

*Colorado Springs
School District 11
Transportation Department*



*Transportation Standard
Operating Procedures*

Revised

AUGUST, 2014

*5240 Geiger Blvd. Colorado Springs, CO 80915
Phone: (719) 520-2940*

STANDARD OPERATING PROCEDURES

These Standard Operating Procedures (SOPs) for Colorado Springs School District 11, Department of Transportation, replace and supersede any and all previous SOPs and may be amended by the Department of Transportation at any time with or without advance notice or consideration to the employees.

Failure to comply with any stated policy or procedure may result in disciplinary action to include termination of employment.

TERMS OF EMPLOYMENT

These SOPs are not intended to, nor do they create any contractual rights, entitlement rights to employment, or guarantees of continued employment.

EMPLOYMENT IN THE DISTRICT IS AT-WILL. ACCORDINGLY, EMPLOYEES MAY RESIGN FROM THEIR EMPLOYMENT AND THE DISTRICT MAY TERMINATE THEIR EMPLOYMENT AT ANY TIME, WITH OR WITHOUT ADVANCE NOTICE, AND FOR ANY REASON, WITH OR WITHOUT CAUSE. NO PROVISION OR PROCEDURE BELOW IS INTENDED TO MODIFY OR RESTRICT THE AT-WILL STATUS OF EMPLOYEES, OR TO PROVIDE ANY CONTRACT, PROPERTY, DUE PROCESS OR OTHER EMPLOYMENT RIGHTS.

(Article 1, ESP Handbook 2014-2015)

REFERENCES

The following references were used as a guide in the formulation of these SOPs. All of these references are used by Transportation as laws, regulations, policies or procedures in implementing the Districts' pupil transportation program.

Federal Motor Carrier Safety Regulations (FMCSR)

Fleet Safety Compliance Manual (Federal)

Colorado Revised Statutes, Vehicles and Traffic

Colorado State Statues, Student Transportation

22-32-113 CRS, Transportation of Pupils

42-4-1903 CRS, School Bus, Stops, Signs, Passing

Colorado Department of Revenue, Division of Motor Vehicles, Commercial Driver License (CDL) Manual

Colorado Department of Education, Regulation 301-26: Operation of School Transportation Vehicles

Colorado Springs School District 11, Board of Education Policies

Colorado Springs School District 11, Educational Support Personnel (ESP) Handbook

OPERATIONS MANAGER of TRANSPORTATION

LETTER OF INTRODUCTION

Date: August 1, 2014

To: All Transportation Employees

From: Cheryl Weaver, Operations Manager of Transportation

Subject: Operations Manager of Transportation Letter of Introduction

The Transportation Department within District 11 plays a vital role in our education support system. Each day, we, the drivers help set the tone for how our students arrive at school prepared to receive their education. Our maintenance staff ensures that our equipment is operational and safe. Students who arrive safe, happy and calm are more inclined to take advantage of the educational programs we offer – truly ready to learn. **Our department makes that possible!**

The Transportation Standard Operating Procedures (SOPs) have been written to serve as the basis for how we will perform our responsibilities within this department. Although an attempt has been made to outline most policies and procedures, this book is not intended to be a single source document. Our operations are influenced and governed by Federal, State, Colorado Department of Education, Board of Education policies and regulations, the Education Support Professionals Policy and Procedure Handbook and various school practices. We are all expected to understand and conduct our operations in accordance with all these regulations, policies and directives. To the extent these SOPs may be inconsistent with the Education Support Professionals Policy and Procedure Handbook, the Education Support Professionals Policy and Procedure Handbook shall govern.

By following the policies and procedures outlined in this handbook and other laws and directives, employees will be able to maintain our outstanding safety record and continue to improve our operation. Remember – “Each individual in this organization has an impact on our record and reputation.” By focusing on our mission and the customers we serve, we will be their preferred transportation provider.



Cheryl Weaver
Operations Manager of Transportation

TABLE OF CONTENTS

<i>Standard Operating Procedures</i>	<i>iii</i>
<i>Terms of Employment</i>	<i>iii</i>
<i>References</i>	<i>iv</i>
<i>Director’s Letter of Introduction</i>	<i>v</i>
SECTION I: DEPARTMENT OF TRANSPORTATION	1
A. Purpose	1
1. Vision Statement	1
2. Mission Statement	1
3. Guiding Principles	1
4. Goals	2
B. Organization	2
1. Organizational Structure	2
2. Positions and Responsibilities	2
SECTION II: PROFESSIONAL CONDUCT	5
A. General	5
B. Positive Behavior Approach	5
C. Dress Code	6
D. Tobacco Products	6
E. 2-Way Radio Use	7
F. External Communications	7
SECTION III: COMPENSATION	8
A. Wages	8
1. Pay Schedule	8
2. Calculation of Route Times	8
a. Regular Bus Routes	8
b. Noon Routes	8
c. Field Trips	8
d. Time Reporting	9
B. Benefits	10
C. Incentives	10
1. Attendance Incentive Bonus	11
2. Safe Driving Incentive Bonus	11
3. Procedures Incentive Bonus	11

TABLE OF CONTENTS (cont'd)

4. Recruiting Incentive Bonus	12
D. Sick Leave	12
E. Personal Leave	12
F. Absence From Duty	12
1. Unauthorized	12
2. Non-Availability	13
G. Adverse Weather Delays	13
SECTION IV: POLICIES & PROCEDURES FOR ALL DRIVERS	14
A. General	14
1. Student Management	14
a. General	14
b. Eligibility to Ride	14
c. Documentation	14
1) Rules and Regulations	14
2) Seating Charts	14
d. School Bus Behavior	14
e. Counseling Students	15
1) First Incident	15
2) Second Incident	15
3) Third Incident	15
4) Fourth Incident	15
5) Additional Incidents	16
f. Student Identification	16
g. Food/Drink on the Bus	16
2. Route Identification	16
3. Authorized Passengers	17
4. Rules Governing Transported Items	17
5. Seat and Mirror Adjustments	17
6. Fire Extinguisher	17
7. Head Count/ Mileage Report/Pre-Trip/Post-Trip Documentation	18
8. Activity Routes/Passenger Lists	18
9. Child Safety Check Procedures	18
10. In-Route Procedure	19
11. Audio/Video Recording	19
12. Global Positioning Systems (GPS)	19
13. Driver's Mail Box	19
14. Random Substance Abuse Testing	19
B. Regular Education Routes	20
1. Route Operations	20
2. Bus Usage/Parking Between Routes/Route Segments	20

TABLE OF CONTENTS (cont'd)

3. Route Bus Stop Loading/Unloading Students	20
4. District 11 Posted School Bus Load Zones	20
5. Bus Load Zone Procedures at Schools	21
C. Special Needs Policies & Procedures	21
1. General	21
2. Assigned Students	21
3. Lift Operations	22
4. Wheelchairs	22
5. Car Seats	23
6. Safety Vest	24
7. Use of 8-Way Student Lights	25
8. Special Needs Loading/Unloading	25
9. Student on Hold	26
10. Miscellaneous	26
D. School Bus Condition, Maintenance and Repair	27
1. Documentation of Bus Defects	27
2. Mechanical Problems During Route/Field Trip	27
3. Bus Condition/Cleanliness	27
4. Refueling Buses	27
5. Bus Warm-Up and Cool-Down/Idling Procedures	28
SECTION V: DRIVING ASSIGNMENTS	29
A. Regular Education & Special Needs Routes	29
1. Route Selection	29
2. Route Selection Process	29
3. Vacant/Open Route Selection/Assignments	29
B. Field Trips	30
1. General	30
2. Documentation	31
3. Driver Responsibilities	32
4. After-Hours and Weekend Procedures	33
5. Additional Items	34
a. Seating	34
b. Baggage and Equipment	34
c. Under-Carriage Cargo Bays	34
d. After Field Trip	35
C. Summer Assignments	35
D. Extra-Duty Assignments	35

TABLE OF CONTENTS (cont'd)

SECTION VI: SAFETY & TRAINING, ACCIDENT POLICIES & PROCEDURES ..	36
A. Safety	36
1. General	36
2. Pre-Trip & Post-Trip Safety Inspection	36
3. District Safety Rules	36
a. Driver Rest	36
b. Hours of Service, School Transportation Vehicle Operators	36
c. Backing of Buses	37
d. Right Turn on Red	37
e. Left Turn Across Oncoming Traffic	37
f. Railroad Crossings	37
g. Violations of School Bus Stop Arms	37
h. Parking Airbrake Buses on Inclines	38
i. Emergency On-Board Procedure (Code Blue/Code Red)	38
j. Cell Phones/Ear Phones	38
k. Tornado Warning	39
l. Safety Equipment	40
m. Food/Drink on Buses	40
4. School Bus Mirror Grid	40
B. Training	40
1. New Driver Training	40
2. In-Service Training	42
3. Refresher Training	42
4. First-Aid Training	42
5. Mountain Training	42
6. Evacuation Drills	42
C. Accidents, Incidents and Citations	43
1. General	43
2. Driver's Primary Responsibilities	43
3. Accident Procedures, School Bus (Code Red)	44
4. Post-Accident Alcohol & Drug Testing	45
5. Curb Contact	45
6. Student Injuries	46
7. Accident/Incident Procedures, Privately-Owned Vehicles (POV)	46
8. Traffic Citations	46
Appendix A: Accident Review Committee & Citation Review Process	47
1. General	47
2. Review Process	47
3. Preventable Accident/Incident	47

TABLE OF CONTENTS (cont'd)

4. Insurability	48
5. Driver Point System	48
Table 1: Property Damage	49
Table 2: Colorado Points Assessed	49
Other Assessments	50
Appendix B: Miscellaneous Policies & Procedures	51
1. Reporting Child Abuse/Child Protection	51
Appendix C: Things To Remember	53
1. General	53
2. On the Road	53
3. Loading & Unloading Procedure	54
4. Restrictions	55
5. Places to Use Extreme Caution	56
6. Other Information	56
Appendix D: School Bus Loading Zones	57
1. High Schools	57
2. Middle Schools	58
3. Elementary Schools	59
Appendix E: Organizations Related to Transportation	62
1. Educational Support Personnel (ESP) Representative	62
2. Meet and Confer	62
3. SOP Committee	62
4. Transportation Department Group	62
5. School District 11 Transportation Association	62
Appendix F: Emergency Procedures	64
1. Accident/Incident (Code Red)	64
2. Weapon On-Board (Code Blue)	64
3. Tornado Warning	65
4. Emergency Evacuation	65
5. Mechanical Problems	66
Appendix G: Transportation Organization	67
Appendix H: All Transportation Forms Referenced	

SECTION I: DEPARTMENT OF TRANSPORTATION

A. Purpose

1. Vision Statement

To provide exemplary SAFE, RELIABLE AND EFFICIENT service to our valued customers and community.

2. Mission Statement

The primary mission of the Colorado Springs School District 11 Transportation department is to provide students with safe, secure and reliable transportation to and from school in a friendly environment that enhances Student Achievement.

S Safely transport students to and from school

A Always fair, friendly and professional

F Focus on a positive atmosphere

E Efficiently transport students while providing emotional safety

T Trust that students will live up to their highest expectations

Y "Yes We Can" is our attitude

3. Guiding Principles

We the Members of the Transportation Department:

- Recognize that we are here to serve others while being faithful stewards of resources entrusted to us, and will treat others with respect and dignity;
- Recognize that interpersonal relations effectiveness is key to empathic communications and understanding our customers' needs;
- Are committed to continuous improvement in our quality of service, reliability and productivity;
- Recognize that continuous improvement in an organization is dependent on our individual commitment to personal progress and improvement;
- Accept responsibility and accountability for our actions both individually and collectively and for the safety of those entrusted to our care; and
- Recognize that we are teachers and have an impact on students becoming educated, lifelong learners, being successful and responsible citizens.

4. Goals

- To transport our students safely, on time and ready to learn.
- To provide effective and efficient services with allocated resources.
- To establish positive morale within our department and in performance of duties.
- To optimize asset life and usefulness by keeping the student transportation fleet, District support fleet and grounds support equipment maintained and operational.

B. Organization

1. Organizational Structure

The Transportation Department falls under the purview of the Executive Director of Facilities, Operations, and Transportation (FOTC). See Appendix G: Transportation Organization for the Transportation Department organizational chart.

2. Positions and Responsibilities (these are a brief summary and are not complete job descriptions)

- *Operations Manager of Transportation*: Responsible for the overall direction, leadership and administration of the Transportation Department. Oversees daily operations to ensure the provision of safe, reliable and efficient transportation services. Handles and resolves complaints concerning service, routes and driver performance.
- *Transportation Fleet Manager*: Responsible for managing the Fleet Maintenance Section of the Transportation Department. Oversees the daily maintenance and repair of the District's student transportation assets to insure the provision of safe, reliable and efficient transportation services. Oversees the daily maintenance of the District's support vehicles and associated equipment and ground support equipment.
- *Transportation Technology Support Coordinator*: Responsible for the implementation and performance of the department's information systems. This includes but is not limited to all hardware and software that is used to support the transportation department.
- *Transportation Safety, Training and Certification Officers*: Responsible for developing, coordinating and implementing the School Bus Safety Program for the District. Conducts training, evaluation and certification of school bus drivers.
- *Transportation Specialists*: Responsible for providing direction for drivers over the radio. Makes adjustments to operations based on changing requirements. Provides information and directs all daily scheduled operations. May act as supervisor in assigning routes in the absence of the Operations Manager of Transportation. Responsible for developing and updating of all transportation schedules, to include regular education, special needs education, extra-curricular activity routes and field trips.
- *Team Leaders*: Responsible for providing coaching, leadership, evaluation and assistance on route operations to assigned team members. Assists with student management using the Positive Behavior

Support (PBS) program. Views videos and handles documentation as needed. Ensures implementation and compliance with District and Departmental policies and procedures. Helps to ensure the provision of safe, reliable and efficient transportation services.

- *Driver Trainer:* These individuals are responsible for on-the-road training of driver trainees. Driver Trainers will work throughout the school year and summer, as needed, performing these responsibilities in addition to their regular route assignments. These individuals will be interviewed and selected for this responsibility.
- *School Bus Driver:* School Bus Drivers shall be capable of driving all student transportation vehicles owned by the District and shall be familiar with all associated equipment. Responsible for the safety of all passengers, providing reliable, on-time service.
- *Bus Assistant:* Responsible for providing assistance to school bus drivers, as assigned. (**Section C, Special Needs, SOP 2014-2015**)
- *Cover/Relief Driver:* Fulfills all responsibilities required of a school bus driver. Familiar with all district schools, load zones, bus routes, transportation equipment and the Colorado Springs/El Paso County road network. Fulfills regular education and/or special needs transportation route assignments as assigned.
- *Trip Driver:* Primary assigned duty is doing field trips. Must be able to fulfill all responsibilities required of a school bus driver. Must be familiar with all District schools and load zones. These drivers are tasked with being available 24 hours/7 days per week. The driver must be able to operate any type or size of school bus and will be mountain trained. Must be able to drive field trips both local and out of town. When not performing field trip duties, they will be utilized as Cover/Relief Drivers and other duties as assigned.
- *Parts Purchaser:* Responsible for purchasing and maintaining inventory of components necessary for vehicle repair and maintenance. Maintains maintenance management data systems through data entry. Serves as a cover/relief driver and performs other responsibilities as required. In the absence of the Transportation Fleet Manager, this position will perform those responsibilities unless they are otherwise delegated.
- *Certified Bus Mechanic:* Responsible for inspecting, maintaining, and repairing District school buses, support vehicles, and other equipment. Possesses Commercial Driver License. Possesses Automotive Service Excellence (ASE) Master Certificate (automobile or truck). Maintains accurate records of work performed.
- *Bus Mechanic I:* Journeyman skills, performs light and heavy-duty vehicle maintenance, including work on diesel engines and air brake systems, includes buses, trucks and small vehicles. Possesses Commercial Driver License. Possesses or capable of obtaining Automotive Service Excellence (ASE) Master Certificate (automobile or truck).
- *Small Engine Mechanic:* Responsible for performing maintenance on District grounds and facilities maintenance equipment. Performs preventative maintenance, minor repair work on District support vehicles and student transportation fleet.
- *Administrative Assistant:* Primary duties include generating and maintaining computer data files for the Transportation Department. This includes, but is not limited to, databases on personnel, payroll, field

trip billing, routing and scheduling, maintenance management, training and operations. Additional duties include assisting with operations, scheduling, receiving complaints and performing responsibilities as a cover/relief driver as required.

All positions will perform other duties as assigned.

SECTION II: PROFESSIONAL CONDUCT

A. General

All drivers are responsible to be **physically, mentally and emotionally** prepared for duty using the following guiding principles:

- Encourage each other and our students to be successful.
- Look for ways to make new ideas successful.
- If in doubt, check it out!
- Always speak positively about each other and our department.
- Maintain and support a positive and cohesive team environment.
- Maintain a positive mental/emotional attitude.
- Act with initiative and courage and trust in yourself!
- Do everything with enthusiasm—it's contagious!
- Whatever you desire—give it away.
- Keep faith – persevere – persistence pays off.
- Always have fun and smile!!

B. Positive Behavior Approach

Our Department of Transportation has implemented a Positive Behavior Support (PBS) approach as a framework for drivers to support and encourage students to achieve their very best. A driver's attitude is critical.

