

TIPTON COMMUNITY SCHOOL CORPORATION



Transportation Handbook

2023-2024

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Beginning the School Year

Student Lists. Student list and mileage forms will be issued at the time they are needed. When filling out these forms, be as accurate as possible. Drivers should update their student lists and submit any changes to the Transportation Office at least once each month.

Personnel

License & Physicals. Each bus driver has the responsibility to maintain updated licenses and physicals. Current ones must be filed in the Transportation Office at all times. The corporation will submit physicals to the state for you if your doctor does not. Bus drivers must also carry both a current license and physical card with them at all times.

Drug Testing. Drug testing is done on a random basis each year. This sometimes takes some extra time because of the number of drivers being tested. Patience and courtesy are to be extended to other drivers and the testers.

Dress Code. Drivers (and all employees) are expected to follow the corporation dress code policy. In addition, drivers and bus aides are **NOT** to wear sandals or flip-flops. Drivers are required to wear shoes that completely enclose the toes.

BrightArrow Tipton uses a communication system known as BrightArrow. All employees are enrolled in this system to receive communications from the school via phone call, email, or text messaging. All employees are responsible for ensuring their information is kept up-to-date in this system.

Cell Phones. Bus drivers may use personal cell phones as long as it does not occur while employees are responsible for performing job duties and/or assignments. Any violation of this policy by a staff member shall result in disciplinary action, up to and including termination.

Absences. Substitute drivers are difficult to obtain. Drivers should make every attempt to schedule necessary appointments during the time between their routes. When you do have to be absent, contact the Transportation Coordinator if you need assistance securing a sub driver. If the Transportation Coordinator is not available, contact the Transportation Head. **To ensure a substitute is secured, you must speak with one of these persons.**

Bus Drivers **MUST** communicate with the Transportation Coordinator on the date of the absence to

share information regarding reason for absence (sick, personal, etc.), length of absence, substitute driver if known. This information is critical to ensure all routes are covered and payroll information is presented in a timely manner.

If you do leave a message on the voice mail, you need to follow up to be sure a substitute has been secured. If you cannot reach anyone, please call the Central Office and leave a message for the secretary concerning who your sub driver is. When you return from an absence, you need to complete the proper paperwork and submit it immediately to the Transportation Office. Employees are hired to fill positions because there is a need to provide services to our schools. Those services cannot be provided if employees are not in attendance. Therefore, regular and prompt attendance is required. Excessive absences, tardiness, or leaving early will not be tolerated and will be grounds for disciplinary action, up to and including termination.

Friends and Family. Employees are allowed to bring their children on their bus while on duty, they are of school age, enrolled within the Tipton Community School Corporation and the bus is not in an overloaded situation. If it is to be a daily situation it **MUST** be approved by the transportation coordinator. All children are not to be in the bus facility or walking in the bus lot, unless accompanied by the school bus driver (employee). All children are not to be in the bus facility or walking in the bus lot, unless accompanied by the school bus driver (employee). Friends, relatives, or any other unauthorized people are not allowed on the bus while on duty.

Directory. Information on each driver is gathered and/or verified at the beginning of each year. This information **includes the driver's** name, address, phone number, and spouse's name. When this information changes, the driver should **notify the Central Office**.

In-service. One (1) day of training will be provided for drivers in August, immediately before the start of the school year. This will be paid by stipend for attendance of two hours (2) hours. One (1) day will be used as a paid day for completing yellow card requirements online each year.

Chain-of-Command. When bus drivers have concerns or questions, they need to direct those issues to the appropriate person. Drivers are to contact the following people, regarding the following concerns:

Mechanics - the mechanics and maintenance of the bus, or safety issues.

Transportation Coordinator/Transportation Head – licensing, routing, personnel issues, and policies, general information.

Building Principals – student, parent, or discipline issues. Discipline issues will be written on a “School Bus Incident Report” and given to the building administration. Please do not put the discipline report in the Transportation Coordinator’s mailbox or the inner school mail in the breakroom.

Driver Misconduct. Misconduct of a driver is defined as refusing to follow or neglecting to follow, a

directive issued by authorized personnel to direct the operation of transportation services for the school corporation. Directives are expectations that are contained within this document, given verbally, or are provided by written memos/notes. For bus drivers, this would include the Mechanics, Building Principals, as well as Central Office personnel. Misconduct may also include using judgment that places, or has the potential, for putting school personnel or equipment at serious risk of injury or damage.

In the case of misconduct of a bus driver, progressive discipline shall be followed by the administration when reasonably appropriate and is not required when serious acts of misconduct have occurred.

Step 1 – Verbal warning to the bus driver. A note shall be made indicating that a verbal warning was given.

Step 2 – Written reprimand to the bus driver.

Step 3 – One (1) day disciplinary suspension without pay.

Step 4 – Three (3) day disciplinary suspension without pay.

Step 5 – Five (5) day disciplinary suspension without pay.

Discipline will be at the discretion of the Transportation Head per incident.

Routes

Route maps will be made available to each bus driver through Traversa. Detailed route instructions (including turn by turn instructions) are to be kept on the bus and a copy provided to the Transportation Coordinator. Any changes made to the route **MUST BE** communicated and approved by the Transportation Office prior to changes be implemented. Drivers will be required to provide a written description of those changes to ensure they are accurately entered into Traversa. The updated information will be printed and given to the driver.

Route assignments are assessed at the end of each school year, with adjustments being made before the start of the next year. Route assignments will be made available to bus drivers at least one week before the start of school. Adjustments will be made after student assignments are assessed.

Drivers are asked to be alert to “School Bus Stop” and “School Bus Turn Around” signs that are noticed on the routes. Identify the location and notify the Transportation Office so that unneeded signs can be removed. Forms for Road Condition Reports (this includes reporting low tree limbs or other obstructions) are available in the Transportation Office. These are sent to the County Highway Department or City Street Department. When making a report, provide the exact address. If work is not completed within five (5) working days, notify the Transportation Office, and the proper city or county department will be reminded.

ECA TRIPS

All drivers are required to complete at least three completed ECA trips. Sign up for extra-curricular trips can be accomplished by communicating with the Transportation Coordinator the month(s) the

driver is available to drive trips. The Transportation Coordinator will communicate the availability of trips as the trips are requested.

- ◆ Every effort will be made for the school personnel (teachers, coaches, sponsors) to have good directions to the event and parking information.
- ◆ When more than one bus is used on a trip, buses will travel and stay together. Talk around channel (Channel 2) of the radio should be used to communicate with one another.
REMEMBER: Change the radio channel back to Channel 1 upon returning from your trip.
- ◆ If you leave while the students are at their activities, notify sponsors so that they can let you know what time to be back. Exchanging cell numbers is recommended in case of emergency.
- ◆ Inform the sponsor of your start time home on ECA trips. The sponsor must have students/athletes ready to board the bus at that time.
- ◆ A sponsor **MUST BE ON EVERY TRIP**. Bus drivers shall not leave the school unless one is present on the bus.
- ◆ Seatbelt buses will be utilized on most ECA trips. Seatbelts are required to be worn by our insurance company for all passengers.

