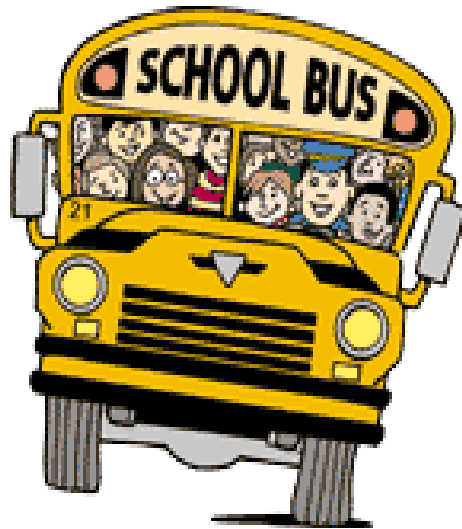


# Saranac Community Schools

## Transportation Manual



TRANSPORTATION MANUAL  
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## ARTICLE 1

### Board of Education Policy

#### 4300 Student Transportation Management

4300

The board shall provide safe, economical transportation to the students of the district. The use of buses by the district shall conform to state law. School bus routes shall be established by the superintendent.

Bus transportation will be provided students to and from school for those students who qualify. Transportation will be provided by the district for all extra-class activities. The transportation of students to and from school shall be considered an auxiliary service and subject to operational funds available.

Students must observe the rules and regulations adopted by the board governing student transportation. Students will also be subject to the school's behavior code while riding school buses. The board may suspend or revoke the transportation privilege or entitlement of any student who violates any rules or regulations adopted by the board.

All such rules shall be published in the student handbook or copies given to students and parents at the beginning of the school year.

Bus drivers shall report any violation of said rules to the appropriate administrator who shall take the necessary steps to discipline students according to board policy. As a disciplinary action for violation of board rules, a student may be refused school bus transportation but required to attend school.

#### Student Pick-up and Drop-off Locations

Students will be transported from one designated location and to one designated location. It is understood that these two locations may not be the same. In cases of emergency, alternate pick-up/drop-off spots may also be considered if located on an existing route. Emergency alternatives will be approved by the Transportation Department.

#### 4300-R Student Transportation Management

4300-R

District transportation equipment shall be used only for the transportation of students to and from school and school-sponsored activities. The equipment may be used to furnish transportation to senior citizen groups when this does not conflict with school activities. Upon authorization of the superintendent, adults may be permitted to ride school buses to school sponsored activities.

Student transportation shall be considered a privilege to be enjoyed by a student only as long as he accepts responsibility for his own conduct, carefully follows all rules and regulations, and positively responds to the directions and requests of the bus driver.

#### Bus Routes

Careful consideration shall be given to such conditions as safety and hazards, number and ages of students, kind and condition of roads, safe and convenient bus stops, economy of operation, and estimated time necessary to cover the routes. Routes are to be planned to keep individual riding distance and time to a practical minimum. Routes will not be created that enter private drives unless required to do so by law such as for special education students. When required to enter a private drive, a waiver from damages to property from normal bus travel will be sought from the family for whom this service is being provided.

#### Distance Eligibility

Students who live 1-1/2 miles from the school, which they attend, shall be eligible to be transported to school. Under normal conditions elementary students shall be expected to walk up to 1/2 mile and secondary students up to 1 mile to a bus stop. The superintendent is authorized to make exceptions to these distances if safety conditions warrant.

### Handicapped Students

A person identified by an Individualized Educational Planning Committee (IEPC) to be a "handicapped person" in accordance with R340.1702, who would otherwise be unable to participate in an appropriate special education program or service operated or contracted by the Intermediate School District, shall be eligible for only that additional transportation determined by the committee to be necessary for the person to participate.

### Non-Public School Students

A student enrolled in a non-public school shall be eligible for transportation to the public school that the student would otherwise attend. This transportation shall be along the regular routes according to the same eligibility provisions and schedules in effect for public school students, except that the non-public school student shall then be eligible for transportation from the public school to the closest non-public school located in the district that the student is eligible to attend or to a point within the district from which he may have available transportation to the non-public school in accordance with state law.

When the district provides transportation to public school students of a given grade classification (other than for special education) attending public schools outside the district, non-public school students of the same grade classification shall then be eligible for transportation in the same general direction for approximately the same distance to non-public schools located outside the district.

### Bus Driver Responsibilities

Bus drivers shall have such duties and responsibilities as prescribed by the superintendent.

### Unavailability of Buses

The transportation director shall notify each building principal any time it is necessary to reduce the number of buses transporting students home. The principal shall then notify the necessary staff members and shall then insure that the school telephones be monitored for at least 45 minutes after the last bus departs.

## 4320 School Vehicles

4320

School buses shall not be loaned, leased or subcontracted to any person, groups of persons or organizations except as allowed by law and subject to board approval.

No public funds shall be spent by the board to hire, rent or lease any form of transportation to be used by any student, school employee, patron or any organization to transport anyone to or from a religious activity.

### Liability

All school vehicles shall be adequately insured.

