

THE SIGNIFICANCE OF SCHOOL TRANSPORTATION

Transportation is one of the most vital parts of the Bath Local Schools system. School bus drivers and yellow school buses are one of the most frequent reminders of education in the community. School bus drivers are a very important link in the chain between the school system and the public.

The operation of the transportation department shall be in accordance with the rules and regulations established by the State of Ohio, Federal CDL Laws, and the Bath Superintendent with the approval of the Bath Board of Education. Bath Schools makes every effort to provide safe transportation for students in all grade levels.

In many cases, transportation is a child's first impression of school. The Bus Driver may be a part of the beginning of a happy and well-adjusted relationship between the school and child. The first school experience of the day for most children is the school bus ride and his/her relationship with the bus driver. During the 13-year period a student is in school, he/she has numerous teachers, principals, and friends, but may have only one bus driver. Certainly, this points to the importance of the responsibility of the school bus driver.

School bus drivers have a wonderful opportunity to influence positive relationships among children who ride the bus. The driver can influence the attitude of a child, towards safety, driving, and fair play in all phases of cooperative interaction.

Driver recruitment and retention is a high priority at Bath. It is important to assure that competent, well-trained individuals meet or exceed the physical and mental demands placed on them as a school bus driver. The continual training of bus drivers assures that Bath Schools is dedicated to providing safe transportation for students.

Public relations are for everyone connected with the school. We must work together and be aware of our responsibility to the public. The job of a school bus driver has both dignity and responsibility. You have the opportunity of being an ambassador of good public relations and an example for your passengers to model.

SECTION 1

Emergency Procedures

- 1.1 District Phone Numbers
- 1.2 Ohio State Highway Patrol Posts
- 1.3 Ohio Sheriff Departments
- 1.4 Accident Procedures
- 1.5 Emergency Evacuation Drills
- 1.6 Tornado Procedures
- 1.7 Student Emergency Medical Information

1.1 DISTRICT PHONE NUMBERS

Transportation Supervisor	419/221-0807
Keanna McNamara	
Head Mechanic	419/221-0807
Scott Williams	
Superintendent	419/221-0807
Rich Dackin	
H.S. Athletic Director	419/221-1839
Cam Staley	
H.S. Principal	419/221-0766
Brian Jesko	
M.S. Principal	419/221-1839
Brad Clark	
M.S. Athletic Director	419/221-1839
Todd Fleharty	
Elementary Principal	419/221-1837
Chris Renner	
Maintenance Supervisor	419/221- 0807
Greg Cogley	

1.2 OHIO STATE HIGHWAY PATROL POSTS

	<u>County Name</u>	<u>Phone Number</u>
1.	Adams	937-378-6191 (Same as Brown Co.)
2.	Allen	419-228-2421
3.	Ashland	419-289-0911
4.	Ashtabula	440-969-1155
5.	Athens	740-593-6611
6.	Auglaize	419-738-8010
7.	Belmont	740-695-0915
8.	Brown	937-378-6191
9.	Butler	513-863-4606
10.	Carroll	330-339-1103 (Same as Tuscarawas Co.)
11.	Champaign	937-323-9781 (Same as Clark Co.)
12.	Clark	937-323-9781
13.	Clermont	513-732-1510
14.	Clinton	937-382-2551
15.	Columbia	330-424-7783
16.	Coshocton	740-453-0451 (Same as Muskingum Co.)
17.	Crawford	419-562-8040
18.	Cuyahoga	216-587-4305
19.	Darke	937-456-5533 (Same as Preble Co.)
20.	Defiance	419-784-1025
21.	Delaware	740-548-6011
22.	Erie	419-625-6565
23.	Fairfield	740-654-1523
24.	Fayette	937-372-7671 (Same as Greene Co.)
25.	Franklin	614-799-9241
26.	Fulton	419-865-5544 (Same as Lucas Co.)
27.	Gallia	740-446-2433
28.	Geauga	440-286-6612
29.	Greene	937-372-7671
30.	Guernsey	740-439-1388
31.	Hamilton	513-863-4606 (Same as Butler Co.)
32.	Hancock	419-423-1414
33.	Hardin	419-423-1414 (Same as Hancock Co.)
34.	Harrison	740-264-1641 (Same as Jefferson Co.)
35.	Henry	419-784-1025 (Same as Defiance Co.)
36.	Highland	937-382-2551 (Same as Clinton Co.)
37.	Hocking	740-593-6611
38.	Holmes	330-264-0575 (Same as Wayne Co.)
39.	Huron	419-668-3711
40.	Jackson	740-286-4141
41.	Jefferson	740-264-1641
42.	Knox	419-768-3955 (Same as Morrow Co.)

43.	Lake	440-286-6612 (Same as Geauga Co.)
44.	Lawrence	740-377-4311
45.	Licking	740-927-0065
46.	Logan	937-644-8811 (Same as Union Co.)
47.	Lorain	440-365-5045
48.	Lucas	419-865-5544
49.	Madison	614-879-7626
50.	Mahoning	330-533-6866
51.	Marion	740-383-2181
52.	Medina	330-725-4921
53.	Meigs	740-446-2433 (Same as Gallia Co.)
54.	Mercer	419-738-8010 (Same as Auglaize Co.)
55.	Miami	937-773-1131
56.	Monroe	740-695-0915 (Same as Belmont Co.)
57.	Montgomery	937-832-4794
58.	Morgan	740-453-0451 (Same as Muskingum Co.)
59.	Morrow	419-768-3955
60.	Muskingum	740-453-0451
61.	Noble	740-439-1388 (Same as Guernsey Co.)
62.	Ottawa	419-625-6565 (Same as Erie Co.)
63.	Paulding	419-238-3055 (Same as Van Wert Co.)
64.	Perry	740-654-1523 (Same as Fairfield Co.)
65.	Pickaway	740-983-2538
66.	Pike	740-354-2888 (Same as Scioto Co.)
67.	Portage	330-297-1441
68.	Preble	937-456-5533
69.	Putnam	419-228-2471 (Same as Allen Co.)
70.	Richland	419-756-2222
71.	Ross	740-775-7770
72.	Sandusky	419-332-8246
73.	Scioto	740-354-2888
74.	Seneca	419-448-0042
75.	Shelby	937-773-1131 (Same as Miami Co.)
76.	Stark	330-433-6200
77.	Summit	330-433-6200 (Same as Stark Co.)
78.	Trumbull	330-898-2311
79.	Tuscarawas	330-339-1103
80.	Union	937-644-8811
81.	Van Wert	419-238-3055
82.	Vinton	740-286-4141 (Same as Jackson Co.)
83.	Warren	513-932-4444
84.	Washington	740-374-6616
85.	Wayne	330-264-0575
86.	Williams	419-784-1025 (Same as Defiance Co.)
87.	Wood	419-352-2481
88.	Wyandot	419-562-8040 (Same as Crawford Co.)