Field Trip Guidelines can be found in Appendix A.

Student Information

Ride Guides. Ride Guides are available online for students at the beginning of each year. A copy is provided to each driver as well. The Ride Guide outlines behavior expectations and consequences. Drivers are to read and be familiar with the Ride Guide.

Student Records. Information collected by the driver regarding the students they transport is the property of the school corporation. This information is turned into the Transportation Office at the end of the school year and when employment with the school corporation is terminated.

Student Suspensions. Schools will notify bus drivers when a student has been suspended from school, and thus, is not permitted to board the bus during that time. Administrators are to notify the drivers directly when this happens.

Assigned Seats. All students **MUST BE** assigned a seat on your bus. This will assist us in case we need to contact trace.

Conduct Forms. Drivers are to work with the student to try to solve the behavior problems first. If the problem continues, the driver will report the misconduct using the misconduct forms. Once completed, a notice of the report is sent to the principal for action and notification to parents. Drivers should have first-hand knowledge or observation about the infraction before using these forms. Cameras will be used when available and as needed. Cameras are used for the safety of the drivers, as well as the students.

Riding a Different Bus. TCSC will not allow students to ride a different bus other than what is assigned to them in Traversa. In case of an emergency, and your student needs to ride a different bus due to after-school care, a parent/guardian MUST call their student's school to inform the secretary of the change. A bus note will be issued to the student to be given to the bus driver.

Food and Drinks. Students are not allowed to eat, drink, or chew gum on the bus.

Bullying. Bullying is defined as, "Overt, repeated acts or gestures, including 1) verbal or written communications transmitted; 2) physical acts committed; or 3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student." (IC 20-33-8-0.2) Each school has developed an anti-bullying plan (see Appendix C). Bus drivers should be aware of what bullying is and report it when it occurs.

Cell Phones. Electronic devices, including cell phones, may only be used with headphones. Students who use their devices inappropriately may lose this privilege. Inappropriate use includes, but is not limited to, taking pictures/videos, listening to music without headphones, or any other use that may distract the driver. Not to be used while driving or while students on phone.

Positive Role Model. Bus drivers are the first school employees that the students see in the morning and the last in the afternoon. Bus drivers' attitudes can affect the students. The best way to control students on the bus is to gain their respect. Being a positive role model can help do this. We all know that students will, from time to time, not follow the rules. When this happens, refer to the Ride Guide for guidance.

Drivers should seek help when a student continues to be disruptive. Drivers are expected to communicate and work with the parents and school personnel to resolve issues of student behavior. The primary purpose of the rules is to ensure a safe and orderly passage for all students, teaching proper and civil behavior along the way.

Procedures

Change in Schedule. If school is delayed or dismissed early because of weather or other factors, drivers will be notified by school messenger.

Arrival/Departure. Important drop-off and arrival times:

	AM Drop-off No EARLIER/LATER	PM - Arrive No LATER Than
Tipton Elementary School	7:40	2:50
Tipton Middle School	7:40	2:50
Tipton High School	7:40	2:50

Consistency is very important and helps you be a safe and reliable driver. The above times are ideal, but you should never jeopardize the safety of your passengers to meet these times. Again, being consistent is the key to our success and safety. Line-up sheets are available to the drivers.

At all dropoff locations, drivers are not to pull out and around other buses. You are to wait and follow each other out of the parking area. Drivers are not to back up on school grounds.

For drop-off, drivers are to be *in* their buses, following a neutral/park brake method, until all students have gotten off in the morning. If you need to talk with Administration during drop off please pull forward out of the dropoff line. For pick-up, drivers should be *in* their buses, with engines turned off, until all students have boarded the buses in the afternoon. All buses should remain in Neutral until released by radio to depart.

Office. The Transportation Office is to be treated like any other business office. If you wish to visit one another, please do so in the breakroom area.

Please check your mailbox, located in the Transportation Breakroom, daily. Important memos and/or notes are often placed in them.

Evacuation Drills. This drill will be conducted within 45 days of the start of each semester. Forms are located in the Evacuation Drill mailbox. It is the driver's responsibility to sign and turn in the completed form to the Transportation Coordinator's mailbox.

Other Emergency Procedures. Other Emergency Procedures that affect the school bus and are included in the schools' Emergency Plans are provided for the bus drivers in Appendix D. Those procedures include:

- Responding to Hostage Situations on a School Bus or Field Trip
- Weapons on the Bus
- General Emergency Procedures
- Tornadoes and School Transportation

Bus Inspections. Drivers are expected to inspect their buses before beginning their routes and after their routes. These inspections must be documented on the Trip Inspection Form located in the Transportation Breakroom. All forms will be turned in to the Transportation Coordinator's mailbox on the last workday of each week. See further instructions on Appendix K. If any problems are detected on the bus inspection sheet please notify the Transportation Maintenance Department immediately.

Daily trip inspections are required by state law. Drivers are expected to complete the inspection in its entirety.

Parking Lot. You must enter and exit the gates as marked when driving a bus or personal vehicle. Please keep your speed down when entering and exiting the bus lot. Drivers are not to park their buses

in front of the garage doors unless they have been directed to do so. **Drivers are expected to park their buses in their assigned spaces only and should never park in the faculty parking lot located on the east side and the north side of the Bus Barn. Personal vehicles are not to be parked in the areas of the buses. All personal vehicles are to be parked only in the marked spaces near the Transportation Facility.**

FM Radio. When using the FM Radio for music, drivers are expected to monitor the stations that are being played. Rather than the administration evaluating each radio station that is received in the area as acceptable or not, drivers are asked to monitor and use their discretion as to what is appropriate for children to listen to. The adult humor that we as adults may find amusing certainly is not always appropriate for school-age children. Also, some of today's music contains lyrics that are suggestive and inappropriate for children. Drivers need to be aware of and monitor the music and humor that is played on the radio station provided for the students to listen to while on the bus.

Video Camera. Video monitoring equipment has been installed in some of the Tipton Community School Corporation's buses to allow activities and occupants on the bus to be monitored at any time.

The camera boxes are mounted in the front/side/back of the bus near the highest point of the ceiling in order for the camera/microphone to face occupants of the bus and not obstruct the entrance area. The camera and recording system have been or will be, installed by a vendor and be considered the property of Tipton Community School Corporation.

Recordings may be viewed by school personnel for discipline and evaluation purposes of students. Anytime a student is on the school bus, the driver **MUST** be in the vicinity. In an emergency, or if you **HAVE** to leave the bus, the bus must be secured and the keys should remain with the driver.

Accidents. When a bus is involved in an incident out of the ordinary, one that has or could have resulted in an accident – taking evasive action, going off the road, bumping into a building, etc. – the driver is to notify the Central Office within 24 hours of the incident.

School bus drivers are expected to have a greater awareness of their surroundings than typical motorists. While accidents do happen, we expect accidents involving school buses to be minimal. To monitor accidents (involving property damage, including the school bus) and drivers, the following procedures will be used in a five-year period.

First accident – Report filed.

Second accident – Report filed. The driver is issued a written warning.

