

# **NEW RIEGEL LOCAL SCHOOL DISTRICT**

**New Riegel, Ohio**



## **BUS DRIVER HANDBOOK**

*Updated: August 2022*

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- ✓ Parent Notification of Accident
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- ✓ Field Trip Pre and Post Inspection Report
- ✓ Pre-Trip Inspection Report

## **BUS DRIVER MISSION STATEMENT**

*New Riegel Local School District*, also referred to in this handbook as the “*School*”, is dedicated to providing safe, reliable bus transportation to our students, faculty, and those with whom we share the roadways. Likewise, we are committed to the ongoing training of current drivers and the employment of qualified drivers with requisite skill and ability.

School administration and the Board of Education (BOE) will do everything possible to protect the safety and well being of our students, drivers and the general public, by making transportation decisions that we believe are in the best interest of all concerned.

## **EMERGENCY CONTACTS**

<u>Name</u>	<u>Phone #</u>
New Riegel Police/Fire/Ambulance	911 (595-3026 direct)
New Riegel Fire Department	911 (595-3026 direct)
Tiffin Fire Department	419-448-5444
Bascom Joint Ambulance	419-937-2340
Seneca County Sheriff Department	419-447-3456
Highway Patrol (Fremont Post)	419-332-8246
Mercy Hospital of Tiffin	419-448-3130
Fostoria Community Hospital	419-435-7734

### School Personnel

David Rombach, Superintendent	work: 419-595-2256 Ext: 139 cell: 419-618-4770
Jane Schalk, Treasurer	work: 419-595-2256 Ext:140 cell: 567-278-1109 home: 419-595-2505
Justin Johnson, Principal	work: 419-595-2256 Ext: 143
Mark Theis, Transportation Supervisor	work: 419-595-2256 Ext: 141 personal cell: 567-230-4125 home: 419-595-2019
School Administrative Office	High School: 419-595-2256 Elementary: 419-595-2265

## **BUS DRIVER REQUIREMENTS**

It is the policy of the New Riegel Board of Education (BOE) that all bus drivers obtain and hold proper credentials under standards for school bus drivers established by the Ohio Department of Education (ODE), Pupil Transportation Section, Ohio Revised Code (ORC), Ohio Administrative Code (OAC) and the Board of Education. The school bus driver must have an understanding of the role of pupil transportation in the educational process.

### **Driver Requirements**

It is the policy of the New Riegel BOE that all drivers employed by the district be insurable by the School's insurance carrier at all times of employment, as mandated by ORC 3327.09. Therefore, it is BOE policy that all persons employed as bus drivers maintain a driving record that:

The school bus driver shall have an understanding of the role of pupil transportation in the educational program and meet all the physical, mental and moral requirements established by federal rule, state laws and this chapter of the Administrative Code.

Qualifications shall include:

- (1) Being of legal age with a minimum of two years driving experience.
- (2) Being physically qualified (rule 3301-83-07 of the Administrative Code).
- (3) Completion of semi-annual driver record checks through the Ohio department of education for which records shall be maintained by the employer and/or school district for a minimum of six years. School bus drivers with any of the following shall be disqualified from operating a school bus:
  - (a) More than six points during the past two years;
  - (b) A conviction of driving while under the influence of alcohol and/or a controlled substance during the past six years;
  - (c) Two (or more) serious traffic violations, as defined in divisions (D)(D)(1) to (D)(D)(7) of section 4506.01 of the Revised Code, during the past two years; or
  - (d) Any railroad crossing violation during the past year.
  - (e) For qualified bus drivers actively employed prior to August 1, 2007, convictions for offenses described in paragraph (B)(3)(b) of this rule prior to August 1, 2005, shall not be considered, and convictions for offenses described in paragraph (B)(3)(c) or (B)(3)(d) of this rule prior to August 1, 2007, shall not be considered.
  - (f) Nothing in paragraph (B) of this rule shall limit any district or employer from adopting more stringent qualifications.
- (4) Being licensed as a school bus operator.
- (5) Holding school bus driver certification by a city or exempted village superintendent or by a county educational service center or county board of mental retardation and developmental disabilities, head start program administrator, or non-public administrator.
- (6) Completing pre-service and in-service training (rule 3301-83-10 of the Administrative Code).
- (7) Physical capability of safely and appropriately lifting and managing preschool and special needs children when necessary.
- (8) Ability to cope with stressful situations.
- (9) Possessing or upgrading skills through formal and/or in-service training.
- (10) A satisfactory report from the state bureau of criminal identification and investigation that includes information from the federal bureau of investigation shall be required prior to

the hiring of an individual as a school bus driver. A new report shall be required every six years with driver re-certification (rule 3301-83-10 of the Administrative Code). Records shall be maintained by the employer and/or school district for a minimum of six years.

(11) A negative pre-employment drug test.

(12) Participation in drug and alcohol testing as mandated by the federal motor carrier safety administration (FMCSA) pursuant to 49 C.F.R. 382 (January 2007). Individuals who refuse to participate in testing are disqualified from operating a school bus.

### **Additional Driver Requirements/Guidelines**

1. An annual medical examination is required for all drivers who hold a School bus permit.
2. A four-hour annual driver-training refresher course is required for drivers. In-service training class is required for drivers.
3. The use of drugs and/or alcohol during working hours, or reporting for work in an impaired condition, is extremely dangerous to your passengers, yourself, and others. *(You should be aware this is grounds for immediate dismissal)*
4. Driving while impaired or hung-over will not be tolerated and you must not drive under these conditions.
5. Prescribed medication or over the counter drugs may likewise impair your driving ability. You should consult with your physician or pharmacist, and notify your supervisor if you are taking any medication(s) that could affect your driving.
6. Do not drink any alcohol for at least eight (8) hours prior to a run.
7. The School system is committed to maintaining a drug-free/alcohol-free environment. Drug and alcohol testing is conducted as follows:
  - a. Pre-employment testing is performed when a driver is offered a driving position.
  - b. Random testing is done by a lottery to see that drivers do not take drugs or alcohol while transporting students to/from School. *(Once a driver is tested, their name is returned to the lottery and can be selected again at any time during their employment.)*
  - c. Post accident testing is done when a driver is involved in an accident where a fatality or bodily injury occurs, a vehicle is towed or a citation is issued to the driver. This is done regardless of who is responsible for the accident.
  - d. Reasonable suspicion testing is done when two or more managers, supervisors or other employees in a position of authority believe there is a reason to suspect that a driver may be under the influence of drugs or alcohol. (Managers and supervisors are required to undergo proper training to learn the signs of alcohol and drug use.)
  - e. Return-to-duty testing is done when a driver has been away from his or her job for a certain number of days.

8. School policy stipulates that no drugs/alcohol may be carried or consumed in any School owned/operated vehicle.
9. Absolutely no smoking is permitted on any bus. Passengers should be informed that the bus cannot be moved until the violator stops smoking.
10. No bus can be operated while anyone is standing. Everyone must be seated.
11. No unauthorized passengers are permitted to ride the bus at any time, including relatives and/or friends of the driver, or relatives and/or friends of any passenger.
12. All accidents must be reported to the transportation supervisor, regardless of severity.

## SUBSTANCE ABUSE

The Board of Education recognizes alcoholism and drug abuse as treatable illnesses. Such illnesses may impair the performance of classified staff. When appropriate, the Board may assist such employees in a manner recommended by appropriate specialists in the treatment of those illnesses.

A classified staff member having an illness or other problem relating to the use of alcohol or other drugs including, controlled substances, medications not prescribed by the employee's physician, or medications not taken as prescribed, will receive the same careful consideration and offer of assistance that is presently extended to classified staff having any other illness.

The responsibility to correct unsatisfactory job performance, attendance or behavioral problems resulting from a suspected health problem rests with the classified staff member. Additionally, regardless of whether a classified staff member has an illness or other problem relating to the use of alcohol or other drugs it remains the responsibility of the classified staff member to report to work and perform his/her duties in a fit and appropriate condition at all times. Being under the influence of alcohol or other drugs while on duty, on school property, or at a school related activity/event is not acceptable. Failure to correct unsatisfactory job performance, attendance or behavior and/or working or reporting to work under the influence of alcohol or other drugs for whatever reason, will result in appropriate corrective or disciplinary action as determined by the Board, up to and including termination.

If a classified staff member sustains a workplace injury while s/he is under the influence of alcohol or a controlled substance not prescribed by his/her physician, s/he may be disqualified for compensation and benefits under the Workers Compensation Act. If the classified staff member tests positive or refuses to submit to a test for alcohol and/or other drugs after sustaining a workplace injury, the employee may dispute or prove untrue the presumption or belief that alcohol and/or other drugs are the proximate cause of the injury (i.e., rebuttable presumption). The Board directs the Superintendent to establish guidelines and post a notice advising employees that the results of, or the employees refusal to submit to an alcohol or other drug test may affect an employee's right to receive workers' compensation benefits.

If a classified staff member voluntarily requests counseling or assistance before the Board learns of the classified staff member's substance abuse problem (through a positive test result or otherwise), the classified staff member's job security or promotion opportunities will not be jeopardized by his/her request for counseling or referral assistance. A classified staff member may not avoid the consequences of a positive test by requesting

counseling or assistance for a substance abuse problem after being instructed to submit to a drug test.

Classified staff who suspect they may have an alcoholism or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

Legal

R.C. 2925.01 et seq., 3313.60, 3719.01 et seq., 3793.02, 4123.54

Rehabilitation Act of 1973, 29 U.S.C. 794

## **SUBSTITUTE DRIVERS**

When a full time driver requests time off due to illness or other personal circumstances, a substitute will be called to provide coverage for that position.

In assigning a substitute to a route, the following will be considered:

- Substitute's knowledge of route and passengers
- Availability of the substitute
- The substitute's proximity to the start of the route
- Call rotation to available/qualified substitutes

When a full-time position becomes available, all substitute drivers have an equal opportunity to apply for the position. Consideration of applicants is based upon past reliability, attendance, availability, attitude, work habits and overall performance.

## **SAFETY PROGRAMS**

Once selected, drivers will undergo an initial orientation and education program. Thereafter, they will be provided with ongoing driver training.

