

# TIPTON COMMUNITY SCHOOL CORPORATION

## Transportation Handbook



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## Beginning the School Year

**Student Lists.** Student list and mileage forms will be issued at the time they are needed. When filling out these forms, be as accurate as possible. Drivers should update their student lists and submit any changes to the Transportation Office at least once each month.

## Personnel

**License & Physicals.** Each bus driver has the responsibility to maintain updated licenses and physicals. Current ones must be filed in the Transportation Office at all times. The corporation will submit physicals to the state for you if your doctor does not. Bus drivers must also carry both a current license and physical card with them at all times.

**Drug Testing.** Drug testing is done on a random basis each year. This sometimes takes some extra time because of the number of drivers being tested. Patience and courtesy are to be extended to other drivers and the testers.

**Dress Code.** Drivers (and all employees) are expected to follow the corporation dress code policy. In addition, drivers and bus aides are **NOT** to wear sandals or flip-flops. Drivers are required to wear shoes that completely enclose the toes.

**ID Badges.** The corporation will provide an Identification Badge to each employee. These badges are to be worn and be visible at all time while the employee is on duty. Lost or damaged badges can be replaced at the employee's expenses. The cost assessed for each badge is \$3.00.

**School Messenger.** Tipton uses a communication system known as School Messenger. All employees are enrolled in this system to receive communications from the school via phone call, email, or text messaging. All employees are responsible for insuring their information is kept up-to-date in this system.

**Cell Phones.** Bus drivers may use personal cell phones as long as it does not occur while employees are responsible for performing job duties and/or assignments. Any violation of this policy by a staff member shall result in disciplinary action, up to and including termination.

**Absences.** Substitute drivers are difficult to obtain. Drivers should make every attempt to schedule necessary appointments during the time between their routes. When you do have to be absent, contact the lead driver if you need assistance securing a sub driver. If the lead driver is not available, contact the mechanic. **To insure a substitute is secured, you must speak with one of these persons.** If you do leave a message on the voice mail, you need to follow up to be sure a substitute has been secured. If you cannot reach anyone, please call the central office and leave a message for the secretary of who is your sub driver. When you return from an absence, you need to complete the proper paper work and submit immediately to Central Office.

Employees are hired to fill positions because there is a need to provide services to our schools. Those services cannot be provided if employees are not in attendance. Therefore, regular and prompt attendance is required. Excessive absences, tardiness, or leaving early will not be tolerated and will be grounds for disciplinary action, up to and including termination.

**Directory.** Information on each driver is gathered and/or verified at the beginning of each year. This information includes driver's name, address, phone number, and spouse's name. When this information changes, the driver should notify Central Office.

**In-service.** One (1), day of training will be provided for drivers in August, immediately prior to the start of the school year. This will be paid by stipend for attendance of eight (8) hours. One (1) day will be used as a paid day for completing yellow card requirements online each year.

**Chain-of-Command.** When bus drivers have concerns or questions, they need to direct those issues to the appropriate person. Drivers are to contact the following people, regarding the following concerns:

Mechanics - the mechanics and maintenance of the bus, or safety issues.

Lead Driver/Assistant Superintendent – licensing, routing, personnel issues and policies, general information

Building Principals – student, parent or discipline issues

**Driver Misconduct.** Misconduct of a driver is defined as refusing to follow, or neglecting to follow, a directive issued by authorized personnel to direct the operation of transportation services for the school corporation. Directives are expectations that are contained within this document, given verbally, or are provided by written memo/notes. For bus drivers, this would include the Mechanics, Lead Driver, Building Principals, as well as Central Office personnel. Misconduct may also include using judgment that places, or has the potential, for putting school personnel or equipment at serious risk of injury or damage.

In the case of misconduct of a bus driver, progressive discipline shall be followed by the administration when reasonably appropriate, and is not required when serious acts of misconduct have occurred.

Step 1 – Verbal warning to the bus driver. A note shall be made indicating that a verbal warning was given.

Step 2 – Written reprimand to the bus driver.

Step 3 – One (1) day disciplinary suspension without pay.

Step 4 – Three (3) day disciplinary suspension without pay.

Step 5 – Five (5) day disciplinary suspension without pay.

Discipline will be at the discretion of the Assistant Superintendent per incident.

## Routes

Route assignments are assessed at the end of each school year, with adjustments being made prior to the start of the next year. Route assignments will be made available to bus drivers at least one week prior to the start of school. Adjustments will be made after student assignments are assessed.

Route maps will be made available to each bus driver. These maps are to be kept on the bus. Drivers are encouraged to provide a verbal description of the route as well.

Any changes made to the route **MUST BE** communicated and approved by the Transportation Office. The Transportation Office **MUST** approve any changes made to any assigned routes.

Drivers are asked to be alert to “School Bus Stop” and “School Bus Turn Around” signs that are noticed on the routes. Identify the location and notify the Transportation Office so that unneeded signs can be removed.

Forms for Road Condition Reports (this includes reporting low tree limbs or other obstructions) are available in the Transportation Office. These are sent to the County Highway Department or City Street Department. When making a report, provide the exact address. If work is not completed within five (5) working days, notify the Transportation Office and the proper city or county department will be reminded.

