



# **KYRENE SCHOOL DISTRICT #28**

## **TRANSPORTATION EMPLOYEE HANDBOOK**



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# SECTION ONE

## District Statements

2023 – 2024 Bus Drivers, Monitors, FIT Driver Calendar

2023 – 2024 KSD School Calendar

2023 – 2024 School Start/End Times

KSD Boundary Map

Transportation Management & Staff

**NON-DISCRIMINATION/ EQUAL OPPORTUNITY**

The Kyrene School District Governing Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, disability, sexual orientation, and gender identity and expression. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

**KSD TRANSPORTATION DEPARTMENT MISSION STATEMENT**

The Transportation Department is committed to transporting students in a safe, professional and courteous manner. We are dedicated to meeting the needs of students, parents, schools, the administration and general public in a common goal of educating our students as efficiently and effectively as possible.

# KSD TRANSPORTATION EMPLOYEE HANDBOOK

## 192 Paid Days Calendar July 17, 2023 - May 23, 2024



July						
S	M	T	W	T	F	S
						X
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January						
S	M	T	W	T	F	S
	1	X	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	X	X	X	X	X	30

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	X	X	X	X	X	16
17	X	X	X	X	X	23
24	X	26	27	28	29	30
31						

October						
S	M	T	W	T	F	S
1	X	X	X	X	X	7
8	X	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	X	X
X	X	X	X	X	X	

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	X	X	X	X	X	23
24	25	X	X	X	X	30
31						

June						
S	M	T	W	T	F	S
						X
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X						

TOTAL CONTRACT DAYS	
183	Total <u>Work Days</u>
9	Total Holidays/Breaks
192	Total Paid Days

Key	
X	<u>Non-Work</u> / Non Paid Day
	Paid Holidays/Breaks
	Teachers First/Last Day
	Students First/Last Day
	Teacher Plan Day
	Staff Development Day
	Payday

2023- 2024 School Calendar Breaks	
Fall Break:	September 25 - October 6
Winter Break:	December 18 - December 29
Spring Break:	March 11 - March 22

Positions	
Bus Driver	
Bus Monitor	
FIT Driver	

The calendar dates are those anticipated by position. If, however, an emergency or other circumstance as determined by the District requires a change, the school or work calendar including the start and end dates of the position, may be changed accordingly.

# KSD TRANSPORTATION EMPLOYEE HANDBOOK



## 2023-2024 School Calendar

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Q1 Student Days: 47

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Q2 Student Days: 44

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Q3 Student Days: 46

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Q4 Student Days: 43

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Total Student Days: 180

Total Returning/New Teacher Days: 190/194

■ DATES TO REMEMBER  
■ HOLIDAYS & BREAKS - NO SCHOOL  
■ TEACHER & STAFF DAYS - NO SCHOOL

2 Hour Early Release Days

JULY	
4	Fourth of July
6	New Teachers Report
12	All Teachers Report
19	First Day/Start of Q1
26	Wed. Early Release
AUGUST	
2, 9, 16, 23, 30	Wed. Early Release
25	Fri. Early Release
SEPTEMBER	
4	Labor Day
6, 13, 20	Wed. Early Release
22	End of Q1
25-29	Fall Break
OCTOBER	
2-6	Fall Break
9	Teacher Plan
10	Staff Development
11	Start of Q2
11, 25	Wed. Early Release
18, 19, 20	Conferences-Early Release
NOVEMBER	
1, 8, 15, 29	Wed. Early Release
10	Veterans Day Observed
22-24	Thanksgiving Break
DECEMBER	
6, 13	Wed. Early Release
15	End of Q2
18-29	Winter Break
JANUARY	
1	New Year's Day
2	Teacher Plan
3	Start of Q3
3, 10, 17, 24, 31	Wed. Early Release
15	Martin Luther King Day
FEBRUARY	
7, 14, 21	Wed. Early Release
19	Presidents' Day
28, 29	Conferences-Early Release
MARCH	
1	Conferences-Early Release
6, 27	Wed. Early Release
8	End of Q3
11-22	Spring Break
25	Teacher Plan
26	Start of Q4
APRIL	
3, 10, 17, 24	Wed. Early Release
19	Fri. Early Release
MAY	
1, 8, 15	Wed. Early Release
23	Last Day-Early Release
24	Teacher Plan
27	Memorial Day
JUNE	
19	Juneteenth

**2023 – 2024**  
**SCHOOL START & END TIMES SCHEDULE**

*For the 2023-24 school year*

**7:30a Elementary Schools and KTA (K-8)**

School	Start Time	End Time	Early Release
Brisas	7:30a	2:15p	12:15p
Cielo	7:30a	2:15p	12:15p
Cerritos	7:30a	2:15p	12:15p
Colina	7:30a	2:15p	12:15p
Esperanza	7:30a	2:15p	12:15p
Lagos	7:30a	2:15p	12:15p
Mariposa	7:30a	2:15p	12:15p
Mirada	7:30a	2:15p	12:15p
Monte Vista	7:30a	2:15p	12:15p
Paloma	7:30a	2:15p	12:15p
Sierra	7:30a	2:15p	12:15p
Waggoner	7:30a	2:15p	12:15p
KTA (K-8)	7:30a	2:15p	12:15p

**8:20a Middle Schools & KDA (K-8)**

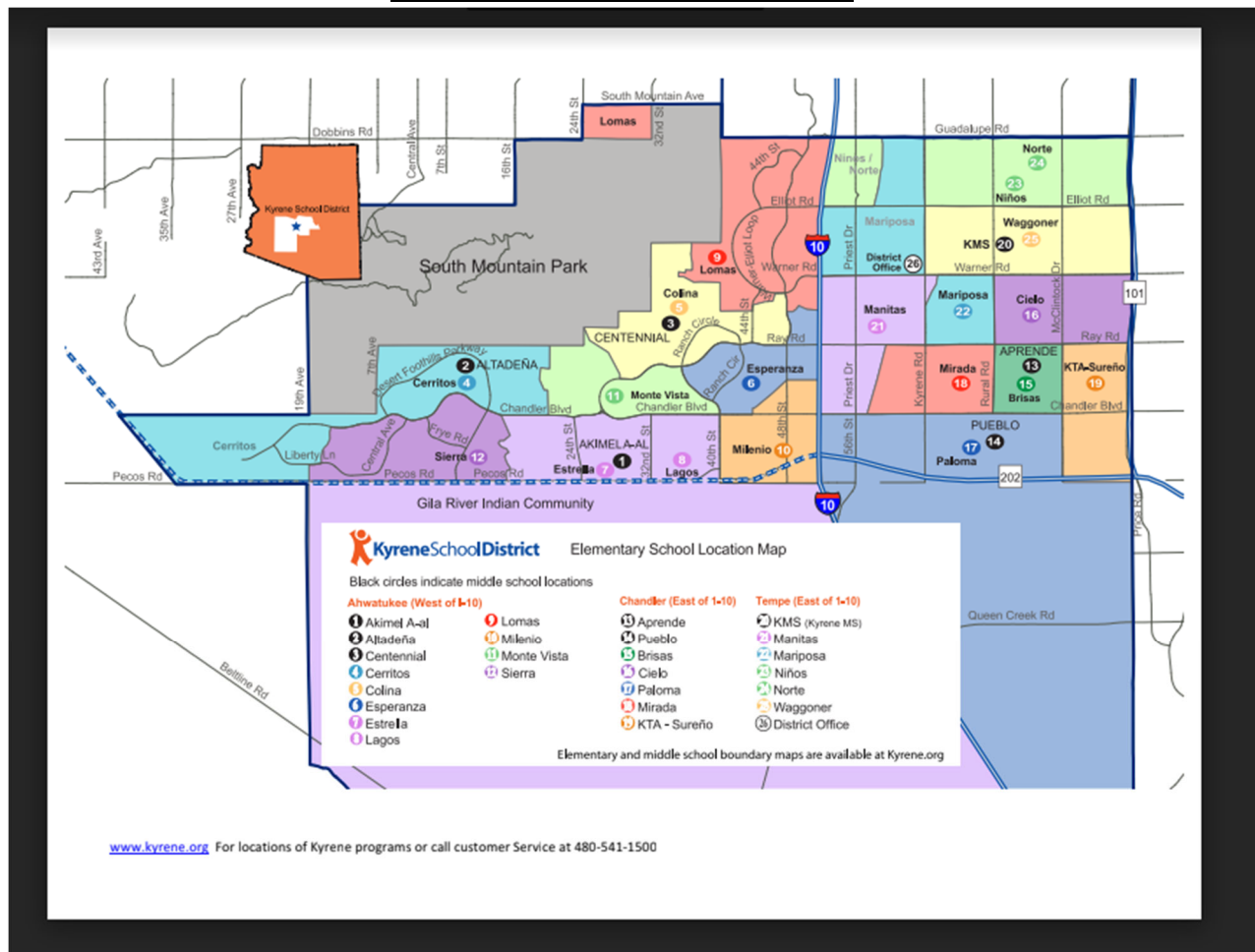
School	Start Time	End Time	Early Release
Akimel A-al	8:20a	3:05p	1:05p
Altadeña	8:20a	3:05p	1:05p
Aprende	8:20a	3:05p	1:05p
Centennial	8:20a	3:05p	1:05p
Kyrene M.S.	8:20a	3:05p	1:05p
Pueblo	8:20a	3:05p	1:05p
KDA	8:20a	3:05p	1:05p

**8:20a Middle Schools & KDA (K-8)**

School	Start Time	End Time	Early Release
Akimel A-al	8:20a	3:05p	1:05p
Altadeña	8:20a	3:05p	1:05p
Aprende	8:20a	3:05p	1:05p
Centennial	8:20a	3:05p	1:05p
Kyrene M.S.	8:20a	3:05p	1:05p
Pueblo	8:20a	3:05p	1:05p
KDA	8:20a	3:05p	1:05p

**2023 - 2024**

## KSD SCHOOL BOUNDARY MAP



[www.kyrene.org](http://www.kyrene.org) For locations of Kyrene programs or call customer Service at 480-541-1500

**TRANSPORTATION MANAGEMENT & OFFICE TEAM**

**Michele Parmley**

Director of Transportation

**Administrative Support Specialist**

Amber Ramirez

**Anthony Ledesma**

Transportation Supervisor – Dispatch, ESS Drivers, Monitors & FIT Drivers

**Dan Uribe**

Transportation Supervisor – Gen-Ed Drivers, Garage & Training

**Adam Martin**

Transportation Management Analyst

**Jireh Molloy**

Transportation Dispatcher PM

**Danny Swancey**

Transportation Dispatcher AM

**Robert Morton**

Transportation Systems Specialist

**Michael Luciano**

Bus Driver Trainer

**Carreen Cooper**

Bus Driver Trainer

**TRANSPORTATION GARAGE TEAM**

**Hiram Soto**

Lead Mechanic

**Zachary Fernandez**

Mechanic

**Joe Arvizu**

Automotive Technician

# SECTION TWO

General Operating Procedures

Procedures for Students with Disabilities

**General Operating Procedures**

1. Recognize and respect the rights and property of co-workers and students. Maintain confidentiality in all matters relating to co-workers and students.
2. Report to work in accordance with assigned schedule.
3. Use district time, funds, and property for authorized District business and activities only. (No personal business while on duty)
4. A Transportation Supervisor must approve any written communication with parents or students regarding bus procedures and/or protocol in advance.
5. No driver shall change his/her assigned route without prior approval of the Transportation Router and/or Transportation Supervisor. See *section five* for guidelines. Temporary changes due to emergencies will be at the driver's discretion; however, the change shall be communicated to the dispatcher immediately.
6. Except for emergencies, bus drivers shall pick-up and unload students only at scheduled stops. In the morning, drivers are to board students at the stop who may not be assigned to their bus. In the afternoon, new or unfamiliar students are not to be boarded without producing a bus pass. If a pass is not issued to a student, contact Dispatch to verify. If a Driver exceeds load capacity, contact the Routing Department.
7. The Director of Transportation or Transportation Supervisor has the authority to reassign a driver or any other staff member in the Transportation Department, if deemed in the best interest of Kyrene School District.
8. Only authorized personnel, registered school-age students or identified sponsors/chaperones may ride the school bus. Transportation staff members are not allowed to take their own children on field trips.
9. Transportation employees are not allowed to leave their own children unattended in any area of the Transportation Lounge or Facilities buildings. If you would like to have your children ride on your bus, you must submit your request in writing to your Supervisor, requesting permission. At no time are you allowed to deviate from your bus route while transporting your child.
10. Under no circumstances shall an unauthorized person board or ride the bus. If a conference is needed while at the bus stop, ask the individual to remain on the ground or at the driver's window.