Third accident – Report filed. The driver is required to attend additional driver training, including defensive driving.

Fourth accident – Report filed. Performance review conducted.

Flower Fund. A Flower Fund is established through voluntary donations from drivers. The purpose of this fund is to send flowers and well wishes to drivers and their families during difficult or special occasions.

Communication. In maintaining communication between bus drivers and administration, meetings will be established throughout the school year. The purpose of these meetings will be to exchange concerns that may exist or develop. At any time throughout the school year, if drivers have problems or concerns, they should bring the concerns to the level (building administrator, Transportation Office, corporation office) that can address them. At no time should drivers involve themselves in publicly criticizing schools, school personnel, fellow employees, parents, or students.

Buses with Wheelchairs. All bus drivers and bus aides who transport students in wheelchairs will be required to go through an annual training at the beginning of each year on the use of the equipment.

Use of Bus Radios

**** BUS RADIOS MUST BE KEPT ON AND TURNED UP AT ALL TIMES ****

1. Radios are not to be used to “shoot the breeze”. They are for business emergencies only. Radios should not be used to express personal opinions about school staff, policies, procedures, or programs.
2. Conduct yourself in a professional manner at all times. This is an FCC-licensed radio system. We are subject to FCC regulations and monitoring. As you know, scanners from all over Tipton County can pick us up. Don’t say anything you wouldn’t want others to hear.
3. Keep your radio on channel 1.
4. When calling, hold the microphone close to the mouth, press and hold the button and wait a couple of seconds before speaking. Continue to press and hold the button down while you speak. Wait a couple of seconds after you finish speaking before you release the button. This allows time for the equipment to work and allows all of your conversations to be broadcast. Remember to keep your calls short and to the point. Do not use CB talk.
5. **Use numbers—not names.** Begin your conversation by stating your bus number and the bus number of the person you are calling (example: “Bus 1 to Bus 11”). The person receiving the call should give their bus number and then say go ahead (example: “This is Bus 1- go ahead.”)
6. If you need to speak to someone at the school, drivers are to contact them by using their name (High School, Middle School, Elementary School). Drivers should not contact the Transportation Office to make these calls unless the driver is unable to contact the school by radio.
7. Radio channels are assigned as follows:
Channel 1 – Transportation Channel (drivers are to use this channel)
Channel 2 – Talk around (while on trips)

8. **Improper use of a bus radio shall result in disciplinary action, up to and including termination.**

Late Buses.

1. The Transportation Office will supply each school and the administrative office with a list of students by route number as soon as possible after the start of school. The Transportation Office and the school will cooperate to keep this list up to date during the school year by adding new students and deleting students who leave the corporation.
2. Each school will have someone in place from 7:30 A.M. to 3:30 P.M. to take calls and monitor the morning and afternoon bus drivers on channel 1 of our radio system.
3. Bus drivers who are running more than ten (10) minutes late are to notify the Central Office (base) as soon as possible. After 7:30 A.M., drivers are to also notify the schools they serve that they are running late and the number of minutes they are late. In the afternoon, bus drivers will notify the schools until 3:30 P.M. if they are running late. After 3:30 P.M., the drivers notify the Central Office (base) if they are running late.
4. Drivers and schools will communicate with each other by using the established corporation system.
5. Schools will notify anyone within their building who answers incoming calls about the situation.
6. School and Transportation Office personnel will inform parents who call that buses are running late and the number of minutes they are late.
7. In emergency weather situations, BrightArrow mass communication system will be utilized to notify parents of bus issues.

Bus Maintenance Cleaning

The bus driver contract states that the school bus shall be kept clean both inside and out by the driver. The corporation furnishes the supplies needed to clean corporation buses. Drivers must clean their buses and complete their Bus cleaning checklist and turn it in monthly (see Appendix I). If utilizing the bus wash, arrangements need to be made with the Bus Mechanic and completed Monday through Friday. The DOT can and will take a dirty bus off the road.

Bus Assignment. Drivers are not to trade buses unless authorized by the Transportation Office. If drivers use “**sub**” buses, they are responsible to make sure the bus has a **full tank** of fuel and is kept clean.

Service. A service sheet needs to be filled out by the driver for regular service. The Transportation Office needs to be notified at about 500 miles before service is due.

Drivers are responsible to:

- ◆ Pay close attention to the service miles and make sure they do not go over.
- ◆ Check the fluids regularly.
- ◆ Notify the bus mechanic immediately if there is a safety issue with the bus. If not, complete the paperwork and put it in the bus mechanic's mailbox.

Fueling. Drivers are provided with fuel keys and a code for corporation buses. When fueling your bus, there is not to be anyone on the bus and you need to stay with your bus and monitor the fueling to prevent any spillage. **The fuel cap must be replaced after filling the bus tank. This is extremely important.** All corporation buses should maintain at least a half (1/2) tank of fuel at all times. Failure to do so will result in disciplinary procedures.

Reduced Idling. Because of health reasons and fuel consumption, drivers are **not** to idle their buses for longer than two (2) minutes when around the school buildings. If a driver is at a school building (including the Transportation Office) and will be there longer **than two minutes**, the bus is to be shut off. Buses should not idle while waiting for students during field trips, extracurricular activities, or other events where students are transported off school grounds.

Car Seats (pre-school). Drivers are expected to know how to check car seats to make sure they are secure. This should be part of the driver's daily trip inspection. If a driver needs assistance, he/she will contact the Transportation Office for a demonstration. If a driver is transporting "car seat students", these are the **ONLY** students who are to occupy the car seats.

First Aid Kit. Drivers will check their first-aid kits regularly. If items need to be replaced, please notify someone in the Transportation Office.

Appendix A

Dress Code

Tipton Community School Corporation needs to maintain a safe and appropriate learning environment. We know that a student's clothing and appearance can be distracting to other students and can interfere with learning. With this in mind, we are concerned about the personal appearance of our students. Current fashion trends and styles will not dictate the dress code for Tipton Community School Corporation. With the cooperation of parents, the school will continue to encourage all students to dress in a fashion that the staff and parents judge to reflect good taste and a style appropriate for a school day. We believe that an appropriate student dress code will allow students to focus on high academic standards and will assist us in promoting school safety. This dress code provides a consistent model of dress for students of Tipton Community School Corporation.

We realize that questions will sometimes arise concerning a student's dress, appearance, or clothing "fads". In these cases, building administrators will determine the appropriateness of the student's appearance and will determine whether his or her appearance is disruptive to the learning environment or is inappropriate for safety reasons. Periodically, students will be allowed to dress differently than the above policy indicates because of spirit days or other special occasions. Such days and style of dress will be determined by the administration.

SEE SCHOOL HANDBOOK FOR DRESS CODE.

Dress Code for the School Bus Driver and Aide

Employees are expected to wear appropriate clothing, which is neat in appearance, clean, and in conformance with normal workday standards but also set an example in dress and grooming for their students to follow. By adhering to the dress code, it increases the importance of the driver and aide, presents an image of dignity, and encourages respect for authority.