Drivers need to have a clear understanding of the rules and procedures for safely driving a School bus. They need to have sufficient mastery over their vehicle in all types of conditions and they must be skillful in dealing with all types of students. Finally, the driver must have a solid understanding of their School bus and its limitations.

Some of these subjects are best suited to classroom or self-directed learning. However, much of the required learning is related to skills. Skills can only be learned through experience and practice. Therefore, an effective driver development program includes hands-on training.

### **Pylon Training Course**

A pylon-training course will teach drivers:

1. Backing
2. Right turns
3. Left turns

The backing course teaches drivers how to safely back. It demonstrates the need for proper mirror adjustment and usage, and teaches depth perception. Are their mirrors adjusted the way they should be? Does the driver know what he/she should be looking at? Do they know that they have cleared an intersection? Do they know how much room they have on each side of the vehicle?

The right turn practice develops the drivers' skills to properly position their vehicle, prepare for and execute a right-hand turn, without touching the curb or excessively encroaching on the adjacent traffic lanes. It also teaches why it is so important to allow all oncoming traffic to clear.

The left turn practice develops the drivers' skills to properly position their vehicle, prepare for and execute a left-hand turn, without touching a vehicle in the opposite lane or touching the curb, signs or parked cars on their right. It also teaches how to avoid turning too sharply.

### **Safety Meetings**

Regular safety meetings are an important part of an effective fleet safety program. Attendance at regular safety meetings is mandatory for all drivers and their immediate supervisors. Meetings are conducted at least once per month.

Safety meetings are an opportunity to present, or review, safety and risk management principles, and to discuss specific behaviors, activities, conditions, processes and situations that are directly linked to accidents and injuries.

Although the format and presentation may change, depending upon the purpose of the meeting, there is always an opportunity for dialogue, discussion and questions. Ideally, the meeting will be facilitated, rather than presented. Experienced drivers have obtained wisdom and can make major contributions to the more junior drivers.

The following subjects are discussed at least once each year:

1. Pre-trip inspections & mirror adjustment
2. Safe backing
3. Loading and unloading children
4. Safe following distance
5. Right-hand turns
6. Left-hand turns
7. Bad weather driving
8. Lane changes
9. Railroad crossings
10. Defensive driving
11. Emergency evacuations
12. Student management

## **VEHICLE INSPECTION & MAINTENANCE**

### **Pre-trip Inspections**

Each day, before a School bus can be operated, the driver should conduct a pre-trip inspection of the mechanical and safety equipment on the bus. Some states allow a person, other than the driver, to perform portions of the pre-trip inspection. However, this does not release the driver from the responsibility of making sure his or her school bus is road worthy before starting a route or trip.

If the same driver operates the same bus more than once in a day, a new inspection is not required for the subsequent trip(s). However, if a different driver for any subsequent trips operates the bus during the day, such different driver must perform an additional pre-trip inspection.

The pre-trip inspection must be recorded on a duplicate form. The original is given to the person in charge. The vehicle owner must keep originals on file for 180 days. The copy must be kept in the vehicle for at least 30 days. The pre-trip inspection form must be made available for inspection at any time.

The pre-trip inspection form contains all of the vehicle's components that must be inspected by the driver. Only persons authorized by the School bus owner/operator should make necessary repairs and adjustments on a school bus. The School bus driver shall promptly report, in writing, any problems discovered during the pre-trip or while driving the bus, so that the defects will be corrected.

Items to be inspected during a typical pre-trip inspection include:

1. Service Brakes
2. Parking Brake
3. Steering Mechanism
4. Lights & Reflectors (including headlights, brake lights, turn signals, strobe light, etc.)
5. Tires (including rims, valve stems, lug nuts, etc.)
6. Horn
7. Windshield Wipers
8. Mirrors (including “Stop Arm”, etc.)
9. Engine Warning Lights & Buzzers
10. Emergency Equipment

Likewise, drivers must perform a post-trip inspection of their vehicle. Post-trip inspections are performed after parking the vehicles and before the vehicles are shut off. By allowing the engine to idle while you check the bus, you allow the engine to cool down prior to turning it off, thus preventing damage to the engine.

The following forms can be found at the end of this handbook:

- ✓ Pre-Trip Inspection Report
- ✓ Post Trip Inspection Report
- ✓ Field Trip Inspection Report
- ✓ Motor Vehicle Work Repair Order

School buses are the safest means of ground transportation in the United States of America. Engineering and design improvements have made today’s modern School bus a remarkably safe vehicle. The Federal Motor Vehicle Safety Standards (FMVSS) mandate minimum safety standards for the construction of school buses.

## **DAILY OPERATIONS POLICIES**

1. **VEHICLE KEYS:** At no time are keys to be left in an unattended vehicle. When the vehicle is parked and unattended, the keys are to be removed and secured off the vehicle.
2. **VEHICLE HEADLIGHTS:** While operating a *New Riegel Local School District* vehicle, the headlights are to be on at all times. This increases visibility, for yourself and others, and improves safety.
3. **VEHICLE STROBE LIGHTS:** Strobe lights are to be used only when visibility is poor. They may be used during inclement weather and during stops to improve the visibility of the vehicle to others.
4. **STARTING ENGINE:** Fuel economy starts with the turn of the key. Even if you have been starting engines for years, it is important to know how to save fuel while doing it. Some things to keep in mind are:
  - a. Reduce cranking time--if it does not start within 15 to 30 seconds, wait two (2) minutes, then re crank. (Do not crank starter more than 5 to 10 seconds at any one (1) time)
  - b. Do not pump the accelerator. If the engine will not start without pumping, pump once or twice before trying again. Never pump the accelerator while cranking.
  - c. Do not rev the engine after starting--let it warm up at idle. Revving a cold engine can cause damage and wastes fuel.

- d. Limit warm up time--do not allow the bus to warm up more than ten (10) minutes before moving out. An exception to this rule would be in icy conditions when the time can be increased by five (5) minutes more.
5. **RAILROAD CROSSINGS:** All school bus drivers must take specific precautions before crossing a set of railroad tracks in the State of Ohio. The following procedure is required on the part of the driver:
- a. Activate four-way flashers approximately 300 feet from the railroad crossing
  - b. Open driver's side window before, or at the crossing
  - c. Request silence from the passengers
  - d. Set parking brake
  - e. Place transmission in neutral
  - f. Open service door
  - g. Look twice in both directions and listen for approaching train(s)
  - h. Close service door, release parking brake and place unit in gear
  - i. Do not shift gears while crossing tracks
  - j. De-activate four-way flashers

Crossing gates and lights sometimes malfunction, and therefore, school bus drivers must take these and any other necessary precautions to ensure the safety of themselves, their passengers and the equipment. Crossing equipment malfunctions should be reported at the completion of the route and upon returning to the school.

6. **ENGINE IDLING:** For safety, health and environmental reasons, the State of Ohio has developed guidelines aimed at reducing school bus engine idling time. Likewise, diesel engine manufacturers recommend that engine idling time be kept to a minimum in order to avoid compromising vehicle/engine warranties. Therefore, as a general rule, it is our policy that engines not idle for more than ten (10) minutes at any one time, unless:
- a. You are stopped for traffic, or loading/unloading passengers
  - b. The engine is needed for heating, cooling or safety equipment
  - c. The outdoor temperature is below 20 degrees Fahrenheit.
  - d. The vehicle is undergoing repair
7. **FUELING:**
- a. Shut off engine
  - b. No students on bus
  - c. Report any spillage of fuel, clean up spillage
  - d. Reminder, please replace cap

### **Bus Stops & Student Pick Ups**

School administration and the transportation supervisor design bus stop locations that are approved by the Board of Education. Each student in the district is assigned to only one (1) bus stop location for safety purposes. Bus drivers are prohibited from dropping students at an alternate bus stop without at least one of the following:

1. A signed note by the parent and the building principal and/or transportation supervisor, explaining the reason(s) for the temporary change. Generally speaking, permission for a temporary stop change is not

granted unless it is an emergency.

2. Verbal authorization from the transportation supervisor, or in his/her absence, the director of operations.

Drivers should avoid stopping at an intersection whenever possible. Bus stops are intended to be at least one bus length from the corner in order to maximize the bus' ability to stop traffic during the loading or unloading process.

The correct procedure for student pickup is as follows:

1. Activate the amber student pickup lights at least 300 feet in advance of stop (500 feet for rural route stops).
2. Stop the bus in a position where the students being picked up are visible. Let the students come to the bus versus trying to get the bus to the students.
3. Set the parking brake and check mirrors for traffic. Maintain pressure on service brakes to keep the brake lights activated. (Ohio law does not require the parking brake to be set when only picking up one (1) student)
4. Shift the transmission into neutral and continue checking mirrors for traffic.
5. Crack the service door, which will activate the red student pickup lights, the stop arm(s) and crossing arm (if so equipped).

**For crossover student(s):**

1. Signal the student(s) who must cross the road to walk at least ten (10) feet in front of the bus:
  - a. Hold students back on the side of the road by raising a hand in the front window – use dome lights in times of darkness.
  - b. If the bus is too close to the student(s), the left side mirror may block the hand signal. Make sure the student(s) can see your hand in the front window. This could require the bus to be stopped greater than ten (10) feet from the student(s).
  - c. The palm of the hand should be pointed directly toward the students and not at oncoming traffic.
  - d. The driver should check mirrors and surroundings to make sure it is absolutely safe to cross.
  - e. When clear, the driver is to drop their hand straight down, signaling the student(s) to cross over.
  - f. The driver's opposite hand should be covering the horn.
  - g. The student(s) should cross at least ten (10) feet in front of the bus. (This allows the driver to see all students and reduces the risk of a student being struck if the bus is hit from the rear and pushed forward)
2. Once the crossover students are loaded, those on the residential side may board.
3. Students are to proceed directly to their assigned seat and be seated.
4. Shift the bus into gear **after** all students are seated.
5. Before closing the service door and canceling the student pickup lights, count and check the mirrors, beginning with the right side mirror(s), right cross over mirror(s), left cross over mirror(s), and interior overhead mirror.

**Note:** Remember to re-check the cross over mirrors to be certain the area immediately surrounding the front of the bus is clear in accordance with OAC 3301-83-13(c)(11).