11. Drivers must be present and be supervising students as they load/unload or are on the bus. In the event of an emergency, the driver will not leave students unattended until another responsible person is present to supervise students, i.e., school administration or staff.
12. At no time shall a Preschool or Kindergarten student be released from your supervision without a Parent/Guardian or designated person present to receive the child. Preschoolers and Kindergarten students are to be returned to school if not met at the bus stop as noted.
13. By the third week of school, drivers will create seating assignments for all their runs. One copy should be printed and kept on the bus at all times. Seating charts will be created and printed using the BusConduct website.
14. The driver is authorized to re-assign seats anytime there are problems or issues with students. Make sure BusConduct is updated with changes. Drivers will be required to update their seating charts to reflect the changes and disburse as required.
15. Per **Arizona Minimum Standards**, drivers are expected to keep the inside of their buses clean and swept daily. Front dash area of bus is to be clear of all clutter, i.e. Clothing, books, Kleenex boxes, cups, etc. Holiday decorations, signs and other personal messages including written messages on mirrors, or pictures of any kind are not allowed on the school bus. Signage for seating charts are permitted. Garbage from buses should be placed in appropriate receptacle.
16. Bus drivers must wear a seatbelt while the bus is in motion. Three-point shoulder strap seatbelts are required to be worn correctly, across the chest, not behind the back or under the arm.
17. The doors of a school bus shall be closed prior to moving and shall remain closed whenever the bus is in motion, whether or not pupils are on board. Before the bus doors are opened, the park brake must be applied and the shifter is in neutral.
18. Fixed asset items belonging to the district or vendor items for sale are not to be removed without approval from a Supervisor.
19. KSD Transportation Department procedures prohibit bus drivers, van drivers and monitors from using any electronic device designated by Kyrene policy [EEAE](#) and **Arizona Minimum Standards** while in control of the bus. DPS definition of in operation is as follows; *bus driver sitting in the chair, the bus on and running, the bus being in motion, when children are on board*. For emergency use for cell phone, pull the bus over, secure the bus, stand up next to the chair and make the call. Electronic devices are not to be visible in the driver's area at any time. This includes Pre- and Post-trip Inspections, fueling and/or cleaning the bus or van, any time students are on board, driving, and any other work-related duties. With the following exception:
  - If a driver must use an electronic device, and the bus is empty, the driver must move away from the driver area to another location in the bus or van, or outside and away from the bus or van.

20. **Arizona Minimum Standards** state law prohibits a school bus driver from using any of the following when the school bus is in motion:

- audio headsets
- earphones / earplugs
- Bluetooth devices
- cellular phones
- personal digital assistants
- or other interactive devices, whether or not hands free

DPS Regulations impose penalties for using wireless devices; DPS makes the final decision on penalties:

- Texting: suspension of driver certification for one year
- Cell phone use: Minimum Suspension of 30 days
- Cancellation of CDL certification

### **Bus Garage Rules**

- For safety reasons, Drivers or Monitors are not permitted in the shop area. If you need to ask a question pertaining to your bus, retrieve something off the bus, or need supplies, talk to the Garage Supervisor and you will be instructed on how to proceed.
- Do not stop a mechanic to ask them a question relating to your bus or personal vehicle. For all vehicle problems, complete an online Vehicle Discrepancy Report (VDR). Verbal requests for repairs on a vehicle will not be processed.

### **Vehicle Discrepancy Report Procedure**

A completed online vehicle discrepancy report (VDR) is to be submitted for all vehicle problems. In completing the VDR check only the item(s) with a discrepancy. Be sure that the work order is complete and explains the problem adequately when you submit the report. Damaged seats are to be reported using the VDR computer. Do not drive a vehicle if you suspect a major defect per Minimum Standards, which you think may be a safety problem or may damage the vehicle. If you are on your route and you encounter a mechanical problem, switch to the garage channel. Be as specific as possible and wait for instructions as to whether to continue or not. Use your senses (smell, touch, sight). **Do not drive an unsafe vehicle.**

### **Towing**

The garage staff will make the decision if a disabled bus needs to be towed. School buses shall not be operated with a trailer or other vehicle attached while children are being transported.

### **Procedures for Students with Disabilities**

This section is designed to help define the driver's role and responsibility along with the school bus monitor in the transport of students with disabilities. Transportation and/or the Individual Education Plan (IEP) will determine which routes require a monitor.

The driver is in charge of the bus at all times and is responsible for making sure that all wheelchair tie-downs are correct and secure before moving the vehicle. The driver is also responsible for making sure that all car/booster seats, built into the seat or separate, and harnesses are used correctly before departing. Wheelchair loading and unloading, activating overhead lights, stop sign when stopped, and discipline of the students, is the drivers' responsibility.

**Routes can change frequently. It is your responsibility as a driver and/or monitor to check your mailbox before every shift for possible changes.**

Our goal at the Kyrene School District is for the driver and monitor to work together as a team and have a plan of action in case of an emergency, pursuant to recommended guidelines. Each bus should have a written plan of action that is kept on the bus. Good communication must be used at all times to ensure your job runs smoothly and efficiently. At all times, the driver and monitor are to ensure a positive atmosphere for the students on the bus.

**The following procedures will apply when picking up or dropping off Students with Disabilities at residences and/or Day Care organizations:**

**Curb to Curb:** When the bus for Students with Disabilities is picking up a student(s), they must be brought to the curb where the bus is waiting. The bus driver and/or bus monitor will assist the student on the bus and secure the student with a seatbelt or car seat. If the student is in a wheelchair, the bus driver will properly load the wheelchair and student. The bus driver will safely secure the wheelchair inside the bus.

**Picking-Up:** The driver will arrive at the scheduled time to board the student(s). If the student is not at the curb ready to board the bus, the driver will wait two minutes after the scheduled route time or arrival time. If the student has not come to the bus after two minutes, the driver shall proceed with their route and notify dispatch. Delivering the student to school now becomes the parent's responsibility.

**Dropping-Off:** The driver will depart the school at the appropriate time. Upon arriving at the curb or designated location to drop off the student, if a responsible person is not there to receive the student, the driver will notify Dispatch and wait for further instructions. The parent or guardian may then be responsible for transportation.

If the individual receiving the student(s) from the bus is not the parent or guardian, this person must be on a list previously provided to Exceptional Student Services or Transportation by the parent or guardian. The above requirements apply equally to single-family homes, apartments and day care provider organizations. Kyrene bus personnel will not sign-in or sign-out at a Day Care facility.

### **Guidelines for Drivers & Monitors of Students with Disabilities**

1. **DOCUMENT...DOCUMENT...DOCUMENT!** It is important that you document every student incident that happens on your bus for your protection. This can be done by your monitor also.
2. A few days before school starts, please call each parent/guardian and go over the route sheet and any information you have on their child. Discuss:
  - Pick-up and drop-off times
  - School information
  - Transportation Office phone numbers and hours
  - Student information, health factors, medical concerns, training you need to know
  - Special equipment the child uses
  - If the child can be left home alone
3. State law requires that the driver perform the pre-trip inspection and sign off on the mileage sheet **before departing the bus yard**. Check all straps, bus lift, and wheelchair equipment.
  - Never assume all tie-downs and devices for securing equipment are correct. Verify!
  - Never permit your monitor to perform the pre-trip inspection.
4. The driver or monitor will be on the bus at all times when students are on board. Both are responsible for the safety of the students and the safe use of the equipment on the bus. Do not allow other students to assist you in monitoring or securing a student on the bus, unless authorized by the school and a supervisor. Parents are allowed to help load and unload their child; this is the only time a parent may board the bus. School-based officials and teachers can assist you in the loading and unloading of the students, but it is recommended that the driver and monitor double-check that all equipment is properly secured.
5. Do not change the seat equipment for a student per a parent's request or school personnel. There are procedures we must follow. The Transportation Form is a legal document that is part of the student's Individual Education Plan (IEP).
6. Monitors should sit in a location that best fits the needs of all the students. It is important to remember the Monitor has access to the rear door first, not the student(s).
7. Do not allow anyone on your bus other than the driver, monitor or school personnel. Only students with disabilities will be transported on a Special Needs bus.
8. Never let students sit in the drivers' seat or play with any controls.
9. Assist walk-on students while loading and unloading. Have students do as much as possible for themselves but do assist when necessary. Never touch a student other than to assist them related to job duties.

10. If a student has to cross in front of the bus, speak with the Router to determine if it is necessary. If it does have to occur, have the monitor assist the student on or off the bus and across the street.
11. Ensure students are sitting properly and wearing a seatbelt in the vehicle.
12. Do not accept for transportation a child who has soiled clothing with feces or urine.
13. Do not transport a student to an alternate address that is not on the Route Sheet. If a parent/guardian wants the student picked-up or dropped-off at an alternate address, this request must come from the school and Route Department.
14. Any safety concerns on your bus must be reported to your supervisor as soon as possible. Immediately report emergencies to the proper authorities.
15. When students **leave the bus**, be sure all personal articles are in their possession. It is mandatory to check for sleeping students.
16. **Upon arrival at school:** If there is no school staff on duty call dispatch and have them contact the school office. You may be instructed to go to the office or classroom to deliver the student.
17. **Upon arrival at home:** If the parent/guardian is not outside to receive the student, call dispatch to have them call home to contact the parent/guardian. Dispatch will ask the person to come out to the bus. If this fails, the driver will be instructed to continue on their route and return later or take the student back to school.

### **Duties of the Bus Monitor:**

- Monitor the students and assist the driver with behavior issues.
- Assist the driver with all procedures related to students with disabilities.
- Assist with bus evacuations if needed.
- Assist the students in and out of the bus.
- When the child is taken home, it will be the responsibility of the bus monitor to turn the child over to the parent or guardian.
- Deliver special education students to waiting school personnel.
- Prepare and be responsible for appropriate materials (bodily fluid kit, tissues, etc.) as required to ensure the comfort and safety of the students.
- **Learn the bus routes so that you can assist a substitute driver in completing a given run efficiently and on schedule.**
- Secure students in car/booster seats and restraints. The law states a child up to 5 years, no weight limit, must be secured in a car seat when riding in a bus rated less than 26,000. GVWR (Gross Vehicle Weight Rating). If a student is taller than 4' 9" there are no restrictions.
- With any unsafe situation, notify the driver immediately so the bus can be stopped in a safe area.
- Required to participate in appropriate training. Bus monitors shall maintain certification requirements as they relate to State and Federal Law, District and Department Policy.
- Monitors should have a positive attitude, high professional standards and always be courteous. It is always important to demonstrate concern for your students.
- Ensure that all wheelchair trays are removed and secured during transport. Also, secure loose car/booster seats and restraints.