Appropriate school bus behavior is enumerated on the Transportation Procedures & Safety Rules form that drivers distribute to their students at the beginning of each school year and as new students are assigned to their routes. Behavior is learned and therefore positive, safe and appropriate behaviors can be taught. Drivers shall use our PBS framework to teach and encourage students' expected bus behavior.

- Be positive and respectful.
- Build positive rapport with students and show appreciation for exhibiting positive behavior.
- Encourage students to be their best and to manage their behavior appropriately.

C. Dress Code

When on duty, the appearance of all transportation employees should be neat and clean, in accordance with the desired image of school transportation professionals. When there is a dispute concerning the dress code for drivers, the final decision will rest with the Operations Manager of Transportation.

The following guidelines apply to employees' dress code:

- Men: Jeans, slacks and appropriate shirts. Women: Appropriate dress includes trousers, skirts, dresses, culottes and appropriate shirts or blouses. Skirts and culottes can be no shorter than the requirement for walking shorts.
- Blue jeans and T-shirts are acceptable, but “tank tops” and “spaghetti straps” are not acceptable. T-shirts with inappropriate or double meaning words and phrases are not allowed.
- Walking shorts are authorized for both male and female bus drivers and attendants but must be no shorter than mid-thigh in length.
- Jogging shorts/running shorts/ “cut-off” shorts (or any shorts or other similar article of clothing shorter than mid-thigh) are not acceptable in the work place. (BOE Policy)
- Appropriate dress must be modest including proper undergarments.
- Individuals with facial hair should keep it well groomed.
- Employees shall maintain proper personal hygiene.
- All shoes must have non-skid soles. Heels shall not be over two (2) inches high. Closed toed sandals of any style or type may be worn while driving a school bus provided they are secured to the foot at the heel by a strap. Examples of shoes that are acceptable for driving are: running shoes, walking shoes, hiking boots, etc.
- The District 11 identification badge shall be available at all times when on duty.

D. Tobacco Products

The use of any TOBACCO product (includes chewing tobacco, snuff, electronic and vapor cigarettes or similar products) is prohibited while in or on any District property or premises. This includes school buses and other District vehicles. This is in keeping with a Colorado statute and is intended to set a positive example for District students. (*Reference CDE 4204-R-218.00 & CSSD11 Board Policy ADC/JICG Tobacco Free Schools*)

E. 2-Way Radio Use

- Always honor **student PRIVACY**. Do not give personal information over the radio, i.e., phone numbers, addresses
- **Listen** to determine that airwaves are clear – Do not cut off others.
- **Hold microphone button down 2 seconds before speaking**
- **Hold microphone 2 to 4 inches away from your mouth**
- Speak **slowly and clearly** and directly into microphone
- Keep the transmission **brief and to the point**
- Sign off after transmission is completely addressed (such as, “Route ###, CLEAR.”)
- Dispatch will handle all requests, **be patient**
- In emergencies, **keep the airways clear**
- Keep transmissions between buses **professional** and limited to operational information.

If you hear “**Code Red**” or “**Code Blue**” all radio transmissions should cease until base releases the code after the situation is resolved. (*Section VI: Safety & Training, Accident Policies & Procedures of this SOP*).

- CH1 – D11 TRAN is the District’s channel used for normal route operations.
- CH2 – Back up is the out of town channel used on field trips for bus-to-bus communications.

F. External Communications

Drivers shall maintain a positive, professional, courteous and respectful manner with all their verbal communications with external customers, i.e., district staff, school staff, parents, and the public.

Social Media (*Reference CSSD11 Board Policy EHC/EHCR*)

SECTION III: COMPENSATION

A. Wages

1. Pay Schedule

The Department of Human Resources places all District 11 employees on the appropriate salary/wage schedule. Schedules will be published annually prior to the start of the school year on the district website.

All Transportation Department bus drivers and bus assistants are paid twice each month. Direct deposits will be made on or about the first and fifteenth day of the month. When the first and/or fifteenth fall on a weekend/holiday, payment will be made on the first workday following the first and/or the fifteenth. There is a 2-week lag; the first pay period (1st – 15th) will be paid on the 1st of the following month, and the second pay period (16th – 31st) will be paid on the following 15th.

All employees can access their pay information via the District 11 intranet and via home e-mail.

2. Calculation of Route Times

Driver time on all duty assignments is to be computed by the Timeware software and calculated in hours and hundredths of an hour for actual time on route.

a. Regular Bus Routes:

Regular bus route time values will be calculated on the following basis:

Scheduled time on duty begins at the scheduled route CHECK IN time and ends at the scheduled route CHECK OUT time for morning and afternoon routes. Scheduled shifts include ten (10) minutes for pre-trip before routes and five (5) minutes for post-trip after routes. **If route times change by more than 5 minutes from the assigned time, it is the driver's responsibility to notify their assigned Team Leader or Transportation Specialist.**

In compliance with ESP Pay Administration Rule 4.5.6., when an employee is called out to work for an AM or PM shift, he or she will receive two (2) hours minimum from the time the employee leaves home. This is referred to as "CALL OUT PAY". If actual time on duty exceeds two hours, the employee will be paid for actual time worked. If employee is not required to be "Called Out" for any combination of scheduled hours and other duty time, employee will be paid for the actual time worked.

Other time outside of the driver's scheduled time on duty is to be accounted for on the Timeware Bioscreen, if prompted, by selecting the Supplemental option that best describes the extra time. If "Special Assignment" is selected as the Supplemental option, a Timeware Supplement Sheet is required to provide an explanation for the extra time worked.

b. Noon Routes:

Noon routes are paid for actual time on route. Drivers will perform a pre and post trip.

c. Field Trips:

On the Field Trip Information Sheet, drivers will record trip start time 20-40 minutes prior to the Departure Time listed on the trip sheet, based on Field Trip Time Policy document (*Reference Appendix H*). This time covers bus pre-trip and travel time to the trip origin location. With prior

approval of the Operations Manager of Transportation, trips whose origin is outside the D11 area may extend the trip time to cover longer travel times to the trip origin. End time recorded on the trip sheet is when the driver has efficiently completed bus cleaning, fueling, return to parking space, post-trip and drops keys with the completed trip sheets. Paperwork to support extra duty assignments **must** be turned in at the completion of the trip or assignment with bus keys.

Drivers may be paid for one (1) hour on “cancelled on site” or “no show” field trips when the actual time on duty in these instances is less than one (1) hour. If a field trip is NOT connected at either end by a route, the minimum time paid will be 1 hour. If the cancelled field trip falls on a weekend, the driver will be paid two (2) hours. If the scheduled trip is on a holiday and District 11 is closed, the driver may claim three (3) hours for a cancelled trip.

d. Time Reporting:

We use the Timeware Bioscreen system for time reporting. Upon arrival for duty, each driver/employee will ‘sign-in’ at a Timeware Bioscreen terminal. At the conclusion of a driver’s route or duty shift, the driver/employee will ‘sign-out’ at a Timeware Bioscreen terminal. Should an employee try to sign-in or sign-out too early or too late, he/she may be prompted to validate that prior overtime or extra time has been approved.

ALL OVERTIME HOURS MUST BE PRE-APPROVED BY THE OPERATIONS MANAGER OF TRANSPORTATION.

For Field Trippers and Bus Assistants, paper time sheets must be completed and turned in at the end of every week **AND at the end of scheduled pay periods**, (i.e. the 15th and last day of the month when they fall in the middle of the week). In addition to the paper reporting, Field Trippers and Bus Assistants are also required to use the Timeware Bioscreen.

ACCURACY and completeness of the reported time information is the **INDIVIDUAL’S** responsibility.

There will be no overlap of paid duty time and no driver is to be paid twice for the same time interval.

Submission of fraudulent or unsubstantiated time worked may result in disciplinary action up to and including termination.

B. Benefits

As an employee of School District 11, Transportation employees are eligible to be covered by a comprehensive package of insurance benefits. (*Reference Education Support Professionals Policy and Procedure Handbook; , Article 5*)

C. Incentives

ALL INCENTIVES ARE AWARDED BASED ON THE FOLLOWING:

Incentives are awards for excellence in attendance, safety, procedures and new driver recruitment. They are not an entitlement; eligibility will be determined at the end of each semester by the Operations Manager of Transportation.

The following time periods will be used for each of the Incentive Bonuses in which Transportation Department employees are eligible. New drivers who start their employment after the qualifying period has already begun will be eligible for incentive bonuses at the beginning of the next qualifying period. The exception to this is those new drivers who trained during the summer and received or upgraded their CDL prior to the first day that all drivers are required to be at work for the new school year (i.e., Back-in-the-Saddle in service training day):

- Attendance & Procedures Incentives Bonuses

The time periods for these incentives will begin on the first day that drivers are required to report for work at the beginning of each school semester.

- For the first semester this will be the full day “Back-in-the-Saddle” in-service training day in August, just prior to students returning for the new school year.
- For the second semester, this will be the half-day in-service training in early January just prior to students returning to school after the winter break.
- The ending time for the period will be at the end of the semester or when the driver’s route is over for the current school year.
- The Procedures Incentive will also include any additional days in which a driver is required to drive, i.e. summer routes, routes that begin or end outside the normal District 11 school calendar, etc.

- Safe Driving & New Driver Recruiting Incentive Bonuses

The time periods for these incentives are as follows:

- The first period will encompass the dates from July 1 to December 31.
- The second period will encompass the dates from January 1 to June 30.

1. Attendance Incentive Bonus

Each Transportation Department employee that is qualified as a school bus driver and has a perfect attendance record, as defined below, will be eligible for an incentive bonus of \$100 per qualifying period for a total of \$200 per year.

To qualify for the attendance bonus, drivers must meet the following requirements:

- a. Must attend the beginning of the year “Back-in-the-Saddle” driver’s in-service training.
- b. Must attend the half-day in-service training in early January just prior to students returning to school after the winter break.
- c. Must not miss any work days for the stated time period.

Drivers who miss days/routes for required official district business or for court ordered attendance (except for traffic court due to a traffic citation) or for the death of someone in the driver’s or spouses immediate family (children, mother, father, sibling, grandparents) and meet the requirements as per the ESP handbook will not be penalized under this policy.

New drivers who start their employment after the qualifying period has already begun will be eligible for incentive bonuses at the beginning of the next qualifying period.

2. Safe Driving Incentive Bonus

Each school bus driver that maintains a safe driving record during the stated time periods will receive an incentive bonus of \$100 (drivers are eligible for both time periods for a total of \$200 per year.) A safe driving record is defined as no preventable accidents, no driving convictions, no driving law violations, no points assigned by any state agency, no points assigned by the Department’s accident review committee and no substantiated reports of reckless driving complaints. (NOTE: A driving citation will cause this bonus to be placed on hold until resolution of the citation.)

3. Procedures Incentive Bonus

Each school bus driver that complies with policies and procedures for the stated time period will receive an incentive bonus of \$100 (drivers are eligible for both time periods, for a total of \$200 per year.) Examples of procedures complaints are:

- Procedures/Policy violations
- Running a route late without a legitimate reason
- Being disrespectful to parents, students, or other D-11 Staff
- Using inappropriate language
- Changing route times/stops without providing notification to students and/or parents/care-givers
- Failure to respond appropriately to student problems on the bus
- Failure to work in a cooperative manner with district administrators
- Other actions determined to be adverse to positive procedures by the Operations Manager of Transportation.

4. New Driver Recruiting Incentive Bonus

Each District 11 employee that recruits a new Driver Trainee that completes training, is certified and performs the responsibilities as a school bus driver for District 11 for at least the period of their probation period (89 working days) will receive a \$200 recruiting bonus. Applicants shall inform transportation staff of a referral during or before their interviews. Referrals will be documented by the interviewer. The New Driver Recruiting Incentive Bonus will be awarded at the end of the incentive period in which the new driver completes their probationary period of 89 working days.

D. Sick Leave

At the beginning of each year, Transportation personnel are credited with eleven (11) days of sick leave. The total number of hours of sick leave is based on an individual's daily route hours at the start of the new school year. Sick leave will apply to any route assigned to a driver (i.e. Regular Ed./Special Needs/Noon Routes). Activity Routes and Field Trips do not qualify for sick leave pay. (Employees not on regular employment status as of July 1 will have sick leave days credited on a prorated basis, which includes the trial period.)

All employees are eligible to join the District's Sick Leave Bank. The Sick Leave Bank assists employees who have expended all their earned sick leave during periods of extended illness. (*Reference Article 13 in the ESP Handbook*).

E. Personal Leave

When applying for personal leave, with or without pay, the employee will fill out a request for personal leave and submit it to the Operations Manager of Transportation or Fleet Manager. **The Request for Personal Leave Form must be submitted no less than five (5) days before the time of personal leave requested. These forms are located in the dispatch office and will be provided upon request. No more than two drivers will be approved on the same requested personal leave day.** All leaves of absence are subject to approval and based on the discretion of the Operations Manager of Transportation or Fleet Manager. Special circumstances will be considered. (Personal leave hours are accumulated through the qualification standards stated in the Sick Leave policy)

Annually, five (5) sick leave days may be used as personal leave days. This leave shall not be taken the last working day before or the first working day after a vacation period or observed holiday except for unusual circumstances which necessitate the employee's immediate attention. This leave requires pre-approval by the Operations Manager of Transportation. (*Reference Article 14.1 ESP Handbook 2014-15*)

F. Absence From Duty

1. Unauthorized

Unauthorized absence, not reporting for duty or failure to call in, is not acceptable. These absences will be leave-without-pay and will result in administrative and/or disciplinary action, which may include termination.

2. Non-Availability

All personnel who are reporting an absence shall telephone the Operations Office. Telephone calls for all AM route segments must be received between 5:30 and 5:45 AM, by 9:00 AM for mid-day routes and by 12:00 noon for afternoon segments. Calls must be made on the day of the absence. The only phone number to call regarding an absence is 520-2940. All personnel who are reporting an absence shall telephone the Operations Office and speak to the person in charge.

G. Adverse Weather Delays

In adverse weather conditions it is the **driver's responsibility** to check the District web site: **D11.org**, local radio or television for any school delays or closings.

- **2-Hour Delay** – If a 2-hour delay has been called, your report time is 1.5 hours LATER than normally scheduled. Drivers need to plan to have time to warm up their bus and clear their windows of snow/ice and be at their first stop in time for their scheduled pick up. Drivers will be paid for the extra 30 minutes.
- **Early Release** – If the potential exists for an early release due to adverse weather, drivers will be asked to leave a current phone/cell phone number with Operations in the event that drivers need to be recalled to transport students home. Drivers are also expected to check the district's website and to monitor local radio and television for any announcements about early release times.

SECTION IV: POLICIES & PROCEDURES FOR ALL DRIVERS

A. General

Employees on a trial period are “at-will employees” and may be terminated by the district at any time within the trial period, or afterward. This paragraph is not intended to and does not create any contract right, property right, or entitlement to or guarantee of employment with the district during the 89-day trial period or at any time thereafter. Failure to comply with any stated policy or procedure may result in disciplinary action to include termination of employment.

Full responsibility for the safe and proper operation of any bus rests with the assigned driver.

New employees are placed on an 89-workday trial period. During this time period, the new employee will be guided, coached and evaluated. Due to school schedules and calendar, this 89-workday trial period could span a 4-5 month calendar period.

1. Student Management

a. General

The bus driver has responsibility for all students from the time the driver arrives at the designated stop until they arrive at their destination. Drivers are expected to conduct themselves in a mature, respectful and responsible manner. Drivers will use the PBS (*Reference School Bus Conduct Form, Appendix H*) management model and processes at all times.

b. Eligibility to Ride

The driver will be provided with a roster of eligible students and their designated stops.

c. Documentation

1) Rules and Regulations: **The student and parent/guardian are responsible** to read and understand the school bus safety rules. Bus safety rules are available on the D-11 website.

<http://www.d11.org/Transportation/Pages/BusRules.aspx>

2) Seating Charts: School bus drivers shall assign seats to all students of ALL grade levels. ***Kindergarten students will be assigned seats in the front half of the bus.*** Drivers shall keep a current copy of the Student Roster/Seating Chart Worksheets on the bus. (*Reference Appendix H*)

Drivers shall file the current Student Roster/Seating Chart Worksheets in their route file in the Team Leader’s room.

d. School Bus Behavior

When student conduct is such that the driver feels it is unsafe to proceed, the driver will contact dispatch and request assistance. Under no circumstances is a **driver** permitted to deny transportation to a student because of conduct without permission from Operations or school administration.

If the need occurs, the driver shall counsel the student first. Keep it brief! Depending on the circumstances, this does not preclude a Student Conduct Report being written for serious violations such as fighting, weapons, drugs etc.

- Identify the **nature of** the student’s improper **conduct**.

- Identify the **school bus safety rule** that was **violated**, the safety implications and explain the expectations.

e. Counseling Students

- Your positive attitude and building a respectful relationship with your students is a major part in how successful you will be with your students. Following the PBS model, drivers shall counsel students on appropriate bus behavior.
- Maintaining respect and consistency in your relationship with your students is the key to success. Maintain a reasonable environment and avoid extreme measures.
- When addressing an infraction with a student be respectful and maintain self-control at all times.
- When possible avoid counseling a student in front of their peers.

The following is a general description for district transportation procedures. Drivers and Team Leaders will manage this process.