## **SAFETY PRECAUTIONS**

The safety of our students, our drivers, and our equipment depends upon compliance with a number of specific rules and regulations by our school bus drivers and the motoring public.

For example, state law requires that:

1. Buses come to a complete stop before crossing a railroad track, even when no train is present.
2. Motorists approaching a stopped school bus, with alternating red flashing lights, must stop a minimum of 10' from the bus and not proceed until the bus resumes motion.
3. Drivers on both sides of the highway must stop when the roadway is divided only by a left turn lane, or on any two-lane roadway. *(If the lanes are separated by an intervening space or physical barrier, only those motorists going in the same direction as the bus are required to stop)*

There are certain other safety procedures that must be followed when picking up and/or dropping off students. Those procedures include the following:

1. Ensuring that students and/or parents stand clear of the bus until it comes to a complete stop.
2. Parents should instruct their children on what to do if they miss the bus.
3. Parents are responsible for providing transportation to school if their child misses the bus.
4. Students crossing the street or highway must do so in front of the bus, and only after the bus driver's signal that it is "ok" to cross.
5. Amber visual signals must be activated between 150 to 300 feet before stopping to receive or discharge passengers.
6. Under no circumstances should any student cross the road behind the bus.
7. The bus must not move until all students are seated.
8. The bus driver has the authority to assign seats to individuals and/or the entire bus.
9. Any changes to the daily bus route must be pre approved by the transportation supervisor, or the principal, and must be stated in writing.
10. Written permission from a parent or guardian is necessary for a student to be dropped off at any point other than their normal drop point.
11. Students/passengers must obey the instructions of the driver.
12. The responsible party will be held accountable and required to pay for any damage or vandalism to any part of the bus.
13. Buses may be delayed when any behavior prohibits the safe operation of the vehicle.
14. A student may be removed from the bus at the discretion of the transportation supervisor, or the principal.
15. Excessive noise from various electronic devices is distracting to the driver and will not be permitted.
16. Emergency doors and exit controls should only be used during drills or in actual emergencies.

## **SCHOOL BUS RULES**

### **Managing Student Behavior**

Students riding to and from school on a bus should realize that this is a privilege and all students must follow the rules of the bus driver. Conduct code items and bus regulations are applicable at all times while riding the bus. The superintendent assigns students to a particular bus and the bus driver is responsible for assigning seats.

The following bus rules will apply to all passengers on *New Riegel Local School* buses:

1. Passengers shall arrive at the bus stop prior to the scheduled arrival time of the bus.
2. Passengers must wait in a location clear of traffic and away from the bus stop designated by the bus driver.
3. Behavior at the bus stop must not threaten life, limb or property of any individual.
4. Passengers must go directly to an assigned seat so the bus may safely resume motion.
5. Passengers must remain seated at all times, keeping hands/feet to yourself and keeping all aisles and exits clear.
6. Passengers must observe classroom conduct and obey the driver promptly and respectfully.
7. Passengers must not use any tobacco products on the bus.
8. Passengers must not eat, chew gum or have any drinks on the bus unless for medical reasons and cleared through the bus driver.
9. Passengers must not have any form of alcohol or drugs in their possession, or use any such products on the bus.
10. Passengers must not throw or pass objects on, from, or into the bus.
11. Passengers may only carry objects onto the bus that can be held on their laps or stored under their seat. Exceptions will be made for band instruments, golf bags, or other items related to school, with bus driver approval.
12. Passengers must leave or board the bus at the location to which they have been assigned, unless they have parental and administrative authorization to do otherwise.
13. Passengers must not put hands, arms, or feet out of the bus windows.
14. Passengers may not bring glass, weapons, explosives, aerosol cans, pointed objects or animals onto the bus.
15. Radios, Walkman or personal CD players may not be used on the bus. Exceptions may be made for athletic trips or extra-curricular activities, with the approval of the bus driver and transportation supervisor.
16. Passengers are not to talk at railroad crossings or dangerous intersections.

Any violation of the above rules will result in disciplinary action:

**Note:** If a student is suspended from school or removed from the bus, that student may not ride any School bus for field trips or extra-curricular activities.

## **Major Offenses**

The following violations are considered to be “Major Offenses” and no previous offenses or written warnings are necessary for the violator(s) to be removed from all *New Riegel School* buses:

***\* Suspension from School for these offenses will be at the discretion of the administration.***

### 1. Fighting or Assault

Step 1 – Three (3) day bus suspension

Step 2 – Five (5) day bus suspension

Step 3 – Ten (10) day bus suspension

### 2. Possession, use, transmitting or selling of illegal drugs, look-a-like drugs, or drug equipment or drug

paraphernalia.

Step 1 – Ten (10) day bus suspension with recommendation for expulsion and referral to Seneca County Sheriff’s Department. However, with the agreement to meet with a certified counselor for assessment and a commitment to follow the counselor’s recommendation, the student may be permitted to return to school, at the discretion of the administration, after five (5) days.

Step 2 – Ten (10) day bus suspension with recommendation for expulsion and referral to the Seneca County Sheriff’s Department.

3. Smoking/Lighting of Matches/Lighters

Step 1 – Three (3) day bus suspension

Step 2 – Five (5) day bus suspension

Step 3 – Ten (10) day bus suspension

4. Profanity/Vulgarity/Abusive Language/Obscene Gestures

Step 1 – Three (3) day bus suspension

Step 2 – Five (5) day bus suspension

5. Injury to Another Student or Damage to Another Student’s Property

Step 1 – Three (3) day bus suspension with restitution

Step 2 – Five (5) day bus suspension with restitution

Step 3 – Ten (10) day bus suspension with restitution

6. Damage to Bus or Tampering with Bus Equipment

Step 1 – Three (3) day bus suspension with restitution, if applicable

Step 2 – Five (5) day bus suspension with restitution, if applicable

Step 3 – Ten (10) day bus suspension with restitution, if applicable

## **SPECIAL NEEDS CONSIDERATIONS**

In all cases, the first priority is to get the children to and from School safely. However, when children have special needs, there are often greater challenges. These circumstances require patience and understanding on the part of the bus driver.

Some of the responsibilities of a special needs bus driver include:

1. Operating the special equipment on the vehicle such as ramps or lifts.
2. Safely and properly securing a wheelchair.
3. Being aware of the needs of each child on the bus.
4. Keeping, at all times, current route sheets and medical cards.
5. Being proficient at first aid and CPR.

6. Being aware of the medication that each child might need.
7. Never leaving a child alone.
8. Knowing who is responsible to receive the child.
9. Knowing how to handle or lift each child.

**STATE OF OHIO**  
**Rights of Mentally Retarded & Developmentally Disabled Persons**  
(Ohio Revised Code Section 5123.62)

Section 5123.62 speaks to the rights of mentally retarded and developmentally disabled persons. These rights include, but are not limited to:

1. The right to be treated at all time with courtesy and respect and with full recognition of their dignity and individuality;
2. The right to an appropriate, safe, and sanitary living environment that complies with local, state and federal standards and recognizes the person's need for privacy and independence;
3. The right to food adequate to meet accepted standards of nutrition;
4. The right to practice the religion of their choice or to abstain from the practice of religion;
5. The right of timely access to appropriate medical or dental treatment.
6. The right of access to necessary ancillary services including, but not limited to, occupational therapy, physical therapy, speech therapy, behavior modification and other psychological services;
7. The right to receive appropriate care and treatment in the least intrusive manner;
8. The right to privacy, including both periods of privacy and places of privacy;
9. The right to communicate freely with persons of their choice in any reasonable manner they choose;
10. The right to ownership and use of personal possessions so as to maintain individuality and personal dignity;
11. The right of social interaction with members of either sex;
12. The right of access to opportunities that enable individuals to develop their full human potential;
13. The right to pursue vocational opportunities that will promote and enhance economic independence;
14. The right to be treated equally as citizens under the law;
15. The right to be free from emotional, psychological, and physical abuse;
16. The right to participate in appropriate programs of education, training, social development and habilitation and in programs of reasonable recreation;
17. The right to participate in decisions that affect their lives;
18. The right to select a parent or advocate to act on their behalf;
19. The right to manage their personal financial affairs, based on individual ability to do so;
20. The right to confidential treatment of all information in their personal and medical records;
21. The right to voice grievances and recommend changes in policies and services without restraint, interference, coercion, discrimination, or reprisal;
22. The right to be free from unnecessary chemical or physical restraint;
23. The right to participate in the political process;
24. The right to refuse to participate in medical, psychological, or other researches or experiments.

**Civil Rights/Anti-Harassment Compliance Officer**

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Superintendent

419-595-2256  
44 North Perry Street  
New Riegel, OH 44853

### **Title IX Coordinator(s)**

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Principal  
419-595-2256  
44 North Perry Street  
New Riegel, OH 44853

The Title IX Coordinator shall report directly to the Superintendent. Questions about this policy should be directed to the Title IX Coordinator.

## **TEN COMMANDMENTS**

### **For Communicating with Disabled Persons:**

1. **When talking** with a person with a disability, speak directly to that person rather than through a companion or sign language interpreter who may be present.
2. **When introduced** to a person with a disability, it is appropriate to offer to shake hands. People with limited hand use or who wear an artificial limb can usually shake hands. (Shaking hands with the left hand is an acceptable greeting.)
3. **When meeting** a person with a visual impairment, always identify yourself and others who may be with you. When conversing in a group, remember to identify the person to whom you are speaking.
4. **If you offer assistance**, wait until the offer is accepted, then listen to or ask for guidance.
5. **Treat adults as adults.** Address people who have disabilities by their first names only when extending that same familiarity to all others present. (Never patronize people who use wheelchairs by patting them on the head or shoulder).
6. **Leaning or hanging** on a person's wheelchair is similar to leaning or hanging on a person and is generally considered annoying. The chair is part of the personal body space of the person who uses it.
7. **Listen attentively** when you're talking with a person who has difficulty speaking. Be patient and wait for the person to finish, rather than correcting or speaking for the person. If necessary, ask short questions that require short answers, a nod, or a shake of the head. Never pretend to understand if you are having difficulty doing so. Instead, repeat what you have understood and allow the person to respond. The response will clue you in and guide your understanding.
8. **When speaking** with a person in a wheelchair or a person who uses crutches, place yourself at eye level in front of the person to facilitate the conversation.
9. **Get the attention** of a person who is hearing-impaired by tapping the person on the shoulder or by waving your hand. Look directly at the person and speak clearly, slowly and expressively to establish if the person can read your lips. Not all people with a hearing impairment can lip-read. For those who do lip-read, be sensitive to their needs by placing yourself facing the light source and keeping hands, cigarettes and food away from your mouth when speaking.
10. **Relax.** Don't be embarrassed if you happen to use accepted, common expressions, such as "*See you later*" or "*Did you hear about this,*" that seem to relate to the person's disability.