## ECA

Using the sheets in the Transportation Office, bus drivers may sign up for extra trips (Extra-Curricular Activities – ECA). When doing so, please indicate your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices. When assigned an extra trip, please follow these procedures:

- ◆Every effort will be made for the school personnel (teachers, coaches, sponsors) to have good directions to the event and parking information.
- ◆When more than one bus is used on a trip, buses will travel and stay together. Talk around channel (Channel 2) of the radio should be used to communicate with one another.
- ◆If you leave while the students are at their activities, notify sponsors so that they can let you know what time to be back. Exchanging of cell numbers is recommended in case of emergency.
- ◆Inform the sponsor/teacher of your start time home on ECA trips. The sponsor/teacher must have students ready to board the bus at that time.
- ◆A teacher, sponsor, or coach **MUST BE ON EVERY TRIP**. Bus drivers shall not leave the school unless one is present on the bus.
- ◆Seatbelt buses will be utilized on most ECA trips. Seatbelts are required to be worn by our insurance company for all passengers.

Field Trip Guidelines can be found in Appendix A.

## Students

**Ride Guides.** Ride Guides are printed and distributed to students at the beginning of each year. A copy is provided to each driver as well. The Ride Guide outlines behavior expectations and consequences. Drivers are to read and be familiar with the Ride Guide.

**Student Records.** Information collected by the driver about the students they transport is the property of the school corporation. This information is turned into the Transportation Office at the end of the school year and when employment with the school corporation is terminated.

**Student Suspensions.** Schools will continue to work to notify bus drivers when a student has been suspended from school, and thus, not permitted to board the bus during that time. Administrators are encouraged to notify the drivers directly when this happens.

**Assigned Seats.** **Everyone is encouraged to assign seats on their bus.** However, this will be left to driver discretion.

**Conduct Forms.** Drivers are to work with the student to try to solve the behavior problems first. If the problem continues, the driver will report the misconduct using the misconduct forms. Once completed, a notice of the report is sent to the principal for action and notification to parents. Drivers should have first hand knowledge or observation about the infraction before using these forms. Cameras will be used when available and as needed. Cameras are used for the safety of the drivers, as well as the students.

**Riding a different bus.** Elementary school students must be arranged through the office **before 1 pm day of change.** High school and middle school students must have a note signed from parent to hand to driver. This is for the protection of the driver and school personnel should a child become lost.

**Food and Drink.** Students are not allowed to eat, drink, or chew gum on the bus.

**Bullying.** Bullying is defined as, “Overt, repeated acts or gestures, including: 1) verbal or written communications transmitted; 2) physical acts committed; or 3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.” **(IC 20-33-8-0.2)** Each school has developed an anti-bullying plan (see Appendix C). Bus drivers should be aware of what bullying is and report it when it occurs.

**Cell Phones.** Cell phones are not to be used by students while the bus is in operation. Electronic equipment may only be used with headphones. Cell phones can only be used for emergency purposes and under the supervision or with permission from the bus driver.

**Positive Role Model.** Bus drivers are the first school employees the students see in the morning and the last in the afternoon. Bus drivers’ attitude can have an effect on the students. The best way to control students on the bus is to gain their respect. Being a positive role model can help do this. We all know that students will, from time to time, not follow the rules. When this happens, refer to the Ride Guide for guidance.

Drivers should seek help when a student continues to be disruptive. Drivers are expected to communicate and work with the parents and school personnel to resolve issues of student behavior. The primary purpose of the rules is to ensure a safe and orderly passage for all students, teaching proper and civil behavior along the way.

# Procedures

**Change in schedule.** In the event that school is delayed or dismissed early because of weather or other factors, drivers will be notified by school messenger.

**Arrival/Departure.** Important drop-off and arrival times:

	AM Drop-off No EARLIER Than	AM Drop-off No LATER Than	PM - Arrive No LATER Than
Tipton Elem.	7:40	7:50	2:55
Tipton Middle School	7:40	7:50	2:55
Tipton High School	7:30	7:45	2:55

**\*Late Arrival Wednesday is 8:05 am HS, 8:10 am MS and Elem.**

Consistency is very important and helps you be a safe and reliable driver. The above times are ideal, but you should never jeopardize the safety of your passengers to meet these times. Again, being consistent is the key to our success and safety.

Line-up sheets are available to the drivers. At the high school, drivers are not to pull out and around other buses. You are to wait and follow each other out of the parking area. Drivers are not to back a bus up on school grounds.

Drivers are to be in their buses until all students have gotten off in the morning. They should be in their buses as students' board the buses in the afternoon.

## Transfer Buses.

You are to transfer only with your designated driver. This is the way we keep track of where the students are. If your transfer bus is not there, you need to wait or take the students yourself.

**Office.** The Transportation Office is to be treated like any other business office. If you wish to visit one another, please do so in an area other than in the office. Please do not bother items on the desk. **Please check your mailbox on a regular basis** – important memos and/or notes are often placed in them.

**Emergency Evacuation.** Emergency Evacuation Permission Forms are to be turned in to the Transportation Office **BEFORE** conducting the first evacuation drill. **Evacuation drills are to be conducted within 45 days of the start of each semester.** It is the driver's responsibility to distribute and collect the permission forms, schedule and conduct the drill, and sign and turn in the completed form to the Transportation Office.