### **Wheelchairs: Loading and Unloading Non-Ambulatory Passengers**

Observe basic cautions when working with wheelchairs.



- Use teamwork when loading and unloading wheelchairs.
- Ensure the wheelchair's handgrips are secure on the push handles.
- Ensure the wheelchair armrests are locked in place.
- Always use, but never rely on wheelchair brakes.
- When pushing a wheelchair, do not rush. Push at your normal walking speed.
- Judge distance by the front of the wheelchair footrest(s) rather than by the front of the seat or armrests. Often, footrests stick out in front of the chair a considerable distance.
- Watch that the passenger's feet or hands aren't caught in wheels.
- When going up or down a steep incline of any sort, place yourself on the downhill side of the wheelchair. Back the wheelchair down a steep hill.
- Treat wheelchairs with respect. They are your passenger's feet and legs. A damaged wheelchair may keep a child out of school.
- If there is a malfunction on a student's wheelchair and you feel it does not meet safety requirements, please notify Dispatch ASAP. At this point, transportation may not be able to transport the student safely. KSD is required to provide transportation for students if required by their IEP but must be able to ensure the safety of the student during transportation. The Exceptional Student Services office will be contacted about the situation. Every effort will be made, by working with the Exceptional Student Services department, to provide an alternative means of transportation for the student.

### **Important Cautions when using a Wheelchair Lift**

- Do not attempt to load a student on the wheelchair lift if it is not working properly.
- Know your passenger and your passenger's capabilities. Many students in wheelchairs will be able to assist themselves getting on and off the lift.
- Make sure wheelchair brakes are set whenever the chair is on the lift.
- Make sure the end barrier on the lift is locked in place.
- Make sure the wheelchair passenger is correctly wearing the wheelchair seatbelt. Some students will be able to fasten the belt themselves, and others will need assistance. If you do not know the child, first ask if they need your help in fastening the belt.
- Do not let a child, child's parent, or teacher convince you that they "don't need the belt"; tell them it is a safety requirement.
- The lift is equipped with its own safety belt (most newer lifts are). Make sure it is fastened and adjusted before you raise or lower the lift.
- Before operating the lift, ensure all extremities are within the wheelchair and clear of the lift.

### **Securing the Wheelchair**

- Decide where you will place the wheelchair in the bus.
- Check that the locks and tie-downs for securing equipment are present and in working order.
- Move the chair into position, or have the student move it.
- When possible, remove lap tray and set it near you so you do not forget to secure it.
- Double-check the wheelchair seatbelt to make sure it is fastened snugly around the student.
- Attach tie-downs or straps to 4 points on the main wheelchair frame (at the welded area). Do not fully tighten any until all are attached. You may have to go back and loosen one if you tighten it before you attach the others.
- Tighten the straps. Tighten them to the point that the wheels will not move in any direction more than 1 inch.
- Grasp the frame of the chair and shake it to test how secure the equipment is ("shake check").
- When you are confident, the chair is tight, lock the wheelchair brakes, or remind the student to lock them.
- If the bus is equipped with a shoulder harness, the student **must** wear the harness. Fasten and adjust the harness to the student making sure it is snug against the student's chest and shoulder, but not so tight that it pinches or pulls medical tubing.
- Secure lap trays or boards with unused tie-downs, unused seatbelts, bungee cords, or in a cargo compartment or heavy net (for instance, behind the rearmost seat). All loose items, including cleaning supplies, must be contained in a covered container.
- During the run, check periodically to make sure the wheelchair is still secure. Bumps and turns can work tie-downs and straps loose.
- If the chair appears to be coming loose, ask your driver to pull over and stop. Do not try to tighten the straps while the bus is in motion

# SECTION THREE

## Personnel Procedures & Guidelines

**Personnel Procedures and Guidelines**

**Confidentiality and The Federal Education Right to Privacy Act (FERPA)** is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information and class schedules. The law requires that education officials who have access to students' information must protect that information under FERPA and uphold the parent and eligible student right to privacy. Student medical or disability information should likewise not be shared with unauthorized individuals. DO NOT share any student information with anyone other than the student's parent/legal guardian or authorized school personnel. Example: Do not share student information with another parent. Even sharing the names of the students on your route to anyone who does not have a legal need to know may be in violation of FERPA.

**General Expectations**

1. Any concerns or issues regarding a work situation or fellow co-worker(s) are to be brought to the attention of a Supervisor. If the employee's assigned Supervisor is absent, the employee may go to another Supervisor to discuss issues or concerns.
2. It is **imperative** that office personnel be able to contact every employee. All transportation employees must inform their Supervisor and/or Administration Specialist of any changes in name, home address, or telephone number changes. Personal information in iVisions must be kept updated.
3. Transportation employees (Bus Drivers, FIT Drivers, and Monitors) are **required** to attend all meetings, including In-Service, Monthly Site (Safety), and Classroom Training meetings. Employees will be compensated for these times.
4. All duties and responsibilities associated with driving assignments, following routes, adhering to designated times, reporting to designated work locations, etc., are subject to change.
5. Bus keys will be picked up and returned prior to and after each route. The driver will not retain the keys. On return from evening field trips, bus keys and gate cards shall be deposited in the drop box outside the Transportation building, which faces southeast, towards the District Office. On the last day of the school year, all keys, badges and any other district property must be turned into the Transportation Department for the summer break. When an employee is no longer employed by the district, keys, badges and district property items must be turned in immediately.
6. Pursuant to department policy, a school bus driver **must notify** the Transportation Supervisor, **immediately**, upon receipt of a traffic citation, whether on-duty or off-duty and submit a copy of

the citation to the department within five (5) days. CDL requirements specify a KSD Bus Driver must notify the Transportation Supervisor of convictions for any traffic violation (except parking), *regardless* of the type of vehicle being driven at the time of the violation. This includes convictions for violations that occur in an employee's private vehicle. CDL holders shall notify the Transportation Supervisor **immediately** upon suspension or revocation of their driver's license.

## **Professional Courtesy**

**Transportation Lounge** - Please show your consideration for fellow employees who may be talking on the telephone, watching television, or talking to others by holding the noise level down to a reasonable level.

**Telephone** - There is one telephone located in the lounge for employee use. Please hold all personal calls to a **three-minute maximum**.

EMERGENCY INCOMING CALLS ONLY: 541-1700 or 541-1717

NON-EMERGENCY INCOMING CALLS: 541-1720 (Lounge Phone)

## **District Computers/Printers -**

Usage of District technologies, including but not limited to computers and printers, must be in alignment with Policy GBEF "Staff Use of Digital Communications and Electronic Devices" for the purpose of communication with staff, and for professional and educational purposes.

Personal use of District computers/printers is **prohibited** during the hours of **5:00 AM to 10:00 AM and 1:00 PM to 6:00 PM**. Personal use of computers is to be limited to brief periods. Internet viewing during personal breaks and lunch periods may be monitored; incidental or occasional usage for personal business that cannot be accomplished outside of the workday is permitted. Employees are not permitted to print personal documents without prior approval from a Supervisor.

Any misuse or suspected misuse of technology resources will be addressed by the Supervisor, who in turn will immediately refer it to Human Resources for review, as outlined in Policy GBEF.

All employees shall control their temper and display self-discipline while on duty. Being disrespectful to office staff, school personnel, parents, co-workers or management is not tolerated. Any employee who engages in unprofessional conduct or refuses to follow a directive or assignment by a supervisor, supervisor's designee, or trainer may be considered an insubordinate act subject to disciplinary action.

## **Training**

**New Drivers:** New bus drivers to the District must complete a minimum of fourteen (14) hours of classroom and a minimum of twenty (20) hours of behind the wheel training, First Aid and CPR training and pass a Physical Performance Test.

**Returning Drivers - Off work 10 to 29 Business Days:** Will be required to pass a Physical Performance Test.

**Returning Drivers - Off work 30 to 90 Business Days:** Will receive up to ten (10) hours of behind the wheel training and will be required to pass a Physical Performance Test.

**Returning Drivers - Off work 90 plus Business Days:** Will receive up to twenty (20) hours of behind the wheel training and will be required to pass the Physical Performance Test. Based on prolonged absence from work re-training may be required. **Route(s) held prior to employee absence may not be guaranteed upon return and may be put up for Bid.**

**Re-training:** Any KSD school bus driver or monitor is subject to re-training based upon the Transportation Supervisor recommendation.

**Kyrene Identification:** Badges must be worn and visible at all times while on duty. This includes entering any KSD buildings and/or schools. If you have lost or damaged your identification badge, go to Talent Management immediately for a replacement. **An employee will not be permitted to perform duties without a badge.**

## **Dress Code**

The professional appearance of the employees in the Kyrene School District is critical for supporting the educational goals of the district. When an employee is involved in school activities, it is District Standard to present a clean, neat and professional appearance appropriate to the work environment where assigned and the duties to be performed.

### **Appropriate clothing includes, but is not limited to:**

- Shoes, which have both heel and toe, closed.
- Soles should be slip resistant.
- Slacks, jeans, modest walking shorts without holes or rips

### **Inappropriate clothing includes, but is not limited to:**

- Immodest or revealing apparel
- Clothing deemed to be too casual for the work place (e.g. Swimwear, yoga pants, leggings, gym/workout clothing, and pants/shorts with messaging across the backside.)
- Any clothing that promotes, tobacco, alcohol, drugs, sex or inappropriate language.
- Clothing supporting establishments or organizations that promote tobacco, alcohol, drug use, gambling, racial, political and sexual affiliation.

**NOTE:** A Supervisor may require an employee to change clothing that is not within professional guidelines.

### **Body Art:**

- Tattoos depicting nudity, alcohol, drugs, sex, gang affiliation, or inappropriate language must be covered completely.
- Non-conventional or excessive facial piercings must be covered or removed while on duty if it is deemed unprofessional, safety concern or distracting in the workplace.

### **Tobacco Use**

Smoking or using tobacco products, including e-Cigarettes, is prohibited on all district-owned property and at school-related or school sanctioned activities on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited are displayed in prominent places in all district buildings.

### **Drug-abuse Prevention & Drug-Free Workplace Requirements**

No employee shall violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drugs. “Workplace” includes any school building or any school premises and any District-owned vehicle used to transport staff members or students to and from school or school activities. Off school property, the workplace includes any school sponsored or school approved activity, event, or function where students and staff members are under the jurisdiction of the District.

Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined above, shall notify their supervisor within five (5) days thereof that such a conviction has occurred.

Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to dismissal.

- It is required by the Department of Public Safety (DPS) to conduct random alcohol and drug testing 4 times a year for CDL Drivers. **(A refusal for a drug and/ or alcohol test will be considered an automatic positive).**
- The District shall not allow a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions.

### **Attendance**

The Kyrene Transportation Department honors the professionalism of our Drivers & Monitors and their commitment to the transportation environment, which is necessary to the continued learning experience of the District’s students. For this reason, it is critical that all employees understand the

impact their absence(s) may cause in meeting this commitment and the overall operation of the Department.

It is imperative to the smooth operation of the Transportation Department that employees have excellent attendance and are punctual. Employees are expected to be at work every day and on time to fulfill their assigned duties as required.