### **Medical Health Issues**

Although it rarely occurs, school bus drivers may be exposed to infectious diseases, which could be debilitating, or in extreme circumstances, fatal.

The Occupational Safety and Health Administration (OSHA) has created a standard that provides for safely dealing with potential exposures. This standard is covered in the “First Aid Procedures” section of this handbook.

## **DRIVING CONDITIONS**

Professional school bus drivers are challenged to operate their school buses in all types of weather and under all sorts of conditions. The changing nature of the driving environment leads to a variety of hazards. Ultimately, drivers will undergo regular, on-going training to learn how to effectively deal with different situation.

### **Night Driving**

Driving a school bus requires vigilant attention and caution. Driving at night requires even more of the driver. Night driving presents several problems including reduced visibility, fatigue and a higher likelihood of drunk drivers on the road. Night driving places greater demands on the body and mind and drivers should be taught these additional hazards.

### **Field Trips**

Field and charter trips take the bus driver on new and different roads. Often, these trips take place during night hours. This combination of factors can create significant problems. Drivers should be encouraged to:

1. Plan their route before leaving.
2. Check to see if there is any road construction, or a necessary detour.
3. Perform a very thorough pre-trip inspection with special emphasis on all of the lights - both inside and outside.
4. Double-check their mirror adjustments. Darkness reduces visibility. Properly adjusted mirrors are vital to the driver’s ability to see all of the hazards around the bus at night.

## **WEATHER CONDITIONS**

Rain, snow, sleet, fog and icy pavement have never caused an accident. These conditions merely add more hazards to the driving environment and make safe driving more difficult. Drivers who do not adjust their driving to meet these challenging conditions are often involved in accidents.

### **Rain**

The first rain, after an extended dry spell, can be exceptionally dangerous. This is because the water mixes with

accumulations of dust and oil on the road, which forms a very slippery surface. The road will remain slippery until there has been enough rainfall to wash away this mixture.

If the rain is heavy, causing standing water, the tires may ride on top of the water, a situation known as hydroplaning. The driver will lose control of steering and braking. Properly inflated tires with good tread are helpful, but the best defense is to slow down and allow more space between the vehicles.

## **Snow**

There are generally two kinds of snow: powdery snow and slushy snow. The powdery, or new-fallen snow is usually not too much of a problem if the vehicle is equipped with good snow tires and the accumulation is not too significant. Once again, the best defense is to slow down and allow more space between the vehicles.

Slushy snow can be more dangerous. It can become packed on the roadways and turn into ice. Again, the best defense is to slow down and allow more space between the vehicles.

## **Icy Roads**

Ice is usually more dangerous than snow. Ice provides very little traction for the tires and demands extremely cautious and slow driving.

Black ice is one of the most dangerous of road conditions. Black ice is difficult to spot and often catches drivers by surprise. Black ice forms when the temperatures drop so rapidly that water freezes into a smooth, almost invisible, sheet of slick ice. Drivers should be taught to watch for the road spray being thrown by the tires of other vehicles. If the spray suddenly stops, there's a good chance of black ice being present.

## **Fog**

Fog significantly reduces visibility. Drivers should be taught to reduce their speed in foggy conditions and should not use their high beams, only their low beams. Low beams shine under the fog, letting the driver see as far as possible. However, because of the limited visibility, they should not overdrive their headlights.

## **Tornados**

Tornadoes are rare events. Once formed, they may be erratic and unpredictable, however, their presence or likelihood of forming is generally known in advance. If severe weather, such as a tornado warning, arises at or near the end of the School day, the students will be held in the safety of the School building, or other designated safe place, until the threat has passed.

The Weather Service issues a ***Tornado Watch*** when conditions that may produce tornadoes are expected to develop.

A ***Tornado Warning*** is issued when a tornado has been spotted or indicated on radar.

Although unlikely, it is possible that a driver who is transporting students to or from School could sight a tornado. In such cases, the driver should quickly remind the students what procedures will be followed. They include:

1. Never try to outrun a tornado. No one can predict its path and they can quickly skip from one area to another
2. If a School bus is caught in the open when a tornado is approaching or the Tornado WARNING occurs after the route has begun, the drivers will:
  - a. Drive to the nearest shelter, or home basement and evacuate the bus, or
  - b. Evacuate the bus, instructing the students to lie flat, face down, with their hands over their heads, in a ditch or ravine that is far away from the bus so that it cannot topple on them;
  - c. DO NOT KEEP STUDENTS ON THE BUS;
  - d. Take your roster with you when evacuating bus;
  - e. Render first aid as needed;
  - f. Report to the transportation supervisor regarding location of shelter as soon as possible.
3. After the tornado has passed, the driver should be extremely cautious, as there may be other tornadoes in the area. Additional hazards include weakened structures, downed trees, power lines, and other storm damage that may impede travel or constitute a hazard for the students.
4. The driver should also check for injuries and, if necessary, seek medical aid.

In the event of a tornado watch or warning, the safety of the students and drivers will be the priority.

1. During a Tornado WATCH, drivers are to report for duty as usual unless the transportation supervisor contacts them by phone.
2. If the WATCH occurs while students are in their buildings, they will remain in the building until released by the building principal.
3. If a Tornado WATCH is issued while drivers are in route, the transportation supervisor will
  - a. Notify all drivers regarding the weather conditions
  - b. State what driver is to do
  - c. Clarify the location of all drivers
4. If a Tornado WATCH occurs after the route has begun, the driver will:
  - a. Continue their route being alert for sudden appearances of violent wind, rain, hail, or funnel clouds.
5. If a Tornado WARNING is issued while students are in their buildings, students will follow # 2 above.
6. Drivers are to leave their buses and seek shelter in the building until the WARNING is discontinued.

## Summary

Inclement weather doesn't cause accidents. Not adjusting to the weather does. Drivers must be taught to adjust to poor road conditions. Accidents can be prevented by:

1. Reducing speeds.
2. Increasing following distance.
3. Turning on low beams and windshield wipers.
4. Turning on the defroster.
5. Avoiding all sudden stops, actions or turns by leaving adequate distance and driving defensively.

## **SCHOOL DELAYS / CLOSINGS**

In the event of inclement weather such as a snowstorm, heavy fog, or impassable roadways, the decision regarding the use of buses to transport students will be made by 6:00 a.m. if at all possible.

1. Superintendent or designee will:
  - a. Check roads in the early a.m.
  - b. Check weather forecast
  - c. Contact transportation supervisor regarding road conditions
  - d. Talk to other area school administrators as necessary
2. Either the superintendent or the designee will contact the media regarding any closings or delays.
3. Transportation supervisor will contact bus drivers per phone chain regarding decision to close or delay start.

## **ACCIDENT SCENE CONDUCT**

With a large number of buses on the road every day, there will eventually be some type of unpleasant event. The event could be a vehicular accident, fire, or breakdown. In some cases there may be injuries or a need to evacuate the bus. Such events can lead to serious losses, however, advanced planning, preparation and practice can significantly reduce the severity of such events.

### **Accident Scene Management**

Accidents are the result of mistakes and humans make mistakes. Accidents are costly, disruptive and frequently lead to human suffering. The goal of implementing a comprehensive safety program is to reduce the frequency of accidents. Planning, preparation and training can reduce the severity of certain accidents.

Effective accident management begins with the driver. When an accident first occurs, he or she will be the only person at the scene who is representing the fleet and the School district. Drivers should be trained in accident management procedures and should undergo an annual refresher course at the beginning of each School year.

In the event of an accident, the following guidelines should be utilized:

1. The first priority is the health and safety of the passengers.
2. Remain calm. (*This will help your passengers remain calm*)
3. Place the transmission in neutral and set the parking brake.
4. Turn off the ignition and remove the key

5. Turn your hazard lights on.
6. Ask if any one is injured.
7. If there is a two-way radio, (*or cell phone if applicable*) call base and give them the exact location and a concise description of the accident.
8. Determine whether the students should remain on the bus or if they should be evacuated.
9. Do not leave your students unattended or unsupervised. (*If the driver must leave the bus, a responsible student should be appointed to maintain control of passengers*).
10. DO NOT move the bus unless the authorities advise you to do so.
11. Locate and place the traffic warning devices.
12. Locate the emergency equipment, as needed.
13. Retrieve the accident reporting kit, and then calmly and efficiently begin completing it.
14. The accident reporting kit will include a passenger position chart. Students on the bus are to sign their name, age, address, and phone number and where they were sitting on the bus.
15. In case of injuries, complete the injury list.
16. Protect the accident scene.
17. Do not discuss anything with the media.
18. Do not admit fault to anyone - not even the attending officer.
19. Do not release any of the students unless told to do so by the attending police officer or a School official.
20. Cooperate with the attending officer by providing concise and clear answers.
21. Exchange necessary information with the police and any other involved parties: names, addresses, telephone numbers and license plate numbers.

## Accident Reporting

In the event of an accident, *it should be quickly and accurately reported to the bus coordinator, or in his/her absence, the principal*. A thorough and timely report can significantly reduce the overall liability of the accident. Drivers should be trained how to complete and submit the necessary forms and reports immediately after any accident has occurred.

## ACCIDENT SCENE GUIDELINES

In the event of a bus accident, the driver will ensure the safety and health of all passengers and remain on the scene of the accident until assistance arrives, and without discussing the accident with anyone outside the School district.