Shoes – any shoes with soles over 5/8" thick and/or heels that are over 1 inch are "platform shoes" and are not allowed. Also, "toeless" shoes, where the toes of the foot are uncovered, and "strapless" shoes, shoes that do not enclose the heel of the foot, are a safety hazard and are not allowed. An employee should arrive to work in the shoes in which he/she will wear while driving the route.

Shorts – should be no more than four inches above the knee. Spandex shorts are unacceptable.

Shirts – Must be cropped below the waistline of the pants and have a modest neckline. Halter-tops, midriff or back-less shirts, shirts with spaghetti straps, tank tops, and see-through apparel or fish net garments should not be worn.

Clothing – that is suggestive, has double meaning, which is an innuendo, or suggests inappropriate ideas, is unacceptable. Clothing that advertises, promotes, or glorifies the use of tobacco, alcohol, drugs, illegal substances, or gang activity is not to be worn.

Appendix B

Extra-Curricular Activities (ECA) Trips

ECA trips are those that support the extra-curricular programs of the school corporation. Transportation is provided for athletics and academic teams & clubs as they compete with other schools. Arrangements for athletic teams are coordinated between the Athletic Director and Transportation Coordinator. Arrangements for academic teams & clubs will be approved in the same manner that field trips are approved.

General Procedures:

1. When buses are provided for trips involving field trips or extracurricular activities, expenses incurred on these trips will be paid as approved by the Superintendent.
2. The trip sponsor (teacher or coach) shall be responsible for adhering to the responsibilities and guidelines that follow. Building principals are responsible for ensuring that trip sponsors have and follow these guidelines. Athletic Directors are responsible for distributing these guidelines to coaches.
3. Requests for buses for athletic trips will be arranged through the Transportation Coordinator and the Athletic Directors.
4. All other requests for buses must be filed with the Transportation Office (“Field Trip Permission Form” on Google Forms) no less than ten (10) school days in advance of the requested trip.
5. All overnight trips are subject to approval by the Board of School Trustees. Therefore, requests should be filed with the Superintendent’s Office no less than twenty (20) school days in advance of the regularly scheduled school board meeting at which action for approval will be taken.

Field/ECA Trips Guidelines - Sponsor’s Responsibilities (Teacher or Coach)

- A. Initiates trip using the “Field Trip Permission Form” on Google Forms and according to proper timelines. All trips must be planned two weeks in advance in order to be approved.
- B. Will not turn students loose, unsupervised, on field trips. They are to be chaperoned at all times.
- C. Inform students that all school rules apply on all trips. They should be well-behaved and be considerate of others at all times.
- D. At least one (1) staff member **MUST** be assigned to **each** bus to serve as a supervisor. Assign all other staff members and chaperones accordingly. If there is only one (1) staff member or chaperone on a bus, he/she should be near the rear of the bus.
- E. Report to the principal/athletic director as soon as possible (within 24 hours) any incident occurring on the trip.

- F. Check with each driver to clarify the exact destination. Special parking arrangements (Bus Parking must be arranged), driver admission to the event, and meal accommodations will be communicated to the driver when necessary.
- G. Provide all adult supervisors/chaperones, the bus driver, and the school's office with a roster and know exactly how many students enter the bus. All students must be accounted for upon return.
- H. Brief each group of bus riders on the bus rules and guidelines.
- I. Make sure all loose equipment/supplies are properly secured in the bus storage area under the bus before departing.
- J. Eating/drinking on the bus is prohibited.
- K. Inspect the bus before students enter the bus and immediately after use. Check for damage and items left behind. Any damages will be reported to the bus driver and principal/athletic director.
- L. **PLEASE ENSURE THAT ALL TRASH IS PICKED UP AND THROWN AWAY. IF THE BUS IS NOT CLEANED UPON RETURN, IT IS THE SPONSOR'S RESPONSIBILITY, AS WELL AS THE BUS RIDER'S RESPONSIBILITY, TO CLEAN IT. Let the Transportation Coordinator know so that it can be scheduled for them to clean.**
- M. Stay until all students are accounted for and have departed for home.
- N. Be responsible for the discipline on the bus.
- O. These guidelines are to be given to all adult chaperones.

DRIVERS:

- A. Determine the route to the destination. A definite description of the destination will be required by the principal (from the sponsor) before the trip will be approved.
- B. Inspect the bus before the students enter the bus and immediately after use. Check for damage and items left behind.
- C. Sweep and empty trash at the end of the trip.

RULES OF CONDUCT:

All passengers (students and adults) will abide by the following rules. Passengers will:

- go immediately to their seat.
- remain in his/her seat for the entire bus trip and wear the seat belt properly at all times.
- remain in his/her seat until the bus has completely stopped at the unloading point. The passengers will only disembark through the front door.
- not eat or drink on the school bus.
- talk in a reasonable tone of voice to those students around him/her.
- keep windows above the designated level on the window and then only with the driver's permission.
- keep hands off other people's property and person. Students are responsible for their own

personal belongings.

- cell phone use will be determined by the bus driver and sponsor of the trip.
- follow all school rules and regulations.
- follow all directives of the school bus driver. The driver is in complete charge of the bus while en route to the destination.

Appendix C

Anti-Bullying Information

Definition:

Overt, repeated acts or gestures, including:

- 1) verbal or written communications transmitted;
- 2) physical acts committed; or
- 3) any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student **(IC 20-33-8- 0.2)**.

Types of Bullying Behavior: <ol style="list-style-type: none">1. Physical Bullying Actions that hurt the body and property2. Emotional Bullying Name-calling, teasing and taunting3. Cyber Bullying Telephone, cell phones, emails, and websites4. Passive Supporter Watching as someone else is being bullied5. Social Bullying Words and actions that hurt friendships	HotSpots: <ul style="list-style-type: none">HallwaysLunchroomRestroomsBus and Bus stopRecessClassroom
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Intervention: <ul style="list-style-type: none">Stop the bullying immediatelySupport the victimState the bullying behaviorEmpower (bystanders) with information about how to act in the futureImpose immediate consequences
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Appendix D

Weapons on the Bus

Should a gun be seen on the bus:

1. Calmly radio your specific location to the Transportation Office and state that law enforcement is needed.
2. A call will be placed immediately to the proper law enforcement agency and assistance will be given immediately.
3. Follow up with the appropriate paperwork that will substantiate what has happened. Submit the report to the Transportation Office immediately.
4. Report the incident to the appropriate school administrator.

Should a weapon be seen at or near a bus stop:

1. Calmly radio details of the location of weapon sighting to the Transportation Office.
2. A call will be placed immediately to the proper law enforcement agency.
3. Drivers should then distance themselves from the weapon sighting. Plan to take a different route the following morning or that afternoon (if possible).
4. A complete report (with names, if available) must be prepared by the driver and turned in to the Transportation Office immediately upon completion of the route.
5. Report the incident to the appropriate school administrator.