**Other Emergency Procedures.** Other Emergency Procedures that affect the school bus and are included in the schools' Emergency Plans are provided for the bus drivers in Appendix D. Those procedures include:

- Responding to Hostage Situations on a School Bus or Field Trip
- Weapons on the Bus
- General Emergency Procedures
- Tornado's and School Transportation

**Bus Inspections.** Drivers are expected to inspect their buses *before beginning their routes*. **These inspections must be documented in the Pre-Inspection Trip form provided.** Some of the things to check for include:

- Walk around the bus, checking the tires, mirrors, and lights.
- Look for leakage under the bus.
- Make sure the emergency exit is secure.
- Make sure any car seats are secure

- Check inside the bus for seat damage, cracked or broken windows, or signs of vandalism.
- Start the engine and check the gauges, brakes, horn, wipers, and lights.
- Check the emergency equipment: fire extinguisher, emergency reflectors, and first aid kit.
- Report any defective equipment to the mechanic. (on completed work order form)

Drivers are expected to also check their buses ***after completing each route***. **These inspections must be documented in the *Pre-Inspection Trip form* provided.** Things to check for include:

- Check inside the bus for any children, looking under seats and in corners.
- Check inside the bus for seat damage, cracked or broken windows/mirrors, or signs of vandalism.
- Close all windows and air vents; turn off all lights and blowers
- Secure the emergency exit.
- Sweep the interior of the bus. Empty the trash.
- Report any defective equipment or damage to the mechanic.

**Parking Lot.** Please keep your speed down when entering and leaving the bus lot. Drivers are not to park their buses in front of the doors of the garage unless they have been directed. Buses should not be parked in the middle of the bus lot when coming into the office. Personal vehicles are not to be parked in the areas of the buses. All vehicles are to be parked in the marked spots east or north of the facility in a marked spot. Please enter and exit the gates as marked when driving a bus or personal vehicle.

**FM Radio.** When using the FM Radio for music, drivers are expected to monitor the stations that are being played. Rather than the administration evaluating each radio station that is received in the area as acceptable or not, drivers are asked to monitor and use their discretion as to what is appropriate for children to listen to. Obviously, the adult humor that we as adults may find amusing certainly is not always appropriate for school age children. Also, some of today's music contains lyrics that are suggestive and inappropriate for children. Drivers need to be aware of and monitor the music and humor that is played on the radio station provided for the students to listen to while on the bus.

**Video Camera.** Video monitoring equipment has been installed in some of the Tipton Community School Corporation's buses to allow activities and occupants on the bus to be monitored at any time.

The camera boxes are mounted in the front/side/back of the bus near the highest point of the ceiling in order for the camera/microphone to face occupants of the bus and not obstruct the entrance area. The camera and recording system have been, or will be, installed by a vendor and be considered the property of Tipton Community School Corporation.

Recordings may be viewed by school personnel for discipline and evaluation purposes of students. If disciplinary action is taken as a result of the recording, the parent/guardian may request, in writing within five (5) days, to view the tape with the building principal, bus driver, and other appropriate school personnel.

**Security.** Anytime a student is on the school bus, the driver **MUST** be in the vicinity. In an emergency situation, or if you **HAVE** to leave the bus, the bus must be secured and the keys should remain with the driver.

**Accidents.** When a bus is involved in an incident out of the ordinary, one that has or could have resulted in an accident – taking evasive action, going off the road, bumping into a building, etc. – the driver is to notify the Assistant Superintendent within 24 hours of the incident.



School bus drivers are expected to have a greater awareness of their surroundings than typical motorists. While accidents do happen, we expect accidents involving school buses to be minimal. To monitor accidents (involving property damage, including the school bus) and drivers, the following procedures will be used in a five-year period.

First accident – Report filed.

Second accident – Report filed. Driver issued written warning.

Third accident – Report filed. Driver required to attend additional driver training, including defensive driving.

Fourth accident – Report filed. Performance review conducted.

**Flower Fund.** A Flower Fund is established through voluntary donations from drivers. The purpose of this fund is to send flowers and well wishes to drivers and their families during difficult or special occasions. Please see Lori Henry.

**Communications.** In maintaining communications between bus drivers and administration, meetings will be established throughout the school year. The purpose of these meetings will be to exchange concerns that may exist or develop.

*Corporation* – The Corporation will host at least three meetings throughout the school year. For these meetings, representatives of the bus drivers will be selected to attend.

At any time throughout the school year, if drivers have problems or concerns, they should bring the concerns to the level (building administrator, Transportation Office, corporation office) that can address them. At no time should drivers involve themselves in publicly criticizing schools, school personnel, fellow employees, parents, or students.

