4" PLAY

WINDSHIELD WASHER: SECURE AND PROPERLY MOUNTED, FLUID LEVEL IS FULL

RADIATOR COOLANT: FLUID LEVEL IS FULL, NOT LEAKING

HOSES: SECURE AND NO LEAKS

SHOCKS: SECURE AND PROPERLY MOUNTED, NOT BENT OR BROKEN

LEAF SPRINGS: SECURE AND PROPERLY MOUNTED, NEATLY STACKED, NO MISSING OR BROKEN SPRINGS

SPRING MOUNTS: SECURE AND PROPERLY MOUNTED, NO MISSING NUTS OR BOLTS

FRAME: NO CRACKS OR WELDS

BRAKE LINES: NOT DRY ROTTED, NO LEAKS, NO HOLES, AND SECURE

BRAKE CALIBER: SECURE AND PROPERLY MOUNTED, NO LEAKS

RIM: NO CRACKS OR WELDS

LUG NUTS: SECURE, NO RUST OR SHINY METAL

FRONT TIRES: NO LESS THAN 4/32" TREAD DEPTH, NO RECAPS, TIRES MUST BE EVENLY MATCHED

ROTOR: NO GROOVES OR SCRATCHES

HUB OIL SEAL: SECURE, NO MISSING NUTS OR BOLTS, NO LEAKS

PASSENGER SIDE MIRROR: SECURE AND PROPERLY MOUNTED, NOT CRACKED OR BROKEN, CLEAN

GO TO PASSENGER ENTRY

MAKE SURE DOOR OPENS AND CLOSES EASILY, RUBBER SEAL AROUND DOOR AND WINDOWS ARE SECURE, NOT CRACKED, AND NOT DRY ROTTED, WINDOWS SHOULD BE CLEAN.

RUBBER SKID PAD: SECURE AND PROPERLY MOUNTED, NO MISSING SCREWS, NO HOLES, NO BROKEN STEPS

HAND RAIL: SECURE AND PROPERLY MOUNTED

EMERGENCY EQUIPMENT:

FIRE EXTINGUISHER – ABC TYPE AND FULLY CHARGED

FUSES – SPARE FUSES IN GLOVE BOX

FIRST-AID KIT – IT'S THERE AND FULL

REFLECTIVE TRIANGLES – THERE ARE THREE AND NOT BROKEN

SIT DOWN IN SEAT

WINDSHIELD: SECURE, PROPERLY MOUNTED, RUBBER SEAL IS SECURE, NOT CRACKED OR DRY ROTTED, CLEAN AND NO ILLEGAL STICKERS

STEERING WHEEL: NO MORE THAN 2" PLAY IN A 20" WHEEL. **HONK THE HORN TO MAKE SURE IT WORKS!!!!**

CHECK DOOR OPENER: SHOULD WORK EASILY, NO MISSING PARTS (CLOSE DOOR)

START BUS

CHECK OIL PRESSURE IMMEDIATELY: TELL EXAMINER IT SHOULD RAISE TO 25-50 LBS IN 3 TO 5 SECONDS OR YOU WOULD SHUT THE BUS OFF.

TEMPERATURE GAUGE: SHOULD READ AROUND 180 – 220 DEGREES

VOLTMETER: SHOULD SHOW CHARGING

FUEL: SHOULD HAVE ENOUGH FOR ENTIRE TRIP

CHECK TURN SIGNAL: TURN EACH ONE ON AND CHECK THE OUTSIDE CROSS-OVER MIRRORS TO MAKE SURE THEY WORK. **ALSO CHECK THE INDICATORS ON THE DASH.** TURN ON 4-WAY FLASHERS AND CHECK THEM. (LEAVE THEM ON)

TURN HEADLIGHTS ON: HIT THE DIMMER SWITCH AND **CHECK THE HIGH BEAM INDICATOR ON THE DASH.** (LEAVE THE HEADLIGHTS ON)

CHECK ALL SWITCHES ON THE PANEL. LEAVE THE YELLOW 8-WAY SYSTEM ON AND ALSO LEAVE ON THE CLIP LIGHTS.

TURN ON WINDSHIELD WIPERS AND CHECK THE WASHERS TO MAKE SURE THEY ARE WORKING.

CHECK THE YELLOW 8-WAYS IN THE FRONT CROSS-OVER MIRRORS

PARKING BRAKE: ENGAGE AND TEST (THE BUS SHOULD NOT MOVE)

GET OUT OF SEAT AND START TO THE BACK OF BUS

SEATS: PULL UP ON THE BOTTOMS OF THE SEATS TO MAKE SURE THEY ARE ATTACHED FIRMLY TO THE FRAME. MAKE SURE THE FRAME IS ATTACHED FIRMLY TO THE FLOOR. HIT THE BACK OF THE SEATS TO MAKE SURE THEY ARE NOT BROKEN. LOOK FOR DAMAGE TO THE SEATS. TELL THE EXAMINER THAT YOU WOULD CHECK EVERY SEAT ON THE BUS THE SAME AS YOU DID THIS ONE.

EMERGENCY EXIT: EXIT SIGN MUST BE LEGIBLE, BUMPER PAD SHOULD BE SECURE AND PROPERLY MOUNTED, MAKE SURE RUBBER SEAL AROUND THE DOOR AND WINDOWS ARE SECURE AND NOT DRY ROTTED. WINDOWS SHOULD BE CLEAN. OPEN DOOR – MAKE SURE IT OPENS FREELY AND THE BUZZER SOUNDS. STICK YOUR HEAD OUT AND CHECK THE YELLOW 8-WAY LIGHTS, TAILLIGHTS, AND CLIP LIGHTS. CLOSE THE BACK DOOR AND MAKE SURE THE “EMERGENCY DOOR STICKER IS POSTED ON THE BACK DOOR.”

GO BACK TO THE FRONT OF THE BUS. CHECK THE WINDOWS FROM THE INSIDE FOR CRACKS, BREAKS, AND ILLEGAL STICKERS. ALSO CHECK TO MAKE SURE ALL THE SCREWS ARE IN THE METAL STRIPPING ON THE FLOOR AND THAT THERE ARE NO HOLES IN THE RUBBER PAD.

SEATS: CHECK THE BACK OF THE SEATS FOR ANY DAMAGE.

