

ACKNOWLEDGMENT

Appreciation is extended to the members of the Transportation Policy Committees for their valuable contribution to the development of written school board policies for the School District. Many hours of work by the members of these committees are represented by the policies that are contained in this manual.

Members of the 1995 Transportation Policy Committee were as follows:

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DATE OF EFFECT

This is to advise that the policy statements contained in this manual were officially adopted on date displayed on each respective statement. However, in order to promote consistency and fairness in their implementation, the policies displayed in this section will become effective throughout the School District on the date shown below. Further, the transportation policy statements contained in this manual hereby supersede all other transportation policies previously adopted by the Colbert County Board of Education.

Signed _____
Mr. Roger L'Don Moore, Superintendent

Date _____________

7 -- TRANSPORTATION

File

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- 7.4 Bus Route Regulations
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7.1 STUDENT TRANSPORTATION, ORGANIZATION AND ADMINISTRATION

Transporting students safely to and from school is of critical importance. The organization and administration assignments shown below will help to insure clear lines of responsibility and authority in School District transportation matters. The assignments are as follows:

1. The School District operates under the supervision and authority of the Board.
2. Student transportation is the responsibility of the Superintendent.
3. The Supervisor of Transportation is responsible for all phases of the program except the handling of student discipline problems. Student discipline is the responsibility of the Principal.
4. The Supervisor of Transportation administers the student transportation program with the help of his/her staff and bus drivers.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Oct 5, 1989

7.2 GENERAL TRANSPORTATION POLICIES

The following general policies are applicable within the School District:

1. School buses may be used only as directed by the Board and by the Superintendent.
2. No school bus shall be driven by persons other than regularly employed drivers, approved substitutes or personnel from the Supervisor of Transportation's staff.
3. Only students and school officials may ride the school buses on regularly scheduled routes. Teachers, other school personnel, and non-school age children must have special permission.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Oct 5, 1989; REVISED: Aug 10, 1995

7.3 PERSONNEL POLICIES

All employees of the Transportation Department (bus shop personnel and bus drivers) are subject to applicable personnel policies found in Section G of the School District's policy manual. As such, policy statements relative to leave provisions, pay periods, fringe benefits, retirement, etc. may be found in Section G and Transportation Department employees are directed to that section for applicable needed information.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Aug 10, 1995

7.4 BUS ROUTE REGULATIONS

Regulations governing bus routes shall include but not be limited to the following:

1. Transportation shall be furnished for all students who live in an area served by the School District and who live two (2) or more miles from their assigned school.
2. Special routing shall not be scheduled for students living less than two (2) miles from their assigned schools unless they are physically handicapped. However, students living less than two (2) miles from school may be transported on school buses if the students meet respective buses along their regularly scheduled routes and the buses are not overcrowded.
3. School bus stops shall be located so that drivers will have an unobstructed view for a minimum distance of 100 yards in both directions. Stops shall be located in such a manner as to serve all children as nearly alike as possible. Additional stops are permissible for handicapped students.
4. School buses will not be routed from the main highway to pick up students unless they live over three-tenths of a mile off the route and only then if there is an adequate turnaround space for buses.
5. Buses will not be routed over roads that are not maintained by the Federal, State, County, or City governments or that is not open to the public.
6. Buses shall not be routed over roads that are hazardous. This includes roads covered by high water, severely eroded roads with washouts and roads having turns, curves, grades or any other feature that would be unsafe for the buses to travel.
7. All bridges on bus routes must be of sufficient tonnage rate to assure safety in crossing for loaded buses. When a question arises as to the safety of a bridge, the decision will be governed by the recommendations of the state engineer assigned to the County road system.
8. The driver must adhere strictly to designated and approved routes and make no changes without the approval of the Supervisor of Transportation.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Oct 5, 1989

7.5 SAFETY INSPECTION OF SCHOOL BUSES

The legislation for school bus safety inspection is as follows:

1. A safety inspection of each school bus or other vehicle used for transportation of

students shall be made by State Department of Education authorized personnel identified as official school bus inspectors. An inspection of each bus shall be made at least once each year and more often when, in the judgment of the State Superintendent of Education, such inspections should be made. The State Department of Education shall advise and consult with the State Director of Public Safety relative to the type and manner of inspection to be made. The official school bus inspectors shall report immediately to the Board any safety deficiencies found in a vehicle as revealed by the inspection. Any vehicle found to be unsafe for operation should not be used to transport students until appropriate repairs have been made. Any restrictions placed on a school bus by an official school bus inspector can be lifted only (1) when a follow-up inspection reveals that the deficiency has been removed, or (2) when the Superintendent certifies to the State Department of Education that the prescribed repairs or corrections have been made.