### Safety

Every bus driver shall have authority and responsibility for the passengers riding in school buses.

A radio communication system shall be installed in all school vehicles regularly used for student transportation

The superintendent shall develop regulations concerning the regular inspection of buses, reporting of accidents, and training of drivers.

### Safety Inspection

All school vehicles shall be inspected annually prior to the opening of school.

### Records

Every bus or other vehicle driver of school vehicles shall keep accurate records pertaining to each vehicle assigned to him. The types of records shall be developed by the superintendent.

### Licensing of Drivers

Michigan laws and regulations of the Michigan Department of Education set standards for the physical fitness, competence, experience, training and proper licensing of school bus drivers. The board directs the superintendent to ensure that these legal requirements and regulations are strictly complied with.

School Vehicles

Revocation of license, inability to secure a proper license, or accumulation of seven or more traffic violation points shall serve as sufficient cause for immediate dismissal from employment.

School Bus Safety Program

The superintendent and building principal shall develop and publish school bus safety rules for bus drivers and students.

4320-R School Vehicles  
Safety

4320-R

Any student or other person riding in school buses who violates the rules of the district in regard to such passengers shall be reported to the proper administrative official. Violations of said rules by students or other such persons may result in disciplinary action by school officials.

Safety Inspection

Any defect found in a school vehicle shall be repaired as soon as possible. The superintendent shall be responsible for keeping school vehicles in good operating condition.

Records

Any record developed by the district for the purpose of monitoring vehicle use may include but will not be limited to the following information: miles driven each trip, gas and oil usage, purpose of the trip, destination, time departing and time of return. Such records shall be signed by each driver at the conclusion of each trip and submitted to the person responsible for collection of said records. An annual report tabulating such data in the record shall be used in the compilation of the district's budget. A copy of said annual report may be given to the board upon request.

Housing of School Vehicles

All school vehicles shall be housed in areas designated by the superintendent. Buses may be housed in the district's central storage area or assigned to a designated driver who may then house the bus at his private residence.

District cars or vans shall be assigned to a designated employee who shall then be responsible for the proper care, maintenance and housing of the vehicle either at a district-owned site or at the employee's private residence.

4350 Student Transportation in Private Vehicles

4350

In scheduling transportation for field trips, the superintendent may approve the use of private vehicles in situations in which budget or schedule restrictions make it prohibitive or impractical to use school buses.

4350-R Student Transportation in Private Vehicles

4350-R

When private vehicles are used, the following requirements shall be met:

1. Only an adult (non-high school student) licensed driver shall be allowed to drive the vehicle. The health and driving quality of the driver shall also be taken into consideration;
2. The vehicle shall be equipped with seatbelts and the number of passengers limited to the number of seatbelts available. Seatbelts shall be used at all times by all passengers when the vehicle is in operation;
3. The vehicle shall be generally in good condition, particularly as it pertains to safety equipment such as brakes, horn, tires, lights, etc.;
4. Vehicle and driver shall be insured;
5. No open-type vehicle, such as a pickup or truck, shall be used for transporting students;
6. Non-ownership insurance as a secondary coverage shall be carried by the district either on a permanent or temporary basis as determined by the superintendent; and
7. A form verifying certain desired information to be signed by the driver of the vehicle shall be kept on file.

4365 Special Use of Transportation Services

4365

Only students enrolled in the district and chaperones authorized by the school shall be allowed to ride buses on curricular or extracurricular field trips. The superintendent may authorize parents and/or other residents of the community to ride buses to school sponsored activities if sufficient space is available. In all cases, students shall come first.

4365-R Special Use of Transportation Services

4365-R

1. Requests for use of transportation services for curricular or extracurricular field trips shall be made on forms provided, approved by the building principal, and submitted to the transportation supervisor at least five days prior to the impending trip.
2. Authorization shall be approved or denied within two days from receipt of the request. The superintendent may place limitations and restrictions on the use of buses as far as time is concerned in order to accommodate the trip in relationship to regular daily student transportation.
3. Fees for trips requiring such payment shall be charged according to the following formula. Cost per mile for operation of the bus fleet multiplied by the number of miles to be traveled plus expenses of driver for lodging, etc. Adequate adult supervision must be provided on all special trips and adequacy shall be determined by the building principal.
4. Participation on special trips shall be limited to district students and adult supervisors unless special permission is granted by the superintendent upon recommendation of the building principal.
5. Discipline of students on special trips shall be the responsibility of the adult who is in charge of the trip.

Senior Citizen, Community Group, or Non Profit Organization

The board authorizes the use of school buses by organizations or groups composed of citizens 60 years of age or older providing such use does not conflict with the needs of the district for regular or special transportation of students enrolled. The board further authorizes the use of school buses by non-profit organizations as approved by state law. As permitted by law, groups are expected to pay the actual costs involved. Requests for the use of transportation by senior citizen groups shall be made to the superintendent whose decision to approve or disapprove use shall be final.