GO OUTSIDE THE BUS

GRAB THE TIRE KNOCKER ON THE WAY OUT. GO TO THE FRONT OF THE BUS AND CHECK YOUR HEADLIGHTS AND THE RED 8-WAYS. HIT THE FRONT TIRE TO MAKE SURE THERE IS ENOUGH TIRE PRESSURE.

SIDE OF BUS

CLIP LIGHTS: SECURE, NOT BROKEN, NO MISSING SCREWS, AND WORKING

REFLECTORS: SECURE, NOT BROKEN, NO MISSING SCREWS (YELLOW IN THE FRONT – RED IN THE BACK. SAME WITH THE CLIP LIGHTS)

FUEL CAP: SECURE

FUEL TANK: SECURE, PROPERLY MOUNTED, NOT LEAKING

UNDERNEATH BUS

DRIVESHAFT: SECURE AND PROPERLY MOUNTED, NOT BENT

FRAME: NO CRACKS OR WELDS

EXHAUST: SECURE AND PROPERLY MOUNTED, NO HOLES OR RUST SPOTS

DUAL WHEELS

RIMS: NO CRACKS OR WELDS. CHECK TO MAKE SURE NOTHING IS LODGED BETWEEN THE TIRES. HIT BOTH TIRES TO CHECK THE TIRE PRESSURE.

REAR ROTOR: NO SCRATCHES OR GROOVES

TIRES: NO CRACKS OR BUBBLES, NO LESS THAN 2/32" TREAD DEPTH, MAY HAVE RECAPS, BUT MUST BE EVENLY MATCHED.

SPACER: NO CRACKS OR WELDS

LEAF SPRINGS: SECURE AND PROPERLY MOUNTED, NEATLY STACKED, NONE MISSING, NONE BROKEN

SPRING MOUNTS: SECURE AND PROPERLY MOUNTED, NO MISSING NUTS OR BOLTS

TELL THE EXAMINER, "I WOULD CHECK THE TIRES ON THE OTHER SIDE JUST LIKE I DID THIS SET OF TIRES."

BACK OF BUS

CHECK RED 8-WAYS: SECURE AND PROPERLY MOUNTED, NO MISSING SCREWS, AND WORKING

REAR CLIP LIGHTS: SECURE, NOT BROKEN, NO MISSING SCREWS, AND WORKING

TAILLIGHTS: SECURE, NO MISSING SCREWS, AND WORKING

REAR REFLECTORS: RED IN COLOR SECURE, NO MISSING SCREWS, NOT BROKEN

WINDOWS: SECURE, NO CRACKS OR BREAKS, AND CLEAN

EMERGENCY DOOR: OPENS FREELY AND HAS A WORKING FUNCTIONAL ARM

BUMPER: SECURE AND PROPERLY MOUNTED, FLUSH WITH THE TAILPIPE

UNDERNEATH THE BUS

REAR BRAKE CALIBER: SECURE AND NOT LEAKING

REAR BRAKE LINES: NOT DRY ROTTED, NOT LEAKING

REAR SHOCKS: SECURE AND NOT BENT

AT THIS POINT - - ASK THE EXAMINER TO DO THE “BUDDY SYSTEM” AND CHECK YOUR REAR BLINKERS AND BRAKE LIGHTS.

THE END OF THE PRE-TRIP INSPECTION!!!!!!

SUPPORT STAFF LEAVES AND ABSENCES

Consistent staffing is important to the learning environment and district operation and therefore is an essential duty of all employees. When an employee is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations deteriorate, and students suffer.

Employees may be terminated for excessive absences or tardiness. Unless authorized by the Board or superintendent, or otherwise authorized by law, an employee’s absence or tardiness is considered excessive if it:

1. Is for a reason not granted as paid or protected leave under Board policy.
2. Exceeds the number of days allotted by the Board for that particular leave.
3. Is for a reason authorized by Board policy but exceeds five days a semester or 10 days in a school year.

The employee’s salary will be docked if the absence or tardiness occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, even if the absence or tardiness is authorized by the Board or the superintendent.

No employee will be disciplined or terminated for absence qualifying for protection under the Family and Medical Leave Act (FMLA) or other applicable law.

The district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee’s health.

Leave with pay will be provided to full-time support staff employees in accordance with the following guidelines.

Any support staff employees whose assignments call for 12 months of full-time employment will be entitled to 12 days of leave. Support staff employees whose assignments call for full-time employment only during the regular school term will be entitled to 10 days of leave. Any absences beyond 12 days for a 12 month employee or 10 days for employees that are employed during the regular school term will be considered sick leave and the employee must present a doctor’s excuse upon returning to work. Leave days may be used for illnesses, to attend funeral or other personal

business, at the discretion of the employee. An employee may use leave days for three consecutive days without giving a reason for the absence, unless taken in conjunction with a holiday. An employee may only take leave in conjunction with a professional development day or a scheduled day(s) off (i.e., first day of school, last day of school, holiday) if he or she is able to prove the leave was needed for reasons related to an illness, verified with a note from the physician or with prior approval of the superintendent. An employee may only use more than 3 consecutive days for the following reasons related to illness:

1. Illness, injury or disability of the employee. The Board reserves the right to require a physician's certification attesting to the illness or disability of the claimant and/or inclusive dates of the employee's incapacitation. The FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
2. Illness, injury or disability of a member of the immediate family. The Board defines "immediate family" to include spouse, parents, children, grandparents, grandchildren and siblings of an employee or employee's spouse and any other family member residing with the employee. ("Family" for FMLA purposes is more limited.)
3. Illness, injury or disability of other relatives, with permission granted by the superintendent.

Any unused days will be accumulated and may be used in following years. However, accumulated days may only be used for reasons related to illness detailed above and verified with a note from the physician. An absence of over 1-4 hours shall be counted as a half-day of leave.

A district employee may not use leave days during the period the employee receives Worker Compensation for time lost to work-related incidents.

Whenever possible, it is expected that requests for leave will be made in writing to the designated administrator at least 48 hours in advance of time leave is requested. However, 30 days notice is required by law if the leave qualifies as FMLA leave and such notice is practical. The administrator will respond promptly to the employee's written request.

To be paid for any leave days accumulated, the employee must notify their direct supervisor in writing of their intention to retire prior to March 15. If the 15th falls on a weekend, the Friday prior to the 15th will be the last day.