2. Records and reports relative to such inspections and corrections shall be made on forms prescribed by the State Department of Education. Such records and reports shall be maintained on file at the Central Office for a minimum of one year.
3. The Board, based on state law, requires safety inspections made of all vehicles at least once each month. All inspections made under the direction of the Supervisor of Transportation and shall be made by state certified mechanics.
4. Forms prescribed by the State Department of Education shall be used for the recording of inspections required by the Board. Records of these inspections shall be kept on file at the Central Office for a minimum of three (3) years.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Oct 5, 1989; REVISED: Aug 10, 1995
LEGAL REF.: Ala. Code, §16-27-5; Act 281, Alabama Legislature, 1969.

7.6 SEAT BELTS FOR BUS DRIVERS

The following regulations are required for all bus drivers: "Effective September 1, 1970, each publicly owned school bus used for the purpose of transporting students to and from school related activities shall be equipped with a seat belt for the driver. Therefore, the Board requires that all bus drivers operating School District buses or buses leased by the School District to wear properly fastened seat belts when the bus is being used for the transporting of students on a public street, highway or elsewhere. Failure of any driver to comply with this requirement shall constitute a breach of contract on the part of the contract operator."

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Oct 5, 1989
LEGAL REF.: Ala. Code, §16-27-6; Act 281, Alabama Legislature, 1969

7.7 LIABILITY INSURANCE ON SCHOOL DISTRICT VEHICLES

"The Board requires liability insurance on all vehicles owned or operated by the School District and for the protection of the Board from errors or acts of omission and approves the purchase of such

insurance from Board funds. Liability insurance shall be obtained for Board members which also includes an omnibus clause or extended coverage which covers its servants, agents and employees using the vehicle with permission."

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Oct 5, 1989; REVISED: Aug 10, 1995
LEGAL REF.: Ala. Code, §16-27-7; Opinion of former Attorney General William J. Baxley (Nov. 12, 1971).

7.8 USE OF BUSES FOR ACADEMIC FIELD TRIPS

School District school buses may be used for educational related field trips anywhere within the boundaries of Colbert, Lauderdale, Lawrence, or Franklin Counties in Alabama and also in Tishomingo County in Mississippi. The buses must be returned to the departure point no later than two (2:00) o'clock p.m., with the exception of trips to the Bear Creek Environmental Education Center. Teachers/field trip sponsors are responsible for the buses being returned at the proper time. Failure to do so, excluding mechanical failure, flat tires, etc., will result in those teachers/field trip sponsors who are involved being prohibited from scheduling other field trips during the school year.

Trip Mileage Report

The Trip Mileage Report must be completed by both the Driver and the Teacher/Chaperone and returned to the Transportation Department at the completion of each field trip.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Jun 3, 1993

7.9 TV SURVEILLANCE CAMERAS ON SCHOOL BUSES

To provide and maintain a safe and secure environment for students and employees, the Board will use surveillance equipment on School District owned buses on a permanent or random basis. Said cameras shall be used to monitor student conduct while riding the buses. Any information obtained through the use of surveillance equipment shall be used only for school disciplinary or law enforcement purposes. Recorded tapes shall be stored in secure places with access by authorized persons only. Students and parents/guardians by presentation of this policy are hereby notified of the use of such surveillance cameras by the School District.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Aug 10, 1995

7.10 QUALIFICATIONS FOR BUS DRIVERS

To be eligible to be employed as a school bus driver or substitute bus driver or to drive other vehicle used to transport students to and from school or school-related activities a person must:

1. Be at least 21 years of age and have valid CDL operator credentials with a passenger endorsement.

2. Have a valid State Department of Education School Bus Driver's Certificate. Requirements are as follows:
 - a. When the State Superintendent of Education receives evidence that the applicant has satisfactorily passed the written examination and driver performance test, a SