

# *Nickerson - South Hutchinson*

*U. S. D. #309  
Transportation  
Department*



**Bus Drivers Handbook  
Revised July 12, 2004**

For many of the students, you will be their first contact with school for the year. Therefore, you should establish as normal as possible a routine on the very first trip.

1. Check your bus before the first run to see that it is properly serviced and ready to go.
2. Check yourself out in the bus. If you are not driving the same bus as last year, or if this is your first route, you should spend time learning the feel of the unit.
3. We recommend a trial run of your route. Time yourself by stopping at each house on the route and allow yourself a little extra time for the unknown.
4. Review of loading and seating procedures.

Students are to be assigned seats and are expected to sit in their assigned position morning and evening. The back seats are to be left empty if at all possible (or assigned last if necessary).

Seats may be assigned in one of two ways:

1. Driver assigns the student a seat.
2. Let the student choose his seat and then assign on the basis of their choice.

You will want to wait a few days to finalize a seating chart.

5. Students who misbehave on your bus are to be reported or taken to their principal. A discipline ticket will be filled out and submitted to the principal who will administer discipline according to the district policy.
6. Failure to use proper procedure – could place you and the district in an undesirable situation.

## **CODE OF ETHICS**

School bus drivers who are in close contact with our children should be persons whose conduct is beyond reproach and who sincerely believe in setting a high moral standard at all times.

### **AS A SCHOOL BUS DRIVER I WILL:**

Be proud of my position as a school bus driver in order that I may be an example in giving high quality service and deal honestly with others.

Be a person of integrity, desirable personal habits, clean speech, to the end that others may follow my example.

Be generous in my praise; just in my criticism; endeavor to improve and not destroy.

Promote safety and courtesy in my relations with students, teachers, parents and others.

Be a resourceful person who leads in finding better ways of doing a job, helping others where possible.

Associate myself with other transportation employees for the purpose of finding ways to improve our jobs by discussing our problems.

I shall always bear in mind that I am a school bus driver and as such, my school shall receive praise or criticism by the way I order my life.

Always uphold my obligations as a citizen to my nation, my state, my community, my employer and give them unswerving loyalty.

I will deal patiently and respectfully with the children and young people so that when firm discipline is required they will respect my position as a bus driver.

God helping me, I will exert every effort to know the laws pertaining to driving and transportation and obey them.

## **ORGANIZING THE KNOWN AND ANTICIPATING THE UNKNOWN**

### **THIS IS DONE BY:**

1. Providing informative materials to the student and their parents at enrollment.
2. Providing policy and procedure materials to the staff (Drivers, administrators, teachers) at inservice meetings before school starts in the fall.
3. Required attendance at regularly scheduled safety meetings.
4. Allowing input from the above-mentioned areas concerning organizing and understanding policies and procedures.

## **DRIVER EXPECTATIONS**

### **THE FOLLOWING IS A LIST OF EXPECTATIONS OF SKILLS THAT A SCHOOL BUS DRIVER SHOULD HAVE, OR BE ABLE TO DEVELOP.**

1. The driver must know each child by name and must be able to make positive associations regarding the child.
2. The driver must have good organizational skills, particularly in assigning seats, boarding and departing procedures, and in processing bus discipline reports.
3. The driver must realize that for every observed inappropriate action, they must respond in some way.
4. The driver must have excellent non-verbal skills.
5. The driver must be able to give short, concise directions.
6. The driver must not be uncomfortable about contacting parents.
7. The driver must have the ability to make appropriate, consistent judgments regarding the students they transport and must be assertive.
8. The driver must be coachable, meaning that he or she must be willing to attempt new ideas.

## **YOUR DRIVING AND PUBLIC RELATIONS**

1. Keep in mind that most people will judge an organization by how one member acts. Much of the time the bus driver is that one member. Drive, act and look at all times as if you were being judged.
2. Refrain from being critical of the school, its teachers, administrators, and others. Remember you are a part of the team.

## **DISCIPLINE NO-NO'S**

1. Do not mass punish, instead isolate the problem.
2. The radio should never be a focal point for discipline.
3. Do not argue or engage in a conflict conversation with a student, especially in the presence of other students.
4. Do not continue "Nagging" a student: Address the problem and then drop it.

## **ROUTING**

Bus routes are to be mapped out with primary regard to safety, efficiency and economy. Buses will be routed as close to homes as possible; but other considerations may make it necessary to have children walk a short distance.

In close-in areas, bus stops will be established and students are expected to meet the bus there. Normally these stops will be within two blocks of each student's home. It is very important that the students be at the bus stop on time, as the bus cannot wait. Those families, who live at the end of a route, or off the route an unusual distance, should notify the driver when their children do not plan to ride the bus.

All routes with a turn around must have the turn around approved by the Transportation Supervisor.

1. School buses are not to be driven into private roads or lanes to pick up students unless it is for the convenience of the district, such as a turn around.
  - a. If a driver can determine a better route, he is asked to check with the supervisor.

- b. All out-of-district students must board and unload the bus in the boundaries of U.S.D. 309.
  - c. All bus routes and stops must be approved by the Transportation Supervisor.
- 2. You are to wait no longer than one minute for a student at a stop. If the bus is behind schedule, the bus is not required to wait at all. (Note: The student has the right to know the approximate time you will pick them up each day and you should be as close as possible to that time on a normal day.
- 3. If you anticipate a change in pick up time for any reason, advise the student in advance. If you are running ahead of schedule, slow down or stop long enough to get back on the regular schedule.
- 4. Buses are not expected to travel on impassable roads. The driver and the student should agree on a point to meet the bus when such conditions exist.
- 5. Drivers should select as early as possible, an alternate route in case of bad weather; also, places to take shelter from severe storms. This information should be with maps and passenger lists.
- 6. Begin this year by having a short briefing with the students. Cover such things as:
  - a. Seat assignments
  - b. Time schedules
  - c. Discipline rules and penalties
  - d. Conduct that can be expected on the bus
  - e. Loading and unloading procedures
  - f. Give the student an opportunity to ask questions
- 7. **BE FAIR AND CONSISTENT IN YOUR DEALING WITH ALL STUDENTS.**

## **STUDENT RIDER EXPECTATIONS**

Students must know and understand their responsibilities.

- 1. He/she must be at their boarding location on time.
- 2. He/she must take responsibility for his seating assignment.
- 3. He/she must accept the responsibility of his own behavior.

4. He/she must not move from seat to seat while the bus is in motion.
5. He/she must respond appropriately to the direction of the driver.

## **BUS DRIVER GUIDELINES**

1. The bus driver shall be in charge of all passengers while they are riding, loading, and/or unloading from the bus.
2. The bus driver will assign a seat to each passenger. Students must occupy the seat assigned to them.
3. Tobacco, alcohol, or illegal drugs shall not be consumed on the bus.
4. NO POP, FOOD, CANDY, GUM OR SUNFLOWER SEEDS WILL BE CONSUMED ON THE BUS.
5. Animals, firearms, explosives, and dangerous objects will not be allowed on the bus – NO EXCEPTIONS.
6. Disciplinary tickets will be issued by the bus driver in cases of inappropriate behavior on the bus. Students must have a parent's signature on the ticket before being readmitted on the bus.
7. The driver may recommend suspending a student from riding the bus for one day for serious or persistent misbehavior. The suspension shall be the next school day following the violation. Transportation privileges may be revoked by the building principal or the transportation supervisor.
8. All riders can and should behave appropriately while on the bus. Any variations of this premise are dealt with as a safety infraction, which is not negotiable.
9. The driver will not allow any passenger the right to deprive others of a safe bus ride.

## **NEW DRIVERS**

1. The pay period ends on the 13<sup>th</sup> of each month.
2. All time sheets need to be to the transportation office no later than noon of the last working day before the 13<sup>th</sup>. Checks are received at 12 noon on the 20<sup>th</sup> of each month.

3. Pre-employment drug test must be passed, with random tests following.
4. A DOT physical must be taken and form kept at district office.
5. W-4 forms must be on file in the unified office. Any time there is a change of address, a new W-4 form must be submitted to the district office with the correct change of address.
6. An 8 hour medic first aid training program is to be completed and a 4 hour CPR course renewed every year with the 8 hour course every third year.
7. An 8 hour defensive driving program is to be completed.
8. Safety meeting attendance is required by State law.
9. A pre-trip inspection is required before each trip.
10. Drivers should report 30 minutes before departure time to allow time to perform necessary inspection of the bus.
11. Drivers will be responsible for returning the bus in clean condition. The bus shall be swept after each trip and washed if necessary.
12. Buses may be washed during the hours of 8 a.m. to 4:30 p.m.
13. Backing the bus will be permitted only with the approval of the transportation supervisor.
14. Activity drivers will consult the transportation supervisor on routes to be taken for all trips.
15. All new drivers will be required to have at least 12 hours of instruction time before taking students in a bus.
16. After training, a road test will be given to all drivers by the transportation supervisor or a trained driver.

## **ACCIDENTS**

1. Notify the transportation supervisor and law enforcement immediately. Do not give any information to any one, especially the news media, until either the supervisor or superintendent has arrived. Do not move the bus without permission from proper authority.
2. A written report must be filed with the transportation supervisor.

## **FLATS**

1. Drivers are expected to check tires a minimum of once per day. Most ruined tires are found to have run several days while flat.

## **FIRES**

1. First get the students off the bus quickly. See that they are clear of the bus and of traffic. Call on the radio and report fire and the location of the bus on the route. Know how to use a fire extinguisher.
2. Each bus is to have two emergency exit drills per year on school property. Record the date and length of time taken in each drill. School bus evacuations are required twice a year to meet state requirements.

## **BUS RADIOS**

1. The 2-way radios are only to be used for school business purposes. Communications should be kept as brief as possible during severe weather. In severe weather, drivers are to check in when routes are completed. Each unit has a number and should be used. The FCC requires us to use this number on each transmission.

## **PRE-TRIP INSPECTIONS**

1. Pre-trip inspection of buses is a State law. It is required for activity drivers as well as every day route drivers. All drivers should allow an appropriate amount of time to perform this inspection prior to departure time. **THIS COULD SAVE A LIFE.**

## **DAILY CHECK LIST**

Every driver should develop a habit of daily checking vital areas of the vehicle. Listed below are items that must be checked daily and before each trip.

1. Rear emergency door to see that it will open easily and it will fasten securely

2. Hammer rear duals to make certain all tires are properly filled with air.  
Visual inspection of front tires
3. First aid kit
4. Fire extinguisher
5. Reflectors
6. Water level
7. Oil level
8. Fuel level
9. Flasher and signal lights
10. General condition of interior and exterior
11. Mirror adjustments and visibility
12. Foot brakes and emergency brakes

Every driver should develop a habit of regularly checking vital parts of the vehicle while driving.

1. Temperature gauge
2. Oil pressure gauge
3. Amp Meter
4. Air pressure gauge if so equipped
5. Side mirrors to observe traffic following bus
6. Interior mirror to observe students

## **EMERGENCY STUDENT TRANSPORTATION PROGRAM**

1. NUCLEAR ATTACK
  - A. Direct attack by nuclear weapons with the State of Kansas is unlikely; however, should such an attack occur anywhere in the United States, the danger from fall-out would definitely be present. Such danger might not occur for several hours, hence plenty of time would be available for transporting students to their homes or to approved shelters. No buses would move out on routes following a "Take Cover" warning. The first concern of the school would be the protection of its students.
  
2. TORNADO
  - A. Keep a sharp lookout, as well as radio on, when we are under an "alert". Funnels are not always sharply outlined. They sometimes look like a large cloud rolling along the ground. Large hail sometimes precedes a tornado. Continuous lightning is usually present.

- B. If you spot a tornado, try to determine what direction it is moving, and drive at right angles to it. Leave your established route if necessary. Experts have said that the average tornado can be outrun in a car; however, if you try this, don't get panicky and lose control of your bus.
- C. If you have neither dodge or outrun a tornado, **DO ANYTHING TO AVOID HAVING THE CHILDREN ON THE BUS WHEN IT HITS**. A car or bus is almost invariably rolled into a mass of wreckage or carried through the air. Get your children out of the bus and lying down in the lowest and most protected spot you can find. Look for a bridge, culvert or anything affording shelter. Avoid trees – they are likely to be struck by lightning. Avoid barns or round tops, there is too much unsupported roof area.
- D. If you should see a funnel while on your route, report it either by radio or telephone at the first opportunity. Your warning could save a life!
- E. **PLAN AHEAD**. Have a place selected if needed.

### 3. BLIZZARD

- A. A severe blizzard in late fall or early spring may bring tragedy simply because people are careless and ill prepared. This is especially true where student transportation is concerned. Students are accustomed to well heated homes, school buildings and buses. They do not dress for the extreme weather common with blizzards.
- B. If a bus should stall in the midst of a severe blizzard, the driver must remain outwardly calm. He must protect his cargo at all cost.
  1. If 2-way communication is available, contact the base station giving location of stalled bus.
  2. The driver must stay with his bus and keep all the children there.
  3. Wait for help.
  4. The motor should be run intermittently to provide heat, but only if the bus sets so that the exhaust will be carried away from the storm, if the motor is running.
  5. Students may do some simple exercises or calisthenics to keep warm.
  6. The dome light is to be kept on after dark to indicate the location of the bus for any search parties in the area.
  7. If help does not come and the storm abates so that it is possible to see, then the driver may elect to send 2 mature

students for assistance. In most cases, this probably will not be necessary because parents and patrons are aware when buses do not make their routes and organized help will eventually get to the stalled bus.

#### 4. DUST STORMS

- A. When visibility is poor, driving is dangerous. Black blizzards are not common but they do occur. The driver who has a stalled bus in a bad dust storm must exercise the same supervision of his students as he would in a winter storm.
  - 1. Use the 2-way radio if available, to contact his base station, giving location of the bus.
  - 2. Stay with the bus and keep the children there.
  - 3. Wait for help or until the storm has cleared.
  - 4. Sometimes a school bus driver may find that dust from a blowing field or smoke from a prairie fire is such that the drivers vision is obscured. If this occurs, the driver must stop before driving into the area where visibility is poor and thus be sure that other traffic will be able to see his bus. If at all possible, he should get his bus completely off the highway.
  - 5. The driver should wait until the smoke or dust has cleared before proceeding. If it is evident that visibility will not improve for considerable time, the driver should turn around and attempt to find another route which will enable him to bypass the area.

#### 5. WATER HAZARDS

- A. Occasionally, water may be running across the road after a sudden downpour. The good driver will not drive into such spots without assurance first that it is safe. He never takes unnecessary chances. No rules, regulations or guidelines will supply the use of common sense by a responsible driver in any or all emergency situations.
- B. Floodwaters will not be driven through without consent of the transportation supervisor.

## GENERAL INFORMATION FOR BUS DRIVERS

1. Nickerson – South Hutchinson school district has competent bus drivers and buses which provide an enjoyable experience for students who ride school buses.
2. Bus drivers will dress and conduct themselves personally to high standards of citizenship.
3. A safety meeting for bus drivers is held monthly from 9:15 a.m. to 10:15 a.m. at the bus barn. This is an informative and social period for the drivers. The schedule will be announced at the fall organizational meeting. Attendance of safety meetings is required by state law and is mandatory for every driver including subs.
4. A driver will submit a map of his route and a seating chart of his passengers to the bus barn office. A copy of each will be kept in the bus at all times.
5. A maintenance and service log book will be kept in each bus and recorded daily. This book will stay in each bus.
6. When a driver has extra driving other than regular routes, he will record that trip information on a blue sheet for activities.
7. Gifts to students from drivers for Christmas are an individual choice. It is not advisable that drivers treat students other than at Christmas. One cannot buy respect from students.
8. Activity drivers are not to leave the assigned activity until the activity sponsor has instructed drivers to leave.
9. Please note the following schedule for take up and dismissal times for each school:

|   |                   |
|---|-------------------|
| Nickerson High                                    | 8:10 AM – 3:10 PM |
| Reno Valley                                       | 7:55 AM – 2:55 PM |
| Nickerson Elementary                              | 8:10 AM – 3:10 PM |
| South Hutchinson Elementary                       | 8:50 AM – 3:50 PM |
| Nickerson High School after school activity route | is 5:30 PM        |

Bus drivers should follow this schedule as closely as possible at all times. **DRIVERS SHOULD ARRIVE AT SCHOOLS NOT EARLIER THAN 20 MINUTES BEFORE SCHOOL TIME** to allow students to eat breakfast or go to lockers, etc.

10. On activity trips, do not allow students off the bus other than where you picked them up.
11. It was agreed that the sponsor-advisor of an activity should contact the building principal whenever it becomes obvious that an out-of-town activity will go longer than expected, causing a delay in excess of 30 minutes past the previously expected time of arrival home.
12. Drivers of any trip should arrive 30 minutes before the trip to check out the bus.
13. Students must have bus permits to ride a bus other than the one to which they are assigned. Bus permits must be signed by the principal or the assistant principal. Drivers must be alert in order that students do not take advantage of this situation.
14. When students are loading, drivers will be in the drivers seat or at the door of the bus. Students should never be in the drivers seat nor permitted to open or close the doors.
15. If an incident occurs on your bus, the driver should report this through the use of a discipline ticket to the principal and then the student or students and driver will be called in for a conference.
16. Administer supervision around the bus. We cannot enforce what cannot be supervised. Drivers should not condone acts that will degrade the standards of USD 309. If you are uncertain what to do, report to the principal for a conference to determine further development and assistance.  
  
Do not be afraid that you will lose rapport between yourself and the student. Students generally know whether their acts are favorable or not and if you allow students to get by, you will lose their respect anyway. So report to the principal problems that you think is questionable.
17. Pop and food are not to be consumed on the bus. Absolutely no glass containers of any kind will be allowed on the bus.
19. No snowballs will be thrown at school buses or taken into the bus. Drivers will report any incident of this nature to the principal.
20. No firearms will be brought onto the bus.

21. Reporting of necessary bus maintenance will be a delegated responsibility of the bus driver. Each driver when the bus is in need of repair or service will fill out a service request.
22. Check your windows and seat for vandalism every trip. **KEEP THE BUS CLEAN.**
23. Change oil every 5,000 miles (Unleaded), 8,000 miles (Diesel), and lubed every 4,000 miles.
24. Radiator must be in condition for 20 degrees below zero.
25. At no time shall a driver cause additional expense to the district by driving unauthorized routes, trips or for personal use.
26. Buses shall at all times be driven over only approved routes.
27. **DRIVERS ARE TO WEAR SEAT BELTS ANYTIME THE BUS IS IN OPERATION AS REQUIRED BY STATE LAW.**
28. Students are under the drivers control from the time they can first be seen until they are out of sight when departing from the bus.

## PRETRIP INSPECTION PROCEDURE

**Check for leaks under the bus when approaching it.**

Check oil  
 Check gas cap  
 Enter bus  
 Close door  
 Fasten seat belt  
 Set parking brake  
 Start engine and check gauges  
 Test brake pedal

**Check the following:**

Windshield washer  
 Windshield wipers  
 All heater and defrost motors  
 Dome and step light  
 Put transmission in reverse  
 Prop down brake pedal  
 Turn on park lights  
 Activate 8 light yellows  
 Triangles and rear door buzzer  
 Check stop lights  
 Check right tail lights  
 Check backup lights  
 Check left turn signal  
 Check rear clearance lights  
 Check left tires and lugs  
 Check left clearance lights  
 Check left mirrors

Oil level  
 Belts – hoses  
 Battery  
 Fluid leaks  
 Brakes  
 Heater  
 Radio  
 Flashers  
 Turn signals  
 Stop lights  
 Head lights  
 Markers  
 8 ways  
 4 ways  
 Stop arm  
 Wipers  
 Washer  
 Horn  
 Mirrors  
 Service door  
 Emergency exits  
 Exhaust system  
 Clean glass  
 Seat belts  
 Gauges  
 Park brake

Check left turn light

Check front clearance lights

Check front 8 light yellows

**Open door**

Turn on right turn signal and exit bus

Check right tires and lugs

Check left rear park light

Check right mirrors

Check right rear turn signal

Check 8 light reds – rear

Check stop arm

Check right front turn signal

Check left park light

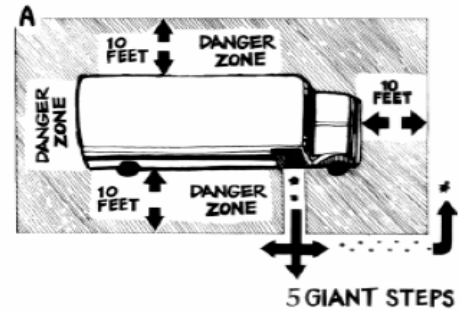
Check 8 lights reds – front

**Turn on headlights**

Check high and low beam

# STEPS FOR SCHOOL BUS SAFETY

Students are at much greater risk of being killed as a pedestrian in a school bus loading zone than as a passenger in a school bus. Most of the children killed in school bus-related crashes are pedestrians, ages five to seven, struck getting on or off the bus. Parents must ensure that their children know how to safely travel to and from the school bus stop, wait at the stop, get on and off the school bus, and behave while riding the bus.



## TIPS FOR PARENTS

- ◆ Walk your child to and from the school bus stop.
- ◆ Stay with your child in the morning until she boards the bus. This is especially important with young children.
- ◆ Supervise your child to make sure he gets to the stop on time, waits five "giant steps" from the road, and avoids rough play.
- ◆ Teach your child to ask the driver for help if she drops something near the bus. If a child stoops to pick up something, the driver cannot see her and the child could be hit by the bus. A book bag or backpack helps keep loose items together.
- ◆ If you think a bus stop is in a dangerous place, talk with your school administration office or transportation director about changing the location.
- ◆ Review your child's clothes and school items for safety:
  1. Drawstrings, straps and dangling items can become caught on the school bus handrail or door. Make sure clothing has no loose drawstrings and backpack straps are short.
  2. Yellow rain slickers blend in with the school bus and make the child less noticeable to the school bus driver.

## TIPS TO TEACH YOUR CHILD

- ◆ Teach your child the four rules for getting on and off the bus safely:
  1. When loading, stay away from the danger zone (figure A) and wait for the driver's signal. Board the bus in single file.
  2. When unloading, look before stepping off the bus to be sure no cars are passing on the shoulder (side of the road). Move away from the side of the bus.
  3. Before crossing the street, take five "giant steps" out from the front of the bus, or until the driver's face can be seen. Wait for the driver to signal that it's safe to cross.
  4. When crossing the street in front of the bus, look left-right-left when coming to the edge of the bus to make sure traffic is stopped. Continue to watch for traffic when crossing.
- ◆ Teach your child the rules for riding the bus safely:
  1. Stay seated – NEVER stand on a moving bus
  2. Don't distract the driver
  3. Face forward
  4. Keep arms, legs, and head inside the bus
  5. Keep aisles clear
  6. Speak in a soft voice
  7. Obey the bus driver



U.S. Department of Transportation  
National Highway Traffic Safety  
Administration

**NHTSA**  
People Saving People  
www.nhtsa.dot.gov

**Discipline**

Discipline policy:

- 1<sup>st</sup> ticket – Will be a warning
- 2<sup>nd</sup> ticket – 1 to 3 days suspension depending on severity
- 3<sup>rd</sup> ticket – 10 to 30 days suspension depending on severity
- 4<sup>th</sup> ticket – 30 days to rest of year
- Over 4 – Automatically off rest of the year

When discipline tickets are issued to a student – write the ticket, give the white copy (top) to the student to be signed by a parent and returned the next day. Take the remaining copies to the principal, who will decide the punishment, write on the ticket, keep the last copy and return the other two copies to the bus barn. The yellow copy will be put in the driver’s file, and the pink copy given to the driver.

**BUS DISCIPLINE TICKET**  
**U.S.D. #309 NICKERSON, KS**  
**422-3286 OR 663-7141**

Date \_\_\_\_\_ School \_\_\_\_\_

Student’s Name \_\_\_\_\_ has violated one or more of the rules listed below:

DEAR PARENTS:

The purpose of this report is to inform you of misbehavior involving the student on the school bus, which may have jeopardized the safety and well-being of all students. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today by the School District. This form must be signed by **PARENTS** and returned to the driver before the student will be allowed back on the bus the following day.

- |  |  |
|--|--|
| <input type="checkbox"/> Improper boarding & departing procedures                          | <input type="checkbox"/> Spitting  |
| <input type="checkbox"/> Bringing articles aboard bus of injurious or objectionable nature | <input type="checkbox"/> Failure to remain seated  |
| <input type="checkbox"/> Extending hands, arms, heads or bodies out windows                | <input type="checkbox"/> Refusing to obey driver   |
| <input type="checkbox"/> Throwing objects in or out of windows                             | <input type="checkbox"/> Fighting – Pushing – Tripping   |
| <input type="checkbox"/> Lighting matches and/or smoking on bus                            | <input type="checkbox"/> Unnecessary noise   |
| <input type="checkbox"/> Vandalism   | <input type="checkbox"/> Other behavior relating to safety, well-being, and respect for others |

COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PARENTS SIGNATURE \_\_\_\_\_

White – Student    Yellow – Transportation    Pink – Driver    Gold - Principal

DRIVER’S SIGNATURE \_\_\_\_\_

First Offense  
 Second Offense  
 Third Offense

## ACTIVITY DRIVERS

All activity drivers need to observe the following rules when taking any trip.

1. Buses need to be pre-tripped before leaving the bus lot.
2. Buses should be checked and fueled if needed.
3. Windshield and glass should be cleaned if needed.
4. Seats should be checked before and after each trip and any damage reported.
5. Read the rules before each trip and make sure the sponsor signs it. Fill out all information completely.
6. Make sure all windows and roof hatches are closed and nothing is left onboard before leaving the bus.
7. Buses **MUST BE SWEEPED OUT** after each trip no matter what time it is!

If pop is spilled and no one is at the shop upon returning, you will need to come back when the shop is open and mop up the spill. (OR, check the bus before the sponsor gets off and they can clean it up at their home school.)

Remember to post-trip your bus after each trip and report any problems.

## ACTIVITY TRIP BUS RULES

PLEASE BE SEATED PROMPTLY AND STAY IN YOUR SEAT. NO STANDING OR MOVING FROM SEAT TO SEAT.

THE BUS AISLES, WINDOWS AND REAR EMERGENCY DOOR MUST BE KEPT CLEAR OF ITEMS AT ALL TIMES.

BE AWARE OF ALL EXITS INCLUDING ROOF HATCHES AND SIDE WINDOWS.

THERE WILL BE NO TALKING WHILE APPROACHING AND SAFELY CROSS THE RAILROAD CROSSINGS.

IN CASE OF EMERGENCY – IMMEDIATELY EVACUATE THE BUS THROUGH THE BEST POSSIBLE EXIT IN AN ORDERLY FASHION. IF POSSIBLE, REMOVE THE FIRE EXTINGUISHER AND FIRST AID KIT.

THE USE OF TOBACCO AND ALCOHOL ON SCHOOL BUSES IS PROHIBITED.

NO SUNFLOWER SEEDS.

UPON RETURNING, PICK UP ALL TRASH AND PLACE IN TRASH BAGS.

LISTEN TO YOUR DRIVER.

SPONSOR \_\_\_\_\_

BUS # \_\_\_\_\_

DRIVER \_\_\_\_\_

DATE \_\_\_\_\_

DESTINATION \_\_\_\_\_

PASS \_\_\_\_\_

ACTIVITY \_\_\_\_\_

ENDING MILEAGE \_\_\_\_\_ START TIME \_\_\_\_\_

BEGINNING MILEAGE \_\_\_\_\_ RETURN TIME \_\_\_\_\_

TOTAL MILEAGE \_\_\_\_\_ DRIVE TIME \_\_\_\_\_

WAIT TIME \_\_\_\_\_

## **STUDENT TRANSPORTATION POLICY**

### **School Bus/Attendance Center**

Students will normally attend school in their particular attendance center unless reassigned jointly by the building administrators and transportation director for the educational reasons only. The district will provide transportation for students reassigned by district administrators to buildings outside their particular attendance center. Parents of Nickerson High School students may send their elementary student to Nickerson Elementary as well if there is room on the same bus and class space is available.

When any student attends a building other than the one normally serving the geographical area in which the student resides, at the request of the parents/guardian, the parents/guardians will assume responsibility for transportation of said student.

Out-of-district students will attend the attendance center closest to the bus stop assigned by the transportation director, unless reassigned for educational reasons jointly by the building administrators and the transportation director.

District vehicles will neither board nor unload out-of-district students at any location that is not within the boundaries of U.S.D. 309 while U.S.D. 309 is providing transportation to and from school.

Vocational student transportation is provided and coordinated by the transportation director.

Non-students may not ride buses unless specifically authorized by the transportation director.

### **School Bus Stops**

Students may ride to destination other than their residence only with written permission from their parents and only as seating allows. Students must deliver written permission to building administrator upon arrival at school to enable building administrator to coordinate arrangements with the transportation director before school dismissal.

Students will board buses at stops assigned by the transportation director. Bus stops will be assigned at a convenient safe place but drivers will not enter personal driveways to load or unload students except for turn-a-rounds designated by transportation director. Whenever practical, high school practice and regular routes will be planned to provide for students to ride the bus for less than one hour and to walk no more than one mile to board the bus. Upon authorization of transportation

director, students may be transported directly to their residence due to weather conditions or safety concerns.