Vacation: All full-time (defined as working 32 hours per week or more) support staff employed on a 12 month basis will be entitled to 2 weeks of vacation for year 1-15. Three weeks of vacation will be awarded to employees who have 16-20 years of employment. Four weeks of vacation will be awarded to employees who have over 20 years of employment. An employee must submit a written request for vacation to his or her supervisor and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the supervisor has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

A district employee may not use vacation days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Holidays: Thanksgiving Day, Christmas Eve, Christmas Day, New Years Day, Presidents' Day, Good Friday, Memorial Day, July 4th and Labor Day.

Military Leave: The Board shall grant military leave as required by law.

Election Leave: Any employee who is appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the district at least 7 days prior to any election in which the employee will serve as an election judge. No employee will be terminated, disciplined, threatened or otherwise subjected to adverse action based on the employee's service as an election judge.

Leave to Vote: Employees who do not have 3 successive hours free from work while the polls are open will be granted a leave period of 3 hours for the purpose of voting. Requests for such leave must be made prior to election day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly request leave to vote and uses the leave for that purpose will not be subject to discipline, termination or loss of wages or salary.

Jury Duty Leave: An employee will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.

Pregnancy, Childbirth and Adoption Leave

A pregnant employee shall continue in the performance of her duties as long as she is able to do so, and as long as her ability to perform duties is not impaired, based on medical opinion.

The employee may use accrued professional leave or vacation leave during periods of pregnancy-related disability and, if necessary, an unpaid leave of absence to begin at the time recommended by her physician. The employee shall return to duty when she is physically able, based on medical opinion, except that this paragraph creates no rights extending beyond the contracted period of employment.

Pregnant employees shall be treated the same as other employees who are similar in their ability or inability to work for all purposes under this policy.

An employee who is the primary caretaker of an adopted child will be provided the same leave opportunities afforded employees for pregnancy-related leave for the purpose of arranging for the child's placement or caring for the child after placement.

An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If 30 days notice is not practical, the employee must give as much notice as possible.

These rules are subject to pre-emption by the FMLA as necessary for FMLA-eligible employees.

Family/Medical Leave

Leave that qualified for Family and Medical Leave Act protection will be administered in accordance with federal law.

Eligibility

To be eligible for FMLA leave benefits, the employee must:

1. Have been employed in the district for at least 12 months (but not necessarily consecutively), and
2. Have been employed for at least 1,250 hours of service during the 12 month period immediately preceding the leave (full-time teachers are deemed to meet this requirement), and
3. Be employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite, and
4. Provide the district at least a 30-day notice of an expected absence for foreseeable circumstances, if practical.

An absence may qualify for FMLA protection if it is for one (1) of the following reasons:

1. Birth and first-year care of employee's child.
2. Adoption of foster placement of a child with the employee.
3. Serious health condition of the employee or the employee's spouse, child, or parent.

Leave Protections

Eligible employees who are absent for a FMLA-qualifying reason generally may return to the same position or equivalent position with equivalent pay, benefits, and working conditions at the conclusion of the leave, in accordance with law. Eligible employees are entitled to continued participation in the district's health plan as long as they are entitled to FMLA leave protection. However, an employee who fails to return to work after the expiration of his or her allowed leave time will be expected to reimburse the district for those benefits paid, as required by law.

Leave Application

For all FMLA purposes, the district adopts a 12-month leave year beginning on July 1 and ending the following June 30. All eligible employees are entitled to leave for a period not to exceed 12

workweeks per leave year. When an employee has an absence (taken as paid or unpaid leave) AND the absence meets the criteria to be an FMLA-qualified absence, the district may designate such absence as part of the employee's total annual FMLA entitlement. If any employee is on a Worker's Compensation absence due to an injury or illness that would also qualify as a serious health condition under the FMLA, the same absence may also be designated as FMLA-qualifying and charged against the employee's FMLA-protected time entitlement.

The district shall apply paid leave, including professional leave and vacation time, to an FMLA absence to the extent allowed by the law, giving proper notice to the employee. If an employee's accrued paid leave is exhausted but a FMLA-qualifying reason for absence persists, or a new FMLA-qualifying reason for absence occurs, the resulting absences will continue to be protected FMLA leave until the aggregate of 12 workweeks of designated FMLA leave has been reached, but such absences will be unpaid.

FMLA leave may be taken intermittently as required for the health of the employee or family member or as reduced-schedule leave in hourly increments. If intermittent leave or leave on a reduced schedule equals more than 20 percent of instructional time, the district may require instructional employees who take such leave due to medical reasons to take block leave or to find an alternative placement for the period of planned medical treatment. When an instructional employee on FMLA leave is scheduled to return close to the end of a school term, the district may elect to use a special rule to prolong the employee's leave until the beginning of the next school term, thus extending the leave beyond the period where an FMLA-qualifying reason exists. In such an instance, the prolonged leave time is unpaid and is not charged against the employee's annual FMLA entitlement. In cases where the special rules for instructional employees apply, the superintendent may apply those special rules or the general FMLA rules as best serves the interest of the district.

The district reserves the right to require certification of the serious health condition of the employee or employee's family member. Employees on FMLA-designated leave must periodically report on their status and intent to return to work. The district may also require that an employee present a certification of fitness to return to work.

Notice

Information concerning the employee's rights under this act will be posted in accordance with law and will be provided in any employee handbooks that are distributed.

For any employee who is not eligible for the FMLA leave, including any employee who has exhausted available FMLA-protected leave, requests for leave and the use of benefits time shall proceed according to the district's established policies, and the procedural requirements of the FMLA shall not apply where they are not mandated by law.

PERSONNEL SERVICES **Policy 4310**

Absences, Leave and Vacation

General Attendance

Regular attendance is essential in providing District students with a high quality of instruction. Eligible certificated staff will have available 10 days of professional leave per school year cumulative to an unlimited number of days. Eligible support employees have available 10 days of professional leave per school year cumulative to an unlimited number of days.

When employees are absent more than 5 days in any semester or more than 10 days per school year, their absence is considered excessive. The Superintendent/designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination.

PERSONNEL SERVICES

Regulation 4810

Staff Welfare

Sexual Harassment

The Board of Education is committed to maintaining a work environment for its employees that is free from sexual harassment. Furthermore, the Board of Education strongly believes that no person in the School District shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

DEFINITION OF SEXUAL HARASSMENT

In Employment

Sexual harassment in employment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of sexual nature when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is the basis for employment decisions affecting that individual.
3. Such conduct creates an intimidating, hostile, or offensive work environment.
4. Qualified employees are denied employment opportunities or benefits because the opportunities or benefits are given to another employee who submitted to an employer's sexual advances or requests for sexual favors.