There are a number of things that must be done in the event of an accident. The bus driver and transportation supervisor must work together in the following manner:

1. Driver is to contact transportation supervisor and give the following information:
  - a. Bus number
  - b. Time of accident
  - c. Location of bus
  - d. Number of students
  - e. Number and type of student injuries
  - f. Need for 911
  - g. Ability of bus to be driven

2. Driver is to:
  - a. Assess all students for injuries and begin first aid
  - b. Assign student helper to begin seating chart
  - c. Determine if bus is safe for students to remain on the bus or begin evacuation
  - d. If bus is safe, all students are to remain on the bus until assistance arrives
3. Transportation supervisor will:
  - a. Notify 911 regarding accident, need for law enforcement, and/or emergency personnel
  - b. Notify superintendent and/or appropriate designee
  - c. Notify the building principal regarding the bus accident
  - d. Notify secretary at each building regarding the bus accident
  - e. Go to scene of accident
4. Driver is only to communicate the following information with the other driver involved:
  - a. License number
  - b. Name and address
  - c. Insurance information
  - d. Other drivers' information
  - e. Document all communication including time it occurred
5. The driver is to wait, without moving the bus, until directed to do so by law enforcement or the transportation supervisor:
  - a. Put flares or reflectors in front of and behind the bus
5. No one is to talk to the media. Refer them to the superintendent's office.

## **DRUG / ALCOHOL TESTING**

There are many responsibilities imposed upon a school bus driver in the safe operation of the vehicle, but none are more important than the safety of passengers and those with whom we share the roadway. The School system makes every effort to provide drivers with ample training, and a safe, well-maintained piece of equipment. Our commitment to the health and well being of our drivers, students, and the general public will continue to be a primary focus.

To this end, it is our policy to require a drug and/or alcohol test for any bus driver involved in any accident, regardless of severity, whenever there are children on the bus. Drug/alcohol testing decisions on accidents that may occur without children on the bus will be made on a case-by-case basis.

In addition, bus drivers of the *New Riegel Local Schools* are subject to random and/or reasonable suspicion drug and alcohol testing. In any event, refusal of the driver to undergo the appropriate testing is considered the same as a positive test result and will be handled accordingly.

## **BUS EVACUATIONS**

Certain events may require that the bus be evacuated and in those cases, a prompt, efficient evacuation is

essential.

Here are a few occasions when evacuation will be required:

1. The vehicle is on fire.
2. The vehicle is in the path of a train, and cannot be moved.
3. Natural emergencies.
4. Tornadoes.
5. Hazardous Spills. (Evacuate students to a point at least 300 feet upwind from the incident).
6. A severe vehicular accident that indicates the children would be safer off the bus than on the bus.

Once again, planning, preparation and practice can significantly improve the outcome of a required evacuation. Effective and efficient evacuations begin with the driver. Drivers should be thoroughly trained in evacuation procedures and should undergo a refresher course twice each year.

Students should also be taught evacuation procedures and should participate in a practical evacuation drill twice each year. If students are not prepared, they will likely:

1. Make too much noise.
2. Not paying attention to the driver's instructions.
3. All try to exit the bus at the same time.
4. Panic.

The following points should be covered with all students:

1. Should evacuation be necessary, move at least 100 feet away from the sides, front and rear of the School bus. These areas are called the DANGER ZONES.
2. Do not cross the roadway unless absolutely necessary
3. Emergencies demand a quick response. Evacuations should never take more than five minutes and preferably should take less than two minutes.
4. Location and operation of all emergency exits.
5. Location and operation of the fire extinguisher.
6. Location of the first aid kit.
7. How to use the two-way radio.
8. How to shut off the engine and set the parking brake.

### **Rear Door Evacuations**

1. Stop the bus and shut off the engine.
2. Set the parking brake and remove the key
3. Stand and face the students, telling them to remain seated.
4. Instruct the helpers to take their positions at the rear door.
5. Have them open the door only on your command.
6. The first helper opens the emergency door, jumps out, and takes position facing the bus and holding the door open.
7. The second helper jumps out and takes position on the other side of the door opening, facing the bus.
8. The third helper exits in a semi-squat position, holding the hands of the two helpers who are on the ground.

9. The helpers use their hands to steady the elbows of the person jumping.
10. The third helper goes to the regrouping area, 100 feet away from bus.
11. The driver moves down the aisle (from the rear of the bus), instructing students to evacuate until the bus is empty
12. The driver then passes through the bus to ensure that it is completely empty.
13. Finally, the driver exits from the front, if possible, taking the first aid kit and fire extinguisher.

### **Front Door Evacuations**

1. Stop the bus and shut off the engine.
2. Set the parking brake and remove the key
3. Open service door.
4. Stand and face the students, telling them to remain seated.
5. Have first helper stand at the service door, in case someone needs help.
6. Have second helper be the line leader.
7. Dismiss students starting at the front seats of the bus, tap the shoulder of the student nearest the aisle.
8. Direct the students to evacuate and to use the handrail in doing so.
9. Hold up your left or right hand to restrain seat occupants until it is their turn.
10. Move down the aisle, dismissing students alternately right and left until the bus is empty
11. As students leave the bus, they should proceed in an orderly pattern behind the line-leader to a safe distance of at least 100 feet from the side of the school bus.
12. Students should remain quietly in a group until the driver is able to give further directions.
13. The driver will pass through the bus to ensure that it is completely empty
14. Finally, the driver will exit from the front, if possible, taking the first aid kit and fire extinguisher.

### **Front & Rear Door Evacuations (Simultaneous)**

1. Stop the bus and shut off the engine.
2. Set the parking brake and remove the key
3. Open the service door.
4. Stand and face the students, telling them to remain seated.
5. Walk to the center of the bus so that there are an equal number of seats to the front and rear of your position.
6. Face the rear of the bus.
7. Students toward the rear of the bus will leave by the rear emergency door, upon command, **using the same procedures outlined in rear door evacuation.**
8. Students in the front of the bus will leave, upon command, by the service door, **using the same procedures outlined in the front door evacuation.**
9. Evacuated students are to assist exiting students to ensure safe egress from the bus.

### **Evacuation of Students with Special Needs**

Emergency evacuation can be considerably more difficult on a special needs route. Advance planning, preparation and practice are vital to achieve a successful result. The individual capabilities and needs of each student must be considered when developing an evacuation plan.

Here are some key issues to consider when establishing a special needs evacuation plan:

1. Which students might be able to help and to what extent?
2. How can we prepare to deal with individual emergencies such as seizures during the evacuation process?
3. Should the students be evacuated in their wheelchairs or removed before evacuation?
4. Are we prepared to disconnect or cut the wheelchair securing devices and other occupant protection equipment including belts, trays and other support equipment?
5. How long can each student survive if life support equipment or medical care procedures are interrupted or delayed during the evacuation process?

The planning process should include an analysis of individual equipment and the unique needs of each student. Special attention should be given to the following:

1. Lap belts
2. Harnesses
3. Trays
4. Leg braces/crutches/wheel chairs
5. Seating positions of students
6. Proximity to emergency exits

Once an evacuation plan has been defined, commit it to paper. Verify if state or local school district evacuation drills are required for non-ambulatory students. If so, practice drills as required, using the following procedures:

1. Discuss plan with students to eliminate any element of surprise.
2. Evacuate ambulatory students using emergency exit.
3. Evacuate non-ambulatory students using a lift.
4. Time the drill.
5. Repeat if necessary
6. Document the drill.

## **RADIO COMMUNICATIONS**

Two-way UHF radios are installed in all buses owned by *New Riegel Local School District*. These radios are also in most maintenance vehicles, in addition to being in the office at each School building, the transportation office, the bus mechanic's office, and the operations office.

Bus drivers are expected to familiarize themselves with the operation of these radios, as it is an extremely important piece of equipment that allows us to communicate with one another. The use of the radio is restricted to *School business only*.

The district operates on several public frequencies, licensed by, and monitored by the Federal Communications Commission at various times throughout the year. It is necessary for the School to follow FCC regulations at all times.

Many district employees and taxpayers utilize scanners at home to listen to conversations on our radio during inclement weather so please keep in mind that our frequencies are publicly monitored. References to things of an inappropriate nature, vulgarity, or comments about students, staff, citizens or the district are not to be aired over any frequency licensed to the *New Riegel Local Schools*. Our objective is to keep the radio communication to a minimum. Please remember to use discretion and common sense in all radio

communications.

Call letters are to be used in most circumstances and it is mandatory to use call letters when signing in or signing out from route. Our district call letters are:

<b>Bus #</b>	<b>Driver</b>
10	Larry Gillig
12	Dan Beisner
1	Janice Smith
4	Christy Williams
2	Brian Zoeller

### **Emergency Codes**

<b>Code Red:</b>	Fire Department, specify if EMS is needed ( <i>provide bus # and location</i> )
<b>Code Blue:</b>	Bomb Threat on board bus (specify bus # and location)
<b>Code Orange:</b>	Police Officer needed (specify bus # and location)
<b>Code Black:</b>	Weapon onboard ( <i>specify bus #, location, and if you have seen a weapon or have only heard a threat of a weapon</i> )
<b>Code Yellow:</b>	Unauthorized adult passenger on board ( <i>specify bus #, location, and if threats are being made</i> )

There are basically four (4) things to remember when communicating on a two-way radio:

1. Be Calm
2. Be Courteous
3. Be Correct
4. Be Concise

## **AFTER ROUTE DUTIES**

When returning to the School compound at the completion of the route, the driver must remember to do several things prior to going off duty.

1. The driver is required to walk through the bus and perform a check for:
  - a. Sleeping students or students who missed their bus stop:
    - i. Students discovered on the bus are to be promptly brought back to their bus stop. The driver is required to notify the transportation supervisor of this situation in the event the office receives a call from the parents.
  - b. Vandalism/damage to the interior of the bus:
    - i. Prompt reporting of this through a written report is required in order to have the matter resolved as quickly as possible.
  - c. Personal belongings that have been left behind:
    - i. These items should be brought into the office and put into the lost and found container so they can be claimed.
    - ii. Personal belongings of students are not to be left on the bus.
  - d. Trash or debris on the floor/seats:
    - i. The bus is to be swept out and trash disposed of in a trashcan. Please do not sweep the debris out onto the parking lot.
2. The required level of fuel must be maintained.