Special Use of Transportation Services

1. Requests for use of transportation services for trips by Senior Citizen or community groups or non-profit organizations shall be made on forms provided, approved by the superintendent, and submitted to the transportation supervisor at least five days prior to the impending trip.
2. Authorization shall be approved or denied within two days from receipt of the request. The superintendent may place limitations and restrictions on the use of buses as far as times is concerned in order to accommodate the trip in relationship to regular daily student transportation.
3. Fees for trips requiring such payment shall be charged according to the following formula: Cost per mile for operation of the bus fleet multiplied by the number of miles to be traveled, plus expenses of driver for lodging, etc. Total fees are to be estimated prior to the trip and full payment of this amount is due prior to the trip. Upon completion of the trip actual costs will be calculated; charges for damages to the vehicle(s) incurred by members of the group will be determined. Additional charges or refunds will be paid within five working days of the field trip.
4. One adult shall be identified as leader of the group and will be responsible for communication between the group and the transportation director and/or driver.
5. The group using transportation services will be responsible for damages to the vehicles incurred by members of the group.

Senior Citizens Transportation

In accordance with Michigan Department of Education rules, the following regulations are established for use of school buses by senior citizens. School buses may be used for senior citizen transportation provided that:

1. The bus is not required for school use.
2. All persons transported are retired and 55 years of age or older, the spouse of a retired person, a staff member of the sponsoring organization or persons required to assist senior citizens who have handicaps.
3. The bus will not be used for profit making purposes of any kind and passengers shall not be subject to sales promotions.
4. The bus is not used to transport freight, goods or merchandise except that which may be carried on the laps of passengers.
5. No other suitable or economically feasible transportation is available to the requesting group.
6. At least 16 persons are scheduled to be transported in the group.
7. The driver of the vehicle is a qualified school bus driver employed by the district.
8. The groups pay the actual costs of transportation as determined by Michigan Department of Education rules. Estimated costs shall be paid in advance of the trip. In additions, the group shall be responsible to reimburse the district for any and all costs resulting from vandalism during the use.
9. The request for the trip is signed by a staff member of the sponsoring group or organization who shall assume all responsibility for conducting and supervising the trip.
10. Any approved use may be subject to cancellation by the superintendent in the event of adverse road, weather or other conditions, which could reasonable, present a danger to passengers, drivers, or equipment, or in the event of unexpected school emergencies.
11. Use shall not be approved if the fuel consumption involved would adversely affect the availability of fuel for district purposes.
12. Use shall be approved only when the group requesting such use is open to all persons who may be reasonably and appropriately included in the group without discrimination as to age, race, sex, ethnic origin, etc.
13. The superintendent may impose such restrictions as may be necessary as to distance, time, etc. in order to coordinate the trip with district needs.
14. Incidental costs such as alternative transportation in the event of breakdowns or emergencies, feeding and housing of users, and similar costs shall be the responsibility of the group using the equipment.
15. Coordinators of the trip shall work cooperatively with the bus driver in determining the location for receiving and discharging passengers to avoid stopping on the traveled portion of a street or highway and to create as safe a situation for receiving and discharging as possible. Alternative flashing lights, which are used in regular school bus transportation, shall not be activated in order to facilitate pick-up and discharge on streets or highways.

#### 4430 Personal and Business Transportation Services

4430

The board recognizes the needs of the district to own or lease vehicles to carry out the instructional program and the business of operating the schools. The superintendent is authorized to determine the extent to which district owned vehicles may be used for official school business. Such vehicles shall not be used for personal travel unless expressly approved by the board. Drivers of school owned vehicles shall be properly licensed.

#### 5358 Bus Driver Alcohol and Drug Testing

5358

The superintendent shall be responsible for implementing an alcohol and drug-testing program for school bus drivers. The board may enter into partnership agreements with other districts to comply with federal law.

The purposes of the testing program are to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by a bus driver and to comply with federal law.

Bus drivers are prohibited from any alcohol misuse, which could affect on-the-job performance. Such misuse includes: use of alcohol on the job; alcohol use during the four hours before driving; having prohibited concentrations of alcohol in his/her system; and alcohol use during eight hours following an accident.

Bus drivers shall not report for duty or remain on duty which requires the performance of safety-sensitive functions when the driver uses any controlled substances except when such use is pursuant to the instructions of a physician who has advised the driver that the controlled substance does not adversely affect his/her ability to safely operate a motor vehicle.

Such alcohol and drug testing shall be performed on drivers for: pre-employment (drugs only), pre-duty, reasonable suspicion, random, post-accident, return-to-duty, and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations.

An employee covered by the federal regulations may not refuse to take a required test.