Responding to Hostage Situations on a School Bus or Field Trip Bus Driver/Staff member in charge:

1. Use COMMON SENSE, try to stay calm.
2. Try to disorient or confuse the person.
3. Try to evacuate or counter and overtake the person if possible.
4. If in radio range, relay a message to the transportation office.
5. Call 911 and, when possible, the building administrator.
6. Try to “mentally document” (focus) on what happens and what is said (description, etc.).
7. If students are taken away, make sure you know who was taken and what the hostage-taker said.
8. If hostage negotiators arrive, trust them!

Transportation Office:

1. Call 911 and notify them of the location of the bus and the number of the bus.
2. Call the superintendent.
3. Tell the staff member in charge to keep calm and instruct students to remain calm.
4. Determine which students are on the bus.
5. Determine the best route to get to the bus.
6. Give a bus number and notify other buses.
7. Communicate with the hostage-taker, if possible, on bus radio or upon the advice of the

police.

8. Do not communicate information or ask questions that could jeopardize the students or staff members in charge.

General Bus Emergency Procedures

Procedures Before Any Emergency

Before being involved in an emergency situation, whether it is a crash, first aid, or weather-related, it is important that basic procedures are in place and practiced. Best practice suggests:

- Each school bus carries an up-to-date roster of passengers, whether the function is a daily route or activity trip.
- Each school bus carries an up-to-date contact list for school officials and emergency responders consisting of at least telephone numbers.
- That students, including those that would only ride a school bus for activity trips, participate in school bus evacuation drills at least twice a school year.
- On activity trips all passengers (students, adults, teachers, coaches, chaperones, etc.) are advised of:
 - The school bus emergency exit locations and their operation (e.g., service door, push out windows, side and rear emergency doors, and roof hatches). The school bus driver should demonstrate the operation of each type of exit.
 - The location of the first aid kit and fire extinguisher.
 - The location and operation of the bus two-way radio or other communication equipment, if so equipped.

In the event of a bus accident, the following procedures are to be followed:

For the Bus Driver –

1. Call/radio into the Bus Barn (base).
Provide the following information:
 - a. The nature of the situation – other vehicles involved, damage to the bus, etc.
 - b. Whether students are being evacuated from the bus.

For the Bus Barn, once notified of a bus accident:

1. Contact 911 and provide the necessary information
2. Notify Central Office
3. Dispatch a spare bus to the scene to either continue the route or house the students.
4. Remain in communication with Incident Command (Central Office).

For Central Office, once notified, Central Office (Incident Command) will:

1. Notify the affected schools of the accident
2. Dispatch an administrative team to the scene to serve as Operational Command.
3. Designate a parent/student reunification center, if necessary.
4. Designate an administrator as Operational Command at the reunification site.
5. Dispatch school medical and counseling personnel to the reunification center, if necessary.
6. Designate a media location.

Appendix E

Tornadoes and School Transportation

At times certain weather conditions may occur which will necessitate the cancellation or delay of school bus routes, school, athletic, extracurricular activities, or field trips.

Tornado

According to the National Weather Service, “tornadoes can occur any time of day or night, any time of the year. In Indiana, peak tornado occurrences are from April to June and between 3 p.m. and 8 p.m.”

Guidance

Before the threat of severe weather, the responsibility of school bus drivers:

- to be thoroughly familiar with all roads adjoining their route in the event they are needed to seek shelter. For athletic trips, extracurricular activities, and field trips the school bus driver should have a map available to determine alternate routes to safety;
- to have pre-determined shelter options (buildings, schools, businesses, homes) along with various parts of the route should evacuation be necessary and practical similar options when on activity trips. In emergency situations most people will offer others shelter when asked;
- to know the difference between a tornado watch and a tornado warning. A “watch” means tornadoes are possible in the area; remain alert for approaching storms. A “warning” means a tornado has been sighted or indicated by weather radar.

School administrators and school bus drivers are to routinely monitor weather reports for the prediction of severe weather or announcements of weather advisories. Once en route (daily route or activity trip), the school corporation will keep drivers informed of severe weather conditions.

When a **tornado watch** is issued, a school bus driver is to be prepared for a sudden change in weather condition and alert for the appearance of violent wind, rain, hail, or a funnel-shaped cloud. When a **tornado warning** is issued, a school bus driver is to promptly seek shelter for the passengers.

- If the warning is announced at or near the dismissal of school the school day, students are to remain in the building in a designated safe area. *Drivers are to secure their buses and go to the designated area within the school building.*
- If the warning is announced while en route, school bus drivers are to go to pre-identified shelters or buildings closest to their current locations, depending on the immediacy of the tornado threat.
- If caught in the direct path of a tornado or one is sighted and pre-identified shelter is not accessible, the school bus driver is to:

- Stop and evacuate the passengers. Do not attempt to “outrun” the tornado. Do not remain on the school bus. If the bus is radio-equipped, advise the school corporation of the bus number and location.
- Seek safety in a below ground level area, such as a ditch, ravine, or depression in a location that is: - away from the bus, and - where practical on the side of the road without power lines, utility poles, trees, etc.
- Do not use above-ground locations for shelter (e.g., road or bridge overpasses).
- Instruct passengers to lie flat, face first, and protect their heads by wearing a jacket, other clothing, or their hands and arms. Advise passengers not to “sneak a peek” at the tornado.

After the emergency:

- Account for all passengers, check for injuries, and provide first aid if needed. Obtain medical attention if needed.
- If out in the open, before leaving a shelter or the immediate area, the bus driver should monitor the local sky for a few minutes in the direction the tornado came from to ensure a second tornado does not follow a similar path.
- Be alert for continued storm activity, downed power lines, ruptured gas lines, or structural damage to trees, buildings, roads, and bridges.

Appendix F

Bus Drivers Contract

It is mutually agreed between the parties hereto that the following conditions shall be a part of this contract of employment:

1. The employer shall provide a school bus that meets or exceeds the requirements of the State of Indiana and provide for its proper maintenance.
2. Employer will provide all necessary insurance on said bus.
3. Employees are to be covered by Workman's Compensation Insurance. Payroll deductions for social security taxes and state and federal income taxes will be made by the Employer with the Employer contributing its share of the social security taxes. Payroll deductions may be made for the medical, accident, and other insurance to be paid by the Driver upon his election to participate in any such program.
4. Each day during the school term, unless excused by Employer, Driver shall operate his assigned bus over the route or routes upon schedule fixed by Employer. Driver shall faithfully and personally perform the work set out in this contract unless excused by Employer, who shall designate a substitute driver in such event.
5. Driver, as a condition precedent to the taking effect of this contract, must be 21 years of age or older, possess a valid Commercial Driver's License with appropriate endorsements issued to him by the State of Indiana, or any other state, and must meet the physical requirements set out in IC 20-9.1-3, sections 1-3.
6. The employer may, at any time, require any Driver to submit to an additional physical examination by a licensed Indiana physician selected by the Employer. Employers shall pay the cost of additional physical examinations required as set out in IC 20-9.1-34.
7. The provisions of all Indiana statutes, and rules and regulations of the State School Bus Committee as same may be amended, pertaining to safety in the operation of school buses and the transportation of school children are made a part of this contract by reference, and the Driver agrees to abide thereto.
8. Drivers shall keep order and maintain discipline among the children while in the school bus or along the route, being firm but polite, impartial and fair, and see that no child is imposed upon or mistreated while in their charge, and shall use every care for the safety of the children under their charge.
9. The school bus shall be kept clean both inside and out by the Driver who shall also be responsible for determining and reporting to the Employer when the bus he/she is operating is not in good operating condition. Needed service and mechanical repairs shall be made at a place designated by the Employer who shall pay for all maintenance costs of school buses operated by the Driver.
10. Drivers will participate virtually in the State Safety Meeting, the annual organization meeting of the School Corporation, and other brief meetings for administration and safety instruction, as required from time to time by the Employer.
11. Routes and areas to be covered shall be established by the Employer and are subject to change from time to time. Additional routes may be added to any Driver or changes made in driving responsibilities without change in compensation provided that the total

time required to complete all routes and other duties does not exceed three (3) hours per day on average.