Under Title IX (applies to students and employees)

Title IX forbids discrimination on the basis of sex in any educational program or activity that receives federal funds. This includes a prohibition on sexual harassment. The Office for Civil Rights of the U.S. Department of Education defines sexual harassment under Title IX as follows: "Verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provisions of aid, benefits, services or treatment protected under Title IX."

Sexual harassment under Title IX includes, but is not limited to, unwelcome¹ sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's academic status or progress, or employment.
2. Submission to or rejection of such conduct by an individual is the basis for educational or employment decisions affecting that individual.
3. Such conduct creates an intimidating, hostile, or offensive educational or work environment.
4. Qualified students or employees are denied educational or employment opportunities or benefits because the opportunities or benefits are given to another student or employee who submitted to sexual advances or requests for sexual favors.

EXAMPLES OF SEXUAL HARASSMENT

Unwelcome Sexual Advances

Whether the advance is "unwelcome" is determined on a case-by-case basis. Unwelcome advances may include, but are not limited to, the following:

1. Any invitation (even subtle) intended to result in a sexual liaison.
2. Invitations to dinner or social events, when refusal results in the loss of a promotion or in other adverse employment action.
3. Propositioning an employee.

Unwelcome Verbal Conduct of a Sexual Nature

This may include, but is not limited to, the following:

1. Sexually provocative or explicit speech.

¹ Sexual harassment of students by adults who otherwise come within this Policy is absolutely prohibited regardless of whether the conduct is "welcome."

2. Publicly expressed sexual fantasies.
3. Jokes of a sexual or crude nature.
4. Derogatory comments directed to males or females as a class (language directed toward a specific employee is more likely to be viewed as sexual harassment).
5. Demeaning comments.
6. Threats for not agreeing to submit to sexual advances.
7. Writing sexually explicit memos.

Unwelcome Physical Conduct of a Sexual Nature

This may include, but is not limited to, the following:

1. Grabbing or twisting an individual's arm.
2. Any unwarranted touching.
3. Sexually offensive pranks.
4. Drawing sexually explicit cartoons, other drawings, or graffiti.
5. Gestures indicating sexual behavior.
6. Suggestive winks.
7. Kissing.

Conduct Toward Students

In addition to the foregoing examples, students may experience harassment that is unique to their situation, some of which may not be immediately recognized as sexual harassment, but which may support a potential claim against the District and/or its employees if not remedied. Such harassment may include, but is not limited to, the following:

1. Unwanted sexual behavior, such as touching, oral comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking a student's movement, pulling at clothes, students "making out" on school premises.
2. A student in a predominantly single-gender class who is subjected to sexual remarks by a teacher or students who regard the comments as joking and part of the usual class environment.

3. Interfering with a student's achievement in a predominantly or historically single-gender class by hiding tools or equipment, questioning the student's ability to handle the work, or suggesting that the student is "abnormal" for enrolling in the class.
4. Purposefully limiting or denying students access to educational resources because of their gender.
5. Teasing a student about the student's enrollment in a predominantly or historically single-gender class.

Nature of Sexual Harassment

Sexual harassment is not limited to conduct by males toward females. Sexual harassment may occur between any or all of the following:

1. Student to student.
2. Staff to student.
3. Student to staff.
4. Male to male.
5. Female to female.
6. Male to female.
7. Female to male.

INVESTIGATION OF SEXUAL HARASSMENT COMPLAINTS

Complaints Involving Employees

1. If an employee believes that he/she is being sexually harassed, the employee is encouraged to bring the concern to the attention of the employee's supervisor.
2. If the employee feels that such contact with the supervisor would be inappropriate, if the situation is not satisfactorily resolved by the supervisor, or if the employee simply feels more comfortable speaking with someone other than the supervisor, the employee should contact the Title IX compliance coordinator for the School District.
3. If neither the employee's supervisor nor the Title IX compliance coordinator is of the same sex as the employee, or the employee for any other reason would prefer to report the employee's concern to another supervisor/administrator within the District, the employee may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern.

4. Any supervisor/administrator who receives a report, orally or in writing, from any employee regarding sexual harassment of that employee by another employee, non-employee doing business with the District, or student must notify the Title IX compliance officer within twenty-four (24) hours or within a reasonable time thereafter.
5. Oral complaints of sexual harassment will be put in writing by the complainant or by the person who receives the complaint, and should be signed by the complainant. However, the complainant's refusal to sign a complaint does not relieve the District of the obligation to investigate the complaint.
6. An employee who believes that he/she has been subjected to sexual harassment shall not be required to confront the alleged harasser prior to making the report.
7. Following receipt of the report, District personnel will promptly and fully investigate the complaint and will notify the employee and the alleged harasser of the results of the investigation. Investigations will be conducted with full recognition of the rights of all parties involved.
8. Upon receipt of the report, the Title IX officer will appoint an investigator to investigate the complaint. The investigation shall commence within forty-eight (48) hours after such appointment.
9. The District will maintain the confidentiality of the complaint and the details of the investigation to the fullest extent possible.
10. The investigator will put his/her findings in writing and will forward a copy to the Title IX compliance officer within one (1) week after concluding the investigation, or within a reasonable extension of time thereafter, for good cause shown.
11. If the investigation substantiates the complaint, the District will take appropriate disciplinary action against the offender(s), commensurate to the severity of the harassment (up to and including termination of employment). If the offender is a student, disciplinary action will be taken in accordance with Board established Policy 2610. If the offender is not an employee of the District, the District will take appropriate action within the scope of its authority to eliminate and redress the harassment.
12. If the investigation is indeterminate, the matter will be designated as unresolved, and the investigation file will be maintained by the Title IX compliance officer in a file separate and apart from any student or personnel file.
13. There will be no retaliation against or adverse treatment of any employee who uses this procedure to resolve a concern when such complaint has been brought in the good faith belief that the complainant has been subjected to sexual harassment.
14. The responsible administrator shall follow up regularly with the complaining employee to ensure that the harassment has stopped and that no retaliation has occurred.