When a driver or monitor “calls off” or fails to report for a scheduled route, other employees must be asked to cover. As a result, there is disruption in the route. Students may be late to school or returned home late, parents are upset and the Transportation Department operates at less than peak efficiency. Your consistent attendance is very important! When you must be absent, you are required to use your authorized compensatory absence days (ACA) in accordance with the *Education Support Professional [ESP] Meet and Confer Document*. In general, this includes personal or family illness or injury, religious observances or other authorized personal business that cannot be conducted outside the working hours of the employee or is not under the control of the employee.

### **Reporting Absences/Appointments**

If you cannot be at work, it is your responsibility to notify the Transportation Office in advance of the absence by calling **480 541-1717** or 1700 or as soon as possible - **but no later than:**

- 1 hour before your A.M. run is scheduled to depart;
- 1 hour before your mid-day run is scheduled to depart;
- Before 1:00 PM for afternoon runs.

**NOTE:** Texting or emailing a call out is not an approved method to notify your supervisor or dispatch. You must call the Transportation Office to report an absence, otherwise this can be considered a no call-no show absence.

In addition, you may leave a message reporting your absence anytime when the office is closed. For any absence, it is your responsibility to promptly enter your absence into TCP, the District’s absence tracking system. **Please do not wait until the day of the appointment to notify your Supervisor, or the Transportation Dispatcher.**

Accumulated Compensatory Absence (ACA) will not be available during non-contract periods or when regular work is not scheduled.

## **Tardiness**

All employees are expected to report for work at their scheduled time. The success of our operation is dependent upon our ability to transport students **on time**. If you are unclear as to the time you are required to report for duty, check with your Supervisor. Continued tardiness will not be tolerated and may result in disciplinary action.

- If you clock in to work 10 minutes late, you will be counted as tardy for your shift.
- A Bus Driver/Monitor arriving late to the extent their job has been reassigned to cover their route will be considered absent without notice.
- Excessive tardiness during the school year will be addressed through the District's disciplinary policies.
- The TCP time clock will be used to determine the official work time for employees.
- Employees will not be considered late if a genuine emergency occurs which they have no control over. Final determination of whether an incident is an emergency will rest with the supervisory staff. The employee is expected to communicate the emergency as soon as is reasonably possible.

## **Continued Absences/Tardiness of a Driver or Monitor**

Continued absences/tardiness will result in a review by administration of the employee's assigned route with the result of possible re-assignment of their route and/or disciplinary action.

Performance evaluation ratings may also address a pattern of absences/tardiness.

## **Reporting of Work Hours**

Kyrene School District shall not allow or require a school bus driver to drive a school bus nor shall a school bus driver drive a school bus:

1. For more than 10 hours after having been off-duty for a minimum of eight consecutive hours;
2. For any period after having been on-duty for 15 hours after having been off-duty for a minimum of eight consecutive hours;
3. After having been on-duty 60 hours in any seven consecutive days if the employer does not operate school buses for seven consecutive days; or
4. After having been on-duty 70 hours in any eight consecutive days if the employer operates school buses every day of the week.
5. Hours worked at other places of employment need to be reported to your supervisor.

## **Evaluation Process**

### **PURPOSE**

**TeachPoint**, the Education Support Professionals (ESP) online performance evaluation system is designed to contribute to the District's pursuit of excellence in education. The primary purpose of evaluation of employees is to promote quality performance and ongoing professional growth in support of the Kyrene School District vision to prepare all students to meet educational and life challenges in order to make positive contributions to society. The evaluation system also aligns with the Governing Board mission to ensure continuous academic achievement and personal growth for every student by retaining employees who share in this responsibility through performance of their individual job duties.

Assessment of employee job performance will be based on the evaluator's knowledge and direct observation of the employee's performance measured by the six Standards (See Addendum A):

- 1) Job Knowledge**
- 2) Job Competence**
- 3) Professional Relationships**
- 4) Contribution to Positive Work/School Environment**
- 5) Responsibility and Accountability**
- 6) Professional Growth and Development**

Additional factors based on the performance Standards may be utilized to determine the employee's job performance. These may include:

- Data collected from identified feedback sources, which may include the Kyrene Performance Scorecards, emails, positive feedback from peers;
- Other performance-related information or documentation;

Valid, relevant, and meaningful feedback on the employee's performance will be entered in the online evaluation form, and the performance rating will be supported by observation data and other relevant documentation of performance. All performance Indicators in each of the Standards should be rated, as **Ineffective, Developing, Effective, or Highly Effective.**

***Highly Effective (3)***

*Employee performs or demonstrates characteristics that exceed the required job indicator all of the time. The employee is a recognized leader in this job indicator.*

***Effective (2)***

*Employee performs or demonstrates characteristics that meet the required job indicator. Employee consistently implements the job indicator.*

***Developing (1)***

*Employee is still learning elements of the job indicator and needs additional time for mastery.*

***Ineffective (0)***

*Employee fails to perform or demonstrates characteristics far below the required job indicator; has significant weaknesses in the area identified. Employee inconsistently implements the job indicator.*

### Type of report

- Initial Evaluation (by end of 6th month in position)
- Quarterly Evaluation (optional as determined by evaluator)
- Annual Evaluation (no later than 1 month prior to end of employee's work calendar)

The Following are items on the evaluation that directly reflect Driving Habits and Attendance:

2.7 Driving Metrics

2.8 Preventable Accidents

5.1 Attendance

5.2 Appropriate Dress for Position

4.2 PBIS Distribution

6.1 Attending Mandatory Meetings

6.2 Driving Metrics

You can find the entire Kyrene Evaluation Handbook [HERE](#).

### Standards of Performance

#### 1. Job Knowledge (24 pts)

- 1.1. Demonstrates knowledge of the position requirements
- 1.2. Knows and implements relevant policies, statutes and procedures
- 1.3. Shows ability to identify and respond to crisis situations
- 1.4. Recognizes how job duties relate to student achievement and district goals
- 1.5. Demonstrates knowledge of District expectations for harmonious working relationships, utilizing diplomacy and patience
- 1.6 Know the safety procedures and student management skills required for transport of students
- 1.7 Knows and adheres to scheduled clock-in and clock-out times in TCP
- 1.8 Demonstrates knowledge of school bus operations and maintenance

#### 3. Professional Relationships (18 pts)

- 3.1. Positive parent/student/staff interactions
- 3.2. Effective team member
- 3.3. Respectful/considerate of others
- 3.4. Responsive to direction
- 3.5. Responsive to constructive feedback
- 3.6. Cooperative

#### 5. Responsibility and Accountability (15 pts)

- 5.1. Attendance/punctuality
- 5.2. Appropriate dress for position
- 5.3. Maintains confidentiality
- 5.4. Recognizes when assistance is needed and requests it
- 5.5. Recognizes when assistance is needed and provides it

#### 2. Job Competence (24 pts)

- 2.1. Customer service
- 2.2. Problem-solving
- 2.3. Written/verbal communication
- 2.4. Proactive/forward-thinking
- 2.5. Efficiency/organization
- 2.6. Meets deadlines/stays on task
- 2.7. Accuracy/quality of work
- 2.8. Judgment and decision making

#### 4. Contribution to Positive Work/School Environment (12 pts)

- 4.1. Flexibility/adaptable to change
- 4.2. Engagement in the work of the District
- 4.3. Professional demeanor
- 4.4. Adheres to rules and procedures

#### 6. Professional Growth and Development (6 pts)

- 6.1. Willingness/initiative to learn
- 6.2. Demonstrates growth in position

## SECTION FOUR

### TCP and Time Keeping Procedures

## **TCP and Time Keeping Procedures**

This section is intended to explain the requirements for use of the TimeClock Plus (TCP) electronic time clocks and outlines some basic payroll policies and procedures. The time clock rules and procedures may be modified as needed, and employees will be informed of changes prior to the effective date.

### **Procedures**

The following summary is intended to provide a brief overview of how employees are to utilize the electronic time clocks.

1. Employees should be ready for duty as soon as they clock in. Employees need to park their vehicles in designated employee parking spaces and/or take care of any other personal business before clocking in.
2. Employees will clock in and out by entering their Employee ID number followed by a scan of their finger, which will verify that their ID and fingerprint match.
3. Employees are required to clock in and out at their scheduled work time and shall not clock in or out more than a couple minutes before or after their scheduled times unless authorized in **advance** by a Supervisor.
4. Employees are not permitted to work “off the clock.” All time worked must be accounted for as “on the clock.” The Fair Labor Standards Act (FLSA) requires that employees be compensated for all time they are permitted or allowed to work at the job site.
5. Employees may not accumulate “overtime” without prior authorization from their Supervisor.
6. All hourly employees leaving their work site for any reason, including lunch during the work schedule must clock out when leaving their work site, and clock in when returning to their work site, unless otherwise authorized to do so by a Transportation Supervisor.
7. Clocking in or out for another employee is strictly forbidden and will result in disciplinary action.
8. Employees who miss clocking in or out will have the opportunity to correct this at their next scheduled punch. (**NOTE:** You may NOT use this as a work around to add additional time to your schedule. Any additional time from your schedule **MUST** be approved by a supervisor.) Employees are expected to consistently clock in and out, and not accumulate missed punches. Employees may not ask other employees to enter time on the paper log.
9. If any employee is unable to punch in or out because of a time clock malfunction, it is the employee’s responsibility to immediately inform their Supervisor or Administrative Specialist.
10. If a route is preventing an employee from clocking out at their scheduled time, they need to immediately speak with a Supervisor or Route Specialist.

### **Paydays and Timesheets**

Employees are paid bi-weekly according to the published district payroll schedule, based on the time they are actually on duty. All employees are encouraged to have their pay directly deposited into their bank accounts by filling out the appropriate paperwork. If that is not possible, speak directly to payroll for alternate procedures.

# SECTION FIVE

## Routing and Routes

## **Routing and Routes**

### **Routes and Scheduled Runs**

Drivers are required to follow schedules as listed in their route sheets unless otherwise directed by the Transportation Administration. Route schedules must be kept current at all times. Drivers will be expected to maintain their schedules, stopping only at assigned stops; **do not** make any unauthorized stops. It is of vital importance that stops for pick-ups and drop-offs are not changed by the driver without authorization by the Supervisor or Router. **Drivers are not authorized to add, delete or change bus stops. Each route driver shall keep a current copy of their route directions on their bus at all times.**

### **Process for Changing Route Bus Stops, or Times – May Change later**

<u>Driver Request:</u>	<u>Parent Request:</u>
1) Complete a route change form	1) Complete on-line form; submit by email to Router or Supervisor
2) Decision will be made within 30 days	2) Decision will be made within 30 days
3) Approval notices will be disseminated by driver; start date will be included	3) Approval notices will be disseminated by driver; start date will be included
4) Denials will be communicated in writing	

### **Awarding of Routes during the School Year – Drivers**

**NOTE: The Transportation Director / Supervisor has the authority to re -assign bus routes at any time, based upon the best interest of the department and/or District.**

Open routes will be put up for bid in the summer only. Routes will be posted and can be bid on after the July 4th holiday. If routes become available during the school year, new drivers will be assigned an open route for the remainder of the school year. The assigned routes will then be put up for bid the next summer. In order to bid on a route the driver will be required to complete a bid form online [HERE](#). From Kyrene's home webpage, you would go to **Departments / Transportation / Transportation Employee Links. Username: *transportation*, Password: *ksdbus***, then click on Route Bid Board. Complete the bid form and click SUBMIT. Bid form will be date and time stamped once submitted. The determining factor in awarding available routes will be calculated points from your most current performance evaluation.