12. It is specifically agreed that the provisions of IC 20-9.1-14 e2 as same may be amended, and as same apply to school bus drivers, are made a part of this contract and that it is the intention of the parties hereto to enter into a valid binding contract subject to the Pupil Transportation Code, IC 20-9.1-1-1, the provisions of which shall prevail over any part of this contract determined to conflict therewith.
13. This contract incorporates by reference all present policies of the School Corporation concerning the transportation of students and passengers and is hereby made part of this contract.
14. This contract incorporates by reference applicable United States Department of Transportation regulations as the same are amended and are hereby made a part of this contract.
15. Failure of the Driver to comply with the terms of this contract, including all terms and conditions incorporated by reference, shall be deemed cause for dismissal at the option of the Employer. In the event of such breach by Driver, Employer's authorized agent shall first recommend dismissal to Employer's Governing Body, which may act upon such recommendation without notification or opportunity for Driver to be heard, but such dismissal shall not be effective until the Governing Body takes action on such recommendation. Notwithstanding the above, Employer, acting by its authorized agent, may suspend Driver with or without pay, immediately, for any conduct or omission constituting cause for dismissal, pending actual dismissal.
16. Buses may have cameras to help monitor the bus climate and culture. The recorded information should only be accessed by the school administration. Recordings can be used for the training and discipline of students and drivers.

Appendix G Bus Pay Scale

Daily Pay	
\$100	
Sub Driver - Full Day	Sub Driver - Half Day
\$90.00	\$45.00
Special Ed Route/John Hinds	Special Ed Route/John Hinds Sub Driver
\$100.00 (3 hours) + \$21.00 per hour after three hours \$21.00 per hour/\$45.00 minimum	
Special Ed Aide/Special Ed Sub Aide	Coach Driving Rate (Activity Bus)
\$13.00/\$12.00	\$18.00 Per Hour (Minimum up to 2 hours)
Athletic, ECA & Field Trip Pay (Monday - Friday Pay)	
\$36.00 (Minimum up to 2 hours)	\$18.00 per hour thereafter
\$50.00 After 5 Trips per Year- (Minimum up to 2 hours)	\$18.00 per hour thereafter
\$60.00 After 10 Trips per Year- (Minimum up to 2 hours)	\$18.00 per hour thereafter
Athletic, ECA, & Field Trip Pay (Saturday, Sunday & Holiday Pay)	
\$108.00 (Minimum up to 6 hours)	\$18.00 per hour thereafter
\$130.00 After 5 Trips per Year (Minimum up to 6 hours)	\$18.00 per hour thereafter
\$140.00 After 10 Trips per Year (Minimum up to 6 hours)	\$18.00 per hour thereafter
*Buddy Route - Full Day	*Buddy Route - Half Day
\$90.00	\$45.00

* **Buddy Route:** Each school year, drivers will be grouped with other drivers by the

Transportation Head to help with coverage. In the event a driver’s route cannot be covered, their “buddy” will be asked to complete the route. The transportation department will schedule a day for drivers to run buddy routes to gain familiarity.

Drivers and aides are paid for student days worked plus 1 additional day of Labor Day to compensate for Annual Bus Safety recertification state online testing.

**2023-2024 Starting Pay Rates
Driver Pay Rates**

Pay Rate Table 1

Years of Experience	Daily Rate	Daily Rate/ Without Insurance	Annual Salary with Insurance	Annual Salary without Insurance
1-4	*\$100.00	**\$137.02	\$18,100	\$24,800.62
5-9	\$105.00	\$142.02	\$19,005	\$25,705.62
10-14	\$110.00	\$147.02	\$19,910	\$26,610.62
15-19	\$115.00	\$152.02	\$20,815	\$27,515.02
20-24	\$120.00	\$157.02	\$21,720	\$28,420.62
25-29	\$125.00	\$162.02	\$22,625	\$29,325.62
30-34	\$130.00	\$167.02	\$23,530	\$30,230.62
35-up	\$135.00	\$172.02	\$24,435	\$31,135.62

* Daily Rate for Corporation Drivers with Single Health Insurance/Dental

** Additional pay without insurance

Appendix H
PRINT ONLY Use Blue or Black INK PRINT ONLY
ROAD CONDITION REPORT

Please complete this form and forward it to the Central Office. A copy will be then forwarded to the City, County, or State Highway Departments. Provide specific addresses and details for them to understand what you are asking to be completed.

Address _____

Details of what needs done:

Appendix I Bus Cleaning Checklist

BUS CLEANING CHECKLIST
MONTH _____

Bus Driver: _____

Daily	M T W TH F					M T W TH F					M T W TH F					M T W TH F									
Remove Trash																									
Check Seats/Seat Belt condition																									
Report any Problems immediately																									

Weekly	Week 1	Week2	Week 3	WEEK 4	WEEK 5
Sweep Floor					
Trash Emptied					
Clean Windows & Mirrors					
Clean Seats					

Monthly

Exterior of Bus Washed	
Mop Bus	
Accurate Route Directions, seating chart & Emergency call list on bus	
First Aid Kit Filled	

Bus Driver's Signature:

Date: _____

Appendix J

Indiana School Bus Laws

SCHOOL BUS DRIVERS – Standards

A person may not drive a school bus to transport school students unless the driver:

1. Is of good moral character,
2. Does not use intoxicating liquor during school hours,
3. Does not use intoxicating liquor to excess at any time,
4. Is not addicted to any narcotic drug,
5. Is at least twenty-one (21) years of age,
6. Holds a valid Commercial Driver's License (CDL) with the proper Endorsements and a valid Physical Examination, and
7. Possesses the following required physical characteristics: (please see the *Bus Driver Physical Performance Standard* evaluation in the appendix section)
 - a. sufficient physical ability to drive a school bus.
 - b. full, normal use of both arms, both feet, both legs, both eyes, and both ears.
 - c. freedom from any communicable disease,
 - d. freedom from any mental, nervous, organic, or functional disease which might impair his/her ability to properly operate a school bus, and
 - e. visual acuity, with or without glasses, of at least 20/40 in each eye and a field of vision of 150 degrees minimum, and with depth perception of at least 80%.

8. School Bus Drivers – Physical Fitness Certificate

Every person who is or intends to become a school bus driver shall obtain a certificate that he/she possesses the abovementioned physical characteristics. An examiner on the National Registry of Certified Medical Examiners must complete this certificate.

9. School Bus Drivers- ADDITIONAL Physical Examination

The governing body (school corporation) may, at any time, require any driver operating a school bus to submit to a physical examination by an examiner on the National Registry of Certified Medical Examiners selected by the School Corporation.

PRE-SERVICE SCHOOL BUS DRIVER TRAINING

1. Any individual without a minimum of thirty (30) days, experience in driving a school bus, during the three (3) year period immediately preceding the effective date of the individual's assignment as the driver of a school bus for any public or private school which is commissioned by the Department of Education, within Indiana, shall satisfactorily complete a pre-service school bus driver safety education training course. The course may not exceed forty (40) hours in duration. Course attendance must be completed prior to the assignment of any person required to take the course as the driver of a school bus, or if immediate assignment is necessary, upon the completion of the next scheduled course following the assignment. The State Superintendent of the Department of Education shall provide instructors, adequate meeting facilities, registration forms, a uniform course of instruction, and all other necessary materials for the pre-service school bus driver safety education meetings.
2. A certificate of enrollment in or completion of the course(s) in school bus driver safety education shall be provided by the designated representative of the Indiana State School Bus Committee.
3. Any driver of a school bus who fails to complete the school bus driver safety education course(s) as required shall be reported to the state school bus committee and to the school district where the driver is employed.
4. Any driver of a school bus who fails to complete the school bus driver safety education course or courses, as required, may not drive a school bus within Indiana while transporting students.

CERTIFICATE OF ENROLLMENT (BLUE CARD)

1. Enrollment cards will be issued by the Division of School Traffic Safety instructors at the pre-service training school, if not requested prior from the school district.
2. Enrollment cards will expire 1 year from the date of issuance.
3. Only one (1) blue card will be issued during a twelve (12) month period.
4. No blue card requests will be accepted by telephone.
5. Blue cards will be printed by the school corporation.
6. Drivers or prospective drivers may transport passengers with a blue card, a commercial driver's license (with proper endorsements), and a valid physical examination form. Prior to transporting passengers, all prospective drivers must complete all local training requirements.

7. If a driver has been certified within the past three (3) years and fails to become recertified, the driver is not eligible for a blue card.

STANDARD CERTIFICATE (YELLOW CARD)

1. Standard certificate cards will be issued by the office of the Division of School Traffic Safety and its staff.

2. Standard certificate cards will expire December 31st of the calendar year.

3. Drivers attending the pre-service school after the last summer safety meeting of the calendar year will be certified through the following calendar year.

4. No driver will be certified until he/she has completed the pre-service school and submitted the on-bus driving, and on-bus observation form.

5. The on-bus driving, and on-bus observation form must be signed by the transportation coordinator of the hiring school corporation. Minimum driving time for certification must be eight (8) hours and minimum observation time for certification must be four (4) hours.

6. Every school bus driver must attend an annual summer safety meeting. Attending the summer safety meeting will recertify only certified drivers.

7. Drivers must sign in at the beginning and at the closing of the summer safety meeting. If there are questions regarding a driver's attendance, the instructor of the summer safety meeting will verify total or partial attendance, and/or failure to follow instructions.

8. Drivers who move into Indiana from other states may become certified school bus drivers by attending the pre-service school.

9. Drivers who have had a minimum of 30 days experience in driving a school bus during the three (3) year period immediately preceding the effective date of the driver's assignment as the driver of a school bus for any public or private school which is commissioned by the Department of Education, within Indiana, may be certified by having his/her previous employer verify in writing the number of days he/she spent driving during the previous three (3) years.

10. Certified drivers will be in an "active" status for three (3) years. If drivers fail to recertify themselves after one (1) year, they must attend the pre-service school (starting over as a new driver).

11. Drivers failing to attend a summer safety meeting within the "one (1) year active" status period may attend the preservice school to be recertified. On-bus

driving and on-bus observation are to be required in this case. Drivers may also attend the next available summer safety meeting to become recertified, realizing that beginning January 1st they will not be eligible to drive. Drivers must attend all days of a pre-service school, in lieu of missing a summer safety meeting, if they choose this option.

12. Prospective drivers must complete both the pre-service school and the on-bus driving and the on-bus observation within one (1) year of the first enrollment date of the pre-service school. The Division of School Traffic Safety must receive the on-bus driving and observation form within one (1) year of the first day of the pre-service school attended.

13. Standard certificates expire on December 31, of each calendar year. A driver who attends a pre-service class prior to June is required to attend the annual safety meeting. A driver who completes a pre-service class after May will be issued a standard certificate valid through December 31 of the next year.

14. Every school bus driver, including a driver trainee with an enrollment certificate, is required by state statute to attend the annual safety meeting. Attendance at this meeting satisfies the in-service requirement of statute and when applicable re-news the driver's standard certificate for the next calendar year.

15. Any driver who holds a valid yellow card will be subject to drug testing.

Appendix K

Bus Inspections

Daily Needs

Pre-trip checks are a requirement for your bus each time it leaves the bus garage for both trips and routes. Appropriate documentation is to be done after each inspection. The inspection book needs to remain in the bus and turned in after each school year.

1. Daily Pre-Trip Inspection:

- a. An air brake check is required before EVERY trip and/or athletic trip. Make sure you follow the 3-step procedure the CDL book outlines.
- b. Check under the bus for any leak, including to but not limited to, oil, power steering, or fuel.
- c. Check the tires for seriously low tire pressure, cuts, stones, etc.
- d. Check lights, signal lamps and reflectors for cleanliness and broken lenses.
- e. Check windshield, mirrors, and rear windows for proper visibility.
- f. Enter the bus, adjust mirrors, and fasten your seat belt. Start the engine and check fuel, oil pressure, vacuum gauge, ammeter, temperature gauge, windshield wipers, horn, heaters, defrosters, and engine for unusual idling.
- g. Check warning and amber lights operation.
- h. Check emergency equipment.
- i. Check foot brake. Make sure pedal responds firmly and with proper floor clearance.
- j. Open the emergency door and windows. Make sure the positive door latch works on the emergency door and the alarm sounds at each location.
- k. Check for any leaks under the bus.
- l. Check the DVR for in bus cameras.
- m. When pre-trips are done, they should be done early enough before leaving that if something minor is detected, the mechanic has adequate time to make the repair, or another bus can be assigned, and a pre-trip done on it as well before leaving. Failure to do a proper pre-trip and documenting it, can result in disciplinary action, up to and including termination.

REGULAR MAINTENANCE

1. Report any unusual noises, vibrations, etc. to the transportation department promptly. (Do not report the information over the radio, except in the case of an emergency.)
2. **ALL** maintenance and repairs must be requested on a work request form. Do not take it upon yourself to repair or attach anything to your bus on your own.