ENFORCEMENT

Employees

Each supervisor and administrator is responsible for maintaining an educational and work environment free from sexual harassment. In accordance with that responsibility, each site manager, or his/her designee, shall take appropriate actions to enforce the School District's sexual harassment policy, including but not limited to the following:

1. The supervisor/administrator shall provide an inservice regarding sexual harassment to all staff by the end of the first full calendar week of each school year.
2. The supervisor/administrator shall provide a copy of the policy to all new employees of the District prior to the commencement of the employee's duties.
3. The supervisor/administrator shall further instruct employees regarding the procedures for reporting sexual harassment in the educational setting on an as-needed basis.
4. The supervisor/administrator shall take prompt action to investigate all complaints of sexual harassment.
5. The supervisor/administrator shall take appropriate disciplinary action, as necessary.

Students

Each building administrator is responsible for maintaining an educational and work environment free from sexual harassment. In accordance with that responsibility, each building administrator, or his/her designee, shall take appropriate actions to enforce the School District's sexual harassment policy, including but not limited to the following:

1. All vulgar or sexually offensive graffiti shall be removed from the premises.
2. The building administrator shall provide an inservice regarding sexual harassment (including sexual harassment involving students) to all staff by the end of the first full calendar week of school.
3. Student instruction regarding sexual harassment shall be provided annually by the end of September to all students in grades six through twelve. Age appropriate instruction will also be presented to pre-kindergarten through fifth grade students.
4. All homeroom teachers shall discuss this policy with their students within one month after its adoption by the Board and during the first week of the school year thereafter. Written copies of the policy shall be given to each student in grades six through twelve (and in lower grades as may be appropriate) as part of these discussions. Discussion shall be

conducted in an age appropriate manner and should assure students they need not tolerate any form of sexual harassment.

5. All teachers, counselors, and administrators shall instruct students on the procedures for reporting sexual harassment within the educational setting on an as needed basis.
6. The building administrator shall take prompt action to investigate all complaints of sexual harassment.
7. The building administrator shall take appropriate disciplinary action, as needed.

NOTIFICATIONS

A copy of the School District's sexual harassment policy shall:

1. Be displayed in a prominent location at each work site.
2. Be provided to each current employee, and to each new employee prior to commencement of their duties.
3. Appear in any School District newsletter or work site publication that sets forth the School District's comprehensive rules, regulations, procedures, and standards of conduct for employees.

The District's Title IX compliance officer will be available to answer all questions regarding this policy or its implementation.

DISCIPLINE/CONSEQUENCES

Complaints Involving Employees

1. Any employee who engages in the sexual harassment of anyone while on school property, or while in the employ of the District off school property will be subject to disciplinary action, up to and including dismissal.
2. Any employee who permits or engages in the sexual harassment of a student will be subject to disciplinary action up to and including dismissal.
3. Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to the principal and the District's Title IX coordinator shall be disciplined appropriately.
4. Any employee who retaliates, or engages in conduct that could be interpreted as retaliation, against any person who has made a complaint of sexual harassment or who has participated in the investigation of a complaint of sexual harassment will be subject to discipline, up to and including dismissal.

5. Any nonemployee doing business with the District who engages in sexual harassment, or who retaliates against any person who has made a complaint of sexual harassment or who has participated in the investigation of a complaint of sexual harassment, will be subject to discipline to the extent that the District has control over the nonemployee and his/her employer.
6. Any employee who brings a false charge of sexual harassment shall receive appropriate discipline. The term "false charge" means a charge brought in bad faith, that is, without the good faith belief that one has been subjected to sexual harassment. The term "false charge" does not include a charge that was brought in good faith, but which the District was unable to substantiate.

Complaints Involving Students

1. Any student who engages in the sexual harassment while on school property or while participating in school activities, will be subject to disciplinary action, up to and including expulsion.
2. Any employee who permits or engages in the sexual harassment of a student will be subject to disciplinary action, up to and including dismissal.
3. Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to the principal and the District's Title IX coordinator, shall be disciplined appropriately.
4. Any student who brings a false charge of sexual harassment shall receive appropriate discipline. The term "false charge" means charges brought in bad faith, that is, without the good faith belief that one has been subjected to sexual harassment. The term "false charge" does not include a charge that was brought in good faith, but which the District was unable to substantiate.

TITLE IX GRIEVANCE PROCEDURE (Sexual Harassment)

Level 1: Principal or Immediate Supervisor (Informal and optional-may be bypassed by grievant)

Many problems can be solved by an informal meeting with the parties and the principal or coordinator. A student who believes that he/she has been subjected to sexual harassment is encouraged to first discuss it with the teacher, counselor, or building administrator involved with the objective of resolving the matter promptly and informally. Employees with a sexual harassment complaint are encouraged to first discuss it with their principal or immediate supervisor with the same objective. If the individual's teacher/supervisor is the person alleged to have engaged in sexual harassment, the grievant should skip Level 1 and go directly to Level 2.

Level 2: Title IX Coordinator

If the complaint or issue is not resolved at Level 1 or if the grievant chooses to skip Level 1, the grievant may file a signed, written grievance stating: 1) the nature of the grievance; 2) the remedy requested; and 3) the date the grievance was submitted. The Level 2 written grievance should be filed with the Title IX Coordinator within fifteen (15) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

The Coordinator has authority to investigate all written grievances. If possible, the Coordinator will resolve the grievance. If the parties cannot agree on a resolution, the Coordinator will prepare a written report of the investigation which shall include the following:

1. A clear statement of the allegations of the grievance and remedy sought by the grievant.
2. A statement of the facts as contended by each of the parties.
3. A statement of the facts as found by the Coordinator and identification of evidence to support each fact.
4. A list of all witnesses interviewed and documents reviewed during the investigation.
5. A narrative describing attempts to resolve the grievance.
6. The Coordinator's conclusion as to whether the allegations in the grievance are meritorious.

If the Coordinator believes the grievance is valid, the Coordinator will recommend appropriate action to the Superintendent.

The Coordinator will complete the investigation and file the report with the Superintendent within fifteen (15) days after receipt of the written grievance. The Coordinator will send a copy of the report to the grievant.

If the Superintendent agrees with the recommendation of the Coordinator, the recommendations will be implemented.

The Coordinator and Superintendent may appoint an outside investigator once a written grievance is filed.