### **Changing Buses in the Middle of the Year**

In most cases buses will stay with the assigned route.

### **Out of District ESY (Extended School Year) Routes**

Extended School Year (ESY) students have a placement at a school which is not in the Kyrene School District and follows a schedule that does not coincide with Kyrene Schools. A Driver and Monitor assigned to ESY students **must commit** to the altered schedules for the school year. The ESY scheduled routes for the summer will be put up for bid along with other KSD summer school routes and summer programs.

### **Procedures for Awarding Summer Work**

To be awarded a Summer School Route you must be available to work every day of the summer school schedule. Summer School Routes will be awarded through the bid process. If you cannot commit to the entire summer school schedule, the route will be awarded to the next employee in the bid process.

### **Changes in Routes**

From time to time, it is necessary to implement changes in our school bus schedules. In order to be more effective, the following procedures will be used when making changes to the schedules.

1. Phone calls regarding bus route changes are to be handled by the Transportation Router and approved by the Supervisor. The requester is to e-mail the Router or complete a "Stop Request" form. Verbal requests will not be accepted.
2. A decision for changing Routes or Bus Stops is the responsibility of a Transportation Router and/or Supervisor.
3. The transportation Router will give notification of the decision to the driver. If an adjustment is made in the route, the router will adjust directions (lefts and rights), within two (2) working days in most cases:
  - a. Schools affected will be notified in writing, by phone or email of the changes by the Transportation Department.
  - b. The bus driver will hand out a written notice to each student affected. The transportation office will provide drivers with sufficient number of notices. Notices will be given to students at least two (2) days prior to any change being implemented.
  - c. Drivers will make public address announcements to the students each day for two (2) days prior to the change taking effect.
4. Drivers shall maintain updated route folders, which include lefts and rights and students seat assignments. Kyrene School District requires an accurate seat assignment chart to be maintained on the bus and is to be prepared by the driver. Assistance from the schools may be requested by the driver. It is expected that each route will have the associated seating chart by the end of the third week of school.
5. All employees shall check their mailboxes and email **daily** for possible changes in their route(s) and other department notifications.

# SECTION SIX

## Student Management

### Student Management

#### Procedures

As the bus driver, you are the key component in providing a safe and successful bus ride for your students. The whole bus riding experience starts and ends with you. Your job plays a very important role in the students' daily education. KSD Transportation has implemented PBIS, Positive Behavioral Intervention and Support. PBIS will help drivers and monitors in the following:

- Setting Expectations
- Teaching Expectations
- Reinforcing Expectations

#### **B**E RESPONSIBLE

- Keep your hands, feet and property to yourself
- Use electronics at a low volume level or with headphones
- Save food and drink for home or school (water is acceptable)

#### **U**SE RESPECT

- Use kind words
- Greet the bus driver—say good morning/afternoon
- Follow directions given by bus driver and aides
- Respect the property of others
- Use cell phones for games, music and communication only

#### **S**TAY SAFE



- Stay in your assigned seat, facing the front with your feet on the floor until the bus comes to a complete stop
- Keep the aisle clear and use only when entering or exiting the bus
- When seat belts are available, please wear them at all times
- Wear your seat belt over your shoulder and across your waist
- Keep personal items on your lap, in between your feet, or on the seat

- The first contact a student has with our District each day is **YOU**, the bus driver. Be positive and consistent as you deal with your students.
- You should be friendly with your students; however, there is a difference between being friendly and being too familiar. Show an interest in each of your students by learning their name and being concerned for them. Sometimes the key is to learn an interest they have and build on it.
- Drivers are prohibited from providing food or candy to students.
- Consequences should be for the individual and not the entire group. If individual students cannot be identified, it is better to wait and see if you can identify the individual student(s) after further investigation (i.e. view the video, talk to the school, etc.) and then take appropriate action.
- Backing students into a corner could have adverse effects. If you do, they may act in an unpredictable manner or respond negatively. Treat your students with respect, and they will be more likely to return it.
- Screaming or yelling at students is an ineffective method of dealing with them will have consequences. Always be professional and respectful in correcting student behavior.
- Refrain from hitting, grabbing, pushing or pulling a student. Touching a student is not permitted when redirecting them. [Policy JKA](#) states that the Kyrene School District disallows corporal punishment.
- Refrain from judging misconduct on how it annoys you; avoid reacting to annoyances. Instead, assess the behavior objectively.
- Maintain poise at all times. Maintain your temper. Refrain from making derogatory remarks. Using abusive or vulgar language to a student will not be tolerated.
- Look for the positive qualities in children.
- Plan for the management of your students. Post rules that help prevent inappropriate behavior. Intelligence in handling youth consists of thinking ahead and considering all possible consequences. Look for possibilities that provide positive results. These are some traits of good leadership.
- Develop a consistent student management plan and style with clear consequences and positive rewards.
  - a. Communicate your plan clearly, so students know what you expect.
  - b. Communicate to the students their responsibilities to other passengers, which will allow for a safer and more pleasant trip for all.
- Be clear and up front about what is, and is not acceptable on YOUR bus and why.
  - a. Establish your bus rules from day one and review periodically.
  - b. If you have too many rules, students will not remember them.
  - c. The more you encourage and recognize appropriate behavior, the less often you will have to deal with inappropriate behavior.
  - d. Basic rules should focus on safety, respect, cleanliness, and courtesy towards others; vandalism, and harassment (i.e. gang or sexual in nature) shall not be tolerated.
  - e. Be consistent, establish rules you can enforce every time and with every student.
- **Drivers are to check the bus for sleeping students, items left or vandalism after each run.** Buses should be checked at the school in the morning after students have departed and you

have moved up and turned on your hazards. Damage caused by inappropriate student behavior (i.e. cut or torn seats, broken windows, etc.) should be reported and a VDR submitted. A Bus Referral should be submitted by the driver when the student can be identified.

### **Driver-Student Relationships**

The relationship between the bus driver and the student is a very important part of the total school experience. You are the first school representative the students come in contact with each day. The relationship between the bus driver and the student has a strong impact on maintaining proper behavior -- which is learned.

### **Tips to Remember:**

- Earn student respect by showing respect and this will aid in maintaining proper student management:
  - Drivers should address students by their proper name.
  - Students should address the driver by proper name (e.g., Mr. Jason, Ms. Karen, Miss. Mary).
  - Be courteous and cheerful, and in control of your demeanor, maintain your composure, always use a positive tone of voice.
  - Greet students: "Good Morning" and "Have a Good Day".
- Listen and observe carefully to help avoid problem situations.
- Avoid reprimanding or embarrassing a student needlessly in the presence of other students.
- Avoid using threats; threats only antagonize students and often cannot be carried out.
- Get to know your students. Listen to their suggestions, complaints and concerns:
  - Show an interest in things that interest them.
  - Be familiar with your students' normal behavior, watch for body language clues that might tell you a student is anxious or upset.
  - Give positive directives – "Do this please" instead of "Don't do that".
  - Make reasonable requests.
- Praise good student behavior.
  - Compliment positive behavior and attitudes.
  - Be honest in what you say or do, always be fair.
  - Give a child praise: Wow, outstanding, excellent, awesome, good job, I'm proud of you, you made my day" or "I knew you could do it, well done, super job; you're responsible, I trust you, you're a real joy."
  - Remember a smile is worth a thousand words.
- Think About Non-Verbal Behavior:
  - Be aware of your body language. This includes posture, movements, gestures and facial expressions.
  - Be mindful and respectful of the students' personal space.
- If parent contact is necessary, please keep the expectations below in mind:
  - When the situation involves other students, confidentiality of others involved is required.
  - Keep information factual, your personal opinions or feelings do not need to be included.

- The phone call **MUST** be made from a Kyrene District Phone.
- Transportation Supervisors are happy to accompany you on the call if needed.

### **Seating Charts**

Drivers will establish a Bus Seating Chart as Required by Arizona Department of Public Safety (DPS). The seating chart also supports safety in the event of an accident, accountability, and student management. Seating charts must be completed in BusConduct.

The following guidelines should be considered when making seating assignments:

- Allow students to choose their own seats, if possible. Make sure they understand seating assignments will be for the entire school year.
- If problems arise after students have been assigned their seats, the driver has the authority to make changes as necessary.
- Seating charts must be updated if any changes are made.
- Male and female students should only be segregated by seating assignments if the situation dictates.

### **Lost or Confiscated Items**

Every item left on the bus, will be returned to the school, including all electronic devices. If you are unsure if you should leave the item on the bus or bring it in, radio Dispatch for direction.

### **Bus Safety Referral Guidelines**

1. Deal with unacceptable behavior right away.
  - Touching or detaining a student on the bus is not allowed.
  - Arguing with a student will get you nowhere. You are the adult.
  - Identify instigator - remove him/her from the group.
  - Keep the situation under control.
2. Follow through:

If you say you are going to report misbehavior, do it! Follow through with the Online Bus Referral. If it was important enough to report, it should be important enough to correct.
3. Handling discipline problems yourself:

This will gain your students' trust and respect. It is important to resolve problems at the lowest level possible. Be a positive role model. Nit-picking behavior gets you nowhere, but implement discipline for serious or safety-related reasons. Try a change of seats (Row #1 door side: The Angel Seat).

4. On-Line Bus Referrals

Bus Referrals and Incidents are to be entered through the web based on-line site [Bus Conduct](#). Drivers will sign in with their username and password for confidentiality purposes. After the driver completes the referral it will be sent via email to the appropriate School Administrator for investigation. The driver will be notified via email by the School Administrator as to the consequences given to the student.

**Referral Guidelines**

- a) Fill out the Online Bus Referrals completely and correctly.
- b) Be brief and specific to the infraction only.
- c) List primary infraction as the highest level.
- d) Use students' names when describing the incident; example, "Johnny was jumping over the seats." Be as descriptive as possible. If the student said a curse word or phrase, spell the word or phrase exactly as the student said it.
- e) Keep your emotions and non-objective comments out of the narrative when completing the referral.
- f) Do not put the names of other students involved in the incident on the referral. If multiple students are involved in an incident, separate referrals for each student accordingly.
- g) Video will be used to verify the incident, for level 2 and 3 infractions.
- h) Drivers are responsible for checking their email and/or logging into BusConduct to see whether the school has administered discipline with the student.

**Video/Digital Camera System**

The purpose of the system is to assist with student management by providing a real life base from which to identify, prevent and resolve disciplinary issues. It is not meant to replace your student management responsibilities.

If you need to view video for an incident that happened on your bus, you will need to fill out a "School Bus Video Request Form." This form can be found on the Department webpage under "Transportation Employee Links". When completing the form, provide as much detail as possible including time, date, description of the incident, etc. Upon submission an automated response will be sent via email with a case number specific to the requested incident. A follow up email will be sent with a link to view the requested video which can be viewed in the department Video Review Room.

**NOTE:** Video will only be reviewed if accompanied by a level 2 or level 3 bus referral. If you are certain of an incident on the bus, handle the problem with the students(s) immediately and turn in a bus referral. Do not wait to review video, unless your supervisor instructs you differently. Any level 1 video requests require Supervisor approval.

### **Emergency Doors/Windows**

Students are **not permitted** to exit through the any emergency door or window except during evacuation drills or in the event of an emergency. Students who use the emergency door or window for other than a real emergency should be reported on a bus referral.