- 1) First Incident. The driver will counsel the student. The driver will contact the parent/guardian and request assistance in correcting the student's behavior. *The Team Leader will decide whether or not to issue a "Report of School Bus Conduct" based on the level of the incident(s).* If so, the report will be e-mailed/mailed to the parent and the student's school transportation point of contact (principal/assistant principal).
- 2) Second Incident. The driver will counsel the student. The driver will contact the parent/guardian and request assistance in correcting the student's behavior. *The Team Leader will decide whether or not to issue a "Report of School Bus Conduct" based on the level of the incident(s).* If so, the report will be e-mailed/mailed to the parent and the student's school transportation point of contact (principal/assistant principal).
- 3) Third Incident. The driver will counsel the student. A supervisor from the Transportation Department will contact the parent/ guardian and request assistance in correcting the student's behavior. On this, the third reported incident, the student may **lose all District provided transportation privileges for 3 or more school days, based on the level of the incident(s).** Parents/guardians are responsible for their child's transportation to and from school during this time. A copy of the "Report of School Bus Conduct" letter with action taken will be e-mailed/mailed to the parent/guardian and the student's school transportation point of contact (principal/assistant principal).
- 4) Fourth Incident. The driver will counsel the student. A supervisor from the Transportation Department will contact the parent/guardian and request assistance in correcting the student's behavior. On this, the fourth reported incident, the student may **lose all District provided transportation privileges up to 10 school days, based on the level of the incidents.** Parents/guardians are responsible for their child's transportation to and from school during this time. A copy of the "Report of School Bus Conduct" letter with action taken will be e-mailed/mailed to the parent/guardian and the student's school transportation point of contact (principal/assistant principal). A conference will be conducted by a Transportation Supervisor at the District 11 Facilities, Operations and Transportation Center prior to reinstatement of bus riding privileges. The following individuals shall be in attendance: the parent/guardian, the student, the bus driver and the Team Leader.

- 5) Additional Incidents. Based on the level of the ongoing behavior, additional incidents may result in removal from the bus for the **remainder of the school year**. End of year violations/disciplinary actions may carry over to the beginning of the following school year. Parents/guardians are then responsible for their child's transportation to and from school.

NOTE: Immediate loss of transportation privileges may occur depending on the severity of the violation (including, but not limited to: weapons, drugs, physical violence, vandalism, actions that may adversely impact the safety of others, etc.).

Special Needs students may be subject to loss of transportation privileges in accordance with applicable laws.

f. Student Identification

All middle and high school students are required to have a valid identification card in their possession at all times while on district property/grounds. However, the Student Identification card does not need to be shown to board the bus. In the event the student does not have their identification card, check the Student Roster/Seating Chart Worksheet to confirm the student is assigned to the route. In the event their name does not appear, call dispatch to learn if the student is assigned to the route. **DO NOT REFUSE TRANSPORTATION; PROVIDE SAFE STUDENT TRANSPORTATION FIRST, THEN RESOLVE PAPERWORK ISSUES WITH TEAM LEADERS.**

g. Food/Drink on the Bus

Eating or drinking on the bus is prohibited when the bus is in motion. There may be circumstances where eating or drinking on a bus will be necessary. Drivers shall use reasonable and prudent judgment to respect students and their individual, situational needs. If there will be food or drink on a bus, the driver will encourage students' to be responsible for maintaining proper bus cleanliness and cleaning up where necessary. (*Reference CDE 4204-R-219.00 Food or Drink*)

2. Route Identification

Each bus will be equipped with a route identification sign. Drivers are required to display proper route identification at all times, including spare buses.

3. Authorized Passengers

Only school personnel and students assigned to a school bus for a particular route and schedule may board or ride the school bus.

All other individuals including parents/guardians must receive prior approval from the Operations Manager of Transportation prior to being allowed to board or ride on a school bus.

Drivers who encounter unauthorized individuals including parents/ guardians who attempt to board the school bus will inform the unauthorized individual that they cannot board the bus. Drivers will call dispatch for assistance if the unauthorized individual does not leave the bus.

Parents volunteering as chaperones for field trips must be listed on the passenger manifest that is presented to the driver as a chaperone. *(Reference CDE 4204-R-222.00)*

Drivers must have prior approval from the Operations Manager of Transportation for family and friends and school age children not assigned to a route to ride the bus. *(Reference CDE 4204-R222.01)*

4. Rules Governing Transported Items

Carry-on items will be limited to those items that can be **safely** secured by the student/driver while riding on the bus.

Musical instruments will only be transported when space is available and they can be transported safely/securely. Carry-on items or instruments that are brought onto the bus will be secured keeping the aisle-way clear.

Items considered unsafe as listed on the “Transportation Procedures and Safety Rules” form under “Safety Rules – On the Bus” are as follows:

- **Items NOT allowed on the bus: animals, balloons, laser pointers, weapons, or explosive items, any tobacco products, matches, lighters or any item that is a health or safety hazard.**
- **NOTE: Skateboards and scooters may be allowed on the bus if they are covered/enclosed and/or safely stowed/secured.**

Drivers shall not transport any items, materials, or equipment, which in any way would endanger the lives, health, or safety of the students, passengers or driver. Any item or items which could **break** or **produce injury** if tossed about inside of the school bus shall be properly **covered/enclosed** and **stowed/secured** to minimize risk. In addition, the school bus driver shall make a **reasonable** and **prudent** determination that all carry-on items are properly handled in order to minimize danger to others. Clipboards and other items that can move around the bus shall be secured in the driver seat pouch.

Personal items that are not secured will be removed from the bus.

All aisles and exits shall be clear of luggage and/or equipment when transporting students. *(Reference 1 Colorado Code of Regulations 301-26 paragraph 4204-R-223.00-223.02)*

5. Seat and Mirror Adjustments

It is critical for the driver to ensure their bus seat and mirrors are correctly adjusted for optimal vision and safe operation. Drivers will arrange with a mechanic to adjust their mirrors when necessary. *(Reference Section VI: Safety & Training, Accidents Policies & Procedures, A. Safety, 4. School Bus Mirror Grid.)*

6. Fire Extinguisher

On the 1st and 15th of each month, drivers will shake the fire extinguisher to ensure they are operable.

7. Head Count/Mileage Report/Pre-Trip/Post-Trip Documentation

All drivers of regular education special needs routes shall take an accurate head count of all students through mid-September. Thereafter, the student head count will be recorded the first school day of the month. The Mileage Report form will be turned into the Transportation Office at the end of each month.

Daily route mileage reports are to be kept on the bus. This record must be accurate, complete and **SIGNED** by the driver. The form also provides for the daily entry of odometer readings. AM/PM Pre-trips are also to be recorded daily on this form by initialing the appropriate column.

The Public Utilities Commission (PUC) Inspection Report on the reverse side of the Mileage Report must be signed and completed on a daily basis. Initials on the front side of the document indicate a complete Pre and Post Trip Inspection have been performed as prescribed. (*Reference FMCSR 396.11*)

Documentation of Bus Defects

Upon detection of a problem or defect with the bus, the driver shall complete a “**Vehicle Repair Form**”, as soon as they return to the bus lot. The forms are located in the Bus Forms Bin in the FOTC entryway. (*Reference CSR 396.11*)

8. Activity Routes/Passenger Lists

The school shall provide a list of passengers or a pass that includes name, address, and phone number for each student eligible to ride the activity bus. **If this list/pass is not provided or is incomplete, you are not to depart the school without the approval of Operations.**

For after-school activities, drivers will manage the route and bus stops for multiple-stop activities.

9. Child Safety Check Procedures

Anytime you park your bus in the bus lot, the colored flag or reflector **MUST** be placed in the back window of the emergency door, except for buses equipped with a child safety check. The purpose of the colored flag/reflector is to indicate that the driver has walked the interior of the bus and checked that there are **no students**, backpacks and/or medications, etc. **left on the bus**. The colored flag/reflector must be removed during the pre-trip and before departing the lot and returned to the back window of the emergency door after returning to the lot.

NOTE: Drivers of newer buses equipped with Child Minder systems will enable those systems in lieu of using the colored flag.

THE DRIVER WILL WALK THROUGH THE BUS AT THE END OF EACH ROUTE SEGMENT WHICH IS ARRIVAL AT EACH SCHOOL OR AFTER THE LAST DROP OFF STOP FOR EACH SCHOOL SERVED TO ENSURE THAT NO CHILDREN ARE LEFT OR UNATTENDED ON THE BUS.

10. In-Route Procedure

Upon the completion of each run on a route, drivers will check the bus for cleanliness, lost items and/or vandalism. Vandalism to a bus that requires repair will be written-up and submitted to Operations by the driver.

11. Audio/Video Recording

Buses are equipped with Audio/Video Recording devices. This equipment is installed for the safety of both drivers and passengers. Recordings may be used in support of legal, administrative and disciplinary actions.

Only individuals authorized by the **Operations Manager of Transportation** may adjust or pull cameras or recording devices. Team Leaders are responsible for determining the need for video review.

Drivers shall insure the camera is on prior to loading students.

12. Global Positioning Systems (GPS)

All buses are equipped with Global Positioning Systems. This equipment is installed to enhance safety and improve efficiency.

13. Driver's Mail Box, Bulletin Boards and Information Monitor

The driver's mailbox is to be used by office personnel for communicating messages, assignments, newsletters, etc. to the driver. Drivers shall check for assignments and paperwork daily in their mailbox **before and after each route**. Lockers are available for storage of personal items in the men's and women's locker rooms.

Check all Department bulletin boards and the information monitor every morning for advisories, information, cancellations or changes to school calendars, etc.

14. Random Substance Abuse Testing

Federal Motor Carrier Safety Regulations 382.305-Random Testing requires all school bus drivers to submit to controlled substance and alcohol testing. All individuals who possess a Commercial Driver License (CDL) are subject to a random testing program. Upon notification by a supervisor, individuals who are selected for testing will immediately proceed to the designated testing location.

In addition to the random testing, all individuals who possess a CDL are subject to reasonable suspicion testing. If a supervisor has reasonable suspicion to believe that any employee has violated the rules pertaining to drugs or alcohol, that individual is subject to testing. Upon notification by a supervisor, individuals who are selected for reasonable suspicion testing will be transported immediately to the designated testing location.

The Transportation Department has zero tolerance for any substance abuse, to include medical marijuana. Any driver who tests positive for substance abuse or refuses to submit to post-accident, random, reasonable suspicion or follow-up tests will not be allowed to perform or continue to perform safety-sensitive functions and may be subject to disciplinary action or termination.

No driver or mechanic shall have consumed alcohol (including medicine with a warning of caution for operating heavy machinery or driving) within eight (8) hours of performing duties.

B. Regular Education Routes

School buses shall operate on designated routes in accordance with published schedules of stop locations and times. Drivers shall not alter a stop or time. If a change needs to be made, drivers shall submit recommendations on the “Request for Review of Bus Route” form. (*Reference Appendix H*) When students are on board, drivers must call on the radio to notify dispatch before altering their route.

1. Route Operations

Drivers are required to stop at every bus stop location on the route schedule, unless the stop is marked “hold”. Do not depart a bus stop before the published time. All drivers shall carry an accurate timepiece and check it daily with the clock in the Dispatch Office. Drivers shall notify Operations when their route is running more than 10 minutes late. Operations will notify the affected school when a route will be late.

2. Bus Usage/Parking Between Routes/Route Segments

If route time permits, drivers may stop at a safe location that provides a positive public image for Transportation on their established route between route segments. All route drivers are expected to return to base after their route is over. This includes noon routes and activity routes. **Exceptions will require prior approval from the Operations Manager of Transportation.**

3. Route Bus Stop Loading & Unloading Students

All drivers **WILL BE IN THEIR BUS** while loading and unloading students. By law, the parking/emergency brake must be set and transmission set to Neutral prior to loading/unloading students. If circumstances require the driver to be out of the driver’s seat, the front wheels of the bus should be turned into the curb and the parking/emergency brake set. (*Refer to 1 Colorado Code of Regulations 301-26, paragraph 4204-R-224.04*)

Departure times from schools will be published and adhered to. Students must **be seated at departure time**. **Once students enter the bus they are not allowed to get off until the bus has reached their designated stop.** Once buses have released the parking/emergency brake **they will not stop** to allow students to board. Drivers shall instruct students not to run after the bus as it departs.

4. District 11 Posted School Bus Load Zones

Drivers **must** use the designated school bus loading zones to load and unload students at their respective schools. Signs are posted for these zones. Loading or unloading students at locations other than the posted loading zone **is prohibited**. Drivers shall contact the Safety Department to address safety issues or concerns with a designated zone.

5. Bus Load Zone Procedures at Schools

When operating into and out of Bus Loading Zones, besides some basic rules, it is a common practice to use courtesy **and patience**. Below is a short list of common practices that need to be followed when going into and out of loading zones.

- When you arrive at a bus load zone, you **will** move all the way to the furthest end of designated area.
- As soon as you know that you will be delayed in the load zone **for any reason**, turn on your hazard lights and when space is available in front of you, please pull up so all buses behind you can depart.
- Be aware of Special Needs buses; they are authorized to depart when they have loaded. Most Special Needs buses will load and go as soon as they have all their students.

When it is departure time, buses will depart in the order they entered the load zone. **Only** pass, go around or pull in front of another bus that is in a load zone if its hazard lights are activated or if directed to do so by a Transportation Supervisor.

C. Special Needs Policies & Procedures

1. General

It should be understood that driving Special Needs is an ever-changing environment. As routes change and the students who are transported change, the driver must be able to maintain a positive attitude and be willing to adjust to the changes that come with driving Special Needs. Should the driver need any assistance they should contact Safety & Training or their Team Leader.

2. Assigned Students

At the beginning of each school year and as students are assigned or unassigned to drivers' routes, **drivers** shall notify parents of their revised route assignments.

- Time for student pick-up
- Time for student drop-off
- To notify Transportation at 719-520-2940 when the student will not require transportation
- To notify Transportation, in writing, when there are changes to the student's circumstances, i.e., change of address, change of parental phone numbers or other contact information, or other changes to the transportation needs of the student.
- When a special needs student is newly assigned to a route, the driver and aide, (if applicable), will immediately meet with the Transportation Specialist to discuss the students' behavior concerns and transportation needs prior to their first transport.

3. Lift Operations

As a part of the daily pre-trip, the Special Needs driver has the responsibility to check the proper operation of the lift if the bus is equipped with one. If a bus assistant is assigned for the route, the bus assistant may check the lift operation.

The following procedures will be used when checking the operation of the lift:

- Ensure the area is clear of any obstacles. Only authorized transportation personnel are to operate the lift.
- With the engine running and the parking brake set, open the lift door and secure it with the provided chain and latch.
- Using the switch, deploy the lift ramp to the open position and then lower the lift all the way to the ground until the gate opens.
- Next, raise the lift to the bus floor level and fold the lift back in the stowed position.
- When operating the lift ensure that the switch cord is not going to get caught in the lift.
- If the lift does not deploy or lower, recheck that your parking/emergency brake has been set, or that the safety strap on the lift is connected.
- If you have no wheelchair student assigned to your route, you must check the wheelchair lift once weekly at a minimum.
- If the lift does not operate or does not operate properly, **contact dispatch** and operate the lift **manually**, as trained.

4. Wheelchairs

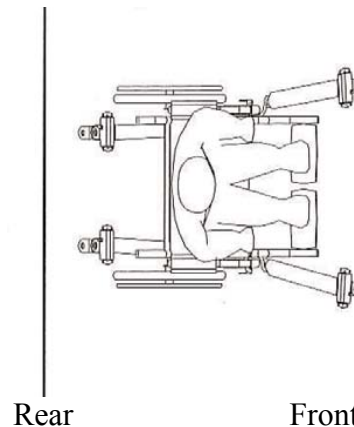
Ensure that the wheelchair can be safely transported in a bus. Not all wheelchairs are transportable with students in them (stroller type or high back chairs are two examples). If there is any doubt about the transportability of a wheelchair, contact Safety & Training immediately.

Every wheelchair should have working brakes, inflated tires, seat belt or harness system on the wheelchair and all bolts/screws tight. Prior to securing the wheelchair, ensure that it is in the most upright position.

Every wheelchair will be secured using the Q-Strait strap system with the lap and shoulder belt, NO EXCEPTIONS! The Q-Strait wheelchair strap system is a retractable system. The straps will be placed on the wheelchair at the designated points or at welded joints low on the frame of the wheelchair (below the seat). At no time will the wheelchair be secured to a bolted point or on the arm/leg rests or handles. Most new wheelchairs have a built-in place for securing the straps and will state "Secure chair here." Older wheelchairs will not and this is when a welded spot is used and is usually marked with colored tape.

The rear two straps will be mounted so as to go directly to the securement site between the rear wheels, NOT from the outside position through the wheels. See diagram below.

The front two straps will be mounted at a wide position (45 degree angle) to the securement site, coming at it from the side but NOT through the wheels. This allows for the students feet to be firmly placed on the foot rest without a strap interfering. See diagram below.



The driver/bus assistant should ensure that the straps do not get twisted when being placed on the wheelchair or when being retracted from the wheelchair.

If you are unsure of a securement site contact Safety & Training immediately.

When transporting an electric wheelchair ensure that the wheelchair has been turned to the “manual” mode when on the wheelchair lift and positioned in a tie down spot. This eliminates the operator (student) from driving the wheelchair off of the lift or into another student on the bus. Once the student is safely off of the bus the wheelchair can be put back into the “automatic” mode. This switch is usually found at the bottom of the chair or at the hand control. Be sure you receive proper instructions for operating/securing an electric wheelchair prior to transporting such an item with a student.

If a wheelchair is equipped with a tray, the tray must be removed and stored securely in the bus. This could be with a bungee, seatbelt or wedged between the bus seats.