Level 3: The Board of Education

If the Superintendent rejects the recommendations of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within ten (10) days of receiving the report of the Coordinator to the Board of Education. On receipt of the written appeal, the matter shall be placed on the agenda of the Board of Education for consideration not later than their next regularly scheduled meeting. A decision shall be made and

reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board of Education will be final.

Other Options for Grievant

At any time during this process, a grievant may file a complaint with the Missouri Human Rights Commission or with the U.S. Department of Education, Office for Civil Rights.

PERSONNEL SERVICES

Policy 4870

Staff Welfare

Drug Free Workplace

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Superintendent of their conviction. Notification must be made by the employee to the Superintendent within five (5) days of the conviction. Within ten (10) days, the Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

The District will institute a drug-free awareness program to inform employees of:

1. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverages that are provided for under group

health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.

The District's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem. Implementation of this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

Upon the request of the Department of Elementary and Secondary Education or an agency of the United States, the District shall certify that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency. The District shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

This policy shall be distributed in writing to all present and future employees.

PERSONNEL SERVICES

Policy 4872

Staff Welfare

Alcohol And Illicit Drugs

The District prohibits all employees from the possession, distribution, or presence under the influence of alcohol and non-prescribed controlled substances while on school premises. This prohibition is exemplified by Policy 1870 Drug-Free Workplace and Policy/Regulation 4871 Driver Drug Testing. Violation of this policy as well as Policies 4870 and 4871 will result in disciplinary action up to and including termination. In addition, such violation may result in substantially reduced or forfeiture of workers compensation benefits where the use of substances prohibited by this policy was in conjunction with or related to a work place injury.

Post Accident Drug / Alcohol Testing

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students, to other employees, and to District property. Where an employee holding a safety sensitive position is involved in an accident producing injury, the District will require the employee to submit to post injury alcohol/drug testing.

Post accident testing will be utilized after any accident

- involving the loss of life;
- resulting from a violation of Board Policy or Regulations, or municipal, state, or federal law;

- which results in an injury to a person who receives medical treatment;
- resulting in disabling damage to any motor vehicle or piece of District equipment;
- resulting from a violation of a safety regulation or safety directive.

Refusal to submit to post injury testing will result in disciplinary action up to, and including termination, and may result in forfeiture of Workers Compensation benefits for injuries related to the request for testing.

Employees holding a non-safety sensitive position will be subject to post accident drug testing where a District administrator has sufficient cause to suspect the employee’s use of alcohol or non-prescribed controlled substance producing accident, in conjunction with or related to a work place testing. Such post accident testing will be utilized in the instance of the occurrence of any of the five instances set forth in this policy.

Safety Sensitive Positions:

The following list of positions are hereby classified as “safety sensitive” due to the serious risk of harm that can result from performing said job duties while impaired by drugs or alcohol; therefore, employees occupying such positions are subject to drug testing in accordance with published Board Policies and Regulations:

- Food service employees.
- Transportation employees.
- Custodial employees.
- Maintenance employees (HVAC, Electrical, Plumbing).
- Any district employee whose job duties involve the performance of supervising children, including, but not limited to teachers, teachers’ aides, lunchroom/playground monitors, etc.

PERSONNEL SERVICES
Regulation 4871

Staff Welfare

Driver Drug Testing

Definitions

For purposes of this Regulation, the following terms are defined:

1. *Alcohol* - the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol.

2. *Driver* - any person who operates a commercial motor vehicle (CMV) or is required by the District to hold a commercial drivers license (CDL). *Driver* includes, but is not limited to, full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers and independent, owner-operated contractors. For purposes of pre-employment/pre-duty testing, *driver* includes a person applying to the District for a position that involves the driving of a commercial motor vehicle.
3. *Employee* - an individual subject to drug urine and breath alcohol testing. For purposes of pre-employment testing, *employee* includes an applicant for employment.
4. *Medical Review Officer (MRO)* - a licensed physician responsible for receiving laboratory results generated by the District's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his/her medical history and any other relevant medical information.
5. *Safety-Sensitive Function* - a driver is considered to be performing a safety-sensitive function during any period in which he/she is actually performing, is ready to perform or is immediately available to perform any safety-sensitive function. *Safety-sensitive functions* include the following on-duty functions: all time at a facility waiting to be dispatched; all time inspecting or servicing a commercial motor vehicle; all time spent at the driving controls of a commercial motor vehicle; all time, other than driving time, spent on or in a commercial motor vehicle (except sleeping time); all time loading or unloading a commercial motor vehicle, assisting in loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; all time spent performing the driver requirements associated with an accident; and all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
6. *Substance Abuse Professional* - a person who evaluates employees who have violated a Department of Transportation (DOT) drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing and aftercare.

Covered Employees

Those District employees who are subject to the prohibitions and mandatory testing requirements of this regulation include all transportation workers, including, but not limited to, bus drivers and maintenance workers, who:

1. Hold commercial drivers licenses; and
2. Who perform safety-sensitive functions at any time during the course of their employment.

Program Coordinator

The Board designates the District's Manager of Transportation to be the Program Coordinator to ensure that the District's employee alcohol and drug program is implemented in accordance with federal regulations and District policy and regulations. The Coordinator will also be responsible for collecting and maintaining all records required by federal law. The Coordinator's name, address and telephone number will be provided to all covered employees.

Testing Program and Policy Information

Before beginning the testing program authorized by Policy 4871, the District will distribute to all covered employees educational materials that explain the requirements of the federal alcohol and drug testing regulations, and the District's policies and procedures with respect to meeting those requirements. The materials will include all information required by federal law. Each covered employee must sign a receipt indicating that he/she has received these materials prior to the beginning of alcohol and drug testing.

ALCOHOL MISUSE PREVENTION AND TESTING PROGRAM

Prohibitions

1. No driver shall use or possess, and the District shall prohibit a driver from using or possessing, alcohol while on duty or while performing a safety-sensitive function.
2. No driver shall use, and the District shall not permit a driver to use, alcohol for a minimum of four (4) hours before performing a safety-related function.
3. No driver shall perform, and the District shall not permit a driver to perform, safety-sensitive functions, where the driver is found, through testing conducted in conformity with federal rules, to have an alcohol concentration of 0.04 or greater until the driver has been evaluated by a substance abuse professional, completed any rehabilitation required by the substance abuse professional, and undergoes a return-to-duty test in which the driver tests at less than 0.02 for the presence of alcohol.
4. A driver who tests, through testing conducted in conformity with federal rules, at levels of 0.02 to 0.039 for the presence of alcohol shall be prohibited from performing, and shall be removed by the District from performing, safety-sensitive functions until the start of the driver's next regularly scheduled duty, but not less than 24 hours after the test was administered, and until he/she tests below 0.02.
5. A driver who exhibits behavior and/or the appearance characteristic of alcohol misuse will be prohibited from performing, and will be removed from performing, safety-sensitive functions until the driver tests at less than 0.02 for the presence of alcohol.