1.3 OHIO SHERIFF DEPARTMENTS

	<u>County Name</u>	<u>County Seat</u>	<u>Phone Number</u>
1.	Adams	West Union, OH	937-544-2314
2.	Allen	Lima, OH	419-227-3535
3.	Ashland	Ashland, OH	419-289-3911
4.	Ashtabula	Ashtabula, OH	440-576-0055
5.	Athens	Athens, OH	740-593-6633
6.	Auglaize	Wapakoneta, OH	419-739-2147
7.	Belmont	Belmont, OH	740-695-7933
8.	Brown	Georgetown, OH	937-378-4435
9.	Butler	Hamilton, OH	513-887-3640
10.	Carroll	Carrollton, OH	330-627-2141
11.	Champaign	Champaign, OH	937-652-1311
12.	Clark	Springfield, OH	937-328-2523
13.	Clermont	Batavia, OH	513-732-7500
14.	Clinton	Wilmington, OH	937-382-1611
15.	Columbia	Lisbon, OH	330-424-1104
16.	Coshocton	Coshocton, OH	740-622-2411
17.	Crawford	Bucyrus, OH	419-562-7906
18.	Cuyahoga	Cleveland, OH	216-443-6066
19.	Darke	Greenville, OH	937-548-3399
20.	Defiance	Defiance, OH	419-784-1155
21.	Delaware	Delaware, OH	740-833-2860
22.	Erie	Sandusky, OH	419-625-7951
23.	Fairfield	Lancaster, OH	740-653-5223
24.	Fayette	Washington CH, OH	740-335-6170
25.	Franklin	Columbus, OH	614/462-3360
26.	Fulton	Wauseon, OH	419/335-4010
27.	Gallion	Gallipolis, OH	740-446-1242
28.	Geauga	Chardon, OH	440-286-4031
29.	Greene	Xenia, OH	937-562-4801
30.	Guernsey	Cambridge, OH	740-439-4455
31.	Hamilton	Cincinnati, OH	513-946-6400
32.	Hancock	Findlay, OH	419/424-7097
33.	Hardin	Kenton, OH	419-673-1268
34.	Harrison	Cadiz, OH	740-942-2197
35.	Henry	Napoleon, OH	419-592-8010
36.	Highland	Hillsboro, OH	937-393-2212
37.	Hocking	Logan, OH	740-385-2131
38.	Holmes	Holmesville, OH	330-674-1936
39.	Huron	Norwalk, OH	419-668-6912
40.	Jackson	Jackson, OH	740-286-6464
41.	Jefferson	Steubenville, OH	740-283-8600
42.	Knox	Mt. Vernon, OH	740-397-3333

43.	Lake	Painesville, OH	440-350-5517
44.	Lawrence	Ironton, OH	740-532-3525
45.	Licking	Newark, OH	740-349-6400
46.	Logan	Bellefontaine, OH	937-592-5731
47.	Lorain	Elyria, OH	440-329-3701
48.	Lucas	Toledo, OH	419-245-4900
49.	Madison	London, OH	740-852-1332
50.	Mahoning	Youngstown, OH	330-480-5020
51.	Marion	Marion, OH	740-382-8244
52.	Medina	Medina, OH	330-725-0028
53.	Meigs	Pomeroy, OH	740-992-3371
54.	Mercer	Celina, OH	419-586-7724
55.	Miami	Troy, OH	937-440-6085
56.	Monroe	Woodsfield, OH	740-472-1612
57.	Montgomery	Dayton, OH	937-225-4192
58.	Morgan	McConnelsville, OH	740-962-4044
59.	Morrow	Mt. Giead, OH	419-946-4444
60.	Muskingum	Zanesville, OH	740-452-3637
61.	Noble	Caldwell, OH	740-732-4158
62.	Ottawa	Port Clinton, OH	419-734-4044
63.	Paulding	Paulding, OH	419-399-3791
64.	Perry	New Lexington, OH	740-342-4123
65.	Pickaway	Circleville, OH	740-477-6000
66.	Pike	Waverly, OH	740-947-2111
67.	Portage	Ravena, OH	330-678-7012
68.	Preble	Eaton, OH	937-456-6262
69.	Putnam	Van Wert, OH	419-523-3208
70.	Richland	Mansfield, OH	419-774-5678
71.	Ross	Chilicothe, OH	740-773-1186
72.	Sandusky	Fremont, OH	419-332-2613
73.	Scioto	Portsmouth, OH	740-354-7566
74.	Seneca	Tiffin, OH	419-447-3456
75.	Shelby	Sidney, OH	937-498-1111
76.	Stark	Canton, OH	330-430-3801
77.	Summit	Akron, OH	330-643-2111
78.	Trumbull	Warren, OH	330-675-2508
79.	Tuscarawas	New Philadelphia, OH	330-339-2000
80.	Union	Marysville, OH	937-644-5010
81.	Van Wert	Van Wert, OH	419-238-3866
82.	Vinton	McArthur, OH	740-596-5242
83.	Warren	Lebanon, OH	513-695-1280
84.	Washington	Marietta, OH	740-373-2833
85.	Wayne	Wooster, OH	330-287-5750
86.	Williams	Bryan, OH	419-636-3151
87.	Wood	Bowling Green, OH	419-354-9137
88.	Wyandot	Upper Sandusky, OH	419-294-2362

1.4 ACCIDENT PROCEDURES

In the event of an accident during a normal route, the driver is first to notify the transportation supervisor on the two-way radio or by cell phone. If the transportation supervisor is not available, the driver is to communicate with 'Bath Base.' (See Section 1.1 for district phone numbers) Should the transportation supervisor, nor Bath base be reached by radio, the driver should contact the administration office on two-way radio. Should the radio not be working, the driver should contact the Transportation Supervisor by cell phone.

If the bus is on an athletic or educational field trip, the driver is first to call the transportation supervisor. If unable to reach the transportation supervisor, the driver is to call the head bus mechanic. If unable to reach the head bus mechanic, the driver is to call the superintendent.

Appropriately handling the situation will involve a great deal of communication. Conversations over the radio should be professional so as not to induce panic by parents or those who might be listening on a scanner.

The bus is not to be moved from the scene of an accident unless directed to do so by a law enforcement official. The exception being if the bus puts the passengers at further risk of danger.

All state and federal laws and regulations, in addition to local procedure must be followed. Every accident and all damage to a bus shall be reported in writing (using the State T-10 Accident Report form provided by the head mechanic or transportation supervisor) to the transportation supervisor immediately after each occurrence. Failure to report any damage to school property may result in disciplinary action per the OAPSE agreement.

If students are on board at the time of the accident, you will need to be certain that you have a student roster. These are required by the State Highway Patrol to file the T-10 report with the Ohio Department of Education. Reference: OAC 3301-83-15(a)

1.5 EMERGENCY EVACUATION DRILLS

The State of Ohio mandates that each bus route perform three Emergency Evacuation drills each year. These drills are to be supervised, timed, and recorded by an administrator. The evacuation drills will be arranged and scheduled by the transportation supervisor in cooperation with the building principals. The drills will be scheduled each year during the first 45 days of school. The school bus drivers will conduct the drill sessions. Evacuation Drills shall be held on school property. Drivers shall follow the

EMERGENCY EVACUATION DRILL PROCEDURE

Things a driver needs to do BEFORE an emergency evacuation drill is scheduled:

Review Ohio Administrative Code 3301-83-15 (B)

Describe to the students the three different types of evacuations

- Front Door - Rear/Side Door - and Split, ½ out the front & ½ out the rear or side

Point out where all the emergency exits are located on the bus

Assign 'helpers' and explain what their responsibilities are.

Explain how the students are to exit the bus, one seat at a time, NO running or pushing. Students closest to the exit go out first.

Explain and demonstrate how the students are to get out the emergency door. Sit down on the floor of the bus with their legs hanging out and put their arms straight out in front of them. Let the helpers help them down, NO jumping.