5. Car Seats

There are 3 types of car seats used by the District: integrated, portable (plastic hard shell) and the Star Seat Plus. Each seat is adjustable for the size and weight of the student being transported.

The **integrated systems** are car seats that are built into the seats on the bus. They offer a 5-point adjustable harness for child securement. Students who weight between 20-60 pounds, depending upon the model of the bus being driven, can use these seats until the top of their head touches the top of the indented portion of the seat (app. 40 inches tall).

The **portable car seats** can be used in any bus that has a lap type seat belt and are secured by these lap belts on the bus. They also offer a 5-point adjustable harness. Some have adjustments in the front of the seat, and some have adjustments on the back of the seat. This seat is limited to a max of 40 pounds, or until the height of the student is such that the bottom of their ears is higher than the top of the car seat. Installation of the portable seat will be as follows:

- Seat must be placed in the center or window position.
- Feed the lap belt through the car seat's belt path and fasten together.
- Using force, push down on the seat as you tighten the seat belt.
- The seat must not move more than 1 inch side to side or forward and backwards on the belt path.
- If the seat wiggles or moves on the belt path, the seat belt needs to be tighter or readjusted.

The **Star Seat Plus** is portable and wraps around the bus seat with its own strap system. This system accommodates the larger student (up to 90 pounds). When using the Star Seat Plus, the seat behind shall remain unoccupied unless that passenger is also in a restraint system (another car seat or safety vest). This seat must be installed by Safety & Training or maintenance.

When positioning a student in any of the car seats the straps on the student should be snug and straight with the chest plate at armpit level. The straps should fit snugly on the student without large or bulky clothing. Remove bulky coats if needed. Straps are designed to be as close to the child as possible.

6. Safety Vest

There are three sizes of safety vest that are used by the Transportation Department. The sizes are color coded based on the weight and size of the student. Drivers will utilize the appropriate size Safety Vest for the student using the information that is provided by the student's parent/guardian on the student's information sheet. These information sheets are maintained by the Special Needs route scheduler. In addition, each vest and seat wrap strap is matched to each other by number or color. The number on the vest is located on the vest strap and on the buckle of the seat wrap. Each vest and strap should have the same matching number. It is the driver's responsibility to ensure that they have and are using the proper size for the student that must use a safety vest. The colors and sizes are as follows:

- **BLUE:** Small size—For students over 20 pounds but not more than 65 pounds and not less than 2 ft. tall with a waist size of 25-30 inches. **Crotch strap must be used on the small size.**
- **MAROON:** Medium size—For students over 60 pounds with a waist size of 30-36 inches. Crotch strap is not required on this vest.
- **GRAY:** Large size—For students over 100 pounds with a waist size of 38-44 inches. Crotch strap is not required on this vest.

When using the safety vests, the seat behind shall remain unoccupied unless that passenger is also in a restraint system (another car seat or safety vest). The seat wrap for the vests goes around the seat back and through the bite of the seat, connecting with a buckle. Sometimes this may require a mechanic to install. The shoulder hooks will be adjustable. Ensure that the belt is pulled tightly. Instruct the student to step into the vest (if a crotch strap is used) and pull it up onto their upper torso and shoulders. The zipper ALWAYS goes in the back. The zippers have three adjustable widths. The vest then hooks to the wrap at the shoulders and hips. The vest also has adjustable shoulder lengths. The vest should fit snugly on the student without large or bulky clothing. The vests are designed to be as close to the child as possible.

Safety Vests may be placed on the student by the parent/legal guardian or school personnel.

Should a driver have any problems in determining the correct size or in fitting the vest, they should contact Safety & Training immediately.

Should a student refuse to be safely placed into the safety vest, car seat or other assigned mechanism, you must immediately report this to dispatch and/or your Team Leader.

7. Use of 8-way Student Lights

In accordance with (1 *Colorado Department of Education, Colorado Code of Regulations 301-26 section 224.04(d)*), use of the 8-way alternately flashing lights is exempt when stopped for discharging/loading students who require assistance of a lift device, provided that the student is not required to cross the roadway.

Due to the high density of traffic in the greater Colorado Springs urban area, District 11 has elected to continue to use the 8-way alternately flashing lights when discharging/loading Special Needs/ wheelchair students. However Special Needs drivers will use their 8-way lights in the following manner:

- Activate the amber warning lights approximately 200 feet prior to the designated stop.
- Activate the right turn signal to indicate you are moving toward the curb.
 - After securing the bus (complete stop, gear selector in park, parking brake set), look for the student to open the door to their home. When you see the student, open the bus door, activating the red stop lights and arm.
- Once the student is safely on the bus and secured (seat belt or wheelchair) cancel the red lights, activate the left turn signal to move back into traffic and continue on route.
- If the student does not appear after a 2-minute waiting period, cancel the amber warning lights and continue on your route.

8. Special Needs Loading/Unloading

On routes for special needs students, stops should always be made so that the student does not cross the street. Special needs drivers will wait for **2 minutes** past the scheduled departure time before departing without a student. If the driver arrives after the departure time, they will wait for **2 minutes** prior to departing from the stop. **A call to the dispatch office is not required. HORN HONKING to alert the student/parent is prohibited.**

Drivers shall not release a Special Needs child except to an authorized school official/parent/guardian or any individual who enters the residence with the student. Should the driver be concerned about whether or not a person is authorized to accept the child, the driver is responsible for calling dispatch to verify such authorization. Written authorization that specifies the student does not need an escort at the school/home must be on file in the Transportation Office.

For students not requiring an escort, drivers shall ensure the student has safely entered the school/home. It is the bus assistant's responsibility to communicate with all drivers any information pertaining to the safe and secure release of students. (*Reference Colorado Springs School District 11 Special Needs Transportation Procedures and Safety Rules, Appendix H*)

9. Student on Hold

A Special Needs student is placed on a HOLD STATUS when that student has not ridden the bus for three (3) consecutive days without parental/guardian or school notification. Stops shall not be made for these students until service is re-established by the dispatch staff. For No Child Left Behind (NCLB) students, drivers will no longer make the stop if the parent/guardian does not notify Transportation after one time.

10. Miscellaneous

- If a student has carry-on oxygen it must be secured to the bus. It may be secured in the seat with the student by a seatbelt or to the floor with a bungee. For wheelchair students sometimes the oxygen is hooked onto the wheelchair. It is the driver's responsibility to ensure that the oxygen system is secure while on the bus.
- Drivers will transport sibling/Space Available student when it has been authorized and the student has been placed on the route roster.
- Seat belt covers are available for drivers who have problems with students who tend to release their seat belts while the bus is in motion.
- Drivers shall complete necessary Monthly Transportation Log Medicaid/Medicare Forms (*Reference Appendix H*) for applicable students to include any student that uses a safety vest, car seat, star seat, wheelchair lift or seat belt cover. **School Bus Assistants** are responsible for the timely completion and submission of the Bus Assistant Log Medicaid/Medicare Forms. (*Reference Appendix H*)
- In a medical emergency, drivers shall contact dispatch and describe the situation.
- For Space Available and NCLB students, drivers will depart from the stop at the designated time. **There is no waiting period for these students.**

D. School Bus Condition, Maintenance and Repair

1. Documentation of Bus Defects

Upon detection of a problem or defect with the bus, the driver shall complete a “**Vehicle Repair Form**”, as soon as they return to the bus lot. The Vehicle Repair Forms are available in the forms bin in the FOTC entryway.

2. Mechanical Problems During Route/Field Trip

Should a vehicle develop a mechanical problem while on a route, the driver shall **immediately** notify the Transportation Office/dispatch.

3. Bus Condition/Cleanliness

Drivers **will** keep their buses clean and swept, as necessary. Drivers shall show respect for the bus and students by maintaining a clean and safe bus at all times, to include windshields, lens, mirrors, windows, dashboards, steps, and trash cans.

“No vehicle shall be operated upon any highway unless the driver’s vision through any required glass equipment is normal and unobstructed.” (*1 Colorado Revised Statutes, 42-4-201(4)*)

4. Refueling Buses

Drivers shall ensure bus fuel tanks are no less than half full at all times.

It is **ESSENTIAL** that the proper fuel be used for the vehicle you are driving.

Fuel pumps are open 24/7 and are computer operated. Procedure:

- a. Input the vehicle number “XXXX” (Example-bus 143, input 0143), press ENTER
- b. Input the last four digits of your SSN “XXXX”, press ENTER
- c. Select the pump number, press ENTER
- d. Enter the Odometer Reading accurately, press ENTER.

For problems with the computer consoles or refueling, inform the Fleet Maintenance Manager or Mechanic as soon as possible. For problems after normal hours, inform the Fleet Maintenance Manager or Mechanic on the next duty day.

Drivers **will monitor** the fuel nozzle while refueling.

WASHING WINDOWS WHILE REFUELING IS PROHIBITED Emptying your trash is permitted only before or after fueling is completed.

BE COURTEOUS TO THOSE DRIVERS WAITING IN LINE. When you are finished fueling, pull out of the fuel bay.

“School Transportation vehicles shall not be fueled while students are on board, except in instances when unloading the students would present a greater hazard or peril to their safety.” (*1 Colorado Code of Regulations, 301-20, 4204-R-228.00*)

5. Bus Warm Up and Cool Down/Idling Procedures

Optimum RPM or fast idle for warm-up is 1000 – 1200 RPM for diesel buses during extreme cold weather. Warm-up time should be 3 - 5 minutes. Placing the transmission in gear is **strictly prohibited** during warm-up. Cool down time should be three (3) minutes.

In order to reduce air pollution, fuel consumption, and costs, drivers shall minimize idling time. **Buses are not allowed to idle for more than 3 minutes while waiting for students to board regardless of the weather conditions.**

SECTION V: DRIVING ASSIGNMENTS

The Operations Manager of Transportation will assign or remove drivers to/from a route as needed or as deemed operationally prudent.

A. Regular Education & Special Needs Routes

1. Route Selection

In accordance with District guidelines, the Operations Manager of Transportation oversees route structures and assignments. When sufficient time exists in a route to add an additional segment, the Operations Manager of Transportation/Transportation Specialist can change the route structure to meet operational requirements and improve efficiencies.

The combination of routes/runs shall not exceed 40.0 hours per week without the expressed approval of the **Operations Manager of Transportation. Buses are assigned to routes by mileage only.**

Routes are typically assigned to drivers based on seniority. However, the Operations Manager of Transportation has the authority to make assignments as deemed necessary.

2. Route Selection Process

When it becomes necessary to select/bid routes, drivers will choose from the available routes in order of seniority. Rebidding of all routes will not be the norm. Annually, at the beginning of each school year, drivers can make an individual determination to turn in their route and bid on available/open routes. If no choices are made, the Operations Manager of Transportation will then assign a driver to a route. Stability, consistency and safety will be the guiding principles when selecting or assigning routes.

3. Vacant/Open Route Selection/Assignments

Routes that become open during the school year will be posted for selection. If a driver bids on and is awarded the open route, that driver may not change or bid on another route for the remainder of the school year.

If no driver bids on an open route, the Operations Manager of Transportation will assign it. After April 1, the Operations Manager of Transportation will assign open routes.

Drivers on leave for 15 or more consecutive school work days may have their route opened for bidding/re-assignment.

B. Field Trips

1. General

We are a **CUSTOMER SERVICE PROVIDER**, providing **SAFE and EFFECTIVE transportation SERVICE** for the students of **District 11**. Always be **COURTEOUS and FLEXIBLE** in performing **field trip services**.

Drivers who have been employed for 90 or more school work days are eligible for field trip assignments. If you have restrictions on availability, **DO NOT** sign up for field trips.

*Note: If issues arise prior to the commencement of the trip, the **Operations Manager** of Transportation and driver will make the determination whether to proceed with or cancel the trip.*

We have 3 types of field trip drivers:

- Trippers: We have two (2) full-time field trip drivers.
- Flex Drivers: We will assign two (2) additional trippers from the stand-by drivers during peak field trip activity.
- Field Trip Drivers: Drivers with assigned routes who also sign up for field trips.

There are two (2) field trip categories:

a. Primary

This category is for drivers who are available for all trips: between routes, nights (after PM routes), and weekends.

b. Secondary (Limited)

This category is for drivers who are only available during weekdays between routes.

We have a **FIELD TRIP** form to be used to sign-up as a field trip driver. All field trips will be assigned to field trip drivers based on the following objective criteria for equitability and budget optimization:

- Category
- Seniority
- Available Hours
- Rotation thru the driver list by category
- Location (the driver's route schools)

Field trip assignments must fit within the driver's available hours up to 40 hours/week, including normal route time. **The Operations Manager of Transportation must approve any overtime created with a field trip assignment.** All field trips in mountainous terrain will be assigned to mountain-trained drivers who are specifically selected and trained in over-the-road mountain terrain. Based on operational needs, any driver may be asked to take a field trip assignment during peak field trip periods.

It is the responsibility of each field trip driver to know how to get to the trip destination. The dispatcher has maps available and Google Earth, Map Quest or other mapping sites are available online. **KNOW WHERE YOU ARE GOING BEFORE YOU LEAVE ON THE TRIP.** Make sure to have multiple routes for getting to your destination in the event of traffic issues (i.e., road closures, accident, road work, etc.) Check the notebook in the dispatch lobby area for bus load zones at each school. Ask the dispatcher for any additional details about access and bus parking at the destination.

2. Documentation

Field Trip Information Sheet

When you are assigned a field trip, the Field Trip Information Sheet will be placed in your mailbox. With the Field Trip Information Sheet is the Driver/Sponsor Evaluation Form. Drivers will complete both forms for each trip.

Check the trip information sheet; verify you are available for the date and times of the field trip. Between routes field trips are normally scheduled to depart at 9 am or later. If the scheduled departure time is earlier than 9 am, verify with dispatcher that the earlier time has been coordinated and confirmed with the trip sponsor. A morning route may require coverage to meet an early trip departure time.

If you are unable to take this trip, return the paperwork to the Field Trip Dispatcher notifying the dispatcher to reassign the trip. The driver will remain in line of seniority for the next available trip that fits the criteria above.

Mileage and Trip Times

For field trips during school days and hours, mileage will be recorded from the originating school until return to that school. For trips on other days and times (after hours or weekends), mileage begins and ends from the bus lot. Record the starting and ending mileage on the form, subtract the beginning mileage from the ending mileage and enter the trip miles on the form.

For trips during school days and hours, trip time starts at the end of your normal route time. **There will be no 'double-billing' (charging twice for a given time period).** For trips on other days and times, trip time starts 20-40 minutes prior to the departure time stated on the Information Sheet, depending on location. For between route field trips, the end time will be actual end time at the school or no later than your PM route start time. For after school, night or other trips, your trip time ends when you have returned to the bus lot, fueled, parked and swept.

The departure time scheduled on the Information Sheet is the time the sponsor wants you at the pick-up point. BE ON TIME or EARLY; never be late.

Be sure to take a head count of the students and adults for your trip and enter it on the sheet.

Driver/Sponsor Evaluation Form

This form is used to document the actual trip items:

- a. Driver's name and date,
- b. Sponsor's name,
- c. Bus condition (before and after trip),
- d. Bus cleanliness (before and after trip),
- e. Passenger list,
- f. Emergency procedures,
- g. Pick-up/departure times/locations,
- h. Sponsor's comments (if any),
- i. Driver's signature and date,
- j. Sponsor's signature and date, and
- k. Pre- and post-trip completion.

Prior to loading, prior to departing, while on the trip and after the trip, the driver will coordinate with the sponsor and direct the sponsor in initialing and signing the Evaluation Form. At the completion of the trip, turn in the completed Field Trip Information Sheet and Driver/Sponsor Evaluation Form in the Timecard slot or the driver night room **when the keys are turned in.**

3. Driver Responsibilities

THE DRIVER IS RESPONSIBLE for the safe operation of the bus. Sponsors are responsible for managing student conduct and behavior and are required to be on board each field trip bus. For weekend Field Trips, during the bus pre-trip, all drivers shall also check under the hood for visually obvious/apparent defects or problems with the assigned bus. Defects will be immediately reported with another bus assigned if the problem cannot be immediately resolved.

Prior to Departure

Prior to loading the bus, the driver and sponsor will walk the bus and document the condition of the bus. The driver will direct the sponsor where to initial and sign the form.

Prior to departing for the trip, the driver and sponsor will review the trip: routing to and from the destination, the loading time and location for the return trip, contact information for both driver and sponsor, expectations for student conduct and any other expectations of both the driver and sponsor for the trip. "THIS IS CRITICAL TO ENSURE SUCCESSFUL TRIPS!"

When all students and adults have boarded the bus, the driver will discuss emergency procedures. The driver **shall** brief all passengers on the procedures to be followed in the event of an emergency. The driver shall discuss locations of exits from the bus with emphasis on the need to keep transported items out of aisles and away from emergency exits. **The driver and sponsor will sign and date the Evaluation Form** and the driver will have the sponsor initial the form appropriately.

The driver will also ensure that a passenger list is available. The sponsor must have a list of students/adults names and contact information. The sponsor may keep the list or provide it to the driver.