6. No driver required by federal law, or independent District policy, to take a post-accident alcohol test shall use alcohol for eight hours following the accident or until the driver undergoes a post-accident alcohol test, whichever comes first.

Administration of Alcohol Tests

Alcohol testing will be conducted through the use of a federally approved evidential breath testing device (EBTD), and by a trained breath alcohol technician (BAT), in accordance with federal regulations. The District will contract with an outside agency or organization to provide alcohol testing in accordance with federal regulations. The contract will provide that the alcohol testing site (1) must afford aural and visual privacy to the person being tested, and (2) must be secured while the testing is taking place.

DRUG MISUSE PREVENTION AND TESTING PROGRAM

Prohibitions

1. The District prohibits the unauthorized use of controlled substances. Illicit use of drugs by safety-sensitive employees is prohibited on or off duty.
2. No driver shall report for duty or remain on duty, and the District shall prohibit a driver from reporting for duty or remaining on duty, when the driver uses any drug, unless the drug is taken pursuant to the instructions of a physician who has advised the driver that the substance will not adversely affect his/her ability to safely operate a commercial motor vehicle.
3. The District may require a driver to notify it or the medical review officer of any therapeutic drug use if the driver tests positive, through testing conducted in conformity with federal law, for any controlled substance.
4. Following a determination through testing conducted in conformity with federal law, that a driver has engaged in prohibited use of drugs, the District will remove the driver from performing safety-sensitive functions and will refer the driver to a substance abuse professional. The District will not permit the driver to return to the performance of safety-sensitive functions until the driver submits a verified negative test result and completes any rehabilitation required by a substance abuse professional.

Administration of Drug Tests

1. Collection Site - The District will contract with an outside agency or organization to serve as a collection site for the collection of urine samples for laboratory drug testing. The District will ensure that collection site personnel follow federally prescribed rules for the collection of urine samples. The District will ensure that the collection site generally ensures aural and visual privacy for the person giving the sample. The collection site person will be required to split the sample into two bottles (the primary specimen and the

split specimen). Following completion of a chain of custody form, the collection site person will seal and ship both bottles to a laboratory certified by the Department of Health and Human Services for analysis.

2. **Laboratory Analysis** - The District will separately contract with a certified laboratory to perform the required drug analysis. If the primary specimen tests negative for drugs, the laboratory will dispose of the split specimen. If the laboratory confirms that the primary specimen tests positive, the laboratory will retain the split specimen to ensure that it remains available for testing.
3. **Medical Review Officer** - The District will contract with a Medical Review Officer (MRO) who possesses the qualifications required by federal regulations. The MRO will receive and review all laboratory results generated by the District's drug testing program and will report the results to the District's designee as required by federal regulations. In the event the MRO receives a confirmed positive test result from the laboratory, the MRO will make every reasonable effort to confidentially contact the driver and give him/her the opportunity to provide a legitimate, alternative medical explanation for the positive result. If the MRO is unable to reach the driver directly, the MRO shall, in accordance with federal regulations, contact the District's designee who shall direct the driver to contact the MRO immediately. The District's designee shall inform the employee of the consequences of failing to contact the MRO within the next seventy-two (72) hours. The designated management official shall employ procedures that ensure, to the maximum extent practicable, that the requirement that the employee contact the MRO is held in confidence. If the MRO determines that there is a legitimate alternative medical explanation for the positive result, the MRO will report the drug test as being negative. If the employee expressly declines the opportunity to discuss the test, the MRO may verify the test as positive. If the employee is contacted by the designated employer representative but does not contact the MRO within seventy-two (72) hours, the MRO may verify the test as positive. If neither the MRO nor the designated employer representative has been able to contact the employee within ten (10) days after making all reasonable efforts, the MRO may verify the test as positive. If the MRO verifies the presence of illegal, controlled substances, the MRO shall inform the covered employee that he or she has seventy-two (72) hours to request that the split specimen retained by the laboratory be sent to another certified laboratory for analysis. If the split specimen fails to confirm the presence of illegal, controlled substances, the employee's test will be reported as negative.

REQUIRED TESTS

Pursuant to federal law, the District will require that all covered employees submit to the following tests:

Pre-Employment Testing

1. Before any driver can perform a safety-sensitive function, the driver must take a controlled substances test with a verified negative result.

2. This testing is required of applicants and of employees transferring to a covered position. Testing for newly hired drivers shall be conducted prior to the employment offer, but in any event before commencing safety-sensitive functions. If an applicant refuses to submit to pre-employment drug testing, the District will remove the applicant from employment consideration.
3. After obtaining an applicant or employee's written consent, the District shall request information regarding the drug and alcohol testing record of employees it is intending to use to perform safety sensitive duties, pursuant to federal regulations.

Post-Accident Testing

1. Pursuant to federal law, all drivers will be required to submit to drug and alcohol testing as soon as practicable after any accident (a) involving the loss of life or (b) after any accident in which the driver receives a citation for a moving violation, if the accident involved either (1) bodily injury to any person who, as a result of the accident, immediately receives medical treatment away from the scene of the accident, or (2) disabling damage to one or more motor vehicles which requires the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle. Pursuant to its independent authority, the District requires all drivers to submit to drug and alcohol testing after any accident in which the driver was performing safety-sensitive functions.
2. All post-accident testing shall be conducted within the federally prescribed time periods. If a test is not conducted within the required time periods, then the District will not require the driver to submit to a test and the Program Coordinator, in accordance with federal regulations, will prepare and maintain on file a report and submit it to the Department of Transportation (DOT) documenting the reason(s) why the test was not promptly given.
3. Prior to performing safety-sensitive functions, all drivers will be instructed on the necessity for post-accident testing and the procedures to be followed for post-accident testing so that the drivers can comply with federal regulations.

