

**Santa Fe Trail USD 434  
TRANSPORTATION HANDBOOK**



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## **TRANSPORTATION HANDBOOK**

The driver of a school vehicle is an important member of the educational team. The responsibilities are considerable; ranging from absolute safe driving under all conditions coupled with strict observance of vehicular laws, to influencing the attitude and mood of the passengers by the manner of the driver's control and personality.

Motor vehicle operations represent an extremely large loss exposure to the school district because of the potential liability costs typically associated with vehicular accidents. All employees operating district-owned vehicles shall be required to engage in safe driving practices. The lives of people and the reputation of the school district are at stake every time a district-owned vehicle is operated.

The role of driver is difficult, and requires a great deal of responsibility; yet is rewarding and satisfying with the knowledge of an important contribution to the total educational program.

The information contained within this handbook sets forth the operating practices, The Kansas School Transportation Regulations, Standards, Statutes, and Guidelines as required by the Kansas Department of Education, and the SFT Board of Education in its transportation policies.

Drivers of school vehicles are expected to be familiar with the contents and to follow all requirements.

## **PRE-EMPLOYMENT TESTING**

A drug test to be conducted on all new Drivers.

## **EMPLOYMENT**

As in any part of the education process, it is desirable to employ those persons that provide examples of good behavior and character.

### **Drivers must:**

1. Be dependable, punctual and have a good attendance record.
2. Have knowledge and experience in getting along with people.
3. Be self-reliant, honest and use speech free of undesirable language.
4. Be able to understand and communicate the rules of safe transportation to students.

Drivers will be neat and clean and practice good hygiene. They will be expected to dress in a manner appropriate for professional representation of the school district. Unduly revealing fashions or articles of clothing that advertise illegal substances, tobacco or alcoholic beverages are prohibited. Bus drivers must wear shoes; flip flops, sandals or heels higher than two (2) inches are not permitted for safety reasons.

## **PHONE NUMBERS**

In case of an accident or breakdown, call one of the following:

Bus Barn 1(800)836-9525  
(Chad Schmale) EX. 4102

Chad Schmale 785-554-0956  
(Cell)

1(800)836-9525  
SFT High School EX. 1  
SFT Middle School EX. 3  
SFT Grade School EX. 2  
SFT Pre School EX. 4

## **GENERAL LINE OF AUTHORITY**

The SFT School Board is ultimately responsible for pupil transportation. The Superintendent of Schools is charged with administering the policies and regulations of the SFT School Board. The Superintendent shall delegate authority and responsibility to the Transportation Supervisor, to the building Principals, and to individual drivers as stipulated in this policy manual.

## **TRANSPORTATION SUPERVISOR**

### **1. Line of Authority**

The Transportation Supervisor shall be responsible to the Superintendent and shall make periodic reports. The Supervisor shall also work in conjunction with the principals.

### **2. Advisor**

The Supervisor shall advise the Superintendent and the School Board on matters concerning the transportation problems of the school district.

### **3. In Charge of Maintenance**

The Supervisor shall be in charge of all vehicle maintenance, shop, and shall schedule and direct the work therein.

#### **4. Responsibilities**

- A. The Supervisor shall be responsible for maintaining, servicing, and repairing of all school owned vehicles.
  - 1. It shall be the Supervisor's responsibility to have all buses in proper repair and on the road.
  - 2. All spare buses shall be in proper repair so that they can safely be put on the road at any time.
- B. The Supervisor shall schedule vehicles for all extra trips and shall make driver assignments for the same.
- C. The Supervisor shall procure and assign all bus driver substitutes and assist in the location of prospective drivers.
- D. The Supervisor shall be responsible for filing transportation reports as required by the Superintendent.
- E. The Supervisor shall submit evidence of having passed a physical examination, of having completed a first aid course, and to take the defensive driving course at least once every two (2) years.
- F. The Supervisor shall hold a valid C.D.L. suitable for driving a school bus.

#### **BUILDING PRINCIPALS**

The Principal shall assist the transportation director and drivers with discipline problems, which are referred in a timely manner, and route completed documents to the appropriate person.

#### **SCHOOL BUS AND VEHICLE DRIVERS**

##### **1. Line of Authority**

All drivers shall be directly responsible to the Transportation Supervisor, their building Principals, and the School Superintendent.

##### **2. Employment Period**

Drivers shall begin work the first school day of the year and their employment shall end on the last day of the school term.

##### **3. Operating Rules and Regulations**

All drivers of district-owned vehicles, and those using their personal vehicles in pursuit of school district business, will comply with all applicable laws of the State of Kansas in addition to the following regulations.

- 1. Drivers will carry their valid driver's license with them at all times when operating a motor vehicle. In the event an employee has their license suspended or driving privileges revoked by the division of motor vehicles or other judicial or law enforcement agency, that employee shall have their driving status reclassified until such time as their privileges are reinstated. Failure to report a change in

license status on the part of any employee who operates district-owned vehicles, or uses their personal vehicle for school district business, will result in disciplinary action.