## ARTICLE 2

### Transportation Director's Responsibilities

The Supervisor of Transportation shall:

- A. Place in operation, policies of the Board of Education in relation to satisfactory transportation facilities.
- B. Ascertain and insure that the transportation service is operated in accordance with state laws and regulations of the State.
- C. Recommend to the Board of Education, for employment, such assistants as are necessary to supervise transportation operation and maintenance, and to provide essential records, maps, and studies of the service.
- D. Recommend employment of drivers.
- E. Inform drivers of requirement to get physical examinations.
- F. Arrange inservice training and improvement of drivers, mechanics, and supervisors.
- G. Develop safety regulations and promote safety practices for all drivers and provide driver inservice as deemed necessary.
- H. Assist the drivers and administration in the implementation of bus and building rules.
- I. Record and report transportation data as required by the local school board regulations and by the Michigan Department of Education.
- J. Inform parents and others interested in transportation, regarding progress and steps taken to insure proper care of all children.
- K. Plan routes, prepare schedules, maps, and determine which pupils are to be transported, all in the interest of safety, economy, and the convenience of pupils.



- L. Plan routes when possible, so that pupils will not have to spend more than 45 minutes in getting to and from school.
- M. Plan with others in order to reduce the number of bus stops. Bus stops for loading and unloading pupils should not be permitted on steep road grades or blind curves, or on crests of hills where highway vision is obstructed in either direction.
- N. Coordinate the use of buses.
- O. Supervise maintenance of bus fleet.
- P. Recommend new drivers to the Superintendent.
- Q. Notify the parents and the principal of any suspension of students from riding the school bus.
- R. Report to the Superintendent, any driver whose work &/or driving record is unsatisfactory.
- S. Schedule field trips with drivers forty-eight (48) hours in advance of trip. When field trips are canceled, drivers assigned to that canceled trip will be assigned the next non-assigned field trip or vacant trip. The supervisor will post field trips in rotation in order of time of trip. If a driver reports for work at the appropriate time and the trip is canceled, the driver will be paid for that trip and the rotation will not change.
- T. Record and report all accidents to the Superintendent.
- U. Evaluate driving and road conditions. If there is some question on advisability of having school, s/he will contact the Superintendent. The Superintendent may secure additional information from the weather bureau, Road Commission, parents or police agencies. The final decision shall be the Superintendent's (Board minutes of 3/1/79).
- V. Provide drivers with written instructions provided by parents for taking students home during special circumstances such as early dismissal for weather related problems.

### ARTICLE 3

#### Responsibility of the School Bus Mechanic

- A. To make annual inspections of the school buses in order to insure a minimum of road failures and a maximum safe and economical operation.
- B. To approve or disapprove of school buses for immediate use and to make repairs and replacements of parts, as necessary.
- C. To take inservice training courses, where possible and practicable.
- D. To keep records and make reports, as required.
- E. To make periodic and objective surveys of bus equipment, routes, safety practices, repair and operating costs.

F. Keep a record of all gasoline dispensed, bus repairs, and extra trips.

#### ARTICLE 4

##### Responsibility of the Bus Driver

A. School bus drivers shall drive a school bus only on days when they have:

1. Enough physical strength to handle the bus with ease.
2. Full and normal use of both hands and feet, unless a qualified physician states that the lack of such use is not a handicap to the school bus driver.
3. Freedom from communicable disease of extraordinary nature.  
(R 325.898, Sec. 316a, Act 300 P.A. 1949)
4. Freedom from any disease or injury that impairs the ability to drive.  
(Sec. 303, Act 300, P.A. 1949, as amended)
5. The use of both eyes with a vision equivalent to 20/30 or better and no less than 140 degrees normal peripheral vision with or without glasses.
6. Adequate hearing in both ears; at least 10/20 hearing in the better ear.
7. Freedom from the use of medication that may impair ability to drive.
8. Freedom from the effects of alcohol and other drugs.
9. Freedom from mental, nervous, organic or functional disease, likely to interfere with safe driving.

B. A school bus driver shall drive a bus only after a physician certifies that s/he is physically and mentally qualified to drive. (Sec. 316, Act 300).

C. A school bus driver shall drive a bus only during the time s/he has a valid chauffeur's license in his/her possession, as required by CDL regulations (Sec. 301 (c), Act 300, P.A. 1949, as amended). Upon renewal of this license, each driver will be required to hold a commercial driver's license (1986 Federal Commercial Motor Vehicle Act) and additional endorsements as required by law.

D. A school bus driver shall drive a bus only during the time in which s/he is enrolled in a school bus driver safety education program, or possess a valid certificate of completion of the program. (Sec. 305a, Act 300, P.A. 1949, as amended).

E. The school bus driver shall possess a knowledge of Michigan statutes and local ordinances that govern and control the operation of motor vehicles.

F. The bus driver shall study the first aid procedures which will prevent death or severe and/or permanent injury to passengers and to others injured in school bus accidents. They shall, unless they have been disabled, use first aid when it is apparent that death or severe and/or permanent injury to others may follow if first aid is not provided. No medication shall be administered without a physician's directive.