Inform the students that NOTHING except the emergency equipment is to be taken off the bus during the drill. No book bags or lunch boxes.

All students, after exiting the bus, go to the place of safety you have designated. NO talking or messing around.

Things the driver must follow during an evacuation drill:

Know how many students you have on board.

Have the seating chart handy.

Put on the 4-ways - Engage the parking brake - Transmission must be out of gear
Shut down the bus - Pull the key - Crack open the front door

Unhook the fire extinguisher and hand off to a student helper.

Get the First Aid kit down and hand off to a student helper.

Supervise the students and keep them moving.

Check the whole bus for sleeping or injured students.

The driver is to **stay on the bus** during an evacuation drill.

Time is crucial with any evacuation, but safety of the students is the priority. Our goal is to get everyone off the bus in 3 minutes or less.

1.6 TORNADO PROCEDURES

When a tornado approaches, immediate action must be taken to prevent loss of lives. The driver must be aware of what to do in this situation.

Definitions: Tornado Watch - Climatic conditions are favorable for a tornado to develop. These conditions could last for hours. Listen to the radio or television. Report for duty as usual unless called by the Transportation Department.

Tornado Warning - Tornadoes have been sighted in Allen County.

Emergency sirens will blast for ten minutes.

- A. Take immediate action – **Evacuate the Bus** (Driver to take first aide kit and student roster with her/him.)
- B. Seek shelter in a reinforced concrete basement, designated shelter area, or lowest floor under heavy furniture away from windows.
- C. In open country, move away from the tornado's path at a right angle. If there is not time to seek shelter, instruct students to lie flat in the nearest depression, ditch, or ravine.
- D. Once the tornado has passed, render first aid as needed.
- E. As soon as practical, radio the transportation office.
- F. Drivers should be aware of alternate routes for transporting students to their homes, a shelter, or evacuation area.

1.7 STUDENT EMERGENCY MEDICAL INFORMATION

All students are required to have an emergency medical information on file in the school office. The school nurse and/or building administrators shall acquaint all bus drivers with any medical concerns for pupils assigned to ride their bus. This information should be contained by the driver, but not on the bus.

All handicapped students shall have an appropriate seating location on the bus, as well as an identified storage area for any special required equipment.

IMPORTANT: F.E.R.P.A. (The Family Educational Rights Privacy Act, 20 U.S.C. § 1232g; 34 CFR Part 99) prohibits school employees from discussing information about students with anyone not authorized to know the information.

34 CFR; § 99.31 states that information may only be disclosed to:

- School officials with legitimate educational interest;
- Other schools to which a student may be transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for, or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Because interpreting federal law is an exact process, please do not discuss student information with anyone other than the transportation supervisor or a district administrator. Student information should not be given out over the radio.

SECTION 2

Licensing and Certification

- 2.1 Qualifications for Bus Drivers*
- 2.2 Driver Training*
- 2.3 Physical Examinations*
- 2.4 Alcohol & Drug Screenings*
- 2.5 Motor Vehicle Records*
- 2.6 BCI Background Check*
- 2.7 Re-Certification Process*
- 2.8 Bus Driver Position Description*
- 2.9 Evaluation of Transportation Staff*

2.1 QUALIFICATIONS FOR BUS DRIVERS

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

It is the policy of the Bath BOE that all drivers employed by the district be insured by the Board's vehicle liability insurance carrier at all times of employment as mandated by Ohio Revised Code 3327.09. Therefore, it is the board's policy that all persons employed as bus drivers maintain a record that: poses no more than five (5) accumulated points in less than three (3) consecutive years; and qualifies as insurable by the Board's vehicle liability insurance carrier.

It is also the policy of the Bath BOE to approve payment for the following Pre-service bus driver costs: Pre-service classes, pre-employment drug testing, On-Bus Instructor wages, and driver's abstract and medical examination through the Allen County Educational Service Center approved provider. Any additional medical testing requested by the physician as a result of the pre-service physical will be at the driver's expense.

All drivers must complete a physical examination according to the Ohio Department of Education Form T8 and have a new driver's abstract annually in order to be eligible to drive.

2.2 DRIVER TRAINING

All drivers must complete the following in order to drive a school bus in the State of Ohio, and specifically for Bath Local Schools.

1. Complete Bath application for employment and interview with the transportation supervisor and/or superintendent or their designee.
2. Provide evidence of a clear criminal background records check BCI and FBI.
3. Driver's record check (BMV 1173) from the Ohio Bureau of Motor Vehicles.
4. Schedule and pass the Ohio School Bus Driver Medical Examination (Form T8) with assigned medical provider, including pre-employment drug screening.
5. Complete the Ohio Pre-service bus driver training class.

6. Proceed to a driver license examination station to take the required endorsement tests: (1) General Knowledge, (2) Air Brakes, (3) Passenger, and (4) School Bus.
7. Successfully complete a minimum of twelve (12) hours of behind the wheel training with a district approved on-board instructor.
8. Pass pre-trip inspection test and on-bus testing with an OBI.
9. Schedule and pass CDL skills test.
10. The transportation supervisor and/or superintendent make a recommendation for the candidate to be hired by the Board of Education after completion of all certification requirements.
11. Attend four hours of annual in-service as required by the State of Ohio Administrative Code.
12. Drivers are to maintain a 10 foot clearance all the way around the bus at all times.
13. Drivers are not to start the engine until all students are boarded or at the sidewalk of the building they are entering.
14. Drivers are to maintain 10 MPH while on school grounds.

Any Driver, who does not drive for a period of two years, loses his/her bus driver certification.

2.3 PHYSICAL EXAMINATION (T-8)

Bus driver physical, required annually, will be performed by scheduling an appointment with the provider chosen by the Allen County Educational Service Center at no cost to the driver. Should the medical provider find that additional testing is required; all expenses beyond the annual physical charges will be the driver's responsibility.

2.4 ALCOHOL & DRUG SCREENINGS

All Bath bus drivers and the head mechanic are participants in the Drug & Alcohol random selection pool.

RANDOM SELECTION: Names of all participants will be supplied to the provider for breath alcohol, drug urinalysis or both. The transportation supervisor or head mechanic will notify those drawn on the day of the screening. The driver must report to the testing site for screening immediately upon notification. If the driver is not a scheduled morning driver, he/she will be notified by telephone and must report to the provider's site.

POST ACCIDENT: Any time a bus driver is cited in an accident or involved in an accident where more than \$500 in damage has been done to either the bus, or other object(s)/vehicle(s) involved, the driver is to go to the provider chosen by Bath Board of Education and have both a breath alcohol and drug urinalysis screening performed immediately.

REASONABLE SUSPICISION: Bath Local Schools reserves the right to send drivers for breath alcohol and/or drug urinalysis screenings at the discretion of the administration.

2.5 MOTOR VEHICLE RECORDS

The transportation supervisor will request driving abstract records of department personnel on a bi-annual basis), in accordance with state law. Drivers who have accumulated five (5) or more points on the driving record in three (3) years or less, and/or those who are deemed “uninsurable” by the district’s vehicle liability insurance carrier, will have their driving record reviewed by the superintendent. They risk being dismissed as a school bus driver for the district.

Bus Driver’s are responsible to report in writing, to the transportation supervisor, any and all traffic citations received during the year within 72 hours of the citation.