2. Drivers of all vehicles shall wear seat belts at all times.
3. When transporting student passengers in any vehicle other than a school bus, the driver shall require that all students wear seat belts or the appropriate passenger safety restraints.
4. Drivers will inspect their assigned vehicle prior to daily operation. Bus drivers shall check fluid levels, lights, mechanical equipment, tires and general condition of the vehicle. Any and all deficiencies not correctable on the part of the employee shall be immediately reported to the Transportation Supervisor.
5. No person shall be permitted to ride on the sides, tailgate, roof or any other part of the vehicle not specifically designated for seating.
6. In case of any accident, regardless of severity, the local law enforcement agency within the jurisdiction shall be called to investigate and prepare a report.
7. The driver is responsible for enforcing the rules for safe riding and shall promptly report any misconduct to the proper school authority.
8. The use of tobacco or illegal drug in any school vehicle is prohibited.
9. Alcoholic beverages of any kind are prohibited on any school vehicle.
10. Drivers are not permitted to make repairs or adjustments to a school vehicle except certain emergency road repairs as may be deemed necessary at the verbal direction of the Supervisor or a mechanic.
11. School vehicles shall stop only at pick-up and discharge points designated by the Transportation Supervisor.
12. The driver shall not leave the school vehicle unattended with students on board. The driver shall not leave the keys in the ignition at any time except when on the service center lot. The driver will not leave the vehicle until the vehicle is off and the brake is set.
13. Stop and turn signals shall be used whenever turning, stopping or changing traffic lanes.
14. School transportation vehicles shall at all times yield to other vehicles and be driven in a safe and courteous manner.
15. The driver shall report all hazards and unsafe loading conditions to the Transportation Supervisor immediately. The vehicle will not move when the passenger load count exceeds the manufacturers load limit.

16. Bus drivers are subject to drug testing on short notice in compliance with State requirements for random drug testing.

**MOVING REGULATIONS**

1. Maximum speed for school buses.....Posted speed on hard surface roadway
2. School Zone.....20 MPH
3. Residential Districts.....30 MPH or as posted
4. Dirt Roads-School Buses.....45 MPH or less
5. Business Districts.....20 MPH or as posted
6. School Loading Areas.....10 MPH Maximum
7. All signals or regulatory signs shall be strictly observed and obeyed.
8. No vehicle either on or off the lot shall be moved until doors are closed.

**OTHER TRANSPORTATION REGULATIONS**

**Communications**

All communications covering school business from the Board to employees and from employees to the Board shall be made through the Superintendent of Schools.

**Servicing School Vehicles**

The Transportation Supervisor shall schedule various buses to be fueled at certain stations. Each driver shall be responsible for keeping the bus serviced with fuel. No vehicle shall be fueled while it contains passengers. No private vehicles are to be serviced by the school district.

**Unauthorized Passengers**

The driver shall not allow the bus to be overloaded. The driver shall not haul unauthorized passengers. Young children or preschool age should not be hauled except by permission of the principal, special education director, superintendent’s office or transportation supervisor.

No student may be discharged at any point other than at the regular or alternative point of departure, except by written permission from the parent or guardian, 48 hour notice, approved by the principal, special education director, transportation supervisor or the parent or guardian meets the bus to pick up the child.

Students will not be allowed to go home (unless on the same bus) with other students due to allotted space on the bus.

### **Routes**

Each bus shall have a regular route as approved by the Transportation Director. Buses shall adhere to these routes unless changes are approved and except in cases of emergencies.

### **Individual Lanes and Driveways**

Written permission should be obtained from property owners before their yard or circle drive is used for a turnaround point.

### **Coolers on Buses and In School Vehicles**

1. Each employee is charged with the responsibility to be observant for possible possession or usage of alcoholic beverages on or about a school bus, other vehicles, on school premises, or at any school activity wherever the activity might be conducted.
2. Small, individual coolers may be used by individual students for food and nonalcoholic drinks. Teachers, administrators, and other school personnel may inspect any cooler at any time as a condition of allowing the cooler to be taken on a school vehicle and/or to a school activity.
3. Large coolers for a team or group may be used only by the coach or sponsor to provide food and nonalcoholic drinks for the team or group. In all instances whereby large coolers are used, the coach and/or sponsor shall inspect and fully supervise the contents of such cooler.

## **PROCEDURE FOR SCHOOL DISTRICT VEHICLE REQUESTS**

Whenever possible, a district vehicle will be assigned for school business. Employees who choose to use their own vehicle may not transport students/athletes and will not receive mileage. Mileage will be paid only when authorized.

1. Every attempt, when possible, should be made to submit a transportation request two weeks in advance of the date the vehicle is needed.
2. All school vehicles will be picked up and returned to the parking lot where they were assigned. Please do not park in visitor parking zones.
3. School vehicles are not to be taken home without permission from the Superintendent or Transportation Supervisor.
4. All school vehicles should have at least 1/2 or more fuel left in fuel tank when returned. If you are unable to fuel the vehicle upon its return because of fueling stations being closed, notify the Transportation Supervisor the following morning.
5. Drivers must fill out the required paperwork for mileage, destination and students transported and return the paperwork when returning the keys.



6. Drivers should keep the interior of the vehicle clean. If it is not clean when picked up, notify the Transportation Supervisor.
7. School vehicles are to be used for school business only.
8. School vehicles must be kept locked at all times. If found unlocked notify the Transportation Supervisor.
9. School employees and/or sponsors are the only authorized personnel to operate school vehicles. Students not employed by the district nor enrolled in drivers' training are not authorized the use of a district owned vehicle.

### **ACCIDENT AND EMERGENCY PROCEDURES**

If a driver is involved in any type of accident, the driver must fill out a complete report. DO NOT take the blame - DO NOT make any statements to anyone except duly authorized authorities at the scene of the accident - DO NOT blame anyone or anything; just report the facts to the law enforcement investigator.

Accident reports and forms for all information regarding the accident are available at the bus barn office and should be completed as soon as possible after the accident. Any accident regardless how minor it must be reported immediately to duly authorized authorities. (Kansas Rules & Regulations: 36-13-34)

### **CELL PHONE USE**

It is the responsibility of all drivers to make sure their phones are on at all times while they are on the bus.

Phones are only to be used for emergency and activities update on arrival time. This is only in effect if arrival time differs from original scheduled time.

Personal calls are prohibited from the bus cell phones unless it is an emergency.

### **JOB REQUIREMENTS**

All drivers will report to the bus fifteen (15) minutes before their scheduled departure time to pre-trip. During the winter months drivers should report early enough to warm up the vehicle and make sure it is ready to drive; with mirrors and windows free of ice.

The driver shall inspect each transportation vehicle and complete the pre-trip inspection form before each trip. The completed log shall be turned in to the Transportation Supervisor's office daily.

Any mechanical problems with the vehicles need to be written and turned into the Transportation Supervisor's office. If you have a question concerning completed repairs, contact the Transportation Supervisor.

If your assigned vehicle is unavailable, the Transportation Supervisor will assign a spare vehicle for your use. You are expected to do a complete vehicle inspection prior to taking the vehicle and **cleaning it when you return**. All drivers shall sweep out and/or clean their vehicles once daily and make an attempt to return articles left in the vehicle as soon as possible or take it to the bus barn.

During inclement weather when road conditions are not good, drivers will notify base station of the arrival of the bus or van at each assigned school or of completion of routes and activity trips.

## **SPECIAL EVENT TRIPS**

Immediate family members of the driver or sponsors who are age three and over, will sit behind the driver or with the sponsors, are allowed to ride with the driver upon approval of the Transportation Supervisor and if there is available seating on the bus or vehicle.

## **PUBLIC RELATIONS**

### **Relationship with the School**

Drivers will conduct themselves in a professional manner in all interactions with school personnel.

Drivers are encouraged to make suggestions for the improvements in routes, equipment, etc., for the safety of the students, however these suggestions are to follow procedures established by policy.

Drivers will never exceed load limit regulations on their vehicles nor violate any other transportation regulations.

### **Relationships with Students**

Drivers will treat all students with courtesy and respect.

Drivers will be firm but pleasant at all times.

Drivers will explain requests and requirements imposed; i.e. assigning seats, proper care of vehicle and proper order on the bus.

Drivers will not indulge in kidding or acting too familiar with individual students.

Drivers will not argue with students concerning their behavior but will clearly state their expectations.

Drivers will not discharge students anywhere except at the school or their assigned stop.

Drivers will use extreme caution and sound judgment when touching students.

1. Drivers should never discipline students by holding, shaking, or using any physical force.
2. In the event of physical confrontations, first verbally tell the involved individuals to stop in an assertive manner. If the confrontation does not stop and if one or more persons appear to be in physical

danger, the driver should use the amount of physical constraint necessary in an attempt to avoid physical damage to any person. The driver should also call or direct a responsible student to call for assistance.

3. The touching of students to show affection and/or appreciation should be done with caution, depending upon the age/maturity and gender of both the student and the driver.

4. Drivers and sponsors will enforce the policy of “no alcohol, drugs or tobacco products used on school property or vehicles” at all times.

### **Relationship with Parents**

Drivers will strive to develop positive relationships with all parents.

Drivers will refer any parent complaints or concerns to the Transportation Supervisor.

### **Relationship with Public**

Most motorists have respect for a school bus/vehicle. They also expect the driver to obey all traffic regulations and set a high example for all drivers.