When two (2) or more buses are traveling together for a trip, this is a convoy. In a convoy while traveling on the highway, maintain a 300' spacing between buses. The first bus to arrive at the school or in the loading zone is the lead driver for the trip. The lead driver will coordinate the route to the destination with the other drivers. The lead driver will attempt to keep all buses in sight and together for the trip. However, due to traffic and signal timing, buses may become separated. It is every driver's responsibility to know the route to the destination and be able to get there if separated from the convoy. For radio communications when travelling out of town, switch the radio to channel 2 when north of Monument or south of Pueblo. (Reference CDE 212.01)

Arrival at Field Trip Destination

Upon reaching the field trip destination, the driver and the sponsor shall coordinate the following items:

- Time/location of departure
- Location of parking
- Exchange of cell phone numbers for communicating and handling emergencies/changes
- Any other special instructions from the sponsor

On every clipboard in every bus there is a list of emergency numbers. During normal business hours call dispatch; after hours/weekends call the Operations Manager of Transportation, or Fleet Manager.

Return to School/Originating Point

At departure time for the return trip back to the school or originating point, verify headcount and enter it on the Information Sheet. Coordinate with sponsor for any additional meal stops or other trip requirements. Upon arrival at the school/originating point when students/adults have left the bus, the driver and sponsor will walk the bus again to determine condition and cleanliness. Document these on the Evaluation Form and allow the sponsor to add any additional comments. Any damages to seats or other equipment on the bus will be documented on the form and reported to the Team Leaders.

Return to the bus lot, fuel the bus, sweep it clean, empty the trash, park in the bus space and complete the post-trip.

4. After-Hours and Weekend Procedures

The front door entry has a security system. You must obtain the security code from the Operations Manager of Transportation or Team Leader before your field trip(s).

If the trip will begin or end after normal hours when the office is closed, obtain a key for the gate and west door from the Operation Manager of Transportation. Open the gate with the key (or opener), drive through the gate. **IMPORTANT, it is the driver's responsibility to close and secure the gate, prior to driving** to the front of the building at the west door.

The bus lot at the FOTC is protected by a light beam security system. The invisible beam is depicted on the lot surface by a red line. Crossing the red line or breaking the beam will set off the alarm if it is set (activated).

Check for the red light on the west side of the building to the upper right of the west door. If the red light is on, turn it off at the alarm keypad outside dispatch (see your team leader for the alarm code). Deactivate the alarm system prior to refueling and parking the bus. **Be careful not to cross the white/red line while entering or leaving the lot when the alarm is set.** If the alarm was set upon arrival, reset it before departure. Violation of the alarmed area will bring District security personnel and or the police. Keys for your bus will be in the driver’s night room across from dispatch.

Out-of-Town Trip Procedures

In addition to all in-town procedures, for out-of-town trips take a drug and alcohol testing bag with you. These are located in the Driver’s Room off the lobby. Remember to use channel 2 on the radio for trip coordination between buses when north of Monument and south of Pueblo.

5. Additional Items

a. Seating

Sponsors, students, adult family members and small children that are able to sit by themselves and walk up and down bus stairs on their own are eligible for field trips. Passenger Load The maximum passenger loads for out-of-town field trips are:

School Level	Max
Elementary School Students	50
Middle School Students	44
High School Students/adults	44

b. Baggage and Equipment

In accordance with CDE passenger health and safety policies, baggage and equipment that is to be loaded on a bus shall be placed in or under the seats and must be secured, or if equipped, in a cargo bay. Unattended items to be stored on the floor must be placed behind the wheel-wells. Items placed in seats must allow for direct passenger access to the center aisle. **The entrance door, aisle and emergency door must remain clear and unobstructed.** (Reference: CDE, 223.02)

Musical Instruments. Musical instruments will only be transported when space is available and they can be transported safely.

c. Under-Carriage Cargo Bays

All drivers for buses equipped with undercarriage cargo bays are responsible for being familiar with the use and operation of the cargo bay doors.

For buses that have undercarriage cargo bays:

- Cargo bays **will** be secured at all times when they are not being used. Drivers will verify this during their pre-trips.
- **Cargo bays will only be used for field trips.**
- When cargo bays are used for field trips, **the driver is the only person** authorized to unlock, open, close, secure and lock the cargo bay doors.

- It is highly recommended that the driver be the only one to load and unload the cargo bays. However, when this is not practical or feasible, **at a minimum the driver will be present and supervise the loading and unloading of the cargo bays.**

d. After the Field Trip

All field trip drivers are expected to return to base after the trip is over. If the trip goes past the scheduled departure time or will arrive back late, notify Operations.

The **field trip driver** is responsible to ensure that the bus is **swept, trash emptied and fueled.**

Late field trip drivers who will not have the opportunity for at least 6 hours of uninterrupted rest will notify (call/text) the Operations Manager or fill out the “ON DUTY HOURS/ DRIVING HOURS” form and put this form in the with the keys.

C. Summer Assignments

The front door entry has a security system. You **must obtain** the security code from the Operations Manager of Transportation or Team Leader before your assigned work.

When available, summer routes will be posted as soon as possible prior to the end of the school year.

Summer operations/work is considered Temporary Assignments. As such, no sick leave or personal leave can be paid during summer work. Time off from Temporary Assignments will be time off without pay.

Drivers will be considered for summer driving assignments according to operational needs. If a driver chooses a summer assignment, he/she is expected to be at work to complete it. Employees only receive pay for days/time worked.

It is the responsibility of the assigned driver to obtain a replacement driver to cover their assignment if they are sick and/or if the driver cannot perform their assignment. A list of summer field trip drivers is provided to all drivers, including the replacement drivers. Notify dispatch with the name of the driver covering the route or trip.

D. Extra Duty Assignments

Extra duty driving assignments are normally assigned to a driver based on operational needs.

SECTION VI: SAFETY & TRAINING, ACCIDENT POLICIES & PROCEDURES

A. Safety

1. General

It is our goal to transport our students as safely as possible. The Federal Motor Carrier Safety Regulations and the Colorado Department of Education, Operation of School Transportation Vehicles, were established for this purpose and are strictly enforced in School District 11.

2. Pre-Trip & Post-Trip Safety Inspection

All employees are trained to accomplish a complete vehicle pre-trip and post-trip inspection in the process of receiving their Commercial Driver License. Drivers will also be tested on pre-trip/post-trip procedures annually. Pre-trip/post-trip inspection requirements are listed on the reverse side of the monthly mileage sheets and will be completed each time a bus is placed in service to transport students, i.e., field trips, noon routes, daily routes, etc., except when the driver will begin another assignment within 2 hours of the post-trip. (*Reference CDE 4204-R-214.00*)

An under the hood inspection is not a daily requirement for D11 drivers. Fleet mechanics perform this function. An under the hood visual inspection shall be performed by drivers who are assigned weekend work.

If, during a pre-trip/post-trip inspection, a defect is discovered that could adversely affect the safe operation of the vehicle, defects shall be reported and corrected before the vehicle is placed in service.

3. District Safety Rules

a. Driver Rest

Each driver is responsible for ensuring they are in compliance with the hours of service regulations for school transportation vehicle operators. (*Reference 1 Colorado Code of Regulations 301-26, paragraph 4204-R-229.00*)

b. Hours of Service, School Transportation Vehicle Operators

No school transportation vehicle operator shall drive nor shall the school district/service provider permit or require an operator to drive:

- After being on-duty 14 hours following 10 hours off-duty. This would include on-duty time for all employers. Ten hours off-duty may be consecutive or accumulated in two or more periods of off-duty time with one period having a minimum of 6 consecutive hours off-duty.
- After being on-duty for more than 70 hours in any seven consecutive days.

c. Backing of Buses

By state regulation and local policy, the driver of a school transportation vehicle should not drive backwards on (or adjacent to) school grounds unless the rear of the bus is observed and directed by a second adult stationed **OUTSIDE THE VEHICLE**. In addition, **drivers are not authorized to back their school buses to accomplish their assigned route without notifying dispatch. (Refer to CDE 4204-R-220.00 – 220.01)**

- If necessary to back, call Operations for approval.
- Get out of the bus and look at the situation/obstacles.
- Secure an adult spotter and agree on the signals that will be used.
- Proceed slowly! Use all of your mirrors.
- Students should be silent during this time.

d. Right Turn on Red

Extreme caution, good judgment and defensive driving practices shall be used when turning right on red.

e. Left Turn Across Oncoming Traffic

Extreme caution should be exercised when making any left turn across oncoming traffic.

Left turns onto a multi-lane road when there is no traffic signal are only authorized when the following criteria are met:

- The left turn is designated on the route sheet.
- If not on the route sheet, the turn must be pre-approved by Safety and Training prior to turning left.
- Special Needs routes will have these pre-approved turns noted on their route sheets.

f. Railroad Crossings

Drivers shall comply with (Reference 1 Colorado Code of Regulations 301-26, paragraph 4204-R-209.00) when in the process of approaching, stopping for, and crossing railroad tracks.

g. Violations of School Bus Stop Arms

When a vehicle passes the bus and the stop arm is out, obtain the make, model, and license of the vehicle and any identifying characteristics of the driver. Report violations using the "School Bus Violations" form. These forms are available in the boxes below the dispatch window. Turn in forms to the Safety Office.

Note: Stop Arm violations that do not involve an accident/incident do not require a call to dispatch.

h. Parking Airbrake Buses on Inclines

The following procedures will be used whenever a bus equipped with airbrakes is parked on an incline:

- Depending which way the bus is parked the wheels will be turned in the proper direction:
 - Downhill—wheels turned towards the curb
 - Uphill—wheels turned towards the street
- After the cool down period and the engine has been turned off, bleed the brakes down until the ‘spring brake’ activates. This activates the ‘spring brake’ and prevents the bus from rolling should the parking/emergency brake be accidentally released.

i. Emergency On-Board Procedure (Code Blue / Code Red)

- 1 Hostage or weapon on the bus with *intent to use*.
 - a. **Do not answer the city wide radio.**
- 2 If you must miss a bus stop because of an *unsafe condition*.
 - a. **Make sure you notify dispatch of your actions.**
- 3 **If a parent boards the bus.**
 - a. **Advise dispatch a parent has boarded the bus.**
- 4 **Concealed weapon on the bus. Not posing a threat:**
 - a. **Call dispatch via city wide radio and report a Code BLUE. (Without suspicion)**
- 5 **All Medical Issues.**
 - a. **Call dispatch via city wide radio; you have a medical emergency on the bus.**
- 6 **Driver involved in an Accident:**
 - a. **Call dispatch via city wide radio and report a Code RED.**
- 7 **Unintentional activation:** answer dispatch via city wide radio. Follow up with a **phone call to dispatch.**

j. Cell Phones/ Ear Phones

Cell phones will not be used while operating the bus. While students are on the bus your cell phone will be placed on **silent mode or turned off completely.** **No speaker devices for phones, radios, walk men, etc. shall be in the driver’s ear while operating the bus.** (CDE, 4204-R-232.00)

k. Tornado Warning

It should be understood that the items mentioned in these procedures are to be used as a guideline. The final decision as to the safety of the students on the bus rests with the driver.

- Be familiar with all roads/streets adjoining their route in the event the driver needs to seek shelter. Field trip drivers should have a map available to find alternate routes, as needed.
- Have pre-determined shelter options (buildings, schools, businesses, homes) along various parts of the route should evacuation be necessary.
- Know the difference between a tornado watch and a tornado warning.
- When a tornado watch is issued, be prepared for sudden changes in the weather.
- When a tornado warning is issued, promptly seek shelter.
- If the driver has not left the school, have the students go back to the school building.
- If the warning occurs after the bus has departed the school, go to a pre-identified shelter on the route and evacuate the bus.
- If in the path of a tornado and a pre-identified shelter is not accessible, stop and evacuate the students from the bus and seek shelter in a below ground level area, such as a ditch, ravine or depression, that is located away from the bus. Do not use road or bridge overpasses.
- Have students lie face down and flat and to protect their heads.
- When all clear, account for all students, provide first aid and or obtain medical attention, as needed. If possible, contact Operations and inform them of the situation and request further instructions.

The following terms are used by the National Weather Service when reporting on tornados:

- Tornado Watch – Tornados are possible. Remain alert for approaching storms. Listen to your radio/television for updates.
- Tornado Warning – A tornado has been sighted or indicated.

Counties names are used when Watches and Warnings are issued. Drivers on trips away from Colorado Springs (El Paso County) need to know what county they are in when Watches and Warnings are issued.

As tornados can form very quickly once weather conditions are right, it is imperative that the driver be prepared to take immediate action if necessary when a tornado warning is issued.

I. Safety Equipment

Non-slip protective overshoes (Yaktrax©) are issued to all drivers to wear when ice and snow conditions exist. When adverse weather conditions exist, drivers shall wear their issued Yaktrax© when walking in and around the bus lot. **Personal safety is each driver's responsibility.** Additionally, drivers shall also take reasonable and prudent precautions for personal safety in adverse weather conditions whenever they must leave their bus while on routes or trips.

Drivers will not wear their Yaktrax© while driving any District vehicle. If a Yaktrax© breaks, return it to the office for a free replacement. Replacement of lost Yaktrax© will be the responsibility of the driver. Upon termination of employment the Yaktrax© will be returned to Transportation.

Failure to comply with this policy may result in administrative/disciplinary action which may include termination.

m. Food/Drink on Buses

“The school transportation operator shall not consume food or drink unless the vehicle is stopped at a safe location with the park brake set”. In addition to the state statute, District 11 bus drivers may only consume food and drink before or after a route/run and when no students are present. (*Reference 1 Colorado Code of Regulations, 301-26, Paragraph 4204-R-219.0*)

4. School Bus Mirror Grid

The school bus mirror grid is designed to assist drivers in adjusting their mirrors in such a way as to allow the driver to see students and traffic that may be around the side and front of the school bus as much as possible, thereby providing a safe environment for students while loading or unloading.

Drivers will arrange with a mechanic to adjust their mirrors when necessary. It is critical for the driver to ensure their bus seat and mirrors are correctly adjusted for optimal vision and safe bus operation.

B. Training

1. New Driver Training

New employees hired as school bus drivers will be required to receive both academic and hands-on training. This training will be conducted by Safety & Training. The trainee will be required to pass state mandated written tests as a part of their training. Trainees will be given sufficient training as required to allow them to become a fully functioning school bus driver for District 11.

All trainees will be required to attend all academic/classroom training, as this training includes requirements that are unique to District 11. Those trainees who do not have a CDL or a current CDL will be required to meet all Colorado Department of Revenue, Division of Motor Vehicles requirements to obtain a CDL. Safety & Training will provide this training.

Trainees who have a current CDL will be given that training needed to upgrade or add the required endorsement in order to become a school bus driver. Safety & Training will provide this training.

At a minimum the following academic training will be include for new drivers:

- Transportation overview
- Compartmentalization
- Student Management and Positive Behavior Support (PBS)
- Distracted Drivers
- Following & Stopping distance
- Defensive Driving for School Bus Drivers
- CDE Rules & Regulations
- City Driving
- Night Driving
- Railroad Crossing
- Student Pick-up, Drop-off, Stop Arm Procedures
- Liability Issues
- Adverse Weather
- Mountain Driving
- Evacuations
- Standard Operating Procedures and requirements
- Special Education Transportation

The amount and time of hands-on training for trainees will vary depending on whether or not the trainee has a CDL, but it will include the following at a minimum for all trainees:

- Pre-trip
- Skills
- Road Drive
- Post-trip
- Final Evaluation

2. In-Service Training

To comply with CDE requirements for renewal of a school bus driver license, all drivers and bus assistants are required to attend in-service meetings and to accumulate sufficient hours to meet state and district in-service requirements.

Drivers who do not complete licensing requirements prior to their birth month are responsible for obtaining the required courses at their own expense. If training is conducted at any location other than District 11 Transportation, approval of the course content and location is required. **Drivers who do not meet annual requirements by the first day of their birth month are not available for duty until the annual requirements are met. Drivers in this category may be placed on administrative leave without pay pending completion of the requirements and/or may be subject to other disciplinary action or termination.**

3. Refresher Training

Refresher training will be determined by management. Refresher training may be individual or in a group depending on the circumstances. It may or may not include a road drive. This type of training will always include some type of academic training (in the classroom or verbal instruction from a trainer). The type of refresher training will be determined based on the situation (accident, incident or complaint). This training will be documented and become a part of the driver's permanent record at Transportation.

Drivers who are notified that they are required to have refresher training will contact Safety & Training to arrange the training.

4. First-Aid Training

All school bus drivers and bus assistants are required to have a First Aid certification within 90 days of completion of initial CDL training within the District. Drivers and bus assistants are required to renew their First Aid every 2 years. Safety & Training staff will notify the driver as to when their renewal class will be held.

5. Mountain Training

Due to the uniqueness and hazards of driving in the mountains, Mountain Training is specialized training that is required for those drivers specified by the Operations Manager of Transportation and Safety & Training staff.

Normally, mountain training will be conducted following the end of the school year, as needed.

6. Evacuation Drills

School bus evacuations will be conducted twice during the school year. (*Reference 1 Colorado Code of Regulations 301-26, paragraph 4204-R-216*)

Within the first 6 weeks of school, drivers shall instruct students on procedures prior to implementation and subsequently throughout the school year to reinforce bus safety and evacuation principles. Drills will be scheduled by the Training Department.

Training for Students:

- Inform students where the emergency equipment is located, e.g., triangles, first aid kits, fire extinguisher and radio/microphone.

- Show the students how to open side window emergency exits and roof hatches.
- Students should be advised that they are to leave all hand-held items in the seat when they evacuate.
- Instruct the students to get up in an orderly manner alternating seats from side to side as they prepare to depart the bus.
- Students shall be instructed to sit at the back door and slide/scoot out of the bus.
- One student will be designated by the driver to count and verify that all students are accounted for.
- Students should be instructed to go to a designated safe area.
- Students, upon completion of the drill, may return to their assigned seat in the bus when instructed.

When drills are conducted, the driver will immediately provide an assessment of the exercise with the students and provide additional training, as necessary.

C. Accidents, Incidents and Citations

1. General

This section prescribes responsibilities and actions that a driver needs to know should they be involved in an accident/incident, if a student is injured as a result of an accident/incident, boarding, riding, or departing the bus, a Vehicle/Accident Incident Report and/or Student Incident Report must be completed prior to the driver leaving the shift wherein the incident occurred.

If the driver is issued a citation at any time, they must notify the Operations Manager of Transportation and Safety & Training staff immediately. This includes both school buses, and privately-owned vehicles (POVs).

All occurrences where there is any contact to any vehicle or object shall be reported by radio immediately!!

2. Driver's Primary Responsibilities

All drivers are responsible to be **physically and emotionally** prepared for duty. If you are involved in an accident with student passengers on board, your first responsibility is to your student passengers. Specifically, you should determine:

- If there are any injuries
- If the bus can be safely evacuated or the students are safer on the bus
- If first aid is required

3. Accident Procedures, School Bus (Code Red)

If you are involved in an accident in a school bus the following procedures should be followed. As each accident situation is different, some items may not be required nor may these steps always be followed in the listed order.

- Stop the bus. Survey the accident scene for injuries, damage or need for evacuation.
- Do not move the bus from the point of the accident, even though it may be blocking traffic, without authorization of the police at the scene or dispatch. The only exception to this will be on any of the interstate highways, in which case you will move your bus if able, to the shoulder adjacent to where the accident occurred.
- Press the Emergency activation button – one (1) time
- Contact District 11 Base- radio or phone (stay calm)
 - Give route # (use “**code red**” if life or death situation)
 - Briefly describe your involvement
 - Give accident location
 - Give nature of situation
 - Give # of injuries and assistance required
- While waiting for a reply from dispatch, start first aid, as needed.
- Set reflective triangles as required by regulations to warn other traffic (within 10 minutes of crash/breakdown).
- List names of all the students on the bus and where they were sitting at time of accident (seating chart).
- Get information on the other vehicle(s) involved: license plate #, make, model, year, color of vehicle and driver info: name, address, driver license #, insurance co. and policy #. This information must be completed on the Vehicle Accident/Incident Report. (Reference Appendix H)
- D-11 Safety and Risk Management Staff will obtain the names of all witnesses and ask the witnesses to write a statement of how they believe the accident happened. Write down the license plate numbers and descriptions of all vehicles observing the accident.
- Limit your conversation regarding the accident to providing the information required for the investigating police officer. Record the name/s and badge numbers of any police officer(s) that conducted investigations at the accident scene.
- Do not admit fault, blame or responsibility for the accident. By statute, you are required to provide your name, address, vehicle registration and your driver’s license. Proof of insurance coverage is required to be provided only to the investigating police officer.
- If a driver has been involved in an accident/incident after normal duty hours he/she shall contact District 11 Security, the Operations Manager of Transportation.

- When released by the Police and/or a Transportation Supervisor, ensure that student passengers leaving the accident scene with their authorized parent/guardian are recorded on the forms provided. Students may only be released to their legal parent/guardian.
- When returning to Transportation, the driver will fill out the appropriate paperwork for documentation. This includes:
 - The accident report form with student list (seating chart) attached, showing exact seating position at time of accident/incident, turned in to Safety and Training. This must be completed **immediately** upon return to Safety & Training department. Forms are located in the Driver's night room. After hours, leave completed forms in Driver's night room.
 - The School District 11 Vehicle Repair form shall be completed and turned in with the accident report form.
 - If a driver is involved in an accident with another vehicle, the driver will be required to submit to controlled substances and alcohol testing.

4. Post-Accident Alcohol & Drug Testing

The District complies with the applicable federal laws regarding alcohol and drug testing, including The Federal Motor Carrier Safety Act and accompanying regulations. In accordance with the *Federal Motor Carrier Safety Regulations, Part 382.303*, if you are involved in an accident with another vehicle or object, you may be required to submit to a drug / alcohol test. A Transportation staff person, i.e. Safety/ Training Officer or Team Leader will escort the driver to the testing facility.

5. Curb Contact

Curb contact is defined as any contact of a tire's sidewall or rim with a curb or other object. The following procedures apply:

- When safe, stop the bus and visually inspect the tire for damage and determine if the bus is safe to drive.
- Contact dispatch (via phone or radio) describing the situation. If no damage, dispatch will authorize you to continue. Otherwise, dispatch will issue new instructions.
- Upon returning to bus lot, stop at the garage for a mechanic to inspect the tire. Once the inspection is completed, the mechanic will provide a Tire Contact Form for the driver to return to the Safety/Training office.
- **IF THERE IS NO DAMAGE OR INJURY, THERE WILL BE NO REVIEW OF THE INCIDENT. (No loss of incentive bonus.)**
- The procedures relating to Accident/Incident Review Committee will only apply to curb contacts where there is reportable damage and such report shall be completed by the driver.

6. Student Injuries

Student injuries that occur on the bus, while riding, boarding, off-loading, or at a bus stop shall be immediately reported to the Transportation Office. If on route to a school, personnel at the school will be contacted. A written report must be completed on all student injuries on the day of occurrence and turned into the Safety & Training office. Student Incident forms are located in the Driver's night room. (*Reference Student Incident Report, Appendix H*)

7. Accident/Incident Procedures, Privately-Owned Vehicle (POV)

As a professional, any Transportation employee's private vehicle driving record has a bearing on their continued employment.

Drivers who are involved in an accident while operating a personal vehicle will report this to the Operations Manager/Safety Officer. The following procedures apply:

- If the accident occurs during a school day, call as soon as possible so that Operations can cover your route, if needed.
- After duty hours, weekend or holidays, report the accident the first school day/duty day after the accident.
- If the accident occurs out-of-state, report this within 72 hours or the first business day after returning.
- If the driver is issued a citation due to the accident, the procedures for Traffic Citations will be followed.

8. Traffic Citations

- **Any driver on district time, in a district vehicle, that receives a moving citation shall be the subject of disciplinary action up to and including a recommendation for termination, pending the investigation's outcome.**
- The outcome of traffic court will not be considered.
- When on duty driving a school bus or other district vehicle, drivers shall **immediately** notify the **Operations Manager** or **Safety Officer** if they are issued a citation for a moving violation while driving a school bus or other district vehicle. The driver will remain at the location where the citation was issued until a relief driver arrives. The driver will then be transported for a Controlled Substance and Alcohol Screening.
- While off-duty, drivers who receive a citation shall report the circumstances of the citation to the Operations Manager of Transportation/Safety Officer by the next business day and submit a copy of the citation.

BE PRUDENT! BE CAREFUL! BE SAFE!

Appendix A: Safety Review Committee & Citation Review Process

EMPLOYMENT IN THE DISTRICT IS AT-WILL. ACCORDINGLY, EMPLOYEES MAY RESIGN FROM THEIR EMPLOYMENT AND THE DISTRICT MAY TERMINATE THEIR EMPLOYMENT AT ANY TIME, WITH OR WITHOUT ADVANCE NOTICE, AND FOR ANY REASON, WITH OR WITHOUT CAUSE. NO PROVISION OR PROCEDURE BELOW IS INTENDED TO MODIFY OR RESTRICT THE AT-WILL STATUS OF EMPLOYEES, OR TO PROVIDE ANY CONTRACT, PROPERTY, DUE PROCESS OR OTHER EMPLOYMENT RIGHTS.

1. General

The purpose of the Safety Review Committee is to review all available information regarding bus accidents, incidents, student injuries and traffic citations. The committee is expected to review the case, assess damages, determine whether the accident/incident was preventable or non-preventable, assign points and recommend refresher training.

The Operations Manager of Transportation will determine committee membership. The committee will meet, as required, to review accidents, citations and injuries.

2. Review Process

The committee will review all the available information regarding accidents and incidents, to include: GPS, audio/video, police reports, training reports and statements from witnesses and individuals involved in the accident. Driver attendance is optional. The driver may bring witnesses or documentation on his/her behalf to the committee meeting. If a driver is unable to attend the scheduled meeting, he/she may notify the Transportation Safety Officer no later than one workday prior to the meeting to reschedule. Only one extension may be granted.

After reviewing all available information the committee will determine whether or not the accident/incident was preventable. In making the determination, the committee will use National Safety Council definitions of a preventable accident and defensive driving, and consider the six conditions found in every driving situation (light, road, weather, traffic, vehicle and driver). The committee will submit its findings and recommendations to the Operations Manager of Transportation for final action including but not limited to, drive-along, refresher training, probation, administrative leave, suspension, or termination. (*Reference Safety Review Committee Recommendation Form, Appendix H*)

3. Preventable Accident/Incident

A preventable collision is one in which there are reasonable actions that could have been taken to avoid it.

The determination of whether or not an accident/incident was preventable is normally based on the driver's action or failure to act and not necessarily on the unsafe acts of others.

If an **incident** is determined to be **non-preventable** on the driver's part, no disciplinary action will be recommended by the committee.

Safety & Training will maintain a record of points assessed in each driver's training record.

The driver may appeal any committee findings. Appeals must be submitted in writing to the Operations Manager within 10 working days of the report. If the employee is not satisfied after the appeal, or does not

receive a response from the Operations Manager of Transportation, he/she may appeal to the Executive Director of Facilities, Operations, and Transportation. This must be done in writing within ten (10) working days after the results of the appeal to the Operations Manager of Transportation have or should have been received.

4. Insurability

Training and Risk Management will review an individual's personal and work-related driving citations and/or convictions to consider continuance or denial of insurability. **Denial of insurability will result in loss of employment within the Transportation Department.**

5. Driver Point System

The point system is a system of accountability for all bus drivers. It is a means for driver performance evaluation and continued employment consideration. A driver's total points for accidents and traffic convictions for the previous 36 months (three years) are evaluated and applied to the employee's District driving record. All accumulated points remain for three years from the date of occurrence. All driving errors are classified under two tables of severity. The **first table** lists points assessed for bus or property damage. The **second table** lists the Colorado Point Assessments for various other infractions. See tables at end of this section.

Transportation drivers who accumulate ten (10) or more points (or have 10 total points) within a three year period, or those determined uninsurable by the District's insurance company, may be recommended for disciplinary action or termination from employment. A professional driver is considered "at work" when behind the wheel of their Personally Owned Vehicle (POV) or a school bus. Unsafe driving reported by Safety Officers or a District Administrator may result in points being assessed or other disciplinary action which may include termination.

Nothing in the point assessment process for accidents, injuries and/or citations limits the Operations Manager of Transportation from recommending the immediate termination of employment for any driver.

TABLE 1: PROPERTY DAMAGE

Total Damage to Vehicle or Property	Points Assessed
\$ 0 - \$100	0
\$101 - \$2000	1
\$2001 - \$2750	2
\$2751 - \$3500	3
\$3501 - \$4000	4
\$4001 - \$4750	5
\$4751 - \$5500	6
\$5501 - \$6250	7
\$6251 - \$7000	8
\$7001 – \$7250	9
\$7251 –or more	10

TABLE 2: COLORADO POINTS ASSESSMENT

Violation	Points Assessed
Leaving Scene Of Accident	12
Driving While Intoxicated Or Under The Influence Of Drugs	12
Speed Contests	12
Eluding Or Attempting To Elude A Police Officer	12
Driving While Ability Is Impaired By Alcohol	8
Reckless Driving	8
Failure To Stop For A School Bus	6
Careless Driving Or Following Too Closely	4
Driving On Wrong Side Of Road	4
Improper Passing	4
Failure To Observe Traffic Sign Or Signal	4
Failure To Yield To Emergency Vehicle	4

Violation	Points Assessed
Failure To Maintain Or Show Proof Of Insurance	4
Failure To Yield Right Of Way	3
Improper Turn	3
Driving Through Safety Zone	3
Driving In Wrong Lane Or Direction Of One-Way Street	3
Conviction Of Violations Not Listed	3
Failure To Signal Or Improper Signal	3
Improper Backing	2
Failure To Dim Or Turn On Lights	2
Operating An Unsafe Vehicle	2
Speeding Over Posted Limit:	
1 – 4 mph	1
5 – 9 mph	2
10 – 19 mph	3
20 or more mph	6

Other Assessments

Preventable student injury that does not require professional medical attention and is caused by driver error will be assessed 1 point.

Improper procedure; i.e. failure to report accident/incident, will be assessed 1 point.

Any preventable incident or accident in School Bus Load Zone will be assessed an additional 1 to 3 points. *(Reference Probationary Form, Appendix H)*

Appendix B: Miscellaneous Policies & Procedures

1. Reporting Child Abuse/Child Protection

Employees are expected to follow other specific District policies and/or instructions on reporting abuse/child protection applicable to the circumstances.

- Reporting Requirements

Any school employee who has reasonable cause to know or suspect that any child is the subject of abuse of a physical or sexual nature, or to conditions that might result in abuse or neglect, must report such facts to the Transportation Safety Officer. The Safety Officer will report the incident to the Department of Human Services (DHS) and Colorado Springs School District #11 Security. The appropriate Team Leader will be apprised of the process and findings by the Transportation Safety Officer. The Team Leader will report the incident to the appropriate school administration and the Operations Manager of Transportation. (Reference Child Abuse/Neglect Report Form, Appendix H)

- School Administration and the Operations Manager of Transportation will be notified in cases where the suspected or known perpetrator is a school employee.

- Definition of Abuse or Neglect

Child abuse or neglect is defined in law as "an act or omission, which seriously threatens the health or welfare of a child." Specifically, this refers to:

- Evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling or death and such condition or death which is not justifiably explained or where the history given concerning such condition or death is at variance with the condition or the circumstances indicate that the condition may not be the product of an accidental occurrence.
- Any case in which a child is subject to sexual assault or molestation, sexual exploitation or prostitution.
- Any case in which a child is in need of services because the child's parents, legal guardians or custodians fail to take the same actions to provide adequate food, clothing, shelter, medical care or supervision that a prudent parent would take.

- Contents of the Report

The following information should be included to the extent possible in the initial report:

- Name, age, address, sex and race of the child
- Name and address of the child's parents, guardians and/or persons with whom they are living
- Name and address of the person, if known, believed responsible for the suspected abuse or neglect
- The nature and extent of the child's injury or condition as well as any evidence of previous instances of known or suspected abuse or neglect of the child or the child's sibling--all with date as appropriate
- The family composition, if known

- Any action taken by the person making the report
- Any other information that might be helpful in establishing the cause of the injuries or the condition observed.
- After Filing Reports
Completed reports may be made available to agencies/law enforcement personnel assigned to investigate instances of child abuse.

Appendix C: Things to Remember

1. General

- **Speed limit on the lot is 10 mph**
- Headlights/running light must be on during bus operation
- Bus must be in neutral or park to start, check emergency door
- Seat and mirrors properly adjusted to you
- Tail swing on a 65-passenger bus is 18 inches
- Unplug your bus from the heating block
- Watch the electric poles when pulling out of the parking space
- Fuel the buses using the correct fuel (diesel, unleaded gasoline, propane)
- When plugging in the electrical cord for block heating, ensure that it is lying flat on the ground between bus and power pole to prevent a tripping hazard
- A broom and window cleaning supplies are provided for the daily cleaning of buses.
- Warm-up and cool-down for the diesel buses is 3 minutes
- Do not lock bus while parked at transportation lot
- After spare bus use, refuel, sweep, and empty trash
- Report any malfunctions
- Keep your eye on the service door when opening or closing door
- With students on board do not pull alongside another bus at a traffic signal or when stopped in traffic

2. On the Road

- Eating or drinking on the bus is prohibited while bus is in motion
- Smoking is prohibited on/in any District 11 property/vehicle
- Cell phones shall be turned on 'silent mode' while operating the bus. Ear pieces are prohibited while operating the bus.
- Have patience and use prudence
- Keep your distance when following another vehicle (4-second rule)
- Keep a gap between you and the vehicle in front when stopped (see tires of the vehicle in front of you)
- Stopping distance changes when empty versus when fully-loaded

- Traffic checks. “Be aware of everything around you”
- As a general rule, larger vehicles should travel in the right-hand lane on two-lane roads or the right hand/middle lane on roads with 3 or more lanes.
- Use acceleration and deceleration lanes. Use the entire length of the lane, then merge into traffic.
- When turning - square your turns
- At Yield signs – be prepared – YIELD!!!
- Wheels straight at intersections, even if you are turning
- As you approach the intersection, cover brakes
- Travel 3 to 5 mph under the posted limit
- For an Emergency Stop:
 - Signal
 - Move to a safe location to the side of road
 - Activate hazards
 - Secure the bus (park brake, neutral)
 - Check traffic (all directions)
 - Place reflective triangles out within 10 minutes
 - Return to traffic, checking traffic before, during, and after you are moving into the lane
- Activate turn signals 100 ft. before change of direction and don’t cancel until entire vehicle is in the lane
- Be aware of speed bumps, PROCEED SLOWLY OVER THE BUMP!