**Buses with Wheelchairs.** All bus drivers and bus monitors who transport students in wheelchairs will be required to go through an annual training at the beginning of each year on the use of the equipment. This training will consist of:

1. Demonstrate proficiency in using the equipment.

## Use of Bus Radios

1. Radios are not to be used to “shoot the breeze.” They are for business emergencies only.
2. Conduct yourself in a professional manner at all times. This is an FCC licensed radio system. We are subject to FCC regulations and monitoring. As you know, scanners from all over Tipton County can pick us up. Don’t say anything you wouldn’t want others to hear.
3. Keep your radio on channel 1.
4. When calling hold, the microphone about 1½ inches from your mouth, press and hold the button, and wait a couple of seconds before speaking. Continue to press and hold the button down while you speak. Wait a couple of seconds after you finish speaking before you release the button. This allows time for the equipment to work and allows all of your conversation to be broadcast.
5. **Use numbers—not names.** Begin your conversation by stating your number and the number of the person you are calling (example: “300 calling 301”). The person receiving the call should give their number and then say go ahead (example: “This is 301; go ahead.”)
6. Keep your message short and to the point. Do not use CB talk. When finished with your message, state your number followed by the word *clear* (example: “300 clear.”). The receiving party will then give his/her number followed by the word *clear* (example: “301 clear.”).

7. If you need to speak to someone at the school, drivers are to contact them by using their name (High School, Middle School, Elementary School). Drivers should not contact the Transportation Office to make these calls, unless the driver is unable to contact the school by radio.
8. Radio channels are assigned as follows:
  - Channel 1 – Transportation Channel (drivers are to use this channel)
  - Channel 2 – Talk around (while on trips)

### ***Late Buses.***

1. The Transportation Office will supply each school and the administrative office with a list of students by route number as soon as possible after the start of school. The Transportation Office and the school will cooperate to keep this list up to date during the school year by adding new students and deleting students who leave the corporation.
2. Each school will have someone in place from 7:30 A.M. to 3:30 P.M. to take calls and monitor the morning and afternoon bus drivers on channel 1 of our radio system.
3. Bus drivers who are running more than ten (10) minutes late are to notify Central Office (base) as soon as possible. After 7:30 A.M., drivers are to also notify the schools they serve that they are running late, and the number of minutes they are late. In the afternoon, bus drivers will notify the schools until 3:30 P.M. if they are running late. After 3:30 P.M., the drivers notify Central Office (base) if they are running late.
4. Drivers and schools will communicate with each other by using the established corporation system.
5. Schools will notify anyone within their building who answers incoming calls of the situation.
6. School and Transportation Office personnel will inform parents who call that buses are running late and the number of minutes they are late.
7. In emergency weather situations, School Messenger will be utilized to notify parents of bus issues.

## **Bus Maintenance**

**Cleaning.** The bus driver contract states the school bus shall be kept clean both inside and out by the driver. The corporation furnishes the supplies needed to clean corporation buses. Drivers must clean their buses on a regular basis – as needed. If utilizing the bus wash arrangements need to be made with the Bus Mechanic and completed Monday through Friday. The DOT can and will take a dirty bus off the road.

**Bus Assignment.** Drivers are not to trade buses unless authorized by the Transportation Office. **If drivers use “sub” buses, they are responsible to make sure the bus has a full tank of fuel and is kept clean.**

**Service.** A service sheet needs to be filled out by the driver for regular service. The Transportation Office needs to be notified at about 500 miles before service is due. Drivers are responsible to

- ♦Pay close attention to the service miles and make sure they do not go over.
- ♦Check the fluids on a regular basis.
- ♦Notify the mechanic immediately if a safety issue with bus, if not complete paperwork and put in mailbox.

**Fueling.** Drivers are provided with fuel key and code for corporation buses. **When fueling your bus, there is not to be anyone on the bus and you need to stay with your bus and monitor the fueling to prevent any spillage. It is extremely important that the fuel cap be replaced after filling the bus tank. All corporation buses should maintain at least a half (1/2) tank of fuel at all times. Failure to do so will result in disciplinary procedures.**

**Reduced Idling.** Because of health reasons and fuel consumption, drivers are not to idle their buses for longer than two (2) minutes when around the school buildings. If a driver is at a school building (including the Transportation Office) and will be there longer **than two minutes**, the bus is to be shut off. Buses should not idle while waiting for students during field trips, extracurricular activities, or other events where students are transported off school grounds.

**Car Seats (pre-school).** Drivers are expected to know how to check car seats to make sure they are secure. This should be part of the driver's daily trip inspection. If a driver needs assistance, he/she will contact the Transportation Office for a demonstration. If a driver is transporting "car seat students" these are the **ONLY** students who are to occupy the car seats.

**First Aid Kit.** Drivers will check their first-aid kits on a regular basis. If items need to be replaced, they will see the Lead Driver or Bus Mechanic.

## Appendix A

### Dress Code

It is important for the Tipton Community School Corporation to maintain a safe and appropriate learning environment. We know that a student's clothing and appearance can be distracting to other students and can interfere with learning. With this in mind, we are concerned about the personal appearance of our students. Current fashion trends and styles will not dictate the dress code for Tipton Community School Corporation. With the cooperation of parents, the school will continue to encourage all students to dress in a fashion that the staff and parents judge to reflect good taste and a style appropriate for a school day. We believe that an appropriate student dress code will allow students to focus on high academic standards and will assist us in promoting school safety. This dress code provides a consistent mode of dress for students of Tipton Community School Corporation.

We realize that questions will sometimes arise concerning a student's dress, appearance, or clothing "fads." In these cases, building administrators will determine the appropriateness of the student's appearance and will determine whether his or her appearance is disruptive to the learning environment or is inappropriate for safety reasons. Periodically students will be allowed to dress differently than the above policy indicates because of spirit days or other special occasions. Such days and style of dress will be determined by the administration.