- a. No bus or van is to be parked with less than three-quarters ( $\frac{3}{4}$ ) of a tank of fuel.
3. If the forecasted temperature is to be lower than thirty-two (32) degrees Fahrenheit, the bus is to be plugged in (diesel only) so that the engine block heater will preheat the engine before the next run.
4. Any required paperwork must be completed and turned in.
  - a. Pre-trip sheets, trip sheets, time sheets, etc.
5. The key to the bus is to be locked in the cabinet.
  - a. Keys are not to be hidden in the bus between routes or when the bus is parked.

## **MECHANICAL FAILURE**

The bus driver is to secure the bus and provide for student safety and transportation when there is bus failure.

1. If bus failure occurs before the route starts, the driver is to proceed to the high school and get a substitute bus. The transportation supervisor is to be notified about the complaint.
2. If the bus failure occurs when in route to school, the driver will contact the transportation supervisor with the following information
  - a. Problem, failure, etc.
  - b. Location
  - c. Number of students
3. Transportation supervisor will send a bus to pick up the driver and students, divide the rest of the route, and send the mechanic to the disabled bus.
4. If the bus failure occurs on a trip, call:
  - a. Mark Theis - 419-595-2019 or 567-230-4125
  - b. Keith Piper – 419-937-1008 or 419-618-6444
  - c. Lenny Theis – 419-595-3057 or 419-310-3683

## **EVACUATION DRILLS**

An evacuation drill will be conducted annually with all students riding the bus.

1. Transportation Supervisor will schedule all drills in cooperation with building principals.
2. All drills will be held on School property, when possible, and not on bus route.
3. Drivers are responsible to conduct the evacuation drills including:
  - a. All students exit through the front entrance door
  - b. All students exit through the rear emergency door
  - c. All students seated in the front half exit through the front entrance door and students seated in the rear half exit through the rear emergency door

- d. Monitor that students do not take lunch boxes, book bags, purses, or books with them during an emergency evacuation
4. During an evacuation drill, the driver will:
    - a. Remain on the bus until all the students are off
    - b. Instruct student helpers to lead the students to a safe area and await further instructions
    - c. Set parking brake, turn the ignition off, and put the transmission in gear or park
  5. Documentation of drill sent to transportation supervisor
    - a. Number of students
    - b. Time of drill
    - c. Length of time for drill

## **STUDENT AIDES**

Each bus will have a designated student to act as an aide and be trained to assist the driver in the event of an emergency situation.

1. At the start of each School year, designated student aides will be given the following training:
  - a. How to turn off the ignition
  - b. How to use the radio including when and why
  - c. How to open the emergency doors
  - d. How to get off the bus
  - e. How to assist others off the bus
  - f. Where to move students in the event of an evacuation
  - g. How to begin an attendance list
2. The student aide will be assigned to seats near an exit or emergency door.

## **INJURED OR SICK DRIVER**

If a driver is injured or sick and cannot proceed with the route, support for the driver will be provided immediately to assure the safety of students and the driver.

1. If a driver is injured or becomes sick while driving, they will park the bus in the nearest safe location and notify the transportation supervisor including:
  - a. Location of bus
  - b. Number of students
  - c. Type of injury or illness
  - e. Need for emergency squad
2. If no emergency squad is requested, the transportation supervisor will:
  - a. Contact substitute driver to finish route
  - b. Go to the bus and transport driver to the nearest building
  - c. Contact the emergency contact for the driver to pick them up
3. If emergency squad is requested, the transportation supervisor will:

- a. Contact 911
  - b. Contact substitute driver to finish route
  - c. Ask student helper to keep students on bus
  - d. Go to the bus and provide support to the driver
  - e. Contact the emergency contact for the driver and alert them regarding which hospital they are transported to
4. Students are to remain on the bus and will be transported by substitute driver.
  5. The student aide should be able to assist (within reason) in moving the bus to a safe location and must be knowledgeable in operating the radio. If an aide is not available, an adult passenger or an older student should be trained to provide assistance.

## **UNCONSCIOUS DRIVER**

Student aides will be instructed on how to use the two-way radio in the event the driver is unconscious.

1. Student aides will be instructed on use of the radio for emergency situations.
2. They are to include the following information:
  - a. Their name
  - b. Driver's name
  - c. Bus number
  - d. Location
  - e. Type of emergency

## **LOST / MISSING STUDENT**

The following steps will be taken to find any student who is missing:

1. Transportation supervisor will contact all drivers regarding a missing student.
2. Driver will determine if a student who is reported as missing was on the bus and the approximate time they were dropped off.
3. Driver will check the bus for sleeping student.
4. If buses are parked at the time of notification, all parked buses will be checked
5. If the student was dropped off at the neighborhood stop, the parent will be notified to check with their child's friends who also ride the bus.

## **LIFE THREATENING MEDICAL EMERGENCY**

Students who have a medical emergency that is determined to be life threatening will receive first aid to maintain their safety until emergency medical personnel arrive.

1. The driver will:

- a. Stop the bus at the nearest safe location.
  - b. Radio the transportation supervisor regarding the emergency situation including:
    - i. Location of bus
    - ii. Name of student
    - iii. Type of emergency situation
    - iv. Number of students remaining on bus
  - c. Administer first aid to the student.
2. All students must remain on the bus until a responsible adult is able to assist in evacuation.
  3. The transportation supervisor will:
    - a. Contact 911
    - b. Request back up at the scene from the nearest building principal
    - c. Contact the Superintendent and/or Principal(s)
    - d. Determine back up transportation for remaining students

## **STUDENT ILLNESS**

Any student who complains of flu-like symptoms while on the bus will be provided support and transported to the appropriate setting for parents to pick-up.

1. If flu-like symptoms occur while on the way to School, the driver will:
  - a. Provide a bag for vomiting
  - b. Move the student to the front of the bus
  - c. Contact the appropriate building by radio regarding the illness and the need to alert parents
  - d. Proceed to the building
2. If flu-like symptoms occur while on the way home, the driver will:
  - a. Provide a bag for vomiting
  - b. Move the student to the front of the bus
  - c. Contact the appropriate building by radio regarding the illness and the need for the parent to meet the student at home
  - d. Proceed to the ill student's home as soon as reasonably possible
  - e. All students that are in the Middle or High School will be left at home per regular procedure unless the parent notifies the transportation supervisor with different instruction.
  - f. All elementary students will be transported back to their building of enrollment if no adult is at home to receive them, unless the transportation supervisor has been notified with different instructions.
3. Transportation supervisor will contact the building of enrollment requesting parent contact regarding situation and will assist the driver with the course of action requested.

## **STUDENT INJURY**

If a student is injured while on the bus, the driver will assess the injury and provide emergency first aid until emergency medical personnel are onsite.

1. Bus driver will stop the bus at the nearest safe place and:
  - a. Assess the injury
  - b. Begin first aid
  
2. Bus driver will notify the transportation supervisor giving the following information:
  - a. Location
  - b. Extent of injury
  - c. Name of injured student
  - d. Number of students on bus
  - e. Proximity to student's home
  - f. Communicate what course of action they are comfortable with regarding the injury
  
3. Transportation supervisor will contact the building of enrollment requesting parent contact regarding situation and will assist the driver with the course of action requested.

## **FIRST AID PROCEDURES**

### **Objectives**

Your knowledge of first aid measures and their proper application may mean the difference between life and death, between rapid recovery and long hospitalization, or between temporary disability and permanent injury.

The objectives of first aid are to save lives and prevent further injury. However, first aid is not a substitute for proper medical treatment.

In administering first aid you have three primary tasks:

1. Maintain breathing
2. Stop bleeding
3. Prevent or reduce shock

The first step is to find the victim's injuries. When treating a victim, first consideration usually must be given to the most serious injury. The order of treatment is to restore breathing, stop bleeding and treat for shock.

Work quickly, but do not rush around frantically. Do not waste time looking for ready-made materials. Do the best you can with whatever is at hand, and send for medical help as soon as possible.

### **General Rules**

Although each case involving injury or sickness presents its own special problems, some general rules apply to practically all situations. Become familiar with these basic rules before you go on to learn first aid treatment for specific types of injuries:

1. Keep the victim lying down motionless; head level with the body, until you have found out what type of injury has occurred and how serious it is. If the victim shows one of the following difficulties, follow the rule given for that specific problem;
2. Vomiting or bleeding from the mouth and semiconscious: If the victim is in danger of sucking in blood, vomited matter or water, place the victim on his/her side or back with their head turned to one side and lower than the feet.

3. Shortness of breath: If the victim has a chest injury or breathing difficulties place him/her on their back with their head slightly lower than the feet.
4. Do not move the victim more than is absolutely necessary. To determine the extent of the victim's injuries, carefully rip or cut the clothing along the seams. If done improperly, the removal of the victim's clothing could cause great harm, especially if fractures are involved. When clothing is removed, ensure that the victim does not get chilled. Shoes may also be cut off to avoid causing pain or increased injury.
5. The victim should not see the actual injury. You should make the victim more comfortable by ensuring the individual that the injuries are understood and medical attention is on the way.
6. Do not touch open wounds or burns with fingers or other objects unless sterile compresses or bandages are not available and it is absolutely necessary to stop severe bleeding.
7. Don't give an unconscious person any solid or liquid substance by mouth. The person may vomit and get some material into the lungs when breathing, causing choking and possibly death.
8. If a bone is broken, or you suspect one is broken, do not move the victim until you have immobilized the injured part. This may prove lifesaving in cases of severe bone fractures or spinal cord injuries. The jagged bone may sever nerves, blood vessels, damage tissues and induce or increase shock. Threat of fire, necessity to abandon ship or other similar situations may require that the victim be moved. The principle that further damage could be done by moving the victim should always be kept in mind and considered against other factors.
9. When transporting an injured person, always see that the litter is carried feet forward no matter what the injuries are. This will enable the rear bearer to observe the victim for any respiratory obstruction or stoppage of breathing.
10. Keep the injured person warm enough to maintain normal body temperature.

Very serious injuries may require heroic first aid measures on your behalf. The greater the number of injuries, the more you must exhibit better judgment and self-control to prevent yourself and well-intentioned bystanders from trying to do too much.

### **Artificial Ventilation**

A person who has stopped breathing is not necessarily dead, but is in immediate critical danger. Life is dependent upon oxygen, and death will result from a continued lack of breathing.