2.6 BCI – BUREAU OF CRIMINAL INVESTIAGATION BACKGROUND CHECK

New drivers are required to have a FBI and BCI background check and provide evidence of a clear criminal record before they are permitted to operate a district vehicle or work with, or in close proximity to, students. Those who cannot provide evidence of a clear criminal record will not be hired by Bath Local Schools. The BCI and FBI background checks are obtained through the Allen County Educational Service Center, 1920 Slabtown Road, Lima, OH.

A BCI background check is also required by all drivers obtaining a six-year re-certification. Evidence of a clear criminal record will be required before the driver’s certification will be renewed. Bath Local Schools will pay for the cost of the report for contracted drivers.

2.7 BUS DRIVER RE-CERTIFICATION

The Ohio Department of Pupil Transportation implemented a six-year re-certification cycle on April 6, 2000 for all bus drivers in Ohio. This process ensures that all drivers' skills remain accurate and that those whose do not, will no longer be eligible to drive bus in Ohio. Bath Schools will follow the Ohio Department of Education, Pupil Transportation Operation and Safety Rules.

2.8 BUS DRIVER POSITION DESCRIPTION

- A. Responsible to: Transportation Supervisor
- B. Qualifications:
 - Valid CDL, with P& S Endorsement driver's license
 - High school graduate or equivalent
 - Must be 21 years of age or older
 - Annual driver's abstract (Ohio Law 3301-83-07)
 - Clear FBI & BCI background check
 - Must be physically qualified as determined by an annual bus driver's physical examination (Ohio Law 3301-83-07)
 - Physical ability to manage handicap students.
 - Must maintain required in-service hours & re-certification as required by the State of Ohio (Ohio Law 3301-83-10)

General Description: Responsible for the safe and efficient transportation of school pupils, grades K-12, within the guidelines of the State of Ohio and the policies established by the Bath Board of Education; maintaining discipline on the bus and promoting good public relations.

Essential Functions:

1. Daily Pre-Trip Inspection of the school bus as required by State of Ohio Regulation 3301-83-11.
 - a. Board the bus at least fifteen (15) minutes before the scheduled morning departure, allowing time for a proper pre-trip inspection
 - b. Bus should be parked in its afternoon slot at least ten (10) minutes before student dismissal time in the afternoon.
 - c. In cold weather, warm up the engine gradually, following anti-idling policy. Be sure windshield, side windows, and all mirrors are clear.
 - d. Report all equipment malfunctions on proper 'Bus Defect' report form.

2. Maintain student discipline and report violations to the proper authorities on the 'Bus Incident' form.
3. Maintain updated route descriptions, with time schedules. Format established by the transportation supervisor. Make suggestions for more efficient routing. All changes must be approved by the transportation supervisor prior to implementation.
4. Report any hazardous conditions along the existing route to the Transportation Supervisor.
5. Report all accidents, regardless of how minor, to Transportation Supervisor immediately.
6. Will attend annual in-service as required for CDL bus driver's certification.
7. Notify the Transportation Supervisor in case of illness or needed absence so as to permit time to secure a substitute driver.
8. Promote good public relations by personal appearance, attitude, conversation, and the appearance/ cleanliness of the school bus.
9. Shall conduct the mandatory emergency evacuation drills on each route each year.
10. Complete annual State reports as requested by transportation supervisor, i.e. miles driven, number of students, etc.
11. Obey all traffic laws and regulations.
12. Keep school bus clean inside and out, including windows, windshield, lights and signs. Follow monthly cleaning schedule as posted.
13. Must thoroughly clean a bus at the end of the school year.
14. Keeps bus fueled as required. (Bus should never be less than ½ tank including spare buses.)

Other Duties and Responsibilities:

1. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties related to bus driver's responsibilities as assigned by the supervisor and/or superintendent.
4. Observe all safety regulations.
5. Work cooperatively with the supervisor, other drivers, and parents to solve typical daily problems.
6. Assists students with questions, problems, and procedures concerning transportation.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.

2. Occasional operation of a school bus under inclement weather conditions. Drivers are trained to drive in these conditions.
3. Occasional interaction among unruly students.

2.9 EVALUATION OF TRANSPORTATION STAFF

The transportation supervisor will evaluate all transportation staff members according to the OAPSE Agreement. After completing the evaluation form, the supervisor will review the evaluation with the employee to discuss the reasons for the performance evaluation and the areas in which work performance improvement is needed.

The employee is encouraged to comment on specific aspects of the evaluation and is welcome to do so in writing. The employee's written comments will be attached to the performance evaluation placed in the employee's personnel file.

The supervisor and the employee will both sign the evaluation form at the close of the conference to document the employee's receipt of the evaluation. The employee's signature indicates that he/she has had an opportunity to read the evaluation and that the supervisor has discussed it with him/her.

One copy of the completed evaluation form will be included in the employees' personnel file and one copy will be given to the employee. Employees have access to evaluation reports in his/her personnel file.

SECTION 3

Operation of the Bus

- 3.1 Pre-Trip Inspection*
- 3.2 Strobe Light*
- 3.3 Bus Stops & Student Pickups*
- 3.4 Radio Communications*
- 3.5 Cell Phones*
- 3.6 Video Cameras*
- 3.7 After Route Duties*
- 3.8 No Idling Policy*
- 3.9 School Zone Speed Limit*

3.1 PRE-TRIP INSPECTION

The pre-trip inspection is **required** of all bus drivers in the Bath district before operating any vehicle transporting district staff or students. School bus drivers should possess a strong knowledge of the bus they drive on a regular basis, the noises it makes, and any particular equipment or features it might have. The basic pre-trip inspection is outlined by the Ohio Pre-Service Program.

Forms for the pre-trip inspection are kept on each bus. If the form is not found on the bus, please obtain a new tablet of forms from the driver mailbox area. Completed pre-trip inspection forms are to be turned in to the Transportation Supervisor on a bi-weekly basis.

3.2 STROBE LIGHT

The State of Ohio no longer governs the use of a strobe light. Drivers in the district are permitted to use the strobe light at their discretion. There is no need to radio the transportation office to inform the supervisor of its use. Strobe light to be turned off as you approach the school grounds.

3.3 BUS STOPS & STUDENT PICK UPS

Bus stop locations are established by the cooperative efforts of the bus driver and the transportation supervisor, and approved by the Board of Education. Special and different walk limits may be set for normal students within the two-mile limit as terrain, age of student, traffic, walk-space, weather, or student's health may have bearing on safety.

Each student in the district is assigned to only *one* am and *one* pm bus stop location for safety purposes, unless court ordered shared parenting is on file. Bus drivers are prohibited from dropping students at an alternate bus stop. Bus stops shall be limited where possible so that students from several homes within the one-half mile area can meet at a central point safely for group pick-up.

The procedure for student pickup and drop off is outlined in the Ohio Pre-service manual. All procedures are to be followed including the "Designated Place of Safety."

When stopping for multiple student pickup and drop-off, the driver is to signal the students on the left to cross and board the bus first. Students on the right shall be signaled to board after all cross-over students have boarded. When dropping off students, the driver shall discharge the students who have to cross the street first. Cross these students to their resident side "place of safety" before discharging students with a right side designated "place of safety." Drivers are to indicate the "Designated Place of Safety" for all students in the route book.

Open enrolled students are eligible for transportation. A designated “place of safety” shall be established as with all other students. For student’s who may have connecting transportation meeting them at a corner stop, the driver shall not release the student if the second mode of transportation has not arrived at the corner stop. The driver is to radio either the transportation supervisor or Bath base to inform him/her of the situation. The student shall be brought back to the school and the parent will be called to pick the student up at the school.

3.4 RADIO COMMUNICATIONS

Two-way radios are installed in all buses owned by the district. Radios are also in the transportation supervisor’s office, each school building, and the bus mechanic's office.

Drivers are expected to familiarize themselves with the operation of the radio in their assigned bus. The use of the radio is restricted to *school business only*. The district operates on several public frequencies, licensed and monitored by the Federal Communications Commission (FCC) at various times throughout the year. It is necessary for us to follow the FCC laws at all times.

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

Remember these four basic words when communicating on the radio: 1) CALM, 2) CORRECT, 3) CONCISE, and 4) COURTEOUS.

3.5 CELL PHONES

Under the Ohio Department of Education rules and the Ohio Revised Code, cell phones, including hands free devices, **shall not be used** by the driver while the school bus is in motion, except in a case of extreme emergency. It is also expected that drivers not be on their cell phone while students are on the bus. This includes while waiting to drop off students and/while students are loading. Anytime there are students on the bus, the driver’s attention should be geared towards the students.

3.6 VIDEO CAMERAS

Video cameras may be placed on any Board owned school bus anytime and used to observe activities on the bus and/or record inappropriate behaviors, which may be used as evidence in administering disciplinary measures. Bus drivers may request to view video camera history any time.

Videotapes are the sole possession of the Bath School District and may be observed by the bus driver or any Bath School's administrator. Videotapes are not to be viewed by parents/guardians to protect the rights of the other students on the bus.

3.7 AFTER ROUTE DUTIES

After returning from a route or field trip the driver is required to walk through the bus and perform a post trip check for students, lost items, and any damage to the bus.

Should a student be found on the bus, the driver is to promptly notify the transportation supervisor and the school office. The driver will be instructed by the transportation supervisor or the school office as to what to do.

Personal belongings or item left on the bus should be held on the bus for a period of no more than 2 school days. Items found after the Elementary runs should be taken into the Elementary building and placed in the 'Lost & Found' boxes near the cafeteria. Items found after the MS/HS runs should be taken into the Middle School office. Personal belongings of students are not to be left on the bus.

Vandalism/damage to the bus interior. The driver is to report all incidents in writing on a Bus Defect form and place it in the bus mechanic's office. When possible, the driver should investigate to determine who was responsible for the damage.

The bus is to be swept and all trash disposed of. Do NOT sweep debris into the parking lot. The required level of fuel must be maintained, no less than one half tank. No bus or van is to be parked with less than 50 percent of a tank of fuel.

If the forecasted temperature is to be lower than thirty-two (32) degrees Fahrenheit, the bus is to be plugged in so that the engine block heater will preheat the engine before its next run.

Keys are not to be left on a bus or "hidden" in the bus between routes or when the bus is parked, unless it is parked inside the bus garage.

3.8 NO IDLING POLICY

The Bath School Board adopted an anti-idling policy on January 18, 2005. The Anti-Idling policy applies to all Bath district school buses. The purpose of the anti-idling policy is to limit idling time to eliminate prolonged exposure of exhaust fumes to students, drivers and the community at large. Also to prolong engine life and conserve fuel.

The anti-idling policy is two fold.

1. Bus idling can pose a health risk to students, drivers, and the community. Extended exposure from diesel exhaust can cause lung damage and respiratory problems. It also aggravates asthma and other existing allergies. Prolonged exposure is thought to increase health concerns.
2. Idling buses for an extended period of time wastes fuel and over the long term can damage an engine. Engine manufactures; i.e. Cummings, Caterpillar, and International recommend engines to idle no longer than 3-5 minutes.

To make the policy work, the following guidelines apply:

1. Limit A.M. and P.M. start-up idling time to seven minutes. In extreme cold weather (less than 25°); time may be extended to ten minutes.
2. Buses are to be turned off at loading and unloading areas and restarted when ready to leave the lot. Exception when unloading MS/HS students in the a.m.
3. Buses should not be idling while waiting on students to load or unload on field trips.
4. Buses are not to enter school unloading zone more than 10 minutes prior to the unload time. (i.e. 7:10 a.m. at the elementary and 8:45 a.m. at the MS)

Specifics:

1. A.M. and P.M. start up times limited to five minutes. Warm-up time to be performed with engine at a RPM of 1000 to 1200. Warm up of buses to be performed at bus parking area only.
2. Buses are to be shutoff at loading and unloading areas on school grounds, including field trips.
3. Buses are to be shut off while fueling.
4. The exception to this rule will be in extreme cold weather (25 degrees or colder), then the idle time will extend to 10 minutes at an idle of 1000-1200 RPM.

3.9 SCHOOL ZONE SPEED LIMIT

All drivers shall follow the speed limits as posted (20 mph) within the school zone. Bath Bus Drivers are to be an example to the student body and general public while in a school bus and while in their private vehicle. Driver's observed by any administrative personnel as not complying with the posted speed limit, may be subject to disciplinary action.

SECTION 4

Substitute Bus Drivers

4.1 Purpose

4.2 Sub Driver Seniority

4.3 Sub Driver Responsibilities

4.1 PURPOSE

Substitute bus drivers are a valuable resource for the Bath Transportation Department. They provide services on any route, usually with little advance notice. They rely on the route driver to have provided an accurate route description, detailed map, seating chart, and a designated student helper.

Substitute bus drivers are required to have the same training as regular bus drivers, including, attendance at a minimum of four hours of in-service per year. Any driver, who does not drive for a period of two years, loses his/her bus driver certification.

All newly hired custodial employees are required to obtain a bus driver's CDL certification and are hired as substitute bus drivers. They are only called upon for services at times when no other substitute bus driver is available or when deemed necessary by administration.

4.2 SUBSTITUTE BUS DRIVER SENIORITY

Substitute drivers are not members of the collective bargaining unit and therefore are not entitled to rights of seniority. Substitute bus drivers will generally be offered driving opportunity based on past availability, overall length of service to the district, and with an attempt to distribute the number of routes offered evenly between substitute drivers.

When a permanent driving position becomes available, all substitute drivers have an equal opportunity to apply for the position. Consideration of applicants is based on experience, past attendance, availability, and overall disposition. It shall be the policy of the district to select the best qualified applicant (as judged by the administration).

Substitute bus drivers are encouraged to offer suggestions for route changes and/or safer student pick-up or drop off practices. Suggestions should be presented to the transportation supervisor for consideration.

Substitute bus drivers are eligible for field trips after the trip has been offered to regular drivers.

4.3 SUBSTITUTE BUS DRIVER RESPONSIBILITIES

Substitute drivers are required to follow the same rules as regular drivers. For example, all after route and after field trip responsibilities. The bus shall never be left on less than one half of a tank of fuel and the bus shall be swept and clean.

SECTION 5

Schedules

5.1 Route Times

5.2 Route Descriptions & Bus Route Time Schedules

5.1 ROUTE TIMES

The transportation supervisor is responsible for scheduling and routing all school buses for the district and shall work with drivers to establish routes and time schedules.

Bus routes are designed to operate according to a strict time schedule. While many factors can cause routes to fall behind, it is expected that drivers follow the route as assigned by the transportation supervisor. Failure to do so, results in numerous problems, including poor public relations and safety hazards for students. Drivers who deem it feasible to re-route for any reason, are to notify the Bath base and/or transportation supervisor via two-way radio.