### **Rushing the Bus**

Students will sometimes “rush” the bus in order to be first on. Under **NO** circumstances should a driver allow this highly dangerous situation to persist. Students must be instructed in proper boarding procedure. If necessary, stop at a safe distance before the authorized stop and verbally address the problem with students. If student(s) do not cooperate, submit a bus referral or inform a school administrator.

### **Assistance for Student Confrontations**

Drivers and Monitors should refrain from physical contact with students except as permitted under Board Policy for the purpose of keeping the child or other children safe. Be cautious in your spoken directions to students. In order to avoid allegations of “embarrassing” or “verbally abusing” a student, speak in a courteous and calm manner directly to the student(s) involved in the incident so that others are not involved in the conversation. You are not permitted one-on-one confrontations! Ask for assistance from an **Administrator** or **Duty Teacher**.

### **Fights on the Bus**

The Transportation Environment provides unique challenges beyond that of the school environment as a school bus is a confined space and moving through traffic. Additionally, the bus driver does not have immediate support and therefore must take quick and decisive action to mitigate the incident. The driver’s first concern during any fight/assault incident is the **safe operation of the bus and safety of uninvolved students**.

To prevent any fight/assault incident to the maximum extent possible, bus drivers, as an initial matter, should insist students stay seated during transportation and hold the students accountable if they do not comply.

- If a verbal argument develops, the bus driver should attempt to diffuse the argument through verbal direction over the public address system.
- If involved student(s) fail to comply with the bus driver’s verbal direction, driver will begin to identify a safe location off the roadway to stop and notify dispatch of the situation.
- If the verbal argument involves threats or an assault of fight develops, the driver will stop the vehicle in a safe location, turn vehicle off, set the brake and secure the bus, and remove the keys if leaving the driver’s seat.
- Driver will immediately notify dispatch and ask for law enforcement to respond to the location. Driver needs to be clear on the size, scope and level of violence to ensure a proper law enforcement response.
- Driver will, from the driver seat, continue to verbally order the students to sit down, stop arguing or fighting and tell the students that law enforcement is on the way.

- If the fight or assault continues, the driver will order uninvolved students away from the fight and **consider** evacuating compliant students to an assembly area just outside of the bus.
- **The driver's primary duty is to protect students** who are not involved in the fight and maintain as safe an environment as possible.
- Serious consideration should be given before physically intervening in a fight/assault as the driver is likely to be injured or incapacitated and unable to assist other students who are not involved.
- The driver may physically intervene if it is the most appropriate decision and is reasonably necessary and appropriate to maintain order and prevent injury to driver, any student (involved in the fight or otherwise), and any other school staff.
- The following facts should be considered before engaging a student physically:
  - Are you physically capable of intervening based on the size, strength, and violence potential of the students involved in the assault/fight.
  - **Remember, if driver becomes incapacitated he/she can no longer provide safety to uninvolved students, which is his/her primary concern.**
  - The bus is a confined space and therefore may be challenging to physically intervene.
  - Driver's skill level and mental preparedness to engage in a combative incident.
  - Proximity of law enforcement services.

#### **Reference**

- Kyrene School District Transportation Employee Handbook.
- Governing Board Policy GEBE- Use of Physical Force by Supervisory Personnel.
- Governing Board Policy JLDB- Restraint and Seclusion.
- Arizona Revised Statutes 15-105 and 15-843.b.3.

You should contact the **Transportation Dispatcher** to receive further directions if physical contact is made. Also, write up the incident at the earliest opportunity and submit it to the Transportation Supervisor. If you feel that it is warranted, request the dispatcher to contact the school to have an Administrator attend the bus or summon additional assistance.

#### **Maintaining Confidentiality**

Transportation Department employees who have knowledge of confidential information related to a student **shall not** disclose the information to anyone not in a "need-to-know" position. Transportation administrative staff will make determinations of need-to-know status within the department. These include records directly related to a student and cover any information that would make the student identifiable. This includes the student's name, parent's name, student's address, student's disabilities and/or health condition.

**Be aware that "informal" discussions with family, friends, neighbors, other co-workers who are not in a position of "need-to-know", or across the restaurant table, that reference a student's disability or health condition or other protected information in a manner that identifies the student constitutes a violation under FERPA. (Family Educational Rights and Privacy Act)**

Information may be released to appropriate persons without parental consent in an emergency. This may be done if the knowledge of such information is necessary to protect the health and safety of the

student or other person. At no time, except in the case of an emergency or “need-to-know”, may a school official or Transportation employee identify or provide information about a student to any individual other than the parent or legal guardian.

### **Other Rules to Follow for Bus Safety**

- Skateboards of any size, roller skates, in-line skates or any similar object are not allowed on the bus unless secured in an enclosed bag.
- Illegal and dangerous items, which do not directly support your education, such as; tobacco, alcohol, drugs, weapons, aerosols, animals/insects, glass, toys, balloons, matches/lighters, etc. are not allowed on the bus.
- Taking pictures or video is strictly prohibited per Kyrene District Policy.
- The bus and bus stops are an extension of your school. All other school rules apply while riding on the school bus.
- Use of video features or applications are strictly prohibited.

# SECTION SEVEN

Vehicle Operations Requirements

Pre-Trip & Post-Trip Bus Inspections

In-Transit Operations

Railroad Crossing and Fueling Procedures

Accident and Emergency Procedures

Bus Evacuations

Communications

Prohibited Items/Actions on School Bus

Bus Yard Procedures

## **Vehicle Operations**

### **Route/Vehicle Operation Requirements**

Attention to detail, knowing, understanding, and following policies and operating procedures sets the stage for professionalism and success in the KSD transportation operations. The driver, more than any other department employee, is the critical link in following through with these essential elements that ultimately provide exemplary service to our students. How drivers operate and maintain their buses are the basis for the formation of public opinion on the quality of the Kyrene Transportation Department as well as the district as a whole. **Make certain that the impression you give is always a favorable reflection on our department and our District.**

- Kyrene School District buses are to be operated **only** by employees authorized by the Transportation Department. The school bus shall not be used to transport any person other than students, teachers or staff of the Kyrene School District without authorization from a Transportation Department Supervisor. This means that spouses, non-Kyrene enrolled children or grandchildren, friends, or unassigned students to your route are not allowed to ride along on your bus. A student with the designated permission form from the school's front office is allowed to ride the bus.
- School buses and district vehicles are not to be driven home or for personal errands, unless approved by a Transportation Supervisor.
- It is the driver's responsibility to keep the inside of the bus clean. This includes all vehicles operated during your shift.
- Buses will be inspected throughout the year for cleanliness. Inspection scores will be reflected on your evaluation. It is the driver's responsibility to clean and maintain the following regularly:
  - a. Bus mopped at a minimum of once per month
  - b. Bus swept daily, per Arizona Minimum Standards (R13-13-108.D.4)
  - c. Inside windows wiped clean at a minimum of every other week
  - d. Trash emptied at a minimum of once per week
  - e. Drivers area kept neat and free of dust and clutter
  - f. Seatbelts should be straight and ready for use
  - g. Floor free of gum and other trash
  - h. Drivers windshield and mirrors to be cleaned and clearly visible
- Brooms must be secured; trash containers cannot touch the handrail or block window and must be secured. All loose objects must be secured including pens, pencils, clipboards, etc. Only signs, lettering, and objects approved by state law shall appear on the interior and exterior of a school bus, including all glass area.

### **Bus Supplies**

See dispatch for the following supplies: paper towels, trash bags, fuel gloves and facial tissues. General cleaner and window cleaner dispenser, mops and buckets can be found in the front patio area.

### **Pre-Trip and Post-Trip Vehicle Inspections**

Prior to driving any bus, the driver is **required** to perform a thorough pre-trip inspection. As the driver of the bus, YOU have the ultimate responsibility to ensure that you are operating a safe, mechanically, defect-free vehicle. Arizona Minimum Standards and KSD Transportation department procedures and federal regulations require you to perform a thorough pre-trip inspection before a school bus is operated for the first time each day.

Kyrene Transportation policy permits an abbreviated pre-trip inspection for any other run after the first trip of the day as long as the bus has been previously used and had a thorough pre-trip performed by the same driver. (See reverse side of mileage sheet for abbreviated items of pre-trip.)

Drivers will arrive to work allowing the appropriate amount of time to conduct the required pre-trip inspections for safety and mechanical conditions. Each driver is required to provide a signed form on a daily basis that represents the driver's affirmation that the morning, midday, and evening pre-trip inspections have been completed. Forms will be turned in weekly. Please print all information clearly and accurately. Monitors are to report to the bus no sooner than 5 minutes before scheduled departure time. Transportation Supervisors or Trainers will conduct random inspections to ensure that the pre-trip inspections are being conducted correctly.

Pre-trip inspection forms (Mileage Sheets) and online VDR requests shall be used to document the pre-trip inspection and to request any needed repairs (See forms in the Appendix Section). A bus operator is not, under any circumstances, to drive a bus that is not safe in every respect.

### **Procedures for Pre/Post-Trip Inspection**

Pre/Post-trip should be performed per Minimum Standards, [R13-13-108.D](#)

### **Spare Buses/Midday Buses**

It is the responsibility of any driver who drives a spare bus to leave the bus ready for the next driver. It is for this reason each driver needs to do the following after using a spare bus.

1. Fuel bus (top it off) when run is completed. (regardless of what the gauge reads)
2. Park bus in designated area and set brake
3. Turn off all equipment
4. Close all windows and hatches
5. Sweep and clean up trash
6. Check for items or students/passengers left behind
7. Empty trash
8. Fill out mileage sheet.

**In-Transit Operations**

- “Lights on for safety” is a KSD policy. This means that **any time the bus engine is running, the clearance lights and headlights shall be on**. Not only does this provide the obvious benefit of increased visibility when the vehicle is operating on the road, it is also a visible signal when buses are parked in close proximity that the engine in a particular unit is running. This helps protect our mechanics and other service personnel from accidental injury.
- All buses and FIT vans are to use **main gate** by Grounds; buses are prohibited from using the south gate (Warner Road).
- Drivers must **abide by the route time schedule**. Notify dispatch if you are running late. Communication will be sent to parents if you are running more than 20 minutes late on your route. If you anticipate arriving at a stop more than 5 minutes before your scheduled arrival time, find a safe place to pull over and wait to proceed until you are within the acceptable arrival time.
- Students are not allowed to stand while the bus is in motion. **All students shall be properly seated and seat belted** (if bus is equipped with one) **while the bus is in motion**. Sitting on the floor or in the step well is not permitted.
- Under no circumstances are students allowed to operate any bus equipment. Students shall not be allowed to sit in the engine compartment, step well, or drivers’ seat at any time. In addition, they are not to operate the door, lights, intercom, and especially the two-way radio, except in an emergency situation.
- **Audio/Video monitoring** devices on the bus may be used to assist the department in monitoring student behavior and driver performance. Drivers are cautioned that an audio/video monitoring system does not lessen responsibility to monitor and effectively manage student behavior.
- Drivers should **not idle engines** while in school loading zones, bus yard or other public locations. In addition to the unnecessary fuel consumption and exposing students and fellow coworkers to unnecessary fumes, we must be sensitive to environmental concerns with exhaust emissions. As a rule, if you will be sitting in one place for more than 5 minutes, turn the engine off. (Does not apply if sitting in traffic). From August thru September you may idle engine for 10 minutes.

**NOTE:** Special Needs students may have a requirement (such as cooling) that limits the amount of time a driver can shut the bus down. Therefore, it is the driver’s responsibility to apply the above guidelines to the appropriate degree.