### **Relationship with Law Enforcement Officers**

The school vehicle driver will work cooperatively with law enforcement officers.

### **Redress Policy**

All employees have the right to be heard and as in every organization there is a chain of command to address these issues. If for some reason you feel your rights have been overlooked or a problem has not been resolved to your satisfaction, you must first discuss the problem or situation with the Transportation Supervisor. If you feel the issue has not been resolved after reviewing it with the Transportation Supervisor, then submit your concern or problems in writing to the Superintendent of Schools.

### **Activity Riders Guidelines for riding Activity Bus)**

Children under four (4) must be restrained in state approved child restraint system at all times.

The building Principals and Transportation Supervisor have the right to terminate a rider’s eligibility to ride in a school vehicle at any time.

## **TRANSPORTATION PICK-UP AND DROP-OFF**

1. Only one pick-up and one drop-off location will be allowed to residential/business addresses. One alternate drop-off may be utilized on a different route if determined at the beginning of the school year.
2. Students will be required to go to either the permanent address or alternate address.
  - a. Notification of a change from the daily schedule between permanent and alternate addresses needs to be made to Transportation Office by 12:00 p.m.

3. Transporting students from two addresses for shared custodial or child care purposes will be considered under the following conditions:
  - a. The addresses provided must be those that are either a residence or a registered daycare facility.
4. Change of locations during the school year will only be approved for the following reasons.
  - a. Change of residence within the district. 48-hour notice must be given.
  - b. Permanent change in a Registered Daycare provider within the district with a 48hour notice. If the daycare is closed, one alternate drop-off is allowed with a 24hour notice.
  - c. Court order involving weekly visitation rights between parents or guardians.
  - d. Any permanent change in student transportation needs to be submitted in writing for approval by the Transportation Director.
5. Students will not be allowed to go home (unless on the same route) with other students due to allotted space on the buses.
6. Pre-School and Early Childhood Policy
  - a. Parent/Guardians with pre-school or early childhood (SFT) students will need to have a person visibly present at the bus drop-off. If a person is not present and seen by the bus driver, the student will be taken back to the school and the parent/guardian notified. If a parent/guardian is notified that their child is back at the school, it will be the responsibility of the parent/guardian to pick the child up at the school.
  - b. Pre-school and SFT students have the same policy as all the other students if an alternate drop-off is needed. Students will have one primary pick-up and drop-off address with the option of adding an alternate address. If students need to be picked-up at the alternate address, please notify the bus barn by 10:00 a.m.
  - c. A 48-hour notice is required if the student has a change in residential address or daycare provider. Any other changes require a 48-hour notice and approval from the Transportation Director.
7. In case of emergencies please contact Marshall Elementary at (620) 583-5537.

## **BUS DRIVERS PROCEDURES AND REGULATIONS**

### **Requirements**

EVERY SCHOOL BUS DRIVER DRIVING A SCHOOL MOTOR VEHICLE FOR STUDENT TRANSPORTATION SHALL HAVE THE FOLLOWING: (91-38-6)

Each driver shall complete a first aid and CPR course and shall keep it current. The course is funded by the school district.

Each driver shall complete an approved Defensive Driving Course and shall keep it current. The course is funded by the school district.

Every driver shall complete 8 hours of drivers training every two years.

Each driver shall be required to pass a physical examination performed by a physician licensed by the State of Kansas and shall be kept current. The driver shall be reimbursed \$50 for the cost of the examination fees.

#### Commercial Driver's License.

Each driver shall sign and file a loyalty oath with the School Board office prior to the start of employment.

The driver is to allow no one to stand, or sit forward of the first passenger seat, at any time when the bus is moving.

### **BUS DRIVER DAILY SCHEDULE**

The driver is charged with the responsibility for keeping his or her bus in a clean and sanitary condition. The reasons for this are to safeguard the health of the pupils and to reduce the possibility of accidents among passengers from falls. Also, a clean bus induces a better attitude among the students and will serve to prolong the life of the bus and create a factorable impression of the school district to the general public.

#### **Daily schedule for cleaning the school bus**

1. Sweep floor and steps
2. Dust seats after sweeping
3. Clean windshield, rear window and mirrors
4. Report presence of fumes
5. Check all emergency exits
6. Clean side windows when necessary

Before the bus is operated each day or shift, the driver shall inspect his/her vehicle. The daily inspection is required on pre-trip and post-trip forms.

### **ROUTE ASSIGNMENTS**

The Transportation Supervisor will make all regular route and bus assignments based on the locations, personality of those on the route, and the number of students to be transported.

If a driver requests a route change, he/she must request reasons for such a change.

When necessary, the Supervisor, with the Superintendents approval, may change any regular and extra pay routes deemed necessary for the safety of transporting students and for the best interest of the district at large. The driver will be notified in writing by the Supervisor of this change.