If a bus is to be delayed more than ten (10) minutes for any reason, the driver is to radio Bath base or the transportation supervisor on the two-way radio to notify him/her of the delay. Bath base or the transportation supervisor will notify the building/s of bus delays.

5.2 ROUTE DESCRIPTIONS & ROUTE TIME SCHEDULES

The driver is to maintain changes and update the route 'flip book' for each route and keep it in his/her mail slot. Changes should be completed in ink, as pencil is very difficult for a substitute driver to read.

The route description is to include the address or location of each bus stop, the student name/s, the designated place of safety, and any landmarks that may be helpful to a substitute driver.

All drivers are to have assigned seats for the students who are eligible to ride their bus. Boys and girls are not to sit together. A seating chart must be available for substitute bus drivers in the back of the route book.

SECTION 6

Field Trips

6.1 Non-Routine Use of School Buses

6.2 Request for School Bus or Van

6.3 Field Trip Assignment

6.4 Driver Field Trip Responsibilities

6.1 NON-ROUTINE USE OF SCHOOL BUSES

The non-routine use of school buses is defined as transportation of passengers for purposes other than regularly scheduled routes to and from school. School buses may be used for non-routine trips only when such trips will not interfere with routine transportation services.

A "school-sponsored event" is any activity in which pupils are participating and are under the direct supervision and control of a board approved staff member or any coach or advisor as designated by the superintendent. This includes, but is not limited to, athletic trips, academic competitions; board approved classroom field trips, etc.

Buses for non-routine trips are to be driven by Bath Board approved bus drivers.

Non-Routine trips may also be: Superintendent approved transporting of school employees engaged in employee improvement programs, emergency evacuation and/or emergency evacuations declared by the state or local directors of emergency disaster services; or a civil emergency as declared by the governor.

6.2 REQUEST FOR SCHOOL BUS OR MICRO BUS

As required by Ohio Administrative Code, all requests for non-routine use of school buses or vans must be made on forms provided by the transportation office. The requestor is required to complete all information on the form, and ensure that it reaches the transportation office at least two (2) weeks in advance of the proposed trip.

Requestors must plan accordingly for the number of passengers. The size of the bus being sent on the trip is contingent upon which driver has been assigned to the trip and which bus is available. The transportation supervisor reserves the right to send the number of buses requested, or to combine smaller groups onto a larger bus as needed.

The school micro bus may only be driven by either a Bath certified bus driver or by the coach/teacher/instructor who has successfully maintained the requirements of the Ohio Van Driver Certification Program.

Micro Bus capacity is limited to ten passengers, including the driver. Groups with numbers larger than ten will be assigned to ride on a bus. Seat belts must be worn by all passengers and the driver on the micro bus.

6.3 FIELD TRIP ASSIGNMENTS

1. Field Trips are posted in the bus garage weekly for trips going out the following week. Trips will be taken down on Thursday morning and assigned according to the driver's field trip rotation list. Drivers out due to illness, personal leave, or any other absence will not be considered for trips the following week unless they call the transportation supervisor to be added to trip signup sheet.
2. Trips will be assigned beginning with the most senior driver receiving the first trip, then assigned by chronological order to drivers who signup for the trip on a continuing rotation. Overtime pay for field trips will be granted only when no regular contracted driver has signed up for the trip.
3. A driver, who feels a trip was assigned incorrectly, should notify the transportation supervisor immediately. A driver who was missed will be assigned the trip of their choice the following week, outside of rotation.
4. Drivers having sons/daughters going on field trips will be given first choice for these trips. Drivers shall sign-up for the trip and circle their name when requesting assignment of the trip. If more than one driver has a child on the same team or in the same classroom trip, the drivers must rotate available trips starting with the most senior driver.
5. A coach or advisor who is also a bus driver or certified van driver has first choice of driving for his/her event, particularly if the trip involves a time when other drivers are on regularly scheduled runs.
6. Field trips involving exceptional circumstances will be handled at the transportation supervisor's discretion.
7. Drivers calling in sick who have a field trip assigned for that day are responsible to remind the transportation supervisor so that a replacement driver may be assigned. A driver who turns in three field trips in any three-month time frame, will be eliminated from requesting extra trips for a period of three (3) weeks.
8. If a trip must be assigned at the last minute, a text message will be sent to all bus drivers. Drivers have fifteen (15) minutes to respond.
9. Drivers, who work more than one position and desire to take a daytime field trip, may do so only by applying for a personal Deduct Day. Deduct Leave will only be granted if the supervisor of the non-transportation position is able to arrange for a substitute in that area. A maximum of three Deduct Days per year will be approved. Drivers may not use Personal Leave or Sick Leave from any position to take a field trip.

10. Substitute drivers may be offered field trips after the trip has been offered to regular contracted drivers.
11. Drivers assigned to field trips will report one-half (1/2) hour prior to the departure time for all band trips; one-quarter (1/4) hour prior to the departure time for all other trips. **Drivers must clean and fuel the bus upon completion of a field trip.** If, due to extenuating circumstances, the bus is not cleaned promptly, the field trip driver will contact the regular driver to discuss with them when the cleaning will occur. Drivers who do not fuel and clean a bus after a field trip will be removed for one week, from the field trip rotation list.
12. In the event that a trip is cancelled, the transportation supervisor, athletic director, or coach/teacher will make every effort to notify the driver. Should a driver show up for trip that was cancelled or postponed and the driver was not notified, the driver shall be paid a minimum trip. Any trips postponed and rescheduled within seven (7) days shall be offered first to the driver originally assigned the trip. Exception made if the driver was paid for a minimum trip. Trips rescheduled after seven (7) days shall be posted with the weekly trips.

6.4 DRIVER FIELD TRIP RESPONSIBILITIES

Normal pre-trip inspection procedures are to be performed prior to all trips.

The bus driver is responsible for being available to the group they are transporting. This means that it is permissible to leave for a meal, but it is expected that the driver return immediately thereafter, to the location where the group has been dropped off. Drivers who leave an event should give their cell phone number to the coach/advisor.

Buses are to be cleaned, fueled, and parked in the normal parking area for that bus after a trip. Cleaning includes checking all seats for trash, floors swept, and trash can emptied. The fuel lever must be at least three-quarters percent of a tank after a field trip.

The trip sheet should be completed and turned in within 48 hours.

Any incidents occurring while on the trip should be reported immediately to the transportation supervisor.

SECTION 7

Special Education

7.1 Special Education Students

Students in grades kindergarten through twelve with an I.E.P., which dictates that they be provided transportation services will be bussed with typical students on a regular bus route whenever possible.

When it is determined that it is impractical for the Bath School District to provide transportation for a Special Education student, the district may (1) contract with the parent/guardian or a transporter assigned by the parent/guardian, (2) contract with another district to provide transportation, (3) contract with a private carrier for transportation. Each student is to be approved by the Bath School Board annually for transportation outside of riding on a regular bus route per State requirements.

SECTION 8

Other Responsibilities

- 8.1 *Student Discipline*
- 8.2 *Bus Safety Program*
- 8.3 *Bus Driver's Lounge*
- 8.4 *8.4 Drivers Transporting Their Own Children*
- 8.5 *Bus Driver Apparel*
- 8.6 *Bus Cleanliness*
- 8.7 *Payroll*
- 8.8 *Concealed Carry Law*
- 8.9 *Confidentiality*
- 8.10 *Public Relations and YOU*

8.1 STUDENT DISCIPLINE

All bus drivers are to review the bus rules and loading/unloading procedures, with the students during the first week of school. Drivers will explain to the students the process of verbal warnings and the consequences that will be enforced if unacceptable behavior is not corrected.