Therefore artificial ventilation is necessary to provide a method of air exchange until natural breathing is re-established. Artificial ventilation should be given only when natural breathing has stopped. It must not be given to any person who is still breathing.

To perform mouth-to-mouth ventilation you should:

1. Clear the victim's mouth of obstructions like false teeth and other foreign matter.
2. Place one hand under the victim's neck and the heel of the other hand on the forehead. Using the thumb and index finger, pinch the nostrils shut.
3. Tilt the head back to open the airway.

4. Take a deep breath, cover the victim's mouth with your mouth, and blow into the victim's mouth.
5. Remove your mouth from the victim's to allow the victim to exhale.
6. Observe the victim's chest for movement. If the victim has not started to breathe normally, start artificial ventilation with four quick ventilations in succession, allowing the lungs to partially inflate. If the victim still does not respond you must fully inflate the victim's lungs at the rate of 12 to 15 ventilations per minute (one breath every 5 seconds).

**NOTE: To properly learn CPR, a certified instructor must conduct the training.**

## **Cardiac Arrest**

Cardiac arrest is the complete stoppage of heart function.

If the victim is to live, action must be taken immediately to restore the heart function. In this situation the immediate administration of cardiopulmonary resuscitation (CPR) by a rescuer using correct procedures increases the chances of a victim's survival.

CPR involves external heart compression and artificial ventilation. The compression is done on the chest, and the lungs are ventilated either by mouth-to-mouth or mouth-to-nose techniques. To be effective, CPR must be started within four minutes of the onset of cardiac arrest. The victim must be lying on a firm surface.

**CPR should not be attempted by a rescuer who has not been properly trained.** To learn CPR, consult a qualified instructor. Improperly done CPR can cause serious damage. Therefore, it is never practiced on a healthy individual for training purposes; a training aid is used instead.

## **Bleeding**

The only way to stop serious bleeding is by the application of pressure. In practically all cases bleeding can be stopped if pressure is applied directly to the wound. If direct pressure does not stop the bleeding, pressure should be applied at the appropriate pressure point.

Where bleeding is so severe that it cannot be controlled by either of these methods, a tight constricting band called a "tourniquet" can apply pressure. Tourniquets should be used only as a last resort.

The three ways of using pressure to control hemorrhage are direct pressure, pressure points and tourniquets. A description of each follows:

**Direct pressure** - In almost every case, bleeding can be stopped by the application of pressure directly to the wound. Place a dressing (sterile or clean when possible) over the wound and firmly fasten it in position with a bandage. If bleeding does not stop, firmly secure another dressing over the first or apply direct pressure with your hand to the dressing. Direct pressure is the first method to use when you are trying to control hemorrhage.

**Pressure points** - Bleeding from a cut artery or vein may often be controlled by applying pressure to the appropriate pressure point. A pressure point is where the main artery to the injured part lies near the skin surface and over a bone. Pressure at such a point is applied with the fingers (digital pressure) or with the hand. No first aid materials are required. The object of pressure is to compress the artery against the bone shutting off the flow of blood from the heart to the wound.

**Tourniquets** - A tourniquet is a constricting band that is used to cut off the supply of blood to an injured limb. It cannot be used to control bleeding from the head, neck or body, since its use in these locations would result in greater injury or death.

A tourniquet should be used only if the control of hemorrhage by other means proves to be impossible. Never put on a tourniquet unless the hemorrhage is so severe that it cannot be controlled in any other way. If a

tourniquet is used, the victim most likely has lost a considerable amount of blood. Once a tourniquet has been applied it should be released only by medical personnel.

**Things to remember about using a tourniquet:**

1. Use a tourniquet only if you cannot control the bleeding by any other means.
2. Do not use a tourniquet for bleeding from the head, face, neck or body; use it only on limbs.
3. Always apply a tourniquet above and as close to the wound as possible.
4. Be sure you draw the tourniquet tight enough to stop the bleeding but not tighter than necessary.
5. Do not loosen a tourniquet after it has been applied except in extreme emergency.
6. Do not cover a tourniquet with a dressing. If it is necessary to cover the injured person in some way make sure that all other people concerned with the case know about the tourniquet. Using crayon, skin pencil or blood, mark a large T on the victim's forehead or on a medical tag attached to the wrist to indicate a tourniquet is in use.

**Bloodborne Pathogens**

Bloodborne pathogens are infectious materials in blood that can cause disease in humans, including hepatitis B and C, and human immunodeficiency virus, or HIV. Individuals exposed to these pathogens risk serious illness, or worse.

Precautions must be taken and such precautions apply to:

- Blood
- All body fluids, secretions and excretions (except sweat)
- Non intact skin
- Mucous membranes

Standard precautions include:

- Washing hands and exposed skin with soap and water immediately after exposure
- Using antiseptics, cleansers or towelettes
- Minimizing splash, spray or spattering of blood or other infectious materials
- Placing contaminated sharps in appropriately labeled containers
- No eating, drinking or smoking in areas where potential exposure exists

**NON-CUSTODIAL PARENT AT BUS STOP**

Only custodial parents or their approved emergency back-up individuals are to meet the bus and remove the student.

1. If a non-custodial parent is at the bus stop, the driver is to:
  - a. Notify the building to contact the custodial parent that the student is to be met at the building at the approximate time the route will be completed, or receive other instructions from custodial parent.
  - b. Keep the student on the bus and continue with the route until all students have been taken home, then return the student to the building they are enrolled.

2. If the bus is followed by a non-custodial parent, the driver is to:
  - a. Return immediately to the building of enrollment
  - b. Notify transportation supervisor
3. Transportation supervisor will contact:
  - a. Building of enrollment
  - b. Law enforcement
  - c. Superintendent

## **STUDENT DISRUPTION ON BUS**

The driver will monitor and intervene with all student behaviors that are considered dangerous to the safety of others.

1. If the disruption occurs on School property, the driver will:
  - a. Contact the principal and request assistance
  - b. Do not leave school property until you are comfortable with the situation
2. If the disruption is not on School property and is assessed by the driver to not be imminently dangerous to self or others, the driver will:
  - a. Pull off at the safest location and wait no longer than 5 minutes for the student to settle down
  - b. Move the student(s) to a seat close to the driver separated from the other student involved
  - c. If the disruption ceases within 5 minutes, continue with the route and inform the principal and transportation supervisor
  - d. If the disruption continues past continuous past 5 minutes, contact the transportation supervisor to come to location to possibly remove student
3. If there is a physical fight between 2 or more students, the driver will:
  - a. Pull off at the safest location and stop the bus
  - b. Separate the students if possible
  - c. Contact transportation supervisor regarding the situation
4. Transportation supervisor will:
  - a. Determine need for law enforcement involvement and notify
  - b. Notify superintendent or designee
  - c. Go to bus

## **WEAPON ON BUS WITH NO THREAT**

If a weapon is suspected or known to be on a bus, the immediate safety of all students will be the priority.

1. If a weapon is reported to be on the bus and there is no direct threat to use it, the driver will contact the transportation supervisor using a code word in a sentence, which would be equivalent to **Code Black**. *This code word would alert that there is a potential weapon on the bus. If this occurs, radio silence is to be observed by all others.*

2. The transportation supervisor will notify the superintendent and a decision will be made regarding the appropriate steps to take. Such steps could include:
  - a. Stopping the bus and waiting for law enforcement
  - b. Driving to the nearest building and having law enforcement meet the bus
  - c. Contacting the parents of the student perpetrator
  - d. Contacting negotiators and/or counselors

## **HOSTAGE SITUATION WITH WEAPON ON BUS**

In the event of a hostage situation on a bus or someone on the bus is threatening immediate harm with a weapon, the safety of the students and driver will be the priority while attempting to secure assistance. **Code Yellow**

1. Bus driver is to remain calm, seated and do not make any sudden movements.
2. Whenever possible, driver is to hold the key on the mike and say: “(DRIVER’S FIRST NAME, SIT DOWN NOW)”. This is the code to alert the transportation supervisor of the situation.
3. No one is to say these words over the mike unless there is a threatening situation. This code is not to be shared with students or other individuals.
4. Transportation supervisor will determine approximate location of the bus and contact:
  - a. Law enforcement
  - b. Superintendent
  - c. Building
5. *Driver is to do whatever the perpetrator tells them to do using manners and respect. Do not challenge the perpetrator.*

## **ACKNOWLEDGEMENT**

I hereby acknowledge receipt of a copy of the *New Riegel Local School District* Bus Driver Handbook. I understand that the purpose of this Handbook is to provide drivers with general information regarding the policies and procedures the School system strives to follow in its daily operations. It is understood that *New Riegel Local School District* must be flexible in the administration of these policies and procedures, and thereby reserves the right to modify or revise them, with or without notice, when determined that such action is appropriate.

I also understand and agree that my employment with *New Riegel Local School District* is “at will”, and is terminable at any time, at the discretion of either the School or myself, for any reason not prohibited by law. I further recognize and understand that neither this Handbook, nor any provision of this Handbook is an employment contract or any other type of contract, but instead, serves as information only.

I certify that this Handbook has been explained to me, and that I will read and abide by it as a condition of employment.

Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administration Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# New Riegel Local Schools

## STUDENT INJURY / ACCIDENT REPORT

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Date of Injury / Accident: \_\_\_\_\_ Time of Injury / Accident: \_\_\_\_\_

Location of Injury / Accident: \_\_\_\_\_

Describe Injury / Accident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Comments: \_\_\_\_\_

Supervising Teacher / Adult: \_\_\_\_\_

Witness(es): \_\_\_\_\_

\_\_\_\_\_

Nature of Injury (cut, sprain, etc.): \_\_\_\_\_

Specific Part of Body Injured: \_\_\_\_\_

Were any School Safety Rules Violated? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

---

Contributing Factors? (mechanical, personal, etc.) \_\_\_\_\_

---

Describe First Aid and/or Medical Treatment Given: \_\_\_\_\_

---

Where Was Treatment Medical Given? (location) \_\_\_\_\_

Date/time parents notified: \_\_\_\_\_ By whom: \_\_\_\_\_

• Signature of person making report: \_\_\_\_\_ Date: \_\_\_\_\_

• Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** File a copy of this report with your principal *immediately* after any injury or accident involving a student.