Open routes will be available to any permanent a.m./p.m. route driver and then to any substitutes with full time availability. Each driver will have the opportunity to apply for the open route.

### **SUBSTITUTE BUS DRIVERS**

Substitute bus drivers shall meet such qualifications as prescribed by state regulations for substitute drivers and shall be paid an hourly amount approved for substitute drivers.

### **INTERIOR LIGHTING**

Sufficient lighting in the interior of each bus shall be in operation whenever the bus headlights are on and passengers are on the bus.

Sufficient lighting shall be interpreted to mean no less than one rear interior light.

### **RESPONSIBILITY OF DRIVER AND SPONSOR ON BUS TRIPS**

#### **Driver:**

1. Safety of passengers.
2. Safe operation of vehicle.
3. Find out before trip the shortest route, which can be traveled safely to the town scheduled.
4. Cooperate with sponsor but keep in mind safety of passengers and vehicle.
5. Let sponsor know that you expect discipline to be handled by the sponsor.
6. If a discipline problem occurs request sponsor to handle the problem.
7. Inspect the interior of the bus for any new damage.

#### **Sponsor:**

1. Will maintain discipline including following the bus rules and regulations.
2. State regulations place the driver in overall charge of the bus. The sponsor shall work cooperatively with the driver and have the responsibility of student control on the bus. A sponsor shall be seated far enough back in the bus so as to sufficiently supervise the activities in the entire bus including the back seats.
3. Will visit with the driver before the trip to find out what the driver expects from sponsor and students.
4. Will inform the driver of the time and place to load students after events.
5. Will expect driver to notify sponsor if driver feels discipline is not being maintained by sponsor.
6. Will remain on the bus until all students are delivered to their drop-off destinations.

The safety of the students and vehicle is of first importance on activity trips. The judgment of the driver as to the speed for road conditions, route discipline needed, is the drivers' responsibility.

Complaints by driver or sponsor will be expressed after the trip is completed. Any complaint by the driver in regard to the sponsor of students will be filed in writing with the Transportation Supervisor who will send a copy to the Activities Director or building Principal for action. Transportation Supervisor will be notified of the corrective action.

Several parties shall share the responsibility for keeping the interior and exterior of each bus as clean as possible. For example, students shall be instructed to keep the bus clean and may be detailed for cleanup chores if necessary. For extreme messes or lack of cooperation, individuals or groups can be denied subsequent use of school transportation.

Any complaint by the sponsor in regard to the driver will be filed in writing with the Activities Director or the building Principal who will send a copy to the Transportation Supervisor. Activities Director or Principal will be notified, of the corrective action.

### **SCHOOL BUS ACTIVITY TRANSPORTATION POLICY**

When it is necessary to provide transportation for USD #434 students to and from a school sponsored activity, it will be the school's responsibility to make arrangements for the transportation of all participating students.

1. School transportation in a school vehicle will be furnished by the school district for all activities, which involve the transportation of students.
2. All participants in the activity shall ride to and from the activity on a school vehicle - unless covered by the policy by which a parent can pick up the child, or unless approval is acquired from the Principal for special arrangements. Approval must be in writing with a copy forwarded to the Transportation Supervisor.
3. School personnel shall not transport students to or from school activities in private vehicles unless approved by Superintendent.
4. District owned transportation should be utilized when feasible and available. Submit an activity/transportation request form to the building administrator.
5. Employees using school vehicles are responsible for filling the fuel tank and notifying the Transportation Supervisor of any concerns relative to the vehicle.
6. When parents request that their students return home with them, students will be released to their parents by the parent reporting personally to the sponsor in charge and signing them off the bus.
7. Students on an activity trip are expected to conduct themselves in the same orderly fashion they would on a regular bus route.
8. Any conflict, which may occur on an activity trip involving students on the bus or bus driver and individuals not under school authority at that time, should be immediately reported to the Transportation Supervisor, Principal or in their absence the Superintendent.
9. The bus shall not make **unauthorized stops on activity trips**. Authorized stops are those approved by the Transportation Supervisor.
10. The following procedures shall be used for loading and unloading of students on activity buses:

- a. The loading and unloading of students should be conducted off the roadway, highway or street in an area away from vehicular traffic, and whenever possible, in a parking lot.
- b. Whenever the loading and unloading of students must be conducted on a roadway, highway or street the bus involved shall be parked with the entry door facing away from the roadway.

11. Students being transported in school motor vehicles, which are not classified as buses shall be loaded and unloaded off the roadway, highway, or street in an area away from vehicular traffic, and whenever possible, in a driveway or parking lot. This subsection shall apply to vehicles with a manufacturer's capacity rating for 10 or less persons. (Authorized by and implementing K.S.A. 8-2009 effective #-78-22, Aug. 10, 1997, effective May 1, 1978; amended May 1, 1983; amended June 15, 1992).