All elementary and MS students will be given a letter from the transportation supervisor and a copy of the Bath Local Schools Transportation Responsibilities, through the classroom teachers, during the first week of school.

Drivers are encouraged to handle minor infractions by verbal warning. When the same infraction/s is repeated more than three times, the driver may change the student's seat assignment and/or may send a Parent Notice of Bus Conduct. Drivers should develop a log sheet to track dates of violation incidents. If the student behavior does not improve a Bus Incident Report is to be completed by the driver and forwarded to the building administrator in charge of student discipline.

Drivers are encouraged to keep a daily log so that reference may be made on the incident report as to the number of times and dates that the student/s were given verbal warnings and the student's response.

The student may be given a warning or suspension of bus privileges from an administrator. Administrators are encouraged to have the students hand write the Transportation Responsibilities (copy on next page) on a first time offense. Determination of the consequences is decided by the building administrator.

Major infractions where NO verbal warnings will be given would include fighting; smoking; destruction of school property; threat of injury or death of another student, the driver, or self; violation of Federal or State of Ohio bus safety rules; etc. The consequences of violating these rules will go directly to the suspension of bus privileges. Suspension of bus privileges may be administered in a sequence of 3 days, 5 days, 10 days, and then complete loss of bus privileges for the remainder of the semester. Determination of bus suspension is decided by the building administrator.

Should there be a need for an emergency removal of a student from the bus; the driver must contact either the transportation supervisor or the building administrator.

Bath Local Schools Transportation Responsibilities

Drivers will use the established routes and make only designated stops. The driver may vary this only in case of an emergency. Stops may be changed throughout the year due to changes in residence. According to Ohio School Law 22.22, bus stops may be up to one-half mile from a student's home.

Students have the responsibility to be at the designated bus stop prior to the scheduled pick-up time.

According to the Ohio Administrative Code 3301-83-08, "Pupils shall arrive at the bus stop before the bus is scheduled to arrive. The driver is to keep to a time schedule as closely as possible. Recommendation is the students be at the "Place of Safety" **5 minutes** prior to the scheduled arrival time of the bus.

In accordance with State law, when students arrive at their afternoon bus stop, the students are to walk to their 'designated safety area,' as assigned by the bus driver, and remain there until the driver has accounted for all students and the bus has safely pulled away.

Due to State regulations concerning missing children, **NO** student is allowed to leave the bus at any stop other than the student's regular stop without a note from a parent and an approved bus pass from the school office.

Parents will be responsible for any damage or vandalism done to the bus by their children and will be required to pay for such damages.

Pets or other animals are not permitted on a bus at any time.

Bus Conduct Responsibilities:

1. Loud talk, yelling, profanity, or exhibiting obscene gestures are not permitted.
2. Eating and/or drinking on the bus are not permitted. No candy or gum allowed on the bus.
3. Pushing or crowding is not permitted. A student shall not act or behave in such a way as cause physical injury to any other person.
4. Windows are to be opened only with permission of the bus driver. Students are to keep head and arms inside the bus. Throwing things in or out of the bus is prohibited.
5. Students are to conduct themselves in an orderly manner at bus stops.
6. According to State law, **NO** noise or talking is permitted at all railroad crossings.
7. Students must sit in assigned seats only.
8. Students may **NOT** leave the bus after boarding except at his or her regular assigned bus stop.

Discipline of Students - District policies are designed to ensure the safety and welfare of all school bus passengers.

1. The school bus driver is charged with the authority and responsibility to maintain control of the students on the bus. Students who do not follow the rules or directions of the driver will be disciplined in accordance with district policies, state regulations, and revised code. Students who violate any criminal law will be referred to the proper legal authorities as well as being dealt with at the school.
2. Administrators are authorized to suspend pupils from bus riding privileges for up to ten days. Expulsion of a pupil from bus riding privileges shall be by the Superintendent.
3. Parents will be notified of a discipline incident and if deemed necessary by the Administration, will be requested to attend a parent conference.
4. The Bath Code of Discipline for all buildings applies to all students while riding a school bus.

Students should be careful:

1. Wait at the designated bus stop until the bus is stopped completely and the driver has signaled before approaching the bus or crossing the road. Cross at least ten feet in front of the bus and look both ways before crossing the road.
2. All students will participate in all emergency drills.
3. Students must not loaf and/or hold up traffic.
4. Students are to take their seat as soon as possible and stay seated.

8.2 BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. The district shall assure that buses meet or exceed the "Ohio School Bus Construction Standards," as well as federal standards in effect at the time of purchase and shall present the buses for annual and semi-annual inspection by the Ohio State Highway Patrol.

The transportation supervisor and head bus mechanic shall make random inspections of school buses on a regular basis. Inspection of buses will include, but not be limited to cleanliness both on the inside and the outside, pre-trip inspection forms, seat repair, lost and found items left on the bus, etc.

The transportation supervisor shall be responsible for a yearly program of bus safety for all students and families attending kindergarten registration.

Each bus driver shall be responsible for acquainting and instructing students in the following:

- Emergency Evacuation Drills
- Bus Rules
- Student Behavior
- Loading and Unloading Procedures

8.3 BUS DRIVER'S LOUNGE

The driver's lounge area is provided for use by all bus drivers. This area is to be kept clean by the drivers. There is a refrigerator and microwave provided in this area. Drivers are to keep these pieces of equipment clean. If you dirty it – clean it!! If you brought it in and it spoiled - pitch it! The driver's lounge area is a non-smoking area.

The drivers are each assigned a mailbox outside the lounge area. Drivers are to check the mailbox each morning and afternoon prior to their run/s. Mailboxes should be kept clean and clear of old correspondence.

8.4 DRIVERS TRANSPORTING THEIR OWN CHILDREN

Bath bus drivers transporting their own school age children are to insure that the children follow all bus rules. Children are not to be standing at any time the bus is in motion. Children are not to climb on, over, or under seats at anytime, including when the bus is parked. Drivers are to open and close the bus garage overhead doors. Children are not to open and close the garage overhead doors.

Bus Drivers are to check the bus for remaining students after all runs and post the empty sign in the back window. Drivers are to ensure the safety of their children while in the bus parking area. Drivers should accompany their children across the parking lot while buses or other vehicles are moving. No pre-school age children shall be permitted to ride the bus. Only Bath, St. Gerard, Temple Christian, or Bath Apollo students shall be permitted to ride the Bath school buses.

No children/students, including those whose parent drive a bus, should be on a bus or in the fuel station while the driver is fueling a bus.

8.5 BUS DRIVER APPAREL

Bus drivers are to set an example for students. The Transportation Supervisor will not become involved in the matter of dress unless an individual exercises poor judgment in his/her mode of dress. Good judgment would indicate that clothing with offensive illustrations/slogans pertaining to alcohol, drugs, tobacco products, clothing that is soiled, ripped or torn, midriiffs, chains, spike jewelry of any kind, is not be acceptable. Tank tops must cover at least three inches of the shoulder and cover a minimum of for finger lengths below the collar bone.. Sagging pants, boxers or underwear showing, cut-offs, pajama pants, and untidy sweat pants are not acceptable. Shorts or skirts are to exceed fingertip length when arms are dropped in a natural position. Shorts are not to be athletic in nature (i.e. bicycle shorts, tennis shorts, basketball shorts, mesh shorts, etc.) Be professional. **Look professional.**

Footwear is to cover the foot. Sandals are acceptable, but must have a strap across the back of the foot for secure placement. No flip-flops. Clog style shoes are not acceptable unless there is a strap across the back of the foot for secure placement.