3. Loading & Unloading Procedure

- Drivers shall not release a Special Needs child except to an authorized school official/parent/guardian or any individual who enters the residence with the student. Should the driver be concerned about whether or not a person is authorized to accept the child, the driver is responsible for calling Operations to verify such authorization. Written authorization that specifies the student does not need an escort at the school/home must be on file in the Transportation Office. For students not requiring an escort, drivers shall ensure the student has safely entered the school/home. It is the bus assistant’s responsibility to communicate with all drivers any information pertaining to the safe and secure release of students. (*Reference Colorado Springs School District 11 Special Needs Transportation Procedures & Safety Rules, Appendix H*)
- Activate 8 way lights 200 ft. in advance (amber) of stop
- Signal to move to the curb (right)

- Secure the bus (park brake, neutral)
- Check traffic
- Open door (this activates red lights and stop sign)
- Signal students to board the bus
- Wait for students to be seated
- Close door (this discontinues the lights and sign)
- Signal to move into the traffic lane (left), Check traffic again
- Shift into proper gear, and then release parking brake (this prevents rolling)
- Move into lane, checking traffic in all directions (this includes the curb-side for late students)
- Once in the lane, cancel signals and check traffic again
- Students are to ride the **bus route assigned** to them and board and depart at the **bus stop assigned** to them. **No unauthorized bus stops are allowed.**
- No unauthorized passengers

4. Restrictions

- San Miguel between Galley and Murray (residents of the area have asked us to use Murray and Galley)
- No left turns from Bijou (eastbound) onto Murray (northbound) or Mallow (NE-bound) onto Austin Bluffs (NW-bound) (no signal and traffic is heavy)
- No left turns across 4 lanes of traffic when there is no traffic signal
- Fillmore Hill, West of I-25 (no travel up or down, steep grade/ hard on the bus)
- 19th Street Hill just West of Mesa Rd. (no travel up or down, steep and curvy)
- Railroad tracks at Sierra Madre (do not cross over these tracks, visibility limited)
- Railroad tracks at Las Vegas and Royer (All CDL vehicles restricted)
- Left turns onto Fillmore are permitted at Coronado High School at the traffic light only.
- Maximum speed for interstate travel is 70 mph (D-11 policy)

5. Places To Use Extreme Caution

- Railroad tracks on Fillmore (2 sets of railroad tracks, 1 controlled by traffic light)
- Underpass on Platte (by Palmer H. S., be aware of narrow right lane, merging traffic and ice build-up)
- Chipeta Elementary Driveway (dramatic slope, exit at an angle, use green light only)

6. Other Information

- Know your school or other destinations before you start your run/trip
- Safety roof hatches and side window exits (practice how to use them)
- North and West sides of the street are usually even numbers; South and East sides of the street are usually odd numbers
- Cascade Avenue divides East and West; Pikes Peak Avenue divides North and South
- **IN LOT - SLOW DOWN – BE AWARE – BE VIGILANT – 10 MPH!**
- **IN SCHOOL BUS LOAD ZONES – BE PATIENT – DO NOT PASS ANOTHER BUS. ALWAYS SET PARK BRAKE!**

Drive Defensively!!

Drive Defensively!!

Drive Defensively!!

Appendix D: School Bus Loading Zones

1. High Schools

- CORONADO

Regular Ed: Enter parking lot at light. The load zone is to the right (large loop).

Special Ed: Enter parking lot at the light and turn to the left, travel around south-west parking lot and park in the Handicap section at the far south end of front driveway. Left turns onto Fillmore Street are allowed at the traffic light only.

- DOHERTY

Regular Ed: The load zone is on Barnes Road on the north side of the school.

Special Needs: Enter parking lot at the west end of school. The load zone is next to the curb in the parking lot just west of the school.

Most **field trips** load in the east parking lot next to the gym.

- MITCHELL

Regular Ed: Load on East San Miguel St facing eastbound.

Special Ed: Load on East San Miguel St. facing eastbound.

- PALMER

Regular Ed: On North Weber St southbound extends from the tennis courts north of Boulder to Platte for those routes designated for that load zone. General Field trip parking is also located at the Weber Street bus stop.

On Boulder St eastbound for those routes designated for that load zone, and those designated on the trip request form.

Special Needs buses are south of Boulder on Weber headed south.

Athletic trips: On Platte Ave westbound at the gym, east of Wahsatch St for most athletic trips. Be sure to stop at the end of the chain link fence east of the parking lot.

- RJWAC

Regular Ed: On Afton Way in the Loop on the west side of the school.

Special Needs/ Shuttle: On Afton Way in the Loop on the west side of the school.

Enter the south parking lot and pick-up at the gym for athletic field trips.

2. Middle Schools

- GALILEO

Regular and Special Ed: enter on Caramillo St west of the school and next to the athletic fields. First bus - pull all the way down to the fence at the golf course.

- HOLMES

Regular and Special Ed: Turn into drive to the west of the school off Mesa. The first bus must pull as far forward as possible due to the number of buses into the school. All buses off-load at the curb in the morning and afternoon.

- JENKINS

Regular and Special Ed: Enter off of Austin Bluffs Pkwy turn right into first driveway, pull around and stop at the end of notch in curb. Special Ed stop by steps

- MANN

Regular and Special Ed: Enter from Van Buren St on the north east side of the school.

- NORTH

Regular and Special Ed: On El Paso St southbound. Pull down to the City Bus sign to ensure that there is enough room for all buses.

- RUSSELL

Regular and Special Ed: On Montebello Dr. eastbound, north of the school.

- SABIN

Regular Ed: Turn into drive off North Carefree and turn left pull up to the curb in front of the school.

Special Needs: Turn into drive off North Carefree and turn to the right. Go to the parking lot and stop next to the gym.

- SWIGERT

Regular Ed: On Coleridge Ave. northbound.

Special Ed: Turn into parking lot off of Pikes Peak just east of the school.

- WEST

Regular Ed: On Pikes Peak Av. westbound in front of the school.

Special Needs: On 20th St. northbound, north of the drive into the track.

3. Elementary Schools

- AUDUBON

Regular and Special Ed: On Summit Dr in front of the school westbound.

- BRISTOL

Regular and Special Ed: Enter from Chestnut St. Load in parking lot at curb in front of school southbound on east side of school.

- CARVER

Regular and Special Ed: Enter from Artistic Cir. Exit onto Scenic Cir, load in drive on east of building.

- CHIPETA

Regular and Special Ed: In driveway northbound west of the main entrance of the school.

- COLUMBIA

Regular and Special Ed: On Institute southbound just south of the drive into the playground.

- EDISON

Regular and Special Ed: On Primrose westbound just west of the playground.

- FREEDOM

Regular Ed: On Butterfield Dr., eastbound, northeast of the school.
Special Ed: Load in front loop, pull as far forward as possible

- FREMONT

Regular Ed: On El Camino Dr next to playground south of the crosswalk. This is north and east of the building.
Special Needs: Turn left into the driveway in front of the school.

- GRANT

Regular and Special Ed: On ShadowGlen Dr., northbound next to the school and playground.

- HENRY

Regular and Special Ed: Enter drive from Lehmberg Blvd. Buses will be southbound.

- HOWBERT

Regular Ed: On 31st St., northbound at the north end of the building past parking lot driveway.
Pre-school and/or Special Needs: On 31st St., south of the perpendicular parking.

- HUNT

Regular: On E Rio Grande St. westbound just south of stairway.

Special Ed: In alley east of the school between Moreno and Rio Grande.

- JACKSON

Regular and Special Ed: Off of Holland Park Blvd. in small loop.

- KELLER

Regular and Special Ed: Off Montebello St. in north parking lot on east curb.

- KING

Regular and Special Ed: On Sapporo Dr southbound stop before parking lot entrance.

- LONGFELLOW

Regular and Special Ed: On Alpine Pl westbound.

- MADISON

Regular and Special Ed: On Northglen Dr northbound next to playground.

- MARTINEZ

Regular and Special Ed: Enter driveway from Vickers and pull all the way to the top of the drive just to the south of the front of the School.

- MCAULIFFE

Regular and Special Ed: Enter driveway from Ford St. and pull up to the end of the sidewalk.

- MIDLAND

Regular and Special Ed: On Broadway westbound by the playground.

- PENROSE

Regular and Special Ed: Enter driveway from Nonchalant Cir. Stop in parking lot northbound in front of the school.

- QUEEN PALMER

Regular and Special Ed: On Bonfoy Ave northbound.

- ROGERS

Regular and Special Ed: On Gomer Ave. westbound
Pre-School - On Hayman Ave eastbound on the north end of the school.

- ROOSEVELT

Regular and Special Ed: On Byron Dr. westbound just west of the crosswalk.

- RUDY

Regular Ed: On Cracker Barrel Cir northbound by the park, north of the exit driveway.

Special Needs: In driveway at north end of building.

- SCOTT

Regular and Special Ed: Enter driveway from Whetstone Dr. and stop on the west side of the building after the crosswalk.

- STEELE

Regular and Special Ed: On N Weber St., southbound in front of the school just north of the crosswalk.

- STRATTON

Special Needs and Pre-School: Enter parking lot from Van Buren St. at the northeast corner of the building.

Regular Ed: At the posted load zone on Paseo headed south-west

- TAYLOR

Regular and Special Ed: On Arcadia St northbound at the main walk into the building.

- TESLA

Enter driveway from International Cir. and go to the rear of the building and stop at east door (**pre-school only**).

- TRAILBLAZER

Regular and Special Ed: Enter the driveway from Wickes Rd. and stop before crosswalk.

- TWAIN

Regular and Special Ed: On Chelton Rd. southbound, south of the crosswalk.

- WEST

Regular Ed: On Pikes Peak Av. westbound in front of the school.

Special Needs: On 20th St. northbound, north of the drive into the track.

- WILSON

Regular and Special Ed: On De Reamer Cir northbound north of the exit drive in front of the school.

Any deviations to these locations must be approved by Safety & Training.

If cars are occupying the restricted and posted load zone area, or the area is blocked, remain in the traveled portion of the roadway to receive or discharge student passengers and **the 8-way flashing lights and STOP arm will be used.** Notify dispatch for authorization.

Appendix E: Organizations Related To Transportation

1. Educational Support Personnel Representatives

The Educational Support Personal (ESP) Representatives are elected by the employees of Transportation to represent them at the ESP Council. The FOTC ESP Representatives should make every attempt to attend all meetings. The Council is established by District 11 Board of Education to act as a channel of communication between the ESP employees and the Board of Education. Members of the council include representatives from each school and separate department from within the District. ESP employees who have items they want to bring to the Council can do so through their ESP Representative.

2. Meet and Confer

The Meet & Confer group operates as a function of the ESP Council. Its purpose is to meet with District 11 Administration to discuss wages, benefits, terms of employment and other employee related issues as they apply to each ESP job category. Members are appointed by the Meet & Confer group and remain in this position until relieved by the Meet & Confer group or until the members elect to resign themselves from their position. These members may or may not be the ESP Representative from each location. The ESP Meet and Confer Handbook is the agreed upon document for working conditions for Bus Drivers and other ESP staff in District 11.

3. SOP Committee

The SOP Committee meets, as needed, under the direction of the Operations Manager of Transportation. The purpose of the committee is to recommend changes and to incorporate new policies and procedures into the SOP that have been written since the last change to the SOP. A full review of the SOP's will be completed every three (3) years with needed revisions performed annually.

At a minimum the committee will consist of the Safety officer, Team Leader, one Regular Ed driver and one Special Needs driver. Other members will be assigned/appointed at the discretion of the Operations Manager of Transportation.

4. Transportation Department Group

The Transportation Department Group purpose is to provide the employees of the Transportation Department a means in which to voice concerns and issues that affect the morale, welfare and working issues directly to the Operations Manager of Transportation in a formal setting. The Group also provides the Operations Manager of Transportation the opportunity to discuss issues that may have an impact on the employees.

The Group meets twice a month and consists of the following members, Operations Manager of Transportation, one office staff person, one Team Leader, TA President, ESP Representative, and two employee representatives who are chosen by the employees from within the Transportation department.

5. School District 11 Transportation Association (TA)

The School District 11 Transportation Association's purpose is to build rapport and camaraderie among D11 school bus drivers and employees. TA members are D11 bus drivers and employees who pay an annual membership fee. TA meets monthly at 9:15 a.m. in the break room, on the 2nd Wednesday of each month during the school year.

Membership fees provide coffee and support for the potlucks and other functions sponsored throughout the school year.

Officers are elected by the membership during the May meeting and serve a two (2) year term in office. In the event an office is vacated, a special election will be held to serve in that capacity. Full officer elections will be held every two (2) years during the May meeting.

TA also includes the Sunshine Committee that is responsible for providing various greeting cards and gifts, as needed throughout the school year.

We encourage all D11 bus drivers and employees to join TA.

Appendix F: Emergency Procedures

1. Accident/Incident (Code Red)

The following is an abbreviated version of the Accident/Incident Procedures/Code Red.

- Stop the bus; survey the scene.
- Press Emergency activation button
- Contact D-11 dispatch (911 after duty hours)
- While awaiting response from base, start First Aid
- Set reflective triangles out within 10 minutes of incident (10-100-100 ft. behind the bus)
- List names of all students on the bus, with seat number
- Get information on other vehicles involved, start Vehicle Accident/Incident Form
- Get names of witnesses and if possible, written statements from them
- Limit conversation about the accident to authorized District 11 personnel and law enforcement only
- Do not admit fault, blame or responsibility
- After normal duty hours contact D-11 Security and the Operations Manager of Transportation, using numbers listed on the back of the vehicles clip board
- Ensure that no students/passengers leave the scene until released by the police/transportation supervisor
- Fill out Vehicle Accident/Incident report and the Vehicle Repair form upon return to Operations
- Be available for alcohol and drug testing

2. Weapon On-board (Code Blue)

The following is an abbreviated version of the Weapon on-board (Code Blue) procedures.

- Weapon on board – no threat : Activate the Emergency button
- Weapon on board – threat : Activate the Emergency button
- On the radio state: CODE BLUE, BUS #___, AT (give exact location)

3. Tornado Warning

The following is an abbreviated version of the Tornado Warning procedures.

- Be familiar with all roads/streets adjoining their route in the event the driver needs to seek shelter. Field trip drivers should have a map available to find alternate routes, as needed.
- Have pre-determined shelter options (buildings, schools, businesses, homes) along various parts of the route should evacuation be necessary.
- Know the difference between a tornado watch and a tornado warning.
- When a tornado watch is issued, be prepared for sudden changes in the weather.
- **When a tornado warning is issued, promptly seek shelter.**
- If the driver has not left the school, have the students go back to the school building.
- If the warning occurs after the bus has departed the school, go to a pre-identified shelter on the route and evacuate the bus.
- If in the path of a tornado and a pre-identified shelter is not accessible, stop and evacuate the students from the bus and seek shelter in a below ground level area, such as a ditch, ravine or depression, that is located away from the bus. **Do not use road or bridge overpasses.**
- Have students lie face down and flat and to protect their heads.
- When all clear, account for all students, provide first aid and or obtain medical attention, as needed. If possible, contact Operations and inform them of the situation and request further instructions.

4. Emergency Evacuation

The following procedure should be used in the event an emergency evacuation must be made from the bus:

- Determine if the evacuation will be a split evacuation or a rear exit evacuation.
- Identify a designated gathering location.
- Have assigned students retrieve the First-Aid kits.
- Have all students leave hand-held or carry-on items on the bus.
- Have assigned students open the emergency exit door and exit the bus and assist other students out the bus, as needed.
- Ensure all students exiting out the emergency exit “Sit and Scoot”. Do not let students jump out the back of the bus.
- Have all students gather at the designated location approximately 75-100 feet from the bus.
- Count all students to verify that all students have evacuated the bus.
- Contact Operations.

5. Mechanical Problems

The following is an abbreviated version of the Mechanical Problems during Route/Field Trip.

- Contact Operations immediately.
- Describe the problem, if known.
- Give exact location of the bus with direction the bus is headed.
- Keep the students calm and orderly.
- Do not let students off or evacuate the bus unless it is on fire or there is smoke present.
- Maintenance will determine if the bus can continue or will be replaced.