## **ROUTES**

The right of all students to ride in Santa Fe Trail USD #434 school vehicles is conditional on their good behavior and observance of the following rules and regulations. Any pupil who violates any of these rules will be subject to disciplinary procedures in accordance to the Board of Education policy in regard to Bus Discipline. The bus is an extension of the classroom, and student handbook policy will be followed in addition to the following

1. The driver is in full charge of the bus and the pupils. Pupils shall obey the driver respectfully and promptly. The bus driver may assign seating.
2. Pupils shall obey and respect the orders of all school employees-bus drivers, teachers, secretaries, administrators, etc.
3. Pupils loading and unloading at any bus stop will abide by the rules. No rowdy behavior or "horse play" will be allowed.
4. Students should be on time in meeting the bus. The student should be waiting for the bus and not the bus waiting for the student.
  - a. Students that are habitually late in meeting the bus may be left.
  - b. The bus may wait for the students if the students are making a visible attempt to reach the bus.
  - c. The "Rule of Thumb" is to wait no longer than one (1) minute in town and 2 minutes out of town.
  - d. Parents with more than one bus rider should send their students out to meet the bus together.
  - e. The Transportation Supervisor or Building Principal will notify the parent if bus riders are habitually late.
5. Students who are not going to ride the bus in the morning should call the Transportation Supervisor at 800-836-9525 or 785-554-0956 or the bus driver.
6. Students that do not ride the bus for three (3) consecutive days in the morning, and have not notified the bus driver or transportation supervisor of their intention not to ride, will not be picked up again until they have notified the transportation supervisor.
7. The driver will use his/her judgment on whether or not they will go down a private drive. This situation will be at the drivers and supervisors discretion whether or not the driveway is safe enough under weather conditions and the condition of the driveway. If the driveway appears to be unsafe for travel by bus, the driver and supervisor will evaluate and make a decision that ensures the safety of the students and unnecessary abuse to the bus.



## **BUS RULES**

### **RULES FOR RIDERS**

Our rules are based on the three areas of Respect for Safety, Respect for Others and Respect for Property. These rules apply anytime the pupil is riding a school bus (regular routes, activity trips or field trips).

Time on the bus is a part of the school day, AND THE RULES OF CONDUCT, WHICH APPLY TO THE CLASSROOM, ALSO APPLY TO THE SCHOOL BUS. Conduct of the students while on a field trip or activity trip is the responsibility of the teacher or trip sponsor. For this reason, the school principal has the responsibility of working with the parent, student and bus driver in matters pertaining to student behavior on the bus.

By state law, the driver is in charge of all passengers while they are riding, loading on or unloading from the bus.

IN THE EVENT A STUDENT DOES NOT ADHERE TO THE REGULATIONS AS OUTLINED IN "STUDENT CONDUCT EXPECTATIONS", A "BUS CONDUCT NOTICE" (SEE PAGE 15) MAY BE GIVEN TO THE STUDENT. BEHAVIOR THAT ENDANGERS THE SAFETY OF OTHER RIDERS OR EXCESSIVE MISCONDUCT CITATIONS SHALL BE GROUNDS FOR LONG TERM OR PERMANENT SUSPENSION OF BUS RIDING PRIVILEGE.

#### **Prior to loading:**

1. Pupils must be on time. Please be outside at the stop. In extreme weather pupils may wait inside but must be on the way to the bus as it approaches. The bus cannot wait beyond its regular schedule for those who are tardy.
2. Bus riders shall conduct themselves in a safe manner while walking to the bus stop, waiting for the bus, and boarding the bus. Walk on the far left-hand side of the road facing traffic when going to the bus stop. Never stand in the roadway. Stand single file in an orderly manner while waiting for the bus. The bus will stop at least six feet away from the student. If you must cross the street to board the bus, do so only after so directed by the bus driver and after you have looked both ways before you enter or cross the street. Wait until the bus comes to a complete stop and the red safety lights are flashing before attempting to enter the bus.

#### **Remember:**

- Stay on your side of the road until your driver signals you to cross
- Check and recheck for traffic
- Stay out of the danger zone
- Board bus quickly — go directly to your seat.

## AFTER LEAVING THE BUS

1. **NEVER CROSS BEHIND THE BUS.** If you have to cross the street after exiting the bus, walk along the side of the road in front of the bus until you can see the driver's face. Wait until the bus driver signals you to cross. Then walk checking traffic in both directions before crossing the other lane of traffic.
2. **REMAIN OFF THE ROADWAY UNTIL THE BUS PULLS AWAY.** If your child checks the mailbox, teach him/her to wait in the drive until the bus pulls away before checking the box.
3. **Never return to the bus for any reason after exiting.** It is recommended that students have a book bag or sport bag in which to carry all papers, books, shoes, etc. - all loose items. This is especially important for younger riders who might forget the danger of chasing a paper or other dropped item under the bus.
4. Younger children who wait for brothers or sisters at the bus stop should stay well away from the street and never go near the bus at any time.