**SEE SCHOOL HANDBOOK FOR DRESS CODE.**

# APPENDIX B

## Extra-Curricular Activities (ECA) Trips

ECA trips are those that support the extra-curricular programs of the schools and school corporation. Transportation is provided to athletic and academic teams and clubs as they compete with other schools. Arrangements for athletic teams are coordinated between the Athletic Director and Transportation Office. Arrangements for academic teams and clubs will be approved in the same manner that field trips are approved.

### General Procedures

1. When vehicles are provided for trips involving field trips or extracurricular activities, expenses incurred on these trips will be paid as approved by the Superintendent.
2. The trip sponsor (teacher or coach) shall be responsible for adhering to the responsibilities and guidelines that follow. Building principals are responsible for ensuring that trip sponsors have and follow these guidelines. Athletic Directors are responsible for distributing these guidelines to coaches.
3. Requests for buses for athletic trips will be arranged through the Transportation Office and the Athletic Directors.
4. All other requests for buses must be filed with the Transportation Office (Trip Direct – software program) no less than ten (14) school days in advance of the requested trip.
5. All overnight trips are subject to approval by the Board of School Trustees. Therefore, requests should be filed with the Superintendent's Office no less than ten (20) school days in advance of the regularly scheduled school board meeting at which action for approval will be taken.

### Field/ECA Trips Guidelines

#### SPONSOR/TEACHER/COACH

- a. Initiates trip through Trip Direct on School Dude and according to proper timelines. All trips must be planned well in advance in order to be approved.
- b. Will not turn students loose, unsupervised, on field trips. They are to be chaperoned at all times.
- c. Inform students that all school rules apply on the field trip. They should be well behaved and be considerate of others at all times.
- d. Assign other adults (parents or staff members) to each bus. At least one (1) adult staff member must be appointed to each bus to serve as a supervisor. School personnel must be on each bus.
- e. Report to the principal/athletic director as soon as possible (within 24 hours) any incident occurring on the trip.
- f. Check with each driver to clarify exact destination. Special parking arrangements, driver admission to the event, and meal accommodations, when necessary will be communicated to the driver.
- g. Provide all adult supervisors/chaperones, the bus driver, and school's office with a roster and know exactly how many students enter the bus. All students must be accounted for upon return.
- h. CHECK WITH EACH DRIVER TO UNDERSTAND HIS/HER RULES IN ADDITION TO REGULAR CORPORATION BUS RULES.

- i. Brief each group of bus riders on the bus rules and guidelines.
- j. Scatter chaperones out on each bus. If there is only one (1), he/she should be near the rear of the bus.
- k. Make sure all loose equipment/supplies are properly secured in the bus storage area under the bus before departing.
- l. Get approval for any eating or drinking on the bus. Eating/drinking on the bus is prohibited while the bus is in motion.
- m. Inspect the bus before students enter the bus and immediately after use. Check for damage and items left behind. Any damages will be reported to the bus driver and principal/athletic director.
- n. Stay until all students are accounted for and have departed for home.
- o. Be responsible for the discipline on the bus.
- p. These guidelines are to be given to all adult chaperones.

#### *DRIVERS*

- a. Determine the route to the destination. A definite description of the destination will be required by the principal (from the sponsor) before the trip will be approved.
- b. Inspect the bus before the students enter the bus and immediately after use. Check for damage and for items left behind.
- c. Sweep and empty trash at end of trip.

#### *RULES OF CONDUCT*

All passengers (students and adults) will abide by the following rules. Passengers will:

- 1. go immediately to their seat.
- 2. remain in his/her seat for the entire bus trip and wear seat belt properly at all times.
- 3. remain in his/her seat until the bus has completely stopped at the unloading point. The passengers will only disembark through the front door.
- 4. not eat or drink on the school bus.
- 5. talk in a reasonable tone of voice to those students around him/her.
- 6. keep windows above the designated level on the window and then only with the drivers permission.
- 7. keep hands off other people's property and person. Students are responsible for their own personal belongings.
- 8. keep personal cell phones stored. Just as in school, cell phones are not to be used for personal business while in the bus. Use of cell phones may be permitted by and under the supervision of the adult for the purpose of notifying parents of arrival time back to school.
- 9. follow all school rules and regulations.
- 10. follow all directives of the school bus driver. The driver is in complete charge of the bus while in route to the destination.

# Appendix C

## Anti-Bullying Information

### **Definition:**

Overt, repeated acts or gestures, including: 1) verbal or written communications transmitted; 2) physical acts committed; or 3) any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student (**IC 20-33-8-0.2**).

### **Types of Bullying Behavior:**

1. Physical Bullying  
Actions that hurt the body and property
2. Emotional Bullying  
Name calling, teasing, and taunting
3. Cyber Bullying  
Telephone, cell phones, emails, and web sites
4. Passive Supporter  
Watching as someone else is being bullied
5. Social Bullying  
Words and actions that hurt friendships

### **Hot Spots:**

Hallways	Lunchroom
Restrooms	Bus and Bus stop
Recess	Classroom

### **Interventions:**

Stop the bullying immediately  
Support the victim  
State the bullying behavior  
Empower (bystanders) with information about how to act in the future  
Impose immediate consequences

# Appendix D

## Weapons on the Bus

Bus Driver:

### Should a gun be seen on the bus:

1. Calmly radio your specific location to the Transportation Office and state that law enforcement is needed.
2. A call will be placed **immediately** to the proper law enforcement agency and assistance will be given immediately.
3. Follow up with the **appropriate paperwork** that will substantiate what has happened. **Submit** the report to the Transportation Office immediately.
4. **Report the incident** to the appropriate school administrator.