Any student approved for transportation service by the transportation director and regularly assigned to a specific bus may be permitted to leave that bus at a regular bus stop other than the student's normal bus stop upon presentation to the driver a note requesting such action signed by the student's parent/guardian and initialed by the teacher or principal to indicate approval of such request.

### **Nickerson High and Reno Valley Middle School Activity Routes (Practice)**

Nickerson High and Reno Valley Middle School practice activity routes normally leave the middle school at the time set by the athletic director. Departure time may be adjusted by the principal or the transportation director due to game schedules or weather conditions. Activity buses do not run if there is no school. Routes are determined as required by Reno Valley School students involved in p.m. practices, to be determined jointly by the Nickerson High School principal and transportation director.

### **Student Activity Transportation**

#### Approval of Student Activity Transportation

Requests for student transportation in connection with instructional field trips, athletic events, and other student activities will be recommended by the principal and approved by the transportation driver prior to providing such transportation.

#### Use of District Vehicles for Student Activity Transportation

Transportation of students to or on student activities scheduled by the school will be provided by district vehicles driven by district employees.

Students attending activities in district vehicles will return in district vehicles unless a parent/guardian of a student arranges personally with the sponsor of the activity at that activity for the student to return home with the parent/guardian or unless the student presents to the sponsor of the activity at the time of leaving for the activity a written request to return home with an adult in attendance at the activity.

### **Bus Departure Due to Tardy Students**

Bus departure following an activity will be delayed a reasonable time when one or more students are not present at the designated time to return home.

Prior to departing and leaving, missing students following an activity, the activity sponsor will notify proper school officials at the host school and proper police officials of the missing students, and will attempt to call collect the principal of the school and/or transportation director in this district so that parents of the missing students can be informed.

### **Assignment of Activity Sponsor to Bus Duty**

- a. The principal will assign one or more sponsors of an activity to ride with students when district transportation is provided to such activity. Whenever possible, at least one sponsor will be assigned to each bus.
- b. An activity sponsor who is qualified to drive the district vehicle being utilized may be assigned by the director of transportation to drive the vehicle, and the individual may then assume a dual capacity of driver-sponsor.
- c. Activity sponsors receiving extra duty pay will not receive additional compensation for driving the school vehicle.

### **Activity Sponsor Responsibilities for Transportation**

The major responsibilities of the activity sponsor in connection with transportation to student activities are to:

- a. Submit a request for transportation service at the appropriate time and in the proper manner.
- b. Take roll before leaving for the activity and before returning home following the activity.
- c. Determine departure time based on prior request approval and the time to return following an activity after completing the roll call.
- d. Supervise student behavior on the bus in the proper manner, taking care to assure that noise and student behavior is not distracting to the driver.
- e. Supervise student behavior at the activity in the proper manner in order that students representing the school at such activity are a credit to the school.

### **Bus Driver Responsibilities for Activity Transportation**

- a. On a district vehicle en-route to or from a student activity, ultimate responsibility for the safety and conduct of passengers is vested in the bus driver.
- b. Whenever noise or student conduct is such that the driver is distracted from driving to the extent that such distraction constitutes a safety threat, the driver will stop the vehicle and not resume driving until order is restored.
- c. Drivers being paid for waiting time are responsible for the care and safekeeping of their buses during the activity.

### **Student Activities When Transportation is Not Provided**

- a. Student transportation is normally not provided for the activities of a class, club, or organization which are primarily of a social or recreational nature rather than an instructional nature, and which are scheduled to begin at a time outside the school day and at a place at which students arrive individually rather than travel to as a school group.
- b. Student transportation is normally not provided for elementary students to attend athletic events in a spectator capacity.
- c. When district transportation is not provided for students to an activity, the parents/guardians will assume responsibility for the transportation of students to such activity.

### **Responsibility for Student Discipline**

#### **Bus Driver Responsibility for Student Discipline**

- a. Bus drivers are delegated responsibility for maintaining proper discipline on their buses.
- b. Bus drivers will issue disciplinary tickets to students for student misbehavior, a copy of which is to be returned by the student the next day with the parent/guardian's signature in order for the student to board the bus; another copy of which is to be delivered to the building principal or assistant principal for consideration of student disciplinary

action; and a third copy of which is to be forwarded to the transportation director.

- c. The principal or assistant principal is authorized to suspend transportation service for any student on a temporary short-term basis or on a long-term basis for the remainder of the school year for serious or persistent student misconduct.
- d. When transportation service is suspended, the principal or assistant principal will normally schedule a conference for the student, parents/guardians, bus driver, and the transportation director prior to a student re-admitted to the bus.

### **Responsibilities of the Transportation Director for Student Discipline**

- a. The transportation director will assist and provide support to bus drivers in establishing effective student discipline on their buses. This responsibility will include riding the bus as may be necessary to evaluate the situation.
- b. The supervisor of transportation will work cooperatively with the principal or assistant principal to resolve situations in which a bus driver may be contributing to student discipline problems, and will make recommendations to the principal or assistant principal as needed to help assure that appropriate disciplinary measures are taken following serious or persistent student misconduct.