- G. A school bus driver shall know how to conduct an emergency bus evacuation. S/he should conduct the bus evacuation drills on an approved site three times per school year.
- H. A school bus driver shall drive a bus only when the seat belt installed for him/her is securely buckled around him/her.
- I. Signal lamps shall be used only as provided by law.
- J. Backing of the school bus shall be avoided, if possible; when backing maneuvers cannot be avoided, children shall be retained inside the bus. If there are children outside the bus, no backing maneuver shall be made unless a competent adult observer is on hand to direct the maneuver.
- K. The school bus driver shall assure him/herself that s/he has a clear and unobstructed view of traffic conditions that affect the safe operation of his/her bus.
- L. The school bus driver shall at **ALL** times maintain a clear and unobstructed path to emergency equipment and exits from the vehicle.
- M. No books, chairs, seats, instruments, equipment or articles shall be transported in the school bus driver's compartment or placed in the school bus aisles.
- N. If the driver must leave the bus because of an emergency, or to check the exterior when children are inside, s/he shall set the parking brake, remove the ignition key, use the appropriate emergency equipment and assure him/herself that disciplined behavior will be maintained. S/he shall not leave the immediate vicinity of the bus if there are pupil passengers aboard.
- O. The school bus driver is expected to make a safety test or check of tires, lights, exhaust, oil, water, brakes, and steering before receiving any passengers. (Sec. 683, Act 300, P.A. 1949, as amended)
- P. The school bus driver shall be assured that his/her vehicle is free of physical or mechanical conditions that present clear and apparent danger to the well-being of his/her passengers.
- Q. The school bus driver shall report bus conditions to the Supervisor of Transportation, by the most available means, immediately upon recognizing a bus condition while enroute that presents an immediate danger to the passengers.
- R. The school bus driver shall, at his/her earliest opportunity, report in writing, all bus conditions that require mechanical adjustment or repair.
- S. **ALL** accidents, personal injury or property damage, no matter how small, shall be reported to the Transportation Supervisor.
- T. Pupil passengers are expected to be seated three to a 35-inch seat. Should buses be so loaded that children are routinely required to stand while being transported, this shall be reported to the driver's supervisor.
- U. The bus driver shall see to it that the bus is free of litter following all field and athletic trips.

V. The school bus driver must avail him/herself of the disciplinary procedures provided him/her by his/her supervisor. The bus driver has no authority to slap, spank, or abuse any child. Children who break the rules should be returned to their homes, or to their schools before any disciplinary action is to be taken.

W. All drivers shall use approved crossing signals and provide instruction to students on the signals.

X. All drivers are expected to attend inservice activities planned by the supervisor and will receive inservice pay for such attendance.

Y. All drivers will adhere to School Board Policies.

Z. For safety reasons, during all extracurricular trips all drivers are expected to remain at the event with students/staff or in the bus. For all-day events, if needed drivers may leave for meals after communicating with the teacher and/coach and if the driver is able to communicate with the teacher/coach via cell phone.

- ZA. 1. Personal cell phones shall not be used while the bus is in operation or at any time the driver is in the operator's seat even when the bus is stopped.
2. Cell phones may be used to check time or contact the bus garage by following the procedures in number 4 and 5 below.
3. Drivers shall not take or make any personal calls or send or receive personal text message during work time.
4. Drivers must be pulled off to the side of the road and the bus must be stopped when using a cell phone.
5. Cell phones shall not be used while sitting in the driver's seat, even while parked.

### TRANSPORTED PUPILS

The bus driver is expected to:

1. Maintain order and discipline on the part of every pupil passenger.
2. Assign seats as the director of transportation, school principal, or superintendent may direct. If authority is delegated to the driver, it is his/her duty to seat pupils so as to produce least confusion in loading and unloading pupils.
3. Permit a child to leave a bus only at a regular stop, except upon written request of parents or direction of the school authority.
4. Supervise the activities of children leaving the bus until they have crossed the highway in safety or are otherwise not subject to hazards.
5. Have children pass in front of the bus when leaving the bus and crossing the highway, and use approved signals to students.
6. Prevent children from hitching on the bus when skating, riding bicycles, etc.
7. Observe that all children are in their seats before the bus has started.
8. See that students remain in seats while bus is in motion.
9. Use the jumpseat procedure.

### TRAFFIC CAUTION

The bus driver is expected to:

1. Be considerate of other motorists and reduce speed or otherwise afford the opportunity for other vehicles to pass, so that a long line of vehicles will not accumulate at the rear of the bus.

2. Stop the school bus or turn it around on the highway, only at points where it can be totally seen at least 400 feet by traffic approaching from either direction.
3. Observe the provisions of the School Bus Stop Law and other provisions of the Michigan Vehicle Code.

### USE OF EQUIPMENT

A bus driver is expected to:

1. Use the bus, if publicly owned or leased by the school, only to transport children to and from school, except on specific instruction from the Superintendent of Schools or the Board of Education.
2. Refrain from transporting in a school bus, whether public-owned or privately, anything that would make the bus objectionable for school use.
3. See that the bus is free of litter. Following all field and athletic trips, the bus must be swept out.
4. Drive in a cautious manner, not exceeding recommended RPM's in each gear and braking sensibly.