- Students are not allowed to get off the bus at any stop other than their own unless a district representative provides written or oral approval.

- In the interest of optimum safety for students, it is the driver's responsibility to be extremely observant of the surroundings, especially at drop off times. If something appears "out of the ordinary," gives you concern for the well-being of students, and you are unable to confirm their safety, radio or call your dispatcher for assistance. Situations you should be aware of include absence of a parent who is usually at the stop to receive a child and you do not have confidence that the parent and child have previously planned for this occurrence.
- Drivers must have all windows up, hatches closed and doors closed at the conclusion of the p.m. run. If the weather indicates rain, all windows, hatches, and doors should also be closed after the a.m. and midday runs.
- In accordance with Arizona Minimum Standards, Drivers may not drink any beverage while the bus is in motion.

### **Unauthorized Passengers**

Buses will not be utilized for any purpose other than for transporting Kyrene students and other authorized personnel. Authorized personnel include teachers, coaches, principles, parent chaperones, persons approved by the transportation supervisors and students in possession of a school bus boarding pass. Only the school office is authorized to issue a school bus pass. If an unauthorized Kyrene student or suspended student is at one of your bus stops in the A.M., you must transport them to school, then notify school administration. When arriving to the schools inform dispatch that you need an administrator to meet your bus to turn the student over to them for proper disciplinary measures.

### **Transporting Instruments & Equipment**

When transporting instruments or equipment related to music or athletic events on a bus, state regulations require the following rules apply:

- Instruments or equipment shall not occupy seating space if needed for a passenger.
- Instruments or equipment shall not be placed in the school bus driver's compartment, or step well of the school bus.
- Instruments or equipment shall be under the passenger's control at all times, or secured in the school bus by the passenger.
- Instruments or equipment shall not block an aisle or emergency exit of a school bus at anytime
- A passenger who obtains the driver's permission to carry an object onto the school bus, other than an instrument, or equipment related to music, or athletic events shall control the object at all times, or secure the object in the school bus.
- The cargo bay of the bus is limited to storage for field trips only. The driver is responsible to monitor loading/unloading of equipment,

**NOTE:** Placing the equipment or instrument behind the driver's seat is not considered secure nor is it permitted.

### **Railroad Crossings**

Refer to Minimum Standards 1313104 #15. In addition to the AZ Minimum Standards, Kyrene's procedure is to set the parking brake, shift into neutral, and keep the service brake applied.

### **Fueling**

Drivers should **never allow the fuel level in a bus to drop below ½ tank**. Running out of fuel on the road is a needless mistake resulting in delayed service that would have otherwise been avoided.

- State law states that the school bus or vans shall **not be refueled**
  - when the engine is running
  - while passengers are on board (this includes monitors)
  - until all electrical items are turned off
- While fueling the bus or van the fuel pump handle **shall not be left unattended**.
- Cellular phones may not be used while fueling.
- Buses or vans may not be swept or pre-tripped at the fueling station.
- District vehicles (buses, trucks, vans or cars) should not be left in the fuel line unattended.



### **Emergency Procedures for Accidents – Code Red**

1. Stop the bus immediately and turn on emergency flashers. Radio dispatch on the **Talk Channel (5)** to let them know there is a **CODE RED**. Wait for further instructions. **Do not use your cell phone to call-in a code red.**
2. Give exact location and seriousness of accident.
3. Advise dispatch if there are obvious injuries.
4. The driver should keep him/herself and the students calm. If needed, administer first aid.
5. For a minor accident move bus to a safe location, when authorized.
6. The driver should keep the students seated on the bus, unless the bus is in an unsafe situation.

Examples:

- a. Fire or threat of fire

- b. Fuel leaks
  - c. Unsafe positioning (railroad tracks)
7. If there are unsafe conditions proceed with evacuations at least 100 feet away from the bus. (evacuate the bus **only** when it is more dangerous on the bus than off the bus)
8. The driver shall not release students until EMS (Emergency Medical Services) has checked them out and Transportation representative has released the scene.
9. Do not admit or deny guilt concerning the accident to anyone or discuss details of the accident until police and the transportation supervisor arrive at the scene.
10. The following data is required in case of an accident:
  - a. Driver's name
  - b. Driver's license number
  - c. License plate number and bus number
  - d. Name, phone number of transportation supervisor name and address of Kyrene School District
  - e. Kyrene insurance carrier information is located above student mirror or in glove compartment.
  - f. Student seating chart
11. The driver will be required to provide a complete detailed written statement of the accident, which will include names of each student on the bus and their seat assignment at the time of the accident.
12. Drivers will provide a drug and alcohol screen after any accident/incident has occurred.

### **Accident Review Process**

The Accident Review Process is a process with two major purposes:

1. To find root causes of accidents and determine whether the accident was non-preventable or preventable
2. To provide recommendations to the Director of Transportation, or designee

Decisions and recommendations on previous accidents may be reviewed in order to gain a broader prospective.

The committee will consist of the responding Supervisor, one training department personnel, the responding mechanic and the involved driver, whenever possible.

All Transportation employee accidents in district vehicles will be reviewed and the driver may be required to attend the ARC meeting.

### **Accident Review**

An accident is defined as any kind of event involving a district vehicle that results in vehicle damage, driver error, and bodily injury resulting from an accident, equipment damage, and/or property damage.

Examples include, but are not limited to: vehicle to fixed object (fences, trees, parked cars, structures, poles, etc.), vehicle-to-vehicle, misc. (equipment damage, ditches, etc.)

A Supervisor will review the accident and schedule an ARC meeting. A KESPA representative may attend at the driver's request.

## **Emergency Procedures Other Than Accidents**

### **Student Injuries**

Drivers are to notify dispatch of any injuries to a student. Report any injuries that occur with student(s) at the bus stop prior to your arrival, on your bus, or departing your bus. Dispatch will contact the school nurse, or E.M.S. as needed. On returning to the bus yard, the driver will write a statement concerning the injuries on a "Driver Inquiry Form" and complete an incident tracker in BusConduct.

### **Fire on the Bus**

1. If a fire occurs on the bus, the safety of the students is the first consideration. Bring the bus to an immediate stop off the roadway and in a safe place.
2. Evacuate the students away from traffic as quickly as possible and assemble them a safe distance from the bus. (a minimum of 100 ft. upwind).
3. Notify dispatch as soon as possible.
4. If you use the fire extinguisher on the bus to control the fire, direct it at the base of the fire. Use additional blasts from the extinguisher to control any re-ignition. Used extinguishers must be recharged. Do not put a used extinguisher back in its bracket.

### **Drivers' Assistance Requests**

Occasionally, student behavior reaches a point, in the driver's judgment where it is unsafe to continue the route. If this happens, a driver should stop and wait for assistance. A driver should only request immediate assistance if he/she deems the situation hazardous to the general safety of all students and he/she is unable to continue driving. These situations tend to be a serious infraction by one or more students, or a general unruliness by many students. The procedure requires the driver to call dispatch for assistance. A driver must request assistance if he/she cannot control the situation on his/her own.

### **High Security Event**

Should circumstances arise when it is necessary to secure the District Office or School(s) under High security the following steps will be taken:

- All personnel will be notified of a security event and instructed on what to do and where to go.
- Radio usage will be for emergency communication only.
- Drivers will remain at designated holding areas as advised by dispatch until the security event has been lifted. After returning to the district, drivers will be updated on the current situation.

## **Mechanical Breakdown Procedures**

1. If possible, safely move your bus off the roadway to prevent accidents.
2. Set the parking brake.
3. Activate emergency hazard flashers and place triangle reflectors in recommended positions if conditions warrant.
4. Switch to garage channel (4). Make them aware of your situation and if you have any students on-board. Remain on garage channel until further advised.
5. Keep students on the bus in most cases. Student safety is the highest priority. Safety conditions may warrant evacuation of the bus. If students are evacuated, the driver should give precise instructions as to where students should relocate and how to perform the evacuation.
6. Upon arrival, the relief bus should stop in line with and as close as possible to the rear of the disabled bus without backing-up.
7. Drivers of both buses shall activate the red student lights prior to transferring students from one bus to the other.
8. The driver of the relief bus shall open the door, get out of the bus, and stand to the right of the door of the relief bus.
9. The driver of the disabled bus shall open the door, get out of the bus and stand to the left of the door.
10. The driver of the disabled bus should instruct students to change buses in an orderly manner staying in a single file line.
11. The driver of the disabled bus should walk the bus to ensure all students and their belongings are off the bus.
12. The red student lights shall be deactivated as soon as all students are on the relief bus.
13. The driver of the relief bus should stay with the disabled bus until additional help arrives or the bus can be driven back to the transportation department.

## **Communications Procedures**

### **Two-Way Radios**

The two-way radio is a necessary communication device, which should only be used for school district related business.

### **Channels:**

- Main 1 - In-district mainstream buses
- Main 2 – Out-of-district mainstream buses (Maricopa, Baseline routes)
- Special Needs – Special Needs buses and FIT vans
- Garage – is for garage use only (buses should not use this channel unless they are experiencing mechanical breakdown or failure).
- Talk Channel – for reporting code reds and private conversations to dispatch

### **Radio Etiquette and Procedures**

All Transportation personnel who are responsible for using radios are directed to use proper etiquette. No personal conversations are to be held and inappropriate language or rude remarks will not be tolerated. Unnecessary radio traffic will delay emergency calls to dispatch. The radio communications are for KSD purposes only, for the benefit of students and employees' safety. A Dispatcher and/or Supervisor monitor radios on a daily basis.

- It is the driver's responsibility to make sure your radio is on the proper channel and the volume is sufficiently high enough to hear any communications. It is standard protocol to identify yourself by your Bus Number.
- Do not transmit if someone else is using the frequency. (Be patient, wait your turn).
- Always sign on and off properly. (The word **clear** at the end of your communication indicates that your communication is completed and the frequency is clear for use by others)
- Honor dispatcher's request to "STAND BY"
- Speak clearly and in a normal voice. Speak into the face of the microphone.
- Keep messages brief and to the point. Plan what you are going to say.
- Refrain from unnecessary conversation with other drivers.
- Drivers may call dispatch for assistance as needed.
- If you are running 10 minutes late or more past bell time, notify dispatch with your estimated time-of-arrival to the school.
- Only use the radio when time is of the essence. Problems or questions that can be addressed later should be handled upon arrival at the transportation office.
- Remember STUDENT CONFIDENTIALITY.

### **Broadcast Radio Stations**

Use good judgment when playing the radio for students. Avoid ethnic or religious music, or stations with a partisan political viewpoint, as they may be perceived as offensive or controversial. We recommend the following stations **not** to be played while students are on board:

- ✓ 550 AM
- ✓ 98.3 FM
- ✓ 100.3 FM
- ✓ 101.1 FM
- ✓ 101.5 FM
- ✓ 104.7 FM

## **Prohibited Items/Actions on the School Bus**

### **Prohibitions to Observe**

**Arizona Minimum Standards** state that a bus driver shall not transport animals, insects, reptiles, glass objects, explosive devices, guns, knives, etc.

KSD Transportation Department does not allow laser beams, gardening tools, aerosol cans, golf clubs, hockey sticks or RAZORS, with or without a motor, on a school bus. It is not the responsibility of the bus driver to accept or store any medications for others.