Random Testing

1. The District will conduct random, unannounced testing for drugs and alcohol for covered employees. The District's designee will establish a scientifically valid random selection method and will select covered employees using this method at unpredictable dates and frequencies throughout the testing year. Under the selection method, each covered employee will have an equal chance of being selected for each testing date.
2. Each year, the number of random alcohol tests conducted by the District will equal at least 25% of the average number of covered employees. Each year, the number of random drug tests conducted by the District will equal at least 50% of the average number of covered employees.

3. Random alcohol testing will be conducted just before, during, or just after a covered employee's performance of safety-sensitive duties. Random testing for drugs does not have to be conducted in immediate time proximity to the performance of safety-sensitive functions.
4. Once notified of selection for testing, the covered employee must proceed immediately (or as soon as possible) to the collection site for testing.

Reasonable Suspicion Testing

1. The District will require covered employees to be tested for drugs and/or alcohol when the driver's supervisor and/or other properly trained District officials determine that there is reasonable suspicion to believe that the driver has violated the provisions of this Policy.
2. All determinations that reasonable suspicion exists will be only by trained individuals and will be made solely on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the covered employee. Possession of alcohol, standing alone, will not lead to reasonable suspicion testing.
3. Covered employees will be required to submit to reasonable suspicion testing only if the required observations are made by a trained supervisor or District official during, just preceding, or just after the period of the workday that the covered employee is performing a safety-sensitive function.
4. The District designates the Program Coordinator as the District official who will receive the requisite training to determine whether reasonable suspicion exists to require a drug test and/or an alcohol concentration test.
5. The District designee will be responsible for making and signing a written record of the observations leading to reasonable suspicion testing for drugs and/or alcohol. With respect to drug testing, the District designee will ensure that this written record is completed within twenty four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Return-to-Duty Testing

1. When a driver is determined, by testing in conformity with federal regulations, to have an alcohol concentration of 0.04 or greater and/or a verified positive test result for drugs, the District will refer that driver to a substance abuse professional. The substance abuse professional that is DOT certified will determine what assistance, if any, the driver needs in resolving problems related to drug or alcohol abuse.
2. Before a driver can return to the performance of safety-sensitive functions, the driver must be evaluated by a substance abuse professional that is DOT certified to ensure that he/she has completed any necessary rehabilitation. The driver must also submit the results of (1)

an alcohol concentration test showing an alcohol concentration of less than 0.02 and (2) a verified negative drug test.

Follow-Up Testing

1. When a covered employee who has violated prohibited alcohol and/or drug standards returns to the performance of safety-sensitive functions, he/she will be required to submit to follow-up testing.
2. Follow-up tests are unannounced and at least six (6) tests must be conducted in the first 12 months after the employee returns to duty. Follow-up testing may be extended for a period not to exceed 60 months following return to duty.

Refusal to Submit to Testing

1. Federal regulations require covered employees to submit to required testing. When a covered employee refuses to submit to testing, or engages in conduct that obstructs the testing process, the test will be considered to be positive and the driver will, in accordance with federal regulations, be prohibited from performing safety-sensitive functions until all preconditions are satisfied.
2. Refusal to submit or to provide a specimen has the same sanctions under the federal regulations as a positive test. Any employee who fails to provide adequate breath or urine for testing must obtain, as soon as possible after the attempted test, an evaluation from a licensed physician who is acceptable to the employer concerning the employee's inability to provide a sufficient specimen. If the physician determines, in his/her reasonable medical judgment, that a medical condition has, or with a high degree of probability could have, precluded the employee from providing a sufficient quantity, the employer's failure shall not be deemed a refusal to take a test. The physician shall provide the District a written statement of the basis for his/her conclusion. If the licensed physician, in his/her reasonable medical judgment, is unable to make such a determination, the employee's failure to provide an adequate specimen shall be regarded as a refusal to take a test and a violation of this Policy.

TEST RESULTS, CONFIDENTIALITY AND RECORD RETENTION

Employee Records

1. All employee testing records are confidential and the District will ensure that all testing records are maintained in a secure location with controlled access. Test results and other confidential information may be released by the laboratory, the breath alcohol technician or the MRO only to designated District officials and/or the substance abuse professional. Any other release of confidential information is only pursuant to federal regulations or with the employee's written consent.

2. Covered employees are entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or controlled substances, including records of tests and test results.

District Record Keeping and Retention

The District will comply with all federal record keeping and retention requirements. In addition, the Program Coordinator will maintain and compile all required statistics and reports and submit those reports to the necessary federal agencies. The District will notify the Director of the Department of Revenue within ten (10) days of notice that a District driver has failed a drug, alcohol or chemical test administered pursuant to this regulation.

Evaluation, Referral and Rehabilitation

Employees who violate the alcohol and drug misuse rules will be referred to a substance abuse professional for evaluation and will be advised of the available resources for evaluation and treatment. Any treatment or rehabilitation will be provided in accordance with the health insurance, medical or other benefit plan, or under applicable labor or collective bargaining agreements. The District is not required to provide rehabilitation or pay for treatment. In addition, the District is not required to hold the employee's position or to reinstate the employee to a safety-sensitive position.

Consequences for Violations

Pursuant to federal regulations, the District will remove from the performance of safety-sensitive functions any covered employee determined to have violated the provisions of this Policy and will refer to a substance abuse professional those drivers who, based on testing conducted in conformity with federal regulations, have an alcohol concentration of 0.04 or greater and/or are determined to have a verified positive test result for drugs.

Based on its independent authority, the District reserves the right to impose additional consequences for violation of the provisions of this Regulation, including, but not limited to, placing the covered employee on indefinite unpaid leave or termination.

Conflict of Policies

Any statement, guideline or policy found in this manual that conflicts with Central R3 Board Policies, will be over-ridden and become compliant with those Central R3 Board of Education Policies.

Time Sheet Bus Driver

Name of Employee _____ Month _____ Year _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Trip 1 Begin																																
Trip 1 End																																
Trip 2 Begin																																
Trip 2 End																																
Trip 3 Begin																																
Trip 3 End																																
Trip 4 Begin																																
Trip 4 End																																
Hours Worked																																
Overtime Hours																																
Leave																																
Holiday																																
Extra Bus Trips \$13.00/hr.																																
Extra Hours Non-Overtime																																
Total Hours Worked																																

Employee Signature _____ Principal/Supervisor Signature _____

Your signature is verification that all information is correct. Falsification of time sheets will result in disciplinary action.

Assistant Superintendent Signature _____