### Pre-K/Kindergarten and Other First Time Riders:

Young riders are special in several ways. The younger the child the more responsibility and care adults in charge must provide. Parents, please be sure these first-time riders understand bus rules and the importance of following them. These young riders should understand that they could be hurt by the bus or by other traffic unless they are careful. The ideal situation is for the youngster to have a healthy respect for the "big yellow fellow" without being fearful of the bus.

Remember that young riders need to be reminded of the rules and praised for practicing safe ridership.

Even at a young age, students should be taught to assume responsibility for their safety. No matter how careful and conscientious a bus driver is, there are times when the child is outside of the bus that the driver simply cannot protect the child from harm. Students should practice the habit of checking traffic for themselves after getting the signal to cross from the driver.

If your child is new to the district or for some reason has not ridden our bus before, be sure you take time to go over the rules of safety with your child before his/her first ride on the bus.

### **Receiving Noon Pre-K/Kindergarten:**

A responsible adult is required to be present to receive each Pre-K/Kindergarten child delivered from school after morning classes. The driver must be able to see that adult before the child is let off the bus. If you know ahead of time that you will not be at home when your Pre-K/Kindergarten student will be delivered, please make sure to contact and inform the Transportation Department as to what your alternative plans are. **If no one is present, the driver will finish the route and return the child to school. The parent/guardian or babysitter is now responsible to pick up the child from school.**

## **BUS DRIVER PROCEDURES FOR HANDLING STUDENT DISCIPLINE SITUATIONS**

The main objective of the bus driver is to transport students to and from school in a safe manner. To do this, it is necessary for the driver to be alert to those things on the road, which will affect his/her driving, and not to be distracted by student misbehavior. However, we all know that student-riding time with other students can lead to situations that are distracting to the driver, and harmful to other students.

Bus drivers are in charge of the bus and the students being transported, and they have the authority to manage the bus as needed.

When situations of misbehavior arise:

1. The bus driver should attempt to handle the situation with a strict verbal warning.
2. If repeated verbal warnings do not resolve the situation or if the student continues the problem, then complete a written Bus Conduct Form and give copies to the appropriate people (Student/parent, Building Principal, Transportation Supervisor and yourself). **(1st Notice)** Building Principal is to communicate with the parent and the student.
3. If the student continues acts of misbehavior, the student can be suspended from riding the bus for one (1) full day. The suspension of riding privileges cannot take place until the transportation supervisor has contacted the parent/guardian by telephone or in person. A completed Bus Conduct Form **(2nd Notice)** is also routed to the appropriate people.
4. In cases of vulgarity directed at the bus driver, fighting, or intimidation and harassment of other students the suspension (up to 30 school days) may be given without prior warnings. The Transportation Supervisor will contact the parent/guardian by telephone or in person.

5. If the student continues behavior which is keeping the bus driver from doing their job as described as the main objective then the driver should complete a Bus Conduct Report and meet with the building Principal, Transportation Supervisor, student and parent/guardian, to determine the next course of action relative to the student and transportation.
6. If situation continues after this point then the bus driver or Building Principal should file a written report to the Superintendent for further action.

Transporting students to and from school is a very important job and people in this position are to be commended for their service. To do the job well however, takes more skill than just driving. Get to know the students (in a professional manner), let them know you care about them, and that you have a job to do and are proud of doing it well. This will help to build bridges for them to understand your needs and it will help to build mutual respect and trust.

**SCHOOL BUS DISCIPLINE POLICY**

1st offense - Driver conferences with student. A conduct report is completed, and a copy sent to the school. The principal conferences with the student and may implement disciplinary action. The principal contact parents to inform them of the incident.

2nd offense - Driver conferences with student. A conduct report is completed, and a copy sent to the school. The principal conferences with the student and implement disciplinary action. The principal will contact parents to inform them of the incident and any disciplinary action.

3rd offense - A conduct report is issued to the student. The report is turned in to the school. Parents are contacted and informed of the incident, and a conference may be held with the principal, student, parents, driver and transportation director. The principal will implement disciplinary action. **THE STUDENT MAY BE SUSPENDED FROM THE BUS FOR THE REMAINDER OF THE YEAR.**

**IF THE BEHAVIOR OF A STUDENT IS DETERMINED TO BE SEVERE ENOUGH TO ENDANGER THE SAFE OPERATION OF THE BUS, THE STUDENT MAY RECEIVE AN IMMEDIATE SUSPENSION FROM RIDING (SKIPPING SEQUENTIAL DISCIPLINE STEPS).** A conference with the student, principal, driver and transportation director and contact with the parents will determine such a consequence.