Drivers not complying with the proper dress will be subject to disciplinary action as outlined in the OAPSE agreement.

8.6 BUS CLEANLINESS

Drivers are required to keep the inside and outside of the bus clean throughout the year. A monthly schedule will be set by the transportation supervisor. Drivers not complying may be subject to disciplinary action. Drivers will be paid one run per month in June for bus cleaning.

The inside of the bus should be clean at all times. The floor is to be swept whenever a period of "downtime" exists or when the driver is waiting for a dismissal. The dashboard and console(s) should be free of dust. The interior floors of the bus may be mopped with a damp mop, but excessive water on the floor is prohibited. (i.e., using the hose on the interior of the bus)

The State Highway Patrol has the authority to issue citations to drivers whose bus is not

acceptably clean.

8.7 PAYROLL

The drivers are paid for their regular routes and field trips on a bi-weekly basis. Drivers who do not drive one of his/her regular route/s, is responsible to complete the Employee Kiosk prior to the absence or immediately after an unexpected leave. Absences shall be entered into the Kiosk prior to the Friday ending the pay period. See the OAPSE Contract for specific sick leave, personal leave, and deduct leave definitions and limitations.

“Trip Sheets” are provided for all field trips. The driver is responsible to complete the trip sheet at the end of the trip, note it on his/her timesheet, and turn it in to the transportation supervisor.

Any driver who falsifies a payroll document is subject to disciplinary action.

8.8 CONCEALED CARRY LAW Sec. 2923.122

- A. No person shall knowingly convey, or attempt to convey, a deadly weapon or dangerous ordnance into a school safety zone.
- B. No person shall knowingly possess a deadly weapon or dangerous ordnance in a school safety zone.
- C. No person shall knowingly possess an object in a school safety zone if both of the following apply:
 - 1.) The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
 - 2.) The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and that it is a firearm.

8.9 CONFIDENTIALITY

As a school bus driver, you may acquire knowledge of a sensitive nature regarding teachers, students, other district staff, and student handicapping conditions. You may overhear something at or about a school, a home condition, an employee circumstance, etc. Such knowledge is to be kept strictly confidential. Gossip regarding students, teachers, other drivers, or administrators can cause discord and bring discredit to the whole district. If you feel there is a safety concern or find it necessary to discuss something that is of a sensitive nature, it should be discussed with your supervisor first, and then the superintendent or a Board member, if warranted.

8.10 PUBLIC RELATIONS AND YOU

The school bus driver is sometimes the only regular contact a parent has with the Bath Local School District. Often, the only means we have of establishing an effective relationship with the community is through YOU, the bus driver. Your positive attitude and friendly reaction to the people of this community will make a big contribution to the district's ability to create a positive image. The people you meet are constantly evaluating your driving habits, abilities, appearance, and overall attitude.

Misunderstandings with the public can be avoided if you explain the reason for your actions, that you are following instructions and if the questioner still has questions or a problem, you should refer them to the transportation supervisor's office for further information. Always do so with a friendly attitude and a smile.

Always notify the transportation supervisor if there is any non-positive communications with a parent/guardian.

SECTION 9

Code of Conduct

9.1 TRANSPORTATION DEPARTMENT CODE OF CONDUCT

The orderly and efficient operation of the Bath School District requires that employees maintain discipline and proper personal conduct at all times. Discipline and proper standards of conduct are necessary to protect the health and safety of all employees, to maintain uninterrupted services to students and to protect all Bath School District students and property. The district believes that the vast majority of its employees will abide by these rules of conduct and all other proper standards of conduct.

Offenses have been segregated into three (3) classes, according to potential disciplinary action and will become a part of the employee's personnel record. In addition, consequences for violation of district policy and procedures for drug and alcohol testing are incorporated and attached to these standards of conduct.

Since not all infractions and variations of conduct rule offenses can be listed, the district reserves the right to categorize such variations and unlisted infractions, according to the severity, into the existing classes of Offenses of conduct Rules, as deemed appropriate.

RULES OF CONDUCT VIOLATIONS

The range of discipline for Class I Offenses or combination of these offenses can vary from an oral warning, written reprimand, suspension, and/or discharge dependent upon individual circumstances.

The range of discipline for Class II Offenses or combination of these offenses can vary from written reprimand, suspension, and/or discharge dependent upon individual circumstances.

A Class III Offense will result in discharge.

CLASS I OFFENSES

1. Leaving the job early, except in cases of personal injury, and/or when approval has been obtained from the supervisor or designee.
2. Irregular work attendance including but not limited to: reporting late for duty and absence from work without approval.
3. Unsatisfactory work performance.

4. Failure to call in and report an absence to the transportation supervisor by 5:40 am each workday or two hours before an afternoon route time.
5. Reporting for work in inappropriate attire and not having a clean, neat appearance.

CLASS II OFFENSES

1. Insubordination, which shall include, but not be limited to, the refusal or failure to accept and perform job assignments as directed by the transportation supervisor or the superintendent. EXCEPTION: If the possibility of injury could result in carrying out such assignment, the employee must seek direction from the transportation supervisor or superintendent.
2. Careless violation of district, state and/or federal safety procedures or practices, and/or engaging in any conduct, which creates a potential safety hazard.
3. Failure to immediately report any accident or injury to the transportation supervisor.
4. Disregard for department or district procedure/policy.
5. Damaging, destroying, losing, misusing school equipment or property including being found at fault in a chargeable accident involving school district vehicles.
6. Oral or written altercations with any employees or persons on school property or while on duty, including the use of abusive language, threats, intimidation or coercion.
7. Using tools, equipment, or materials at any time for personal needs without the permission of the transportation supervisor or superintendent.

CLASS III OFFENSES

1. Any intentional misrepresentation in an employee's application for employment or falsification of a short or long-term leave of absence request.
2. Any intentional misrepresentation in an employee's record of work performance or falsification of payroll documents or records pertaining to work performed.
3. Unlawful, immoral, or indecent conduct according to criminal statutes or at variance with concepts that are generally accepted and approved in the community.
4. Deliberate violation of department, city, state, or federal safety procedures or practices; for example, removal or disabling an installed safety device or crossing a railroad crossing while the lights are activated.

5. Deliberate damage or destruction of school equipment and/or property or the property of others.
6. Theft or misappropriation of school property or property belonging to others. Misuse or removal of district records from school premises without proper authorization from the transportation supervisor.
7. Physical violence committed upon another person on school property or while acting in the capacity of the school district off of school property or while in a school vehicle.
8. Possession of alcoholic beverages, drugs, weapons, or controlled substances concealed or otherwise on school property or while in a school vehicle.
9. Reporting to work or driving under the influence of alcohol, drugs, or any controlled substance while acting in the capacity of the district.
10. Soliciting, dispensing, and/or selling of any kind of drugs, alcohol, tobacco, or any controlled substance on school property or while on duty.
11. Driving while on a suspended or invalid driver's license or exceeding five points on an individual driving record.
12. Failure to meet the medical requirements for a school bus driver. This includes the failure of a bus driver physical examination.
13. When in the determination of management, it is found to be unreasonable to have left a student(s) unattended on the bus. For example, it exposes the student(s) to physical or emotional harm.