### ACCIDENT REPORTS

A bus driver is expected to:

1. Prepare an accident report immediately after every accident involving the bus/school bus passengers.

### SCHEDULES

A bus driver is expected to:

1. Maintain the route schedule or schedules in the bus and amend the posted schedule on a timely basis, as directed by the transportation supervisor.
  2. Observe the route schedule except when to do so would involve unnecessary hazards.
3. Keep all route sheets up-to-date, including address changes and times of pickups and special instructions from parents.

### OPERATION

A bus driver is expected to:

1. Operate the signal lights when stopping the bus to load and unload passengers except within the city limits, unless local ordinances direct the use of signals. This should be observed regardless of whether or not pupils are to cross the highway when leaving the bus.
2. Make sure that all children are off the bus before filling the gasoline tank.
3. Bring the bus to a stop at a legal distance from the track when approaching a railroad crossing, regardless of whether the bus contains passengers. The driver shall not proceed across the tracks until s/he has looked carefully in each direction and has opened the door and listened for the sound of an approaching train and assured him/herself that it is safe to proceed.
4. Drive always at a safe speed.
5. Avoid any unnecessary backing of buses on school grounds or elsewhere, and when necessary to park them to accomplish this with proper signals from a responsible person on the grounds.
6. Determine road conditions on their route and what roads can be safely traveled. (Board minutes of 3/1/79)

## MAINTENANCE

A bus driver is expected to:

1. Cooperate with school officials, mechanics, and other personnel in the mechanical maintenance and repair of the bus.
2. Perform daily pre-trip inspections of vehicles and report any defect affecting safety or economy of operation immediately to authorized service garage or bus supervisor.
3. Keep the bus clean and neat at all times, including vomit.
4. Check fuel level frequently, and notify mechanic when fuel is needed.

## RECORDS, REPAIRS, AND ACCOUNTING

A bus driver is expected to:

1. Prepare reports and keep all records required, and assist school officials in mapping bus routes and planning schedules.
2. Report immediately to the superintendent, principal, or designated official, the misconduct of any pupil while on the bus under his/her immediate supervision.
3. Report complaints of parents or others requiring attention of school authorities.
4. Report any accident in which the bus or pupil passengers are involved.
  1. Report any hazard arising, which would offer an actual or potential threat to the safety of children in his/her care.
  2. Report cause for failure to maintain the bus time schedule.

## ARTICLE 5

### Responsibility of the Bus Aide

The responsibility of bus aides is as follows:

1. Buckle in wheelchairs and make sure they are secure.
2. Monitor students and make sure they are behaving.
3. If a student is having a seizure, aide needs to time the seizure and monitor the student.
4. Discipline students if needed.
5. Provide assistance whenever any student needs help getting on or off the bus.
6. Deliver any messages or perform errands as needed so driver is able to stay on the bus.
7. The A.M. aide gets mail at the ISD and delivers it to the Superintendent's Office daily.

## ARTICLE 6

### Responsibility of the Parents

The responsibility of parents whose children are transported at public expense:

1. To ascertain and insure that their children arrive at the bus stop on time in the morning.
2. To provide necessary protection of their children when going to and from the bus stop.
3. To accept joint responsibility with the school authorities for proper conduct of their children including a review with their child of bus rules and discipline.
4. To make responsible effort to understand and cooperate with those responsible for pupil transportation.
5. Ensure that children can get into house when brought home or provide instructions for drivers for unusual circumstances.

## ARTICLE 7

### Standards for School Bus Drivers and Substitutes

The safety and economy of pupil transportation depends, to a great degree, on the ability and efficiency of the bus driver and substitute bus drivers. The following are essential:

#### CHARACTER

- A. Reliability or dependability.
- B. Initiative, self-reliance, and leadership.
- C. Ability to get along with others.
- D. Freedom from use of undesirable language.
- E. Personal habits of cleanliness.
- F. Moral conduct above reproach.
- G. Honesty.
- H. Freedom from addiction to narcotics or habit-forming drugs.
- I. Freedom from use of alcoholic beverages or liquors.

#### EMOTIONAL STABILITY

- A. Patience
- B. Compassion
- C. Even temperament
- D. Calmness under stress

#### PHYSICAL REQUIREMENTS

A person is physically qualified to drive a motor vehicle if s/he:

- A. Has no loss of a foot, a leg, a hand, or an arm.
- B. Has no impairment of the use of a foot, a leg, a hand, fingers, or an arm, and no other structural defect or limitation, which is likely to interfere with his or her ability to control and safely drive a motor vehicle.
- C. Has no established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control.
- D. Has no clinical diagnosis of myocardial infraction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease or a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure.
- E. Has no established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with his/her ability to control and drive a motor vehicle safely.
- F. Has no clinical diagnosis of high blood pressure, likely to interfere with his or her ability to operate a motor vehicle safely.
- G. Has no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease, which interferes with his or her ability to control and operate a motor vehicle safely.
- H. Has no established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a motor vehicle.
- I. Has no mental, nervous, organic or functional disease or psychiatric disorder likely to interfere with his/her ability to drive a motor vehicle safely.
- J. Has distant visual acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity separately corrected to 20/40 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses, field of vision of at least 70

degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber.