### Should a weapon be seen at or near a bus stop:

1. **Calmly** radio details of location of weapon sighting to the Transportation Office.
2. A call will be placed **immediately** to the proper law enforcement agency.
3. Drivers should then **distance themselves from the weapon sighting**. Plan to take a different route the following morning or that afternoon (if possible).
4. A full and **complete report** (with names, if available) must be prepared by the driver and **turned in to the Transportation Office** immediately upon completion of the route.
5. **Report the incident** to the appropriate school administrator.

## Responding to Hostage Situations on a School Bus or Field Trip

Bus Driver/Staff member in charge:

1. Use COMMON SENSE, try to stay calm.
2. Try to disorient or confuse the person.
3. Try to evacuate or counter and overtake the person if possible.
4. If in radio range relay a message to the transportation office.
5. Call 911 and, when possible, building administrator.
6. Try to **“mentally document”** (focus) on what **happens** and what is **said** (description, etc.).
7. **If students are taken away**, make sure you know **who was taken** and **what the hostage taker said**.
8. If **hostage negotiators** arrive, **trust them!**

Transportation Office:

1. Call 911 and notify them of the location of the bus and the number of the bus.
2. Call the superintendent or assistant superintendent.
3. Tell the staff member in charge to keep calm and instruct students to remain calm.
4. Determine which students are on the bus.
5. Determine the best route to get to the bus.
6. Give bus number and notify other buses.
7. Communicate with hostage taker, if possible, on bus radio or upon the advice of the police.
8. Do not communicate information or ask questions that could jeopardize the students or staff member in charge.

## **General Bus Emergency Procedures**

### **Procedures Prior To Any Emergency**

Prior to being involved in any emergency situation, whether it is a crash, first aid or weather related, it is important that basic procedures are in place and practiced. Best practice suggests:

- Each school bus carries an up-to-date roster of passengers, whether the function is a daily route or activity trip.
- Each school bus carries an up-to-date contact list for school officials and emergency responders consisting of at least telephone numbers.
- That students, including those that would only ride a school bus for activity trips, participate in school bus evacuation drills at least twice a school year.
- On activity trips all passengers (students, adults, teachers, coaches, chaperones, etc.) are advised of:
  - The school bus emergency exit locations and their operation (e.g., service door, push out windows, side and rear emergency doors, and roof hatches). The school bus driver should demonstrate the operation of each type of exit.
  - The location of first aid kit and fire extinguisher.
  - The location and operation of the bus two-way radio or other communication equipment, if so equipped.



**In the event of a bus accident, the following procedures are to be followed:**

► For the Bus Driver –

1. Call/radio in to the Bus Barn (base).
2. Provide the following information:
  - a. Physical location, including the last student picked up/dropped off.
  - b. Whether there are any injuries.
  - c. The nature of the situation – other vehicles involved, damage to the bus, etc.
  - d. Whether the students are being evacuated from the bus.

► For the Bus Barn, once notified of a bus accident:

1. Contact 911 and provide the necessary information
2. Notify Central Office
3. Dispatch a spare bus to the scene to either continue the route, or house the students.
4. Remain in communication with Incident Command (Central Office).

► For Central Office, once notified, Central Office (Incident Command) will:

1. Notify the affected schools of the accident
2. Dispatch an administrative team to the scene to serve as Operational Command.
3. Designate a parent/student re-unification center, if necessary.
4. Designate an administrator as Operational Command at re-unification site.
5. Dispatch school medical and counseling personnel to re-unification center, if necessary.
6. Designate a media location.

## Tornadoes and School Transportation

At times certain weather conditions may occur which will necessitate the cancellation or delay of school bus routes, school, athletic, extracurricular activities, or field trips.

### Tornado

According to the National Weather Service, “tornadoes can occur any time of day or night, any time of the year. In Indiana, peak tornado occurrences are from April to June and between 3 p.m. and 8 p.m.”

### Guidance

Prior to the threat of severe weather, the responsibility of school bus drivers:

- to be thoroughly familiar with all roads adjoining their route in the event they are needed to seek shelter. For athletic trips, extracurricular activities, and field trips the school bus driver should have a map available to determine alternate routes to safety;
- to have pre-determined shelter options (buildings, schools, businesses, homes) along various parts of the route should evacuation be necessary and practical similar options when on activity trips. In emergency situations most people will offer others shelter when asked;
- to know the difference between a tornado watch and a tornado warning. A “watch” means tornadoes are possible in the area; remain alert for approaching storms. A “warning” means a tornado has been sighted or indicated by weather radar.

School administrators and school bus drivers are to routinely monitor weather reports for the prediction of severe weather or announcements of weather advisories. Once en route (daily route or activity trip), the school corporation will keep drivers informed of severe weather conditions.