**Bus Conduct Report**  
**Santa Fe Trail USD 434**

<b>Date:</b> _____	<b>Student's Name:</b> _____		
<b>Building:</b> _____	<b>SAC</b> _____	<b>OAC</b> _____	<b>CAC</b> _____
<b>Bus</b> _____	<b>a.m.</b> _____	<b>pm</b> _____	<b>Field Trip</b> _____
<b>Route #:</b> _____			<b>Driver's Name</b> _____
			<b>SFTHS</b> _____

**Notice to Parent/Guardian**

1. The purpose of this report is to inform you of a disciplinary incident involving your child on the school bus.
2. Your cooperation is necessary in order to make riding the bus a safe event for everyone involved.

### Drivers Report

Respect for Safety		Respect For Others		Respect for Property	
	Violation of safety rules		Fighting/pushing/tripping		Property destruction
	Failure to remain seated		Refusing to obey driver		Writing (graffiti)
	Excessive noise		Spitting		Eat/drink/litter
	Extending arm/head out window		Rude/discourteous		Throwing objects
	Smoking/lighting matches/lighter/E-Cigarette's		Unacceptable language/profanity		Other
	Other		Other		Other
Student's Signature			Driver's Signature		
Incident details:					

### Contact Information

	Student regrets incident, was cooperative	Director of Transportation	1-800-836-9525 extension 4102
	Student was uncooperative and disrespectful	SAC	
		OAC	
		CAC	
		SFTHS	

Action Taken by Bus Driver		Action Taken by School	
	Held conference with student		Issue discussed with student
	Telephone or conference with parents		Student issued detention
	Conduct report sent to school		Student issued Saturday session
	Parent signature needed		Student Suspended
			Bus privileges suspended
			Other
		Administrator	

## **DRIVER DISCIPLINE PROCEDURE**

The driver may be suspended without pay after being charged and may be terminated upon conviction for any one or more of the following:

1. Violation of vehicle traffic codes while driving a school vehicle, which is used for transporting school students/school employees or persons outside of school related activities.
2. Violations of established rules and regulations set by Kansas State Transportation Regulation Standards, Statutes or established rules set forth in the Eureka Board of Education Transportation Handbook.
3. Inability to maintain control of passengers in a manner consistent with maintaining a safe transportation environment for students.
4. Insubordination:
  - a. Any time a transportation employee willfully refuses to follow a direct order or instruction given by the Transportation Supervisor or Superintendent, that employee can be subject to disciplinary action up to and including termination.
5. Failure to follow any of the policies outlined in this handbook will result in:
  - a. First Offense - Verbal warning with documentation
  - b. Second Offense - Written reprimand
  - c. Third Offense - Suspension without pay
  - d. Fourth Offense - Termination

## **TERMINATION**

The driver shall be immediately suspended without pay after being charged and terminated upon conviction of any of the following:

1. DUI/DWI or drug related charges.
2. Improper conduct with a student.
3. Suspension or loss of CDL for traffic related charges.
4. Hit and run vehicle homicide and/or reckless driving.

## **LEAVE OF ABSENCE OR PERSONAL/PROFESSIONAL LEAVE**

Whenever a school bus driver is unable to drive for any reason, notification should be given to the Transportation Supervisor at the earliest moment possible.

Driver will give a two (2) week notice of voluntary leaves of absences, unless an emergency leave of absence is requested. Drivers should give one (1) week notice before taking a personal leave day. The Transportation Director has the right to deny the request for personal leave, due to number of drivers needed.

The Transportation Supervisor shall be responsible for securing a substitute driver.

## **RAILROAD CROSSINGS**

**EACH SCHOOL BUS SHALL STOP AT ALL RAILROAD CROSSINGS. PROCEEDING ONLY WHEN IT IS DETERMINED THE TRACKS ARE CLEAR IN BOTH DIRECTIONS.**

The driver shall bring the school bus to a full stop at a distance of not less than 15 feet not more than 50 feet before crossing a grade crossing with the tracks of any railroad, shutting off all fans radios, opening the driver's window and service door, and shall not proceed until he/she can do safely. Use four-way flashers only, and turn them on about 300' before railroad tracks. (Exceptions as are outlined in Kansas School Transportation Regulations, Standards, Statutes and Guidelines 36-26-1).

### **USD 434 Santa Fe Trail**

#### **Activity Bus Transportation**

The Activity Bus Transportation is designed to transport all students who are involved in after school activities that are sponsored by the Kansas State High School Athletic Association (KSHSAA.) These activities include sporting events (Football, Volleyball, Cross-Country, Golf, Wrestling, Basketball, Track, Softball, Baseball, etc.) and sponsored activities (Cheerleading, Scholars Bowl, Band/ Choir, Forensics, STUCO).

This activity bus will not transport students who have stayed for discipline reasons and/or individual student needs.

For the transportation to be efficient and beneficial to the needs of the students, it is important that students sign-up to ride the activity bus. Please make sure your student's coach and/or sponsor is notified that they will need activity bus transportation.