- K. First perceives a forced whispered voice at not less than five (5) feet in the better ear without use of a hearing aid, or, if tested by use of an audiometric device, does not have a loss greater than 25-30 decibels at 500 Hz, 1.00 Hz, and 2.00 Hz in the better ear without a hearing aid.
- L. Does not use an amphetamine, narcotic, or any habit-forming drug, and
- M. Has no current clinical diagnosis of alcoholism.

## ARTICLE 8

### Student Bus Rules and Discipline

Riding a school bus is a privilege to allow students to get to and from school. Students are expected to cooperate with the bus driver and obey the general school and transportation rules whether on regular bus runs or school sponsored activities. While traveling away from school, students should remember that they represent their school. Students should behave as they would in the classroom. The rules and discipline policy for students in each building as approved by the Board will be the standard of behavior on the bus as well. Failure to obey school rules on the bus will result in the consequences as stated in the student handbooks. Occasionally, because of misconduct, a child may not be permitted to ride the bus until the student, driver, school authority, and parents can reach an agreement for improvement of the child's behavior.

### General Transportation Rules

1. Be at the bus stop designated, ready to board bus. The driver cannot wait for tardy pupils. Keep 10 feet from bus stop while waiting.
2. Go directly to seat and sit down. Sit with feet in front of the seat, not in the seat or on back of seat.
3. Refrain at all times from moving around while the bus is on route or in motion.
4. Musical instruments, gym bags, books, etc. must be held by the student or placed under the seat. The center aisle must remain clear at all times.
5. Observe classroom conduct (except ordinary conversation). NO SHOUTING while getting on or off and while riding the bus.
6. Keep hands, arms, head inside the bus at ALL TIMES. This includes while the bus is parked.
7. Help keep the bus clean, sanitary and orderly. No eating or drinking on the bus (possible exception: field trips and athletics). Do not damage or mar bus at any time.
8. Cooperate with the driver at all times and do what the driver directs you to do, without comment.
9. Inappropriate behavior and language will not be tolerated. Those who misbehave may be denied the privilege of riding the bus.
10. Only students assigned to ride a specific bus will be allowed to ride that bus on its regular run. You will ride your assigned bus to your home. If, in an emergency or for baby-sitting purposes, you must ride another bus or get off at other than the usual place, you must have the written consent of your parents and approval of your principal or the transportation supervisor.
11. You must cross in front of the bus in sight of the driver, *after receiving signal from the driver*, and walk when crossing the highway.
12. You should never leave by the rear door except in an emergency.
13. You may board and depart the school bus only at the school building where you are assigned. In order to board at other than your assigned building, you must have a written excuse signed by the teacher or principal who detained you.
14. The bus driver has the authority to assign seats, and students must sit in their assigned seats.
15. Do not bring dangerous items such as knives, matches, lighters, etc. onto the bus.



16. Students or parents who have a concern or suggestion for a bus driver should contact the driver before or after the route is driven. Parents should not attempt to stop a bus while the driver is enroute. If, after contacting the driver, a student or parent still has a concern, the transportation supervisor should be contacted.
17. If a student is not picked up at a regular stop and a parent wants to drive to a stop further down the route, the parent should drive to a stop ahead of the bus and let the child out of the vehicle at a regular stop at which the student could board the bus.
18. The above rules apply to all people riding school buses at all times, including field trips and athletic events.
19. Students will cooperate with sub drivers in identifying stops and normal bus routes. Consequences for not obeying bus rules and/or interfering with the normal and safe transportation of students will result in up to a five-day suspension from busing privileges.

Discipline Steps

All students are expected to obey general school and transportation rules while riding on a school bus. If a student is disorderly, s/he will be disciplined. Discipline should be CONSISTENT on the part of the driver and administration and FAIR to the student. Most misbehavior will be handled with a verbal warning from the driver to the student. If general school rules are not obeyed, the building discipline steps will be followed. If general transportation rules are not obeyed, the following steps will be taken:

1. For the first offense, a bus conduct report will be sent to the parents from the driver, with a copy to the principal and to the Supervisor of Transportation. Before the student can get on the bus the next day, the slip must be signed by the parent and returned to the driver.
2. For subsequent offenses, the driver will request a hearing to consider suspension of the busing privilege. To this end, the bus driver will submit a bus conduct report to the Transportation Supervisor. If the supervisor feels that a hearing is needed, s/he will notify the principal. The principal will set up a hearing as soon as possible and notify the student and parents of the time, place, location, and purpose of the hearing. The student will be provided with an opportunity to respond to the charges. After both the driver and student have had their say, the principal will determine if discipline is warranted and if so what the discipline will be. Generally, the progressive discipline steps will be as follows:

1st violation-	warning
2nd violation-	2-day suspension from busing privileges
3rd violation-	1 week suspension from busing privileges
4th violation-	2 weeks suspension from busing privileges
5th violation-	Suspension from busing privileges for remainder of year