When a **tornado watch** is issued, a school bus driver is to be prepared for a sudden change in weather condition and alert for the appearance of violent wind, rain, hail, or a funnel shaped cloud.

When a **tornado warning** is issued, a school bus driver is to promptly seek shelter for the passengers.

- If the warning is announced at or near the dismissal of school the school day, students are to remain in the building in a designated safe area. *Drivers are to secure their buses and go to the designated area within the school building.*
- If the warning is announced while en route, school bus drivers are to go a pre-identified shelters or buildings closest to their current locations, depending on the immediacy of the tornado threat.
- If caught in the direct path of a tornado or one is sighted and pre-identified shelter is not accessible the school bus driver is to:
  - a. Stop and evacuate the passengers. Do not attempt to “out run” the tornado. Do not remain on the school bus. If the bus is radio equipped, advise the school corporation of the bus number and location.
  - b. Seek safety in a below ground level area, such as a ditch, ravine, or depression in a location that is:
    - away from the bus, and
    - where practical on the side of the road without power lines, utility poles, trees, etc.
  - c. Do not use above ground locations for shelter (e.g., road or bridge over passes).
  - d. Instruct passengers to lie flat, face first, and to protect their heads by using a jacket, other clothing, or their hands and arms. Advise passengers not to “sneak a peak” at the tornado.

After the emergency:

- Account for all passengers, check for injuries, and provide first aid if needed. Obtain medical attention if needed.
- If out in the open, before leaving a shelter or the immediate area, the bus driver should monitor the local sky for a few minutes in the direction the tornado came from to ensure a second tornado does not follow a similar path.
- Be alert for continued storm activity, downed power lines, ruptured gas lines, or structural damage to trees, buildings, roads, and bridges.

# **Appendix E**

## **Bus Drivers Contract**

It is mutually agreed between the parties hereto that the following conditions shall be a part of this contract of employment:

1. Employer shall provide a school bus that meets or exceeds the requirements of the State of Indiana and provide for its proper maintenance.
2. Employer will provide all necessary insurance on said bus.
3. Employee is to be covered by Workmen's Compensation Insurance. Payroll deductions for social security taxes and state and federal income taxes will be made by Employer with the Employer contributing its share of the social security taxes. Payroll deductions may be made for medical, accident, and other insurance to be paid by the Driver upon his election to participate in any such program.
4. Each day during the school term, unless excused by Employer, Driver shall operate his assigned bus over the route or routes upon schedule fixed by Employer. Driver shall faithfully and personally perform the work set out in this contract unless excused by Employer, who in such event shall designate a substitute driver.
5. Driver, as a condition precedent to the taking effect of this contract, must be 21 years of age or older, possess a valid Commercial Driver's License with appropriate endorsements issued to him by the State of Indiana, or any other state, and must meet the physical requirements set out in IC 20-9.1-3, sections 1-3.
6. Employer may, at any time, require any Driver to submit to an additional physical examination by a licensed Indiana physician selected by the Employer. Employer shall pay the cost of additional physical examinations required as set out in IC 20-9.1-34.
7. The provisions of all Indiana statutes, and rules and regulations of the State School Bus Committee as same may be amended, pertaining to safety in the operation of school buses and the transportation of school children are made a part of this contract by reference, and the Driver agrees to abide thereto.
8. Driver shall keep order and maintain discipline among the children while in the school bus or along the route, being firm but polite, impartial and fair, and see that no child is imposed upon or mistreated while in their charge, and shall use every care for the safety of the children under their charge.
9. The school bus shall be kept clean both inside and out by Driver who shall also be responsible for determining and reporting to Employer when the bus he/she is operating is not in good operating condition. Needed service and mechanical repairs shall be made at a place designated by Employer who shall pay for all maintenance costs of school buses operated by Driver.

10. Driver shall attend the annual State Safety Meeting, the annual organization meeting of the School Corporation, and other brief meetings for administration and safety instruction, as required from time to time by Employer.
11. Routes and areas to be covered shall be established by the Employer and are subject to change from time to time. Additional routes may be added to any Driver or changes made in driving responsibilities without change in compensation provided that the total time required to complete all routes and other duties does not exceed two (2) hours per day on the average.
12. It is specifically agreed that the provisions of IC 20-9.1-14 e2 as same may be amended, and as same apply to school bus drivers, are made a part of this contract, and that it is the intention of the parties thereto to enter into a valid binding contract subject to the Pupil Transportation Code, IC 20-9.1-1-1, the provisions of which shall prevail over any part of this contract determined to be in conflict therewith.
13. This contract incorporates by reference all present policies of the School Corporation with respect to the transportation of students and passengers and is hereby made part of this contract.
14. This contract incorporates by reference applicable United States Department of Transportation regulations as same are amended and are hereby made a part of this contract.
15. Failure of Driver to comply with the terms of this contract, including all terms and conditions incorporated by reference, shall be deemed cause for dismissal at the option of Employer. In the event of such breach by Driver, Employer's authorized agent shall first recommend dismissal to Employer's Governing Body, which may act upon such recommendation without notification or opportunity for Driver to be heard, but such dismissal shall not be effective until the Governing Body takes action on such recommendation. Notwithstanding the above, Employer, acting by its authorized agent, may suspend Driver with or without pay, immediately, for any conduct or omission constituting cause for dismissal, pending actual dismissal.
16. Buses may have cameras to help monitor the bus climate and culture. The recorded information should only be accessed by school administration. Recordings can be used for training and discipline of students and drivers.