## NEW RIEGEL LOCAL SCHOOL DISTRICT

### PARENT NOTIFICATION OF ACCIDENT

Date \_\_\_\_\_

Bus Number \_\_\_\_\_

Dear Parent:

Your child, \_\_\_\_\_, was on this bus when a minor accident occurred.  
There were no claimed or apparent injuries.

If you or your child believes that medical attention is needed, you may contact your personal physician or go to a local Hospital Emergency Room.

We ask that you please notify the school principal of any problems requiring medical attention.

Sincerely,

---

Transportation Supervisor

cc: Principal, New Riegel Schools

## NEW RIEGEL LOCAL SCHOOLS

### BUS SEATING CHART

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

Odometer Reading \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Driver's Side

Front of Bus

Position A	Position B	Position C	Aisle	Position D	Position E	Position F
			Row 1			
			Row 2			
			Row 3			
			Row 4			
			Row 5			
			Row 6			
			Row 7			
			Row 8			
			Row 9			
			Row 10			
			Row 11			
			Row 12			
			Row 13			
			Row 14			

**Rear of Bus**

Driver Signature \_\_\_\_\_ Aid \_\_\_\_\_

Date Prepared \_\_\_\_\_

**NEW RIEGEL SCHOOL DISTRICT**

**WORK REPAIR ORDER**

Name \_\_\_\_\_

Bus Number \_\_\_\_\_

Date \_\_\_\_\_

Odometer Reading \_\_\_\_\_

Explain problem:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relates to:

Lights/Electric \_\_\_\_\_ Body \_\_\_\_\_ Chassis \_\_\_\_\_ Drive Train \_\_\_\_\_

Driver Signature \_\_\_\_\_

Date \_\_\_\_\_

Bus Coordinator Signature \_\_\_\_\_

Date \_\_\_\_\_

Bus Maint. Supv. Signature \_\_\_\_\_

Date \_\_\_\_\_

Repair Date \_\_\_\_\_

How long (Time) \_\_\_\_\_

Repairing Facility Name \_\_\_\_\_

Mechanic Signature \_\_\_\_\_

Date \_\_\_\_\_

**NEW RIEGEL SCHOOL DISTRICT  
Field Trip Pre and Post Inspection Report**

Driver \_\_\_\_\_ Bus # \_\_\_\_\_ Date \_\_\_\_\_ Trip # \_\_\_\_\_ Destination \_\_\_\_\_ Group \_\_\_\_\_  
Start Miles \_\_\_\_\_ End Miles \_\_\_\_\_ Total Miles \_\_\_\_\_

This form is to be completed before the bus leaves storage and submitted to the Transportation Supervisor with the trip form and manifest. Insert the following codes as applicable.

**A – No problem found**

**B – Problem: check with bus mechanic immediately**

**C – Defect: report to the bus mechanic immediately and fill out service request form**

To \_\_\_\_\_ From \_\_\_\_\_  
\_\_\_\_\_

**Pre-starting Inspection**

\_\_\_ \_\_\_ Observe the bus for evidence of oil, fuel or coolant leaks and vandalism

\_\_\_ \_\_\_ Raise the hood and check the safety latch or hinge, then check oil, coolant, belts, hoses and wiring for frayed, cracked and/or deteriorated conditions

**Walk around Inspection**

\_\_\_ \_\_\_ Tires: under-inflated, flat, excessive wear or damaged

\_\_\_ \_\_\_ Wheels: loose or missing nuts, excessive corrosion, cracks or other damage

\_\_\_ \_\_\_ Fluid leaks: evidence of oil on wheels and tires

\_\_\_ \_\_\_ All windows should be clean

\_\_\_ \_\_\_ All outside mirrors: clean, properly aimed and tightly adjusted

\_\_\_ \_\_\_ Warning lights: headlights, backup lights, clearance and marker lights, all

signals and signs, reflectors, turn signals, stop lights, and warning flashers should be clean

\_\_\_ \_\_\_ Exhaust system: check for sagging exhaust pipes or short tailpipes

\_\_\_ \_\_\_ Exits: check service and emergency doors for ease of operation

**Inside Safety Check**

**Put the transmission in neutral and set the parking brake. Start engine and check or inspect the following instruments and controls for proper operation:**

\_\_\_ \_\_\_ Air pressure gauge or hydraulic indicator lights

\_\_\_ \_\_\_ Oil pressure gauge or warning light

\_\_\_ \_\_\_ Warning system: headlights, backup lights, clearance and marker lights,

all signals and signs, reflectors, turn signals, stop lights, and warning

flashers

\_\_\_ \_\_\_ Service brake warning light

\_\_\_ \_\_\_ Alternator/Generator gauge

\_\_\_ \_\_\_ Ammeter and/or voltmeter

\_\_\_ \_\_\_ Water temperature gauge or warning light

\_\_\_ \_\_\_ Tachometer

\_\_\_ \_\_\_ Dome lights

\_\_\_ \_\_\_ Horn

\_\_\_ \_\_\_ Heaters, fans and defrosters

\_\_\_ \_\_\_ Mirrors and sunshade

\_\_\_ \_\_\_ Wipers and washers

\_\_\_ \_\_\_ Check driver's seat and seat belt adjustment

\_\_\_ \_\_\_ Check emergency equipment: fuses, first-aid kit, fire extinguisher,

wrecking bar, hand emergency reflectors

**Operational Inspection:**

**Between storage and first pupil pickup evaluate the following:**

\_\_\_ \_\_\_ Parking brake: check by slowly engaging the drive train while the parking brake is on

Transmission operation:

\_\_\_ \_\_\_ a. Automatic: should not slip

\_\_\_ \_\_\_ b. Manual: should shift easily and smoothly throughout entire shifting range

\_\_\_ \_\_\_ c. Clutch: should engage easily and smoothly without jerking, slipping excessively or "chattering"  
 \_\_\_ \_\_\_ d. Service brake: test at low speed and bring bus to a complete stop. The bus should stop in a straight line without skidding, swerving or pulling to one side.  
 \_\_\_ \_\_\_ Engine: listen for unusual engine noises  
 \_\_\_ \_\_\_ Steering: check for any unusual handling characteristics

\_\_\_ \_\_\_ Suspension: check for any unusual ride or handling characteristics

**Comments**

Signature \_\_\_\_\_  
 Date \_\_\_\_\_

**NEW RIEGEL SCHOOL DISTRICT - Pre-Trip Inspection Report**

End Miles \_\_\_\_\_  
 Driver \_\_\_\_\_ Bus # \_\_\_\_\_ Route \_\_\_\_\_ Week \_\_\_\_\_  
 Start Miles \_\_\_\_\_

Total Miles \_\_\_\_\_

This form is to be completed daily before the bus leaves storage and submitted to the Transportation Supervisor or Building Principal on Friday afternoon of each week.

Insert the following codes as applicable.

- A – No problem found**
- B – Problem: check with bus mechanic immediately**
- C – Defect: report to the bus mechanic immediately and fill out service request form**

**\* Items to be checked before both A.M. and P.M. runs**

A.M. P.M.  
MTWTF MTWTF

**Pre-starting Inspection**

\_\_\_\_\_ \*Observe the bus for evidence of oil, fuel or coolant leaks and vandalism  
 \_\_\_\_\_ Raise the hood and check the safety latch or hinge, then check oil, coolant, belts, hoses and wiring for frayed, cracked and/or deteriorated conditions

**Walk around Inspection**

\_\_\_\_\_ \*Tires: under-inflated, flat, excessive wear or damaged  
 \_\_\_\_\_ \*Wheels: loose or missing nuts, excessive corrosion, cracks or other damage  
 \_\_\_\_\_ \* Fluid leaks: evidence of oil on wheels and tires  
 \_\_\_\_\_ \*All windows should be clean  
 \_\_\_\_\_ \*All outside mirrors: clean, properly aimed and tightly adjusted  
 \_\_\_\_\_ \*Warning lights: headlights, backup lights, clearance and marker lights, all signals and signs, reflectors, turn signals, stop lights, and warning flashers should be clean  
 \_\_\_\_\_ \*Exhaust system: check for sagging exhaust pipes or short tailpipes  
 \_\_\_\_\_ Exits: check service and emergency doors for ease of operation

**Inside Safety Check**

**Put the transmission in neutral and set the parking brake. Start engine and check or inspect the following instruments and controls for proper operation:**

- \_\_\_\_\_ \*Air pressure gauge or hydraulic indicator lights
- \_\_\_\_\_ \*Oil pressure gauge or warning light
- \_\_\_\_\_ \*Warning system: headlights, backup lights, clearance and marker lights, all signals and signs, reflectors, turn signals, stop lights, and warning flashers
- \_\_\_\_\_ \*Service brake warning light

A.M. P.M.  
MTWTF MTWTF

- \_\_\_\_\_ \*Alternator/Generator gauge
- \_\_\_\_\_ \*Anmeter and/or voltmeter
- \_\_\_\_\_ \*Water temperature gauge or warning light
- \_\_\_\_\_ Dome lights
- \_\_\_\_\_ \*Horn
- \_\_\_\_\_ \*Heaters, fans and defrosters
- \_\_\_\_\_ \*Mirrors and sunshade
- \_\_\_\_\_ Wipers and washers
- \_\_\_\_\_ Check driver's seat and seat belt adjustment
- \_\_\_\_\_ Check emergency equipment: fuses, first-aid kit, fire extinguisher, wrecking bar, hand emergency reflectors

**Operational Inspection:**

**Between storage and first pupil pickup evaluate the following:**

- \_\_\_\_\_ Parking brake: check by slowly engaging the drive train while the parking brake is on
- Transmission operation:
  - \_\_\_\_\_ a. Automatic: should not slip
  - \_\_\_\_\_ b. Manual: should shift easily and smoothly throughout entire shifting range
  - \_\_\_\_\_ c. Clutch: should engage easily and smoothly without jerking, slipping excessively or "chattering"

----- d. Service brake: test at low speed  
and bring bus to a complete stop. The bus should stop in a  
straight line without skidding, swerving or pulling to one side.

----- \*Engine: listen for unusual engine  
noises

----- Steering: check for any unusual  
handling characteristics

----- Suspension: check for any unusual  
ride or handling characteristics

**Comments**

Signature \_\_\_\_\_

Date