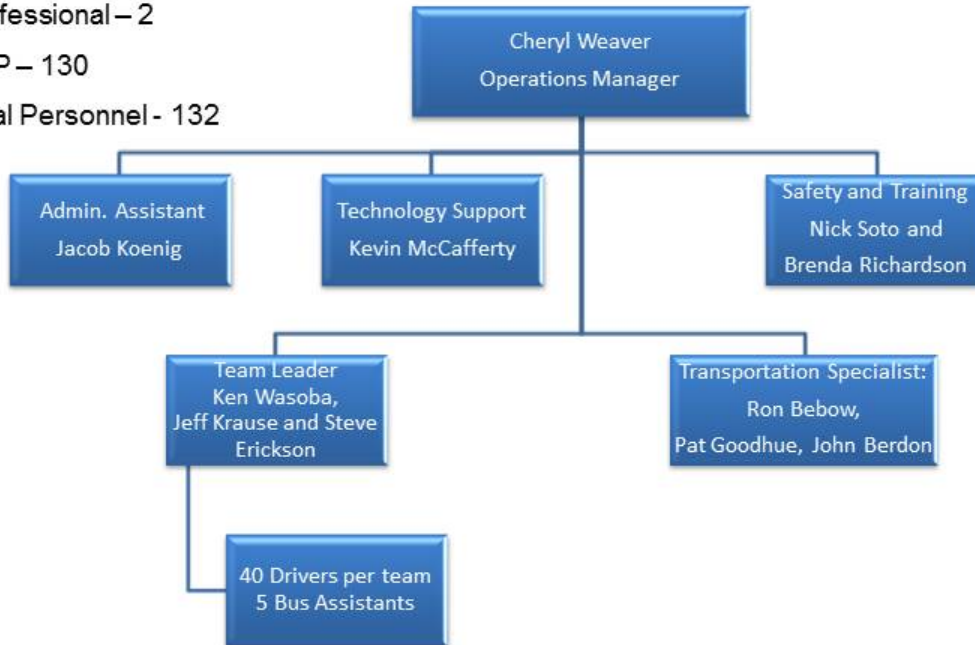
Transportation Department Organizational Structure

Personnel Structure

Professional – 2

ESP – 130

Total Personnel - 132



SCHOOL BUS CONDUCT FORM

DATE OF CONDUCT: _____ NAME: _____ GRADE: _____

CONDUCT # _____ NO ID #: _____ SCHOOL: _____ ROUTE #: _____

PARENT'S E-MAIL/HOME ADDRESS: _____

PARENT'S NAME(S): _____ RELATIONSHIP TO STUDENT: _____

DATE/TIME CONTACTED: DATE: _____ TIME: _____ PHONE(S) #: _____

SUSPENDED YES: _____ NO: _____ # DAYS: _____ DATE: _____

POSITIVE BEHAVIORS

NEGATIVE BEHAVIORS

- _____ R - RESPECTFUL
- _____ I - INTEGRITY
- _____ D - DEPENDABILITY
- _____ E - EXCELLENCE
- _____ SEEKS OPPORTUNITIES TO ASSIST
- _____ TEAM PLAYER ON THE BUS
- _____ POSSESSES LEADERSHIP CHARACTERISTICS
- _____ ENTHUSIASTIC ABOUT LIFE
- _____ POSITIVE INFLUENCE
- _____ OUTSTANDING BEHAVIOR
- _____ POLITE DEMEANOR
- _____ HONEST ACCOUNTABILITY
- _____ HELPFUL ATTITUDE
- _____ SETS THE EXAMPLE IN CONDUCT
- _____ COURTEOUS TO OTHERS
- _____ OTHER POSITIVE BEHAVIORS

- _____ OTHER BEHAVIORS - REPORTED BY DRIVER
- _____ DISRESPECTFUL TOWARDS THE DRIVER
- _____ PHYSICAL AGGRESSION
- _____ LACK OF RESPECT FOR OTHERS
- _____ EXCESSIVELY LOUD - YELLING
- _____ EATING OR DRINKING ON THE BUS
- _____ THROWING - SHOOTING ANY OBJECT ON THE BUS
- _____ IMPROPER BUS STOP PROCEDURES
- _____ VANDALISM
- _____ FAILURE TO SIT CORRECTLY
- _____ CHANGING SEATS WITH THE BUS IN MOTION
- _____ PROFANITY / ABUSE / GESTURES / BULLYING
- _____ LIGHTING MATCHES - FLAMMABLE MATERIALS
- _____ TAMPERING WITH BUS EQUIPMENT
- _____ UNAUTHORIZED ENTERING/EXITING THE BUS

SPECIFIC DETAILS: _____

DRIVER'S SIGNATURE: _____ DATE: _____ T/L INIT: _____

**COLORADO SPRINGS POLICE DEPARTMENT
SCHOOL ENFORCEMENT
10.4.107/42-4-1903 STOP FOR SCHOOL BUSES**

TRANSPORTATION DEPARTMENT INFORMATION

DISTRICT NAME: _____ # _____
ADDRESS: _____
SCHOOL TRANSPORTATION CONTACT: _____
E-Mail: _____ TELEPHONE # _____
FAX # _____

The Violation occurred at _____. The following vehicle was traveling ____ N, ____ E, ____ W, ____ S when it passed my school bus, which was stopped facing ____ N, ____ E, ____ W, ____ S, when the RED lights were flashing and the STOP sign was in view.

Today's date: _____. Date and time of offense: _____ AM _____ / PM _____

Bus Driver's printed name _____ Bus # _____

Suspect's Vehicle Information: LICENSE PLATE # _____ STATE _____

MAKE _____ MODEL _____ COLOR _____

ADDITIONAL VEHICLE INFORMATION:

RACE _____ MALE _____ / FEMALE _____ HAIR COLOR _____

APPROXIMATE AGE _____ GLASSES _____

ADDITIONAL INFORMATION

(This form must be complete and a positive ID to go to court)

Action

Other Maintain form for future violations.

Letter Send a letter to the registered owner of the suspect vehicle explaining the offense.

Court I can positively ID the driver now and in the future, and want to pursue criminal charges. I will sign a police summons. I understand this course of action may require my future testimony in court.

Bus Driver's Signature

Date

District's Contact Signature

Date

Field Trip Time Policy#

Maximum authorized trip start times prior to transporting a fieldtrip from the schools listed below:
(Times listed are for departure from FOTC and include time for 10 minute pre-trip)

TRAVEL & PRETRIP TIME	ELEMETARY	MIDDLE	HIGH	OTHER
20 MINUTES	Henry Longfellow Madison McAuliffe Monroe Penrose Roosevelt-Edison Twain Wilson	Sabin Swigert	Mitchell	Globe Charter
25 MINUTES	Audubon Carver Longfellow Queen Palmer Rogers Rudy	Galileo	Doherty	CSDB Emily Griffith RJWAC Roundup STAR Charter
30 MINUTES	Columbia Edison Fremont Grant Hunt Keller Martinez Scott Steele Stratton Taylor	Mann North Russell	Palmer	Community Prep Life Skills Charter STAR Charter – Adams
35 MINUTES	Bristol Buena Vista Freedom King	Jenkins		AACL CIVA PPCC
40 MINUTES	Chipeta Howbert Jackson Midland Trailblazer West Elementary	Holmes West	Coronado	

*For trips outside of district, please consult operations manager, team leader, or admin assistant for authorized trip start time.

Request for Field Trips

Name: _____

Date: _____

1. PRIMARY/NIGHTS AND WEEKENDS

This category is for drivers who can drive trips between routes, nights (5pm—midnight, after pm routes) and weekend. This is limited to 40 hours per week, including route hours. The Operations Manager must approve anytime overtime.

2. SECONDARY/FIELD TRIP DRIVER

This category is for drivers who limit themselves to their assigned route but are willing to assist during heavy field trip periods. Secondary field trips are normally trips between routes, week days only. This is limited to 40 hours per week, including route hours. The Operations Manager must approve anytime overtime.

I UNDERSTAND THE ABOVE CATEGORIES AND CHOOSE:

Signature: _____

_____ CATEGORY 1 (Primary Field Trip Driver)

_____ CATEGORY 2 (Secondary Field Trip Driver)

_____ NO TRIPS

Request for Field Trips

Name: _____

Date: _____

1. PRIMARY/NIGHTS AND WEEKENDS

This category is for drivers who can drive trips between routes, nights (5pm—midnight, after pm routes) and weekend. This is limited to 40 hours per week, including route hours. The Operations Manager must approve anytime overtime.

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This category is for drivers who limit themselves to their assigned route but are willing to assist during heavy field trip periods. Secondary field trips are normally trips between routes, week days only. This is limited to 40 hours per week, including route hours. The Operations Manager must approve anytime overtime.

I UNDERSTAND THE ABOVE CATEGORIES AND CHOOSE:

Signature: _____

_____ CATEGORY 1 (Primary Field Trip Driver)

_____ CATEGORY 2 (Secondary Field Trip Driver)

_____ NO TRIPS

Safety Review Committee Recommendation Form

The Safety Review Committee has convened on an accident that occurred on

Date: - Time: - Route - Driver:

The safety review committee is recommending to the Operations Manager the following:

- 30 days probationary period:
 - Safety / Training Officer will conduct a drive along.
 - 3 days video review.

- 3 or more incidents that accumulate to an amount greater than \$2,500.00:
 - 45 days probationary period.
 - 2 days administrative leave or termination.
 - Safety / Training Officer will conduct a drive along.

Driver Signature

Date

Operations Manager

Date

Bus Aide Log

Required fields are noted with an asterisk (*)



*Student Last Name: _____ *First Name: _____

*Student ID#: _____ * School _____ *ICD-9 Code _____

Bus Number: _____ Route AM: _____ Route PM: _____

Safety monitoring or physical assistance on the bus is clearly stated in the student's IEP/IFSP. Record for each date, the actual minutes spent on the bus, and initial the entry. Circle the "G" if the service is provided to a Group of students (Individual service is assumed).

*Month/Year _____									
Monday		Tuesday		Wednesday		Thursday		Friday	
am	pm	am	pm	am	pm	am	pm	am	pm
<input type="checkbox"/> G Time Initials	<input type="checkbox"/> G Time Initials	<input type="checkbox"/> G Time Initials	<input type="checkbox"/> G Time Initials	<input type="checkbox"/> G Time Initials	<input type="checkbox"/> G Time Initials	<input type="checkbox"/> G Time Initials	<input type="checkbox"/> G Time Initials	<input type="checkbox"/> G Time Initials	<input type="checkbox"/> G Time Initials
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I certify that the information provided on this form is true and accurate and that the services were provided in accordance with federal and state laws applicable to Medicaid.

*Bus Aide Printed Name	*Signature	*Initials	*Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Internal Use
OTF
____ on ____



Monthly Transportation Log

Required fields are noted with an asterisk (*)

*Student Last Name: _____ * Student First Name: _____ *ID #: _____

School: _____

*Specialized equipment code on IEP (circle those that apply): SV CS LB WCL WCM WCS WAL 01 77 Other _____

Bus Number: _____ Route AM: _____ Route PM: _____ * ICD-9 Code: _____

Bus driver initials each date (indicating morning and/or afternoon) student rode the bus

Month/Year _____				
Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I certify that the information provided on this form is true and accurate and that the services were provided in accordance with federal and state laws applicable to Medicaid.

***Bus Driver Printed Name**

***Signature**

***Initials**

***Date**

BRISTOL

<u>Seat Number</u>	<u>Last Name</u>	<u>First Name</u>	<u>R&R</u>	<u>Grade</u>	<u>Space A</u>	<u>Phone</u>	<u>Stop</u>
	ALARCON-MARTINE	JOA		05			1207 OSWEGO ST
	ALARCON-MARTINE	MIR		02			1207 OSWEGO ST
	ALARCON-MARTINE	NAT		01			1207 OSWEGO ST
	BARNES	AO		01			N 25TH ST & LAUNCELOT CT
	CARUTHERS	SAM		04			N 25TH ST & LAUNCELOT CT
	DEMONTAGNAC	ZAV		02	X		N 25TH ST & LAUNCELOT CT
	DUBOSE	OM		01			N 25TH ST & LAUNCELOT CT
	ENGET	KAD		03			1207 OSWEGO ST
	HITT	EM		04			N 25TH ST & LAUNCELOT CT
	HOLT	THO		03	X		1310 TONKA AVE
	HOYLE	ZEP		04		(719)24	N 25TH ST & LAUNCELOT CT
	JARAMILLO	AN		05		(719)24	N 25TH ST & LAUNCELOT CT
	JARAMILLO	DA		03		(719)24	N 25TH ST & LAUNCELOT CT
	MACK	LE		02			N 25TH ST & LAUNCELOT CT
	MACKNIGHT	DE		02			CALDERA DR & MARLSTONE PL
	MARKS	JUS		00			N 25TH ST & LAUNCELOT CT
	MCGRAW	DE		05	X		N 25TH ST & LAUNCELOT CT
	MORASKY-VIGIL	AN		01			N 25TH ST & LAUNCELOT CT
	PARKER	LO		01			CALDERA DR & MARLSTONE PL
	RHODES	ISIS		02			N 25TH ST & LAUNCELOT CT
	SAMBRANO	EMILIO		05			N 25TH ST & LAUNCELOT CT
	SIMONS	CAIT		00			N 25TH ST & LAUNCELOT CT
	SPICER	JADEN		04			N 25TH ST & LAUNCELOT CT
	STRANDBERG	SEC		04			N 25TH ST & LAUNCELOT CT
	STUTZMAN-KISER	COL		04			CALDERA DR & MARLSTONE PL
	TILTON	CAIT		05			N 25TH ST & LAUNCELOT CT
	TILTON	NATI		02			N 25TH ST & LAUNCELOT CT
	TRUJILLO	BRA		05			N 25TH ST & LAUNCELOT CT
	WASHINGTON	WIL		02			N 25TH ST & LAUNCELOT CT
	YANEZ VARGAS	JOS		01			N 25TH ST & LAUNCELOT CT
	YOUNG	CAI		05			N 25TH ST & LAUNCELOT CT
	ZABALVEITIA	IS		03			CALDERA DR & MARLSTONE PL

CHIPETA

<u>Seat Number</u>	<u>Last Name</u>	<u>First Name</u>	<u>R&R</u>	<u>Grade</u>	<u>Space A</u>	<u>Phone</u>	<u>Stop</u>
_____	ALGHAWI	AM	_____	00			N 30TH ST & SPRING CANYON HTS - APT ENTRANCE
_____	ALSHAMMARI	RAI	_____	02			N 30TH ST & SPRING CANYON HTS - APT ENTRANCE
_____	ALSHAMMARI	YOU	_____	00			N 30TH ST & SPRING CANYON HTS - APT ENTRANCE
_____	CHANDRA	ANU	_____	04			N 30TH ST & SPRING CANYON HTS - APT ENTRANCE
_____	COWELL	WIL	_____	03			N 30TH ST & SPRING CANYON HTS - APT ENTRANCE
_____	HUNTER	LOC	_____	04			N 30TH ST & SPRING CANYON HTS - APT ENTRANCE
_____	LANGLEY	CAR	_____	00			N 30TH ST & SPRING CANYON HTS - APT ENTRANCE
_____	LANGLEY	NAT	_____	02		62135	N 30TH ST & SPRING CANYON HTS - APT ENTRANCE
_____	MEHER	AVI	_____	02		72366	N 30TH ST & SPRING CANYON HTS - APT ENTRANCE
_____	MEHTA	ANU	_____	01		(952) 20	N 30TH ST & SPRING CANYON HTS - APT ENTRANCE
_____	RUIZ	DA	_____	00		(7)351, 17	N 30TH ST & SPRING CANYON HTS - APT ENTRANCE
_____	SHANNON	BRI	_____	04		(406) 5865	N 30TH ST & SPRING CANYON HTS - APT ENTRANCE
_____	SHANNON	LIA	_____	03			N 30TH ST & SPRING CANYON HTS - APT ENTRANCE
_____	YOCOM	DO	_____	02			N 30TH ST & SPRING CANYON HTS - APT ENTRANCE
_____	YOCOM	RAC	_____	00			N 30TH ST & SPRING CANYON HTS - APT ENTRANCE
_____	ALLAM	SAF	_____	05			GRAND CENTENNIAL APT OFFICE
_____	ANAND	AN	_____	00			GRAND CENTENNIAL APT OFFICE
_____	ANAND	ANU	_____	05			GRAND CENTENNIAL APT OFFICE
_____	ARAIZA	EST	_____	00			GRAND CENTENNIAL APT OFFICE
_____	ARUNKUMAR	AMR	_____	04			GRAND CENTENNIAL APT OFFICE
_____	CHAUHAN	MAN	_____	00			GRAND CENTENNIAL APT OFFICE
_____	DAY	CHA	_____	02			GRAND CENTENNIAL APT OFFICE
_____	ENDICOTT	JACK	_____	03			GRAND CENTENNIAL APT OFFICE
_____	ENDICOTT	JC	_____	01			GRAND CENTENNIAL APT OFFICE
_____	GANESAN	VAI	_____	04			GRAND CENTENNIAL APT OFFICE
_____	GOVINDARAJ	BAH	_____	02			GRAND CENTENNIAL APT OFFICE
_____	HOSSAIN	YOU	_____	02			GRAND CENTENNIAL APT OFFICE

Sample



VEHICLE ACCIDENT / INCIDENT REPORT

Reported Yes No

Colorado Springs School District #11
ATTN: RISK MANAGEMENT
1115 N El Paso St Colo Spgs, CO 8903
719- 520-2398 Ofc & 719- 520-2383 Fax

District Claim # _____

Vehicle or Bus # _____ Department _____

School Students Attend _____

DATE OF INCIDENT TIME AM PM LOCATION OF ACCIDENT OR INCIDENT

DISTRICT VEHICLE YEAR - MAKE - MODEL - BODY STYLE VEHICLE ID # VEHICLE LICENSE #

DRIVER'S NAME LAST FIRST MI DATE OF BIRTH AGE DRIVER'S LICENSE # / STATE

HOME PHONE WORK PHONE DRIVER'S ADDRESS - CITY - STATE - ZIP OCCUPATION

PRINCIPAL DAMAGE

VEHICLE # 2 YEAR - MAKE - MODEL - BODY STYLE VEHICLE ID # VEHICLE LICENSE #

OWNER'S NAME LAST FIRST MI ADDRESS - CITY - STATE - ZIP HOME PHONE #

DRIVER'S NAME LAST FIRST MI ADDRESS - CITY - STATE - ZIP HOME PHONE #

WORK PHONE DRIVER'S LICENSE # / STATE DATE OF BIRTH AGE LIABILITY INSURANCE COMPANY NAME

POLICY NUMBER AGENT NAME - ADDRESS - PHONE

PRINCIPAL DAMAGE

FACTS OF ACCIDENT OR THEFT

FULL NAME ADDRESS PARENT'S NAME HOME PHONE # WORK PHONE #

WITNESS - NAME ADDRESS HOME PHONE # WORK PHONE #

SPEED AT TIME ROAD CONDITIONS TYPE OF TRAFFIC CONTROL POLICE REPORT NUMBER WHO RECEIVED TRAFFIC CITATION TYPE OF VIOLATION