### **Dangerous Weapons in Schools and on School Buses**

For this purpose, a deadly weapon is defined as anything designed for lethal use, or any instrument represented as such. No students shall knowingly, intentionally, possess or carry on to district premises, or district school buses, a deadly, dangerous, illegal or prohibited instrument or item. Prohibited instruments include, but are not limited to, firearms, instruments of the martial arts, or any other items commonly known by their use as deadly weapons.

### **Dangerous Weapons /Instrument Policy**

No employee shall knowingly, intentionally, possess, or carry onto district premises or school buses, dangerous, illegal or prohibited instruments or items. Prohibited instruments include, but are not limited to, firearms, or any replica thereof, air guns, instruments that propel projectiles, knives, instruments of the martial arts, or any other items commonly known by their use as deadly weapons.

### **School Crossing Zones – 15 mph signs**

The Arizona Traffic and Vehicle Regulations states that a vehicle should maintain its position related to other traffic and not pass or overtake another vehicle in a school zone. An Officer can enforce the passing or overtaking of a vehicle by citing for failure to obey a traffic control device.

### **Pulling Along Side Loaded Buses**

While waiting for a traffic signal to change, do not pull up to, or alongside another bus with passengers onboard. Use good judgment in applying standard rules. **NOTE:** This rule applies only to buses with passengers onboard, not empty ones.

### **Downtime Between Runs**

Drivers are to use good judgment in selecting a holding place; location and availability will be given to dispatch. No stopping for food on regular routes; exception will be field trips. Personal use of the School Bus is prohibited. **Your bus is a moving billboard and all eyes are on you!**

### **Doubling of Runs**

Driver may be required to double-up on a run for another driver. Doubling may result from tardiness, absences, unavailability of substitutes, mechanical problems, accidents, discipline problems, or any other issues that detain a driver.

### **Unloading Procedures at Schools**

Students shall be unloaded immediately upon entering school grounds at the designated student unloading area. All drivers are to pull as far forward as possible before unloading their students, or checking their bus. There is to be no passing of other buses in the bus loading zone. Exceptions will be for buses that are pulled as far forward as possible and are parked at the curb with their hazard lights on. Any bus that is passing other buses parked in a school loading zone is to announce this on their radio, along with the name of the school.

Drivers may hold an individual student(s) on the bus while waiting for a duty teacher or an administrator.

**Special Needs Drivers are exempt from this rule.**

Students are not allowed to loiter on or around school buses.

### **Unattended Buses**

Drivers shall not leave their buses unattended at the schools while loading or unloading students. Drivers should be in their bus when the bell rings and to be prepared to board students. Under no circumstances will the drivers leave keys in the ignition when leaving the driver's compartment, unless performing pre-trip inspection or loading/unloading wheel chairs.

### **Interactions with Students**

To ensure student safety, distribution of unauthorized items to students is **strictly prohibited**. This includes, but is not limited to, food, beverages other than water, and religious or political materials. Photographing or videoing of students at any time is prohibited.

**Bus Yard Parking, Speed Limit & Traffic**

**Personal Vehicles**

When entering the bus yard from Warner Road, follow the south wall around to the employee parking lot.

- Do not drive your personal vehicle across the parking lot near the fuel pumps or Mechanic Bays at any time. Parking in these areas is prohibited.
- Personal vehicles shall not be parked at the door of the transportation office, or anywhere that obstructs the smooth and safe flow of traffic within the bus yard.
- No personal vehicle parking in North gravel area, in Grounds area, or along Grounds Building
- No cutting through bus parking spaces...follow flow of traffic directions!
- No parking or stopping in fire lanes or driveway.
- Speed Limit is **10 MPH** in the bus yard, all vehicles.
- Park personal vehicle before getting your bus keys and clocking into work.
- Be considerate of the vehicle parked next to you when you open your car door.
- **Disability parking spaces** are reserved for the individuals that have applied and have been issued a disability plate or placard from the state. Per Arizona Department of Transportation (ADOT); the disability plate or placard provides the person with a disability the privilege of parking in specially marked parking spaces provided for the exclusive use of persons with a disability. The person with a disability must be the driver or a passenger in the vehicle when the disability parking space is used. Disability plates are assigned to, and may only be displayed on a specific vehicle registered or leased in the person with a disability's name.

# SECTION EIGHT

Field Trips and Athletic Shuttles

Summer Routes & Field Trips

Field Trip Safety Briefing

## **Field Trips and Athletic Shuttles**

### **Definition**

An activity authorized by the District in which students travel as representatives of the Kyrene School District, its schools, organizations and teams.

The goal of the Transportation Department is to provide the most efficient and equitable Field Trip Program for employees who wish to participate. However, it should be realized that some situations that arise are out of our control.

Extensive coordination is required to get students to their appropriate destination in a timely manner. Therefore, drivers are always on a strict time schedule and must adhere to the directions they are given at the beginning of each run. If field trip students are not boarding the bus, whether it is a pick-up or drop-off, within a 10-minute leeway of their scheduled time, the driver has been instructed to contact the Transportation Dispatcher. A decision will be made to remain at the pick-up location or leave without the students. It may then become necessary to reschedule a bus to return and pick-up the Field Trip Students at a later time.

### **Eligibility**

Only KSD Transportation Department Drivers, who have signed-up for Field Trips (mid-day) will be eligible to participate. Sign up at the start of the school year or anytime during the school year by contacting the Field Trip Coordinator. Newly Hired employees, just receiving a CDL, are eligible for field trips 90 days after their start date, to allow time to concentrate on learning their new trade.

1. Eligible employees will be placed on the Field Trip list based on evaluation score and rank. As new employees are hired and request trips, they will be placed at the bottom of the list with a rank number.
2. Eligibility for Field Trips and/or Shuttle trips may be affected by an employee's performance evaluation, both for assigned routes as well as Field Trips and/or Shuttle trips.
3. A Drivers regular route takes precedence over Field Trips or Athletic Shuttles. All Drivers may request these extra trips, but only if their regular route permits.

### **Procedures**

1. A computer program called **Trip Tracker** is based on departmental rotation and the system will assign all trips. You will receive a Field Trip /Shuttle Trip accept/reject email for you to respond to the Field Trip Coordinator within 24 hours of receiving the trip offer.
2. To ensure that trips and shuttles are assigned uniformly, "trading" of a trip or shuttle **WILL NOT** be permitted.
3. If the driver accepts the offered trip/shuttle, it is the driver's responsibility to follow through with the assignment. It is also the driver's responsibility to research the pick-up, route and destination information including a request to the Field Trip Coordinator for a map and or additional details of the trip at least 24 hours in advance on the trip.

4. If the driver is unable to do the assigned trip/shuttle, the Transportation Specialist must be verbally informed and the trip ticket returned to the Transportation Specialists as soon as possible. In an emergency, the department will take the necessary action to ensure coverage of the trip/shuttle.
5. **If a driver refuses three (3) trips in a row, their name will be removed from the list for the remainder of the semester.** At the beginning of the next semester, the driver is responsible to go to the Transportation Specialist to affirm their desire to be reinstated to the list.
6. It is the driver's responsibility to inform the Transportation Specialist if acceptance of a trip or shuttle will put the employee over 40 hours for the week. This is especially critical near the end of the week. **All overtime must be approved by a Supervisor prior to incurring the overtime.**
7. All mileage is to be entered on the Trip Ticket and completed accurately so that the invoice will be correct and the trip charges can be calculated correctly.
8. Drivers should maintain communication with Field Trip Teacher(s) and Athletic Shuttle Coaches for return times and location for pick-up. It is also advisable for the driver to ask the responsible Teacher or Coach if they have alternative route instructions.
9. Field Trips will start no earlier than 9:15 AM at the pick-up location and the bus must return to the school by 1:15 PM. There will be no exceptions. Field Trips will not be schedule for Wednesday.
10. If a field trip is cancelled at the last minute the driver is guaranteed 2 hours, otherwise the driver will receive actual on-duty time for the field trip.

### **Summer Routes and Field Trips**

During the summer months the Kyrene Transportation Department has an ongoing commitment to pick-up and deliver students for such programs as Summer Academy, Extended School Year (ESY) and Field Trips. If you are awarded a Summer School Route, you will not be eligible to accept Field Trips until completion of your Summer School Route.

### **Field Trip Safety Briefing**

Safety information will be provided to all passengers prior to the start of the Field Trip. The information will be brief in order not to take time away from the Field Trip. School Bus Driver will:

Provide a brief **(2-minute maximum time)** safety announcement on the location and operation of all emergency exits and equipment.

1. Ask teachers, parents (volunteers) to sit at one of the emergency exits (door or window). They will help assist passengers off the bus in the event of an evacuation.
2. Point out the location of the fire extinguisher, first aid kit, two-way radio, service door release and emergency brake.

#### **Sample Safety Announcement:**

*"Good morning/afternoon; my name is ..."*

*"Please remain seated. Before we begin our field trip I will explain the bus evacuation procedures in the event of an emergency situation."*

*"First I will explain the front door evacuation. If there is an emergency I will pass by your seat, you will calmly and quietly enter the aisle and exit the bus. The door side (right side will go first, followed by the left side, alternating back and forth). Please leave all of your belongings on the bus and proceed to a safe place; following the leader of the line."*

**(Walk to the push-out windows, roof hatches and side emergency door and show the students & sponsors how to operate them.)**

*"Other means of evacuations we could use in real emergencies are the rear door, side emergency door (on some buses); roof hatches, if the bus were on its side, and push-out windows."*

# SECTION NINE

## Maintaining Certification

### **Maintaining Certification**

A driver's Commercial Driver's License **must be** kept current at all times.

Physical exams are required prior to expiration and are the driver's responsibility to keep current. Each driver must submit to a random drug test upon request. Failure to comply will constitute insubordination. If a random drug test is not performed in a 12-month period, the district is required by the Department of Public Safety (DPS) to have the employee drug tested.

Department standards are for drivers to attend all scheduled trainings.

### **School Bus Driver Requirements**

1. CPR Class every 2 years
2. First Aid Class every 2 years
3. Physical Performance Testing every 2 years
4. IVP Fingerprint Clearance Card every 5 years
5. Class B Commercial Driver's License every 8 years

Bus drivers may check their certification status via the Department of Public Safety (DPS) website, [here](#).

The district pays the actual clinical costs for both the physical examination and drug screening. When CDL carriers are drug screened at the district facilities, the driver will be compensated for time as part of the normal workday.

### **School Bus Monitor and FIT Driver Requirements**

1. CPR Class every 2 years
2. First Aid Class every 2 years
3. Physical Performance Testing every 2 years
4. Attend all professional development and safety meetings

### **Complying with Transportation Laws**

Bus drivers shall be familiar with Minimum Standards for School Bus Operations. Drivers must have their medical card, CDL license and Driver Certificate in their possession while driving. It is also recommended that you carry your CPR and First Aid Cards as well as your Fingerprint Clearance Card. Driving citations are the responsibility of the Driver.

# SECTION TEN

## COVID-19 Resource Guide for Kyrene Employees

**COVID-19**

**Resource Guide for Kyrene Employees**

This [page](#) contains comprehensive information for Kyrene School District employees related to COVID-19, employee rights and safety in the workplace. You will need to use your **Kyrene** user ID and password to access it. All Kyrene staff should bookmark this [page](#) and check back often for updates, as the circumstances surrounding this global pandemic are fluid, and the guidance from state and federal health authorities is constantly evolving. Please take time to look through the documents, forms and FAQs on this [page](#). If your question is not yet answered, please know that it is not for lack of consideration. Some questions demand closer scrutiny and more time to develop detailed solutions.