3. You can develop good driving habits that will avoid undue wear on your bus by observing the following instructions:

a. Brakes

- i. Do not jam brakes hard. Apply them smoothly and steadily.
- ii. Do not drive with your foot resting on the brake pedal.
- iii. If equipped, always leave the exhaust brake on.

b. Engine

- i. Do not warm the engine above 1500 RPM's.
- ii. Do not over-speed the engine at any time.
- iii. Do not allow engine to operate beyond established oil change and
- iv. Do not attempt to operate the engine when oil pressure is low maintenance intervals.
- v. Do not add water to an overheated engine.
- vi. DO NOT REMOVE the radiator cap from a hot engine, let it cool first.
- vii. When starting your bus, make sure you use the pre-heat method.
DO NOT START THE BUS WHEN THE "WAIT TO START" LIGHT IS ON

Appendix L

Special Needs Transportation

The Special Needs Driver

Bus drivers pride themselves in getting students to and from school safely. Most students can feel secure on their daily ride. For some students, their trip to school is not so simple and straightforward. They have special needs related to their size, physical condition, or cognitive development.

As a transportation professional, you have a very special task, to handle not only the transportation needs of these students but also their special physical and behavioral needs. This job requires immeasurable skill and understanding, patience and dedication.

Bus drivers and monitors must learn about the special needs of these students so that they can provide safe and comfortable transportation. This will help you, as a school transportation professional, understand these needs and the Indiana Regulations that cover the transportation of students with disabilities.

1. **Confidentiality- Article 7, Rule 8 – 511 IAC 7-8-1 Family Educational Rights and Privacy Act states that information concerning students is to be kept in strictest of confidence. This includes physical, emotional, and medical information and impairments, and any situations that may arise while students are being transported. Failure to maintain student confidentiality may result in disciplinary action up to and including discharge.**
2. **Communication**
 1. **Communication is the key to assuring a safe ride for students with special needs. Drivers must take time to discuss each student’s transportation needs with the parents before school begins. This will help assure that the regulations discussed here can be carried out in a way that works for all involved.**
 2. **Please communicate with the school and transportation office of any address change or change of drop off for an extended period.**
 3. **If a new student is added to your route, please contact the student’s family before the first day of pick up.**
3. **Loading/Unloading**
 1. **If loading/unloading from a street, please use your 8-way light system. The stop arm must remain out until all students are secured.**

2. **It is the parent or the caregiver's responsibility to bring the student to the bus and place in the bus. The bus driver or attendant should not carry the student on the bus. When at all possible, the parent or caregiver will escort the student to the stairs and not board the bus. Parents should be limited to when they board the bus. This is for extreme circumstances only.**
 3. **Make sure lap belts are positioned over the pelvic girdle and not up around the waist. Lap belts have been known to cause serious injuries when they are placed up on the abdomen. The abdomen contains many organs (stomach, liver, intestines) that have no strong bones to protect them from crash forces.**
 4. **Parents need to be made aware of assistive devices used for their student, such as a car seat, safety vest, etc.**
- 4. Student Drop Off When Responsible Adult Not Present**
1. **If no one is at home, please contact the home school. The school will notify the parents. If no answer, the bus driver is to drop the student back off at school. Under no circumstances are students to be dropped off at the transportation office.**
- 5. Wheelchair Regulations**
1. **Indiana Administrative Code 575IAC 1-5.5-3 Section 3-part (a) states: A student who can be reasonably moved from the student's wheelchair, stroller, or special seating device must be transferred during transportation to and from school to:**
 - i. **An original equipment manufacturer forward facing vehicle seat equipped with dynamically tested occupant restraints.**
 - ii. **Or a student seat that complies with the requirements of FMVSS 213.**
 2. **Indiana Administrative Code 575IAC 1-5.5-3 Section 3-part (b) states: A wheelchair must be adequately secured during transportation. An occupied wheelchair must face forward.**
 3. **Indiana Administrative Code 575IAC 1-5.5-3 Section 3-part (c) states: Lap boards attached to wheelchairs or to adaptive equipment must be removed and secured separately during transportation.**
- 6. Loading Students in Wheelchairs**
1. **Drivers/monitors of lift buses will be knowledgeable of the following operating procedures of wheelchair lifts, tie downs, lap belts, assistive devices, and other bus equipment that ensures the safety of students with disabilities.**

i. The parent or caregiver brings the student out to the bus. The monitor opens the lift door. Make sure you use the chain to secure the door. The monitor will lower the lift and the parent will assist the student on the lift and lock the wheelchair brakes. All students will be facing away from the bus when they are on the lift. The lift was designed with the supports next to the bus, therefore the heaviest part of the wheelchair (the back) will be next to the bus over the supports. The lap tray must be removed before the student is put on the lift. All wheelchairs must have a personal lap belt that secures by a positive latch system. The monitor will raise the lift, the driver will bring the student inside, the monitor will fold the lift, and will close the door. No one rides on the lift except the student!

ii. Position the wheelchair in the appropriate space and lock the brakes. Secure the lap tray in an empty seat with the seat belt.

iii. Fasten back tie downs around the frame of the wheelchair, not through the wheels. Fasten front tie downs around the frame making sure it is not around the footrest. Tighten both sets of tie downs.

iv. Place the lap belt around student over the pelvic bone, not around the waist. Do not put the strap around the arms of the chair; it needs to be threaded under the arm rest and against the student's body. The shoulder latch should be placed over the front part of the hip bone, not any lower than just below the arm rest. The shoulder belt for students in wheelchairs must never be put under the student's arm so it goes across the rib cage. The rib cage is not strong enough to restrain the body.

v. Always check chair to make sure it is secure, and all straps are pulled tight.

vi. When you unlatch the lap belt and the shoulder strap, remove the chair, and then reattach and pull the shoulder strap adjustment to pull straps off the floor.

vii. Upon arriving at school, the teacher or assistant will assist in getting the student off the bus.

2. Loading students in Powerchairs

i. Use the same manual wheelchair loading procedures as stated above, but for powerchairs, the power must be turned off and disconnected. Powerchairs must be manually loaded and unloaded from the lift.

7. Child Restraint Seats

- 1. Child Restraint Seats are to be used for students weighing 40 pounds or less and under 40 inches tall.**
- 2. Use of the safety retainer clip on the straps of a Child Restraint Seat is mandatory. If you are unfamiliar on how to use any of this equipment, please ask.**

SPECIAL NEEDS AIDE

Aides are responsible for assisting the bus driver in the transporting of students with special needs.

Specific duties are:

1. Supervise, under the direction of the bus driver, all students while boarding, riding, or departing the school bus until the transfer of custody of the students has been safely passed to teachers, the principal, or are returned to their home location.
2. Aid as needed to individual students getting to and from the bus and while on the bus. This may include using the lift outside, pushing a wheelchair, lowering, or closing windows, handling student behavior, assisting students up and down stairwells, and walking students across streets. It may also consist of lifting or carrying a specific student, if directed by administration.
3. Assist the driver by monitoring students and traffic as students depart from the bus at school or home locations to ensure all is clear before the bus is moved.
4. Position themselves in the middle or rear of the bus (except in a wheelchair bus) when not aiding students.
5. Ensure that all students have departed the bus at the end of the route.
 6. Assist the driver in cleaning up body spills.
 7. Assist the driver in helping maintain a clean bus.