ARTICLE 9

**SARANAC COMMUNITY SCHOOLS  
DAILY SAFETY INSPECTION REPAIR REQUEST**

NEEDS WORK \_\_\_\_\_  
 BUS # \_\_\_\_\_  
 DATE \_\_\_\_\_

**APPROACH**

\_\_\_\_\_ Leaks

**ENGINE COMPARTMENT**

- \_\_\_\_\_ Wires
- \_\_\_\_\_ Hoses
- \_\_\_\_\_ Belts
- \_\_\_\_\_ Radiator Coolant
- \_\_\_\_\_ Oil
- \_\_\_\_\_ Wipers/Washer Fluid

**FRONT END**

- \_\_\_\_\_ Springs (leaf)
- \_\_\_\_\_ Hangers
- \_\_\_\_\_ Tie Rod
- \_\_\_\_\_ Steering Ring Knuckle
- \_\_\_\_\_ Drag Link
- \_\_\_\_\_ Steering Gear Box
- \_\_\_\_\_ Steering Arms
- \_\_\_\_\_ Steering Wheel Shaft
- \_\_\_\_\_ Shock Absorbers
- \_\_\_\_\_ U Bolts
- \_\_\_\_\_ Eye Bolts
- \_\_\_\_\_ Frame
- \_\_\_\_\_ Brackets
- \_\_\_\_\_ Height Control Valve
- \_\_\_\_\_ Headlights
- \_\_\_\_\_ Clearance Lights
- \_\_\_\_\_ Alternating Flashers
- \_\_\_\_\_ Turn Signals
- \_\_\_\_\_ Mirror Crossover
- \_\_\_\_\_ Windshield

**START ENGINE**

- \_\_\_\_\_ Horn
- \_\_\_\_\_ Gas Gauge
- \_\_\_\_\_ Air Pressure
- \_\_\_\_\_ Oil Pressure
- \_\_\_\_\_ Vacuum Gauge
- \_\_\_\_\_ Water Temp
- \_\_\_\_\_ Ammeter
- \_\_\_\_\_ Voltmeter
- \_\_\_\_\_ Defroster Fans
- \_\_\_\_\_ Heater Fans
- \_\_\_\_\_ Light Monitor
- \_\_\_\_\_ Mirror Adjustment
- \_\_\_\_\_ Radio Check
- \_\_\_\_\_ Clutch Free Play
- \_\_\_\_\_ Modulator Brake Test
- \_\_\_\_\_ Transmission
- \_\_\_\_\_ Brake Check

**INTERIOR**

- \_\_\_\_\_ Safety Equipment
- \_\_\_\_\_ Fire Extinguisher
- \_\_\_\_\_ Fuses
- \_\_\_\_\_ Reflectors
- \_\_\_\_\_ First Aid Kit
- \_\_\_\_\_ Dome Light
- \_\_\_\_\_ Aisle
- \_\_\_\_\_ Seat Frames/Cushions
- \_\_\_\_\_ Emergency Door Latch
- \_\_\_\_\_ Emergency Door Buzzer
- \_\_\_\_\_ Seat Belt
- \_\_\_\_\_ Service Door

**RIGHT SIDE**

- \_\_\_\_\_ Fender Convex Mirrors
- \_\_\_\_\_ Rear View Mirrors
- \_\_\_\_\_ Rear RF
- \_\_\_\_\_ Tires RF
- \_\_\_\_\_ Gasoline Cap
- \_\_\_\_\_ Windows
- \_\_\_\_\_ Clearance Lights
- \_\_\_\_\_ Wheels RR
- \_\_\_\_\_ Tires RR
- \_\_\_\_\_ Windows
- \_\_\_\_\_ Alternating Flashers
- \_\_\_\_\_ Clearance Lights
- \_\_\_\_\_ Turn Signals
- \_\_\_\_\_ Stop Lights
- \_\_\_\_\_ Emergency Door
- \_\_\_\_\_ Tail pipe
- \_\_\_\_\_ Marker Lights (left side)
- \_\_\_\_\_ Windows
- \_\_\_\_\_ Wheels LR
- \_\_\_\_\_ Tires LR
- \_\_\_\_\_ Battery Compartment
- \_\_\_\_\_ Rear View Mirror 6x16
- \_\_\_\_\_ Fender Convex Mirrors
- \_\_\_\_\_ Wheels LF
- \_\_\_\_\_ Tires LF
- \_\_\_\_\_ Slack Adjuster
- \_\_\_\_\_ Chamber
- \_\_\_\_\_ Hose
- \_\_\_\_\_ Exhaust System
- \_\_\_\_\_ Splash Guards
- \_\_\_\_\_ Drive Shaft
- \_\_\_\_\_ Frame
- \_\_\_\_\_ Oil Leaks
- \_\_\_\_\_ Bellows
- \_\_\_\_\_ Lower Bellows Support

Other repairs needed: \_\_\_\_\_

***GARAGE USE ONLY***

Date \_\_\_\_\_  
 Mileage \_\_\_\_\_  
 Mechanic \_\_\_\_\_