# Appendix F

## Pay Scale

Bus drivers receive the following pay:

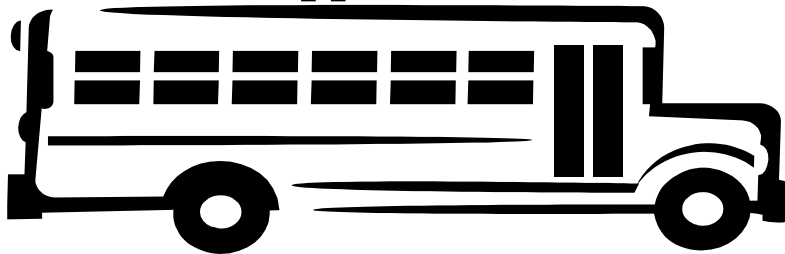
<b>Hourly Rate for Regular Routes</b>	\$8.50
<b>Regular Route Base Pay</b>	\$73.45 (new) Corporation Drivers \$75.90 (after first year) Corporation Drivers \$83.70 (employed 2008/09) Corporation Drivers Base pay includes 2 hours minimum (1hour AM + 1 hour PM) for routes over 2 hours per day add hourly rate.
<b>Sub Regular Route Base Pay</b>	\$50.00 Full Day/ \$30 Half Day Corporation Route
<b>Special Ed Route Pay</b>	\$77.05+ hourly (new) \$11.00 \$79.50+ hourly (after first year) \$11.80
<b>Sub Special Ed Route Pay</b>	\$18.00/hr
<b>Special Ed Route Aide Pay</b>	\$11.30/hr (new + part-time) \$12.12/hr (after first year)
<b>Sub Special Ed Route Aide Pay</b>	\$9.00/hr
<b>Experience</b>	\$2.50/day each five (5) years.
<b>Athletic, ECA and Field Trip Pay</b>	Guaranteed minimum of two (2) hours at \$10.00 an hour. Sat, Sun, holidays \$10.00 an hour with \$60 guaranteed minimum

Drivers and aides are paid for student days worked plus 1 additional day of Labor Day to compensate for Annual Bus Safety recertification state on-line testing.

<b>Benefits:</b>	<u>Non Special Ed Drivers</u>	<u>Special Ed Drivers/Aides</u>
PTO	3/accumulate to 90 as sick only	8/accumulate to 90
Personal	0	1/accumulate to 6 convert sick
Vacation	0	0
Bereavement	per support staff handbook	per support staff handbook

Drivers will be paid a stipend of \$75.00 to attend the first staff day of the year to attend meetings and receive training. Breakfast and lunch will be provided this day. Stipend will be paid for attending eight (8) hours only.

## Appendix G



### Tipton Community School Corporation

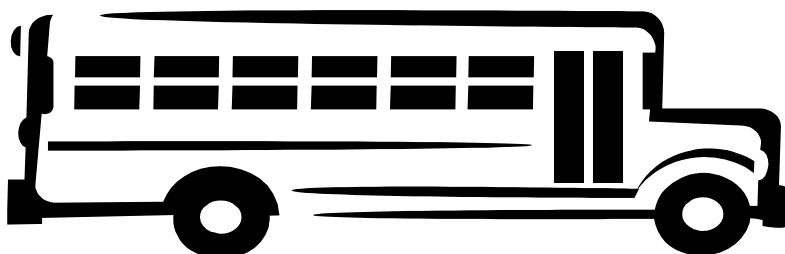
#### Contracted Carrier Bus Charge Form

In compliance with our school board policy, a contracted carrier using a corporation owned bus will be charged at the rate of seventy-five dollars per day. Please complete the below information and submit to central office. An invoice will be sent to you for payment.

Name of driver: \_\_\_\_\_ Normal bus #: \_\_\_\_\_

Date(s) of use: \_\_\_\_\_ Corp. bus #: \_\_\_\_\_

Signature of driver: \_\_\_\_\_ Date submitted: \_\_\_\_\_



### Tipton Community School Corporation

#### Contracted Carrier Bus Charge Invoice

A contracted carrier bus charge form was submitted for use of a corporation bus. Please find below the amount of money owed for the number of days used at the agreed upon board policy of seventy-five dollars per day. Please submit payment within thirty days of the invoice date. Make checks payable to Tipton Community School Corporation. Thank you for your attention to this matter.

Date form received in office: \_\_\_\_\_ Date statement sent: \_\_\_\_\_

Number of days charged for: \_\_\_\_\_ Amount due: \_\_\_\_\_

Statement sent by: \_\_\_\_\_

Date payment received: \_\_\_\_\_

For questions concerning this matter please contact central office at 765-675-2147

**Appendix H**

PRINT ONLY      Use Blue or Black INK      PRINT ONLY

**ROAD CONDITION REPORT**

Please complete this form and forward to the Central Office. A copy will be then forwarded to the City, County, or State Highway Departments. Provide specific address and detail for them to understand what you are asking to be completed.

Address

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Details of what needs done: \_\_\_\_\_

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