Buses will not be used to transport students when vehicle conditions for safety purposes are in question.

Buses will be inspected to insure cleanliness in and out at least once a week by the transportation director.

U.S.D. 309  
NICKERSON – SOUTH HUTCHINSON

SUBSTITUTE DRIVER

Date \_\_\_\_\_

Bus Driver \_\_\_\_\_

Substitute Driver \_\_\_\_\_

Bus Route \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

High School a.m. \_\_\_\_\_

Grade School a.m. \_\_\_\_\_

p.m. \_\_\_\_\_

p.m. \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_  
Bus Driver

\_\_\_\_\_  
Substitute Driver

**STUDENT INJURY**  
**TRANSPORTATION REPORT**

**PLEASE PROVIDE THE INFORMATION LISTED BELOW:**

DATE \_\_\_\_\_

TIME \_\_\_\_\_

BUS # \_\_\_\_\_

DRIVER \_\_\_\_\_

**STUDENT INFORMATION**

STUDENT'S NAME \_\_\_\_\_

INJURIES \_\_\_\_\_

\_\_\_\_\_

DETAILS OF THE INJURY \_\_\_\_\_

\_\_\_\_\_

FOLLOW-UP \_\_\_\_\_

\_\_\_\_\_

DRIVER'S SIGNATURE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

NICKERSON – SOUTH HUTCHINSON  
UNIFIED SCHOOL DISTRICT #309

TRAFFIC VIOLATION REPORT

PLEASE FILL IN AS ACCURATELY AND COMPLETELY AS POSSIBLE.  
THIS REPORT WILL BE FORWARDED TO THE APPROPRIATE POLICE  
DEPARTMENT FOR ACTION:

DATE \_\_\_\_\_

TIME \_\_\_\_\_

BUS # \_\_\_\_\_

DRIVER \_\_\_\_\_

**DESCRIPTION OF VEHICLE**

MAKE \_\_\_\_\_

MODEL \_\_\_\_\_

COLOR \_\_\_\_\_

YEAR \_\_\_\_\_

LICENSE PLATE # \_\_\_\_\_ STATE \_\_\_\_\_

DRIVER: MALE \_\_\_\_\_ FEMALE \_\_\_\_\_ NOT SURE \_\_\_\_\_

I WAS STOPPED AT \_\_\_\_\_  
AND VEHICLE DROVE THROUGH EXTENDED STOP ARM AND RED  
LIGHTS. THE DIRECTION OF MY BUS WAS \_\_\_\_\_  
AND THE OTHER VEHICLE WAS HEADED \_\_\_\_\_.

DRIVER'S SIGNATURE \_\_\_\_\_

**U.S.D. #309  
NICKERSON - SOUTH HUTCHINSON**

**ROAD CONDITION REPORT**

DATE \_\_\_\_\_

DRIVER'S NAME \_\_\_\_\_

BUS # \_\_\_\_\_

**ROAD CONDITIONS:** (SIGNS DOWN, ROAD NEEDS GRADING, TREE LIMBS, ETC.)

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DRIVER'S SIGNATURE \_\_\_\_\_

**DISPOSITION**

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SUPERVISOR \_\_\_\_\_

*U.S.D. 309  
NICKERSON – SOUTH HUTCHINSON*

*BUS EVACUATION*

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|        |          |      |
|--------|----------|------|
| SCHOOL | U.S.D. # | DATE |
|--------|----------|------|

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|                      |            |             |
|----------------------|------------|-------------|
| FULL DRILL TIME USED | # STUDENTS | GRADE LEVEL |
|----------------------|------------|-------------|

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|              |       |      |
|--------------|-------|------|
| # DOORS USED | FRONT | REAR |
|--------------|-------|------|

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|               |       |
|---------------|-------|
| DRIVER'S NAME | BUS # |
|---------------|-------|

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DRIVER'S SIGNATURE

REMARKS

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**U.S.D. 309 REPAIR ORDER**

DATE \_\_\_\_\_ BUS # \_\_\_\_\_ MILEAGE \_\_\_\_\_

WORK TO BE PERFORMED \_\_\_\_\_

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DRIVER'S SIGNATURE \_\_\_\_\_

MECHANIC'S SIGNATURE \_\_\_\_\_

ACTIVITIES

MONTH \_\_\_\_\_ 14 TO \_\_\_\_\_ 13

| DATE | BUS | MILES | GROUP TAKEN | PASS | DESTINATION | HRS DRIVEN | AMT DUE | HRS WAIT | AMT DUE | TOTAL AMOUNT DUE |
|------|-----|-------|-------------|------|-------------|------------|---------|----------|---------|------------------|
|      |     |       |             |      |             |            |         |          |         |                  |
|      |     |       |             |      |             |            |         |          |         |                  |
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|      |     |       |             |      |             |            |         |          |         |                  |
|      |     |       |             |      |             |            |         |          |         |                  |

TOTAL \_\_\_\_\_

DRIVER \_\_\_\_\_

APPROVED BY \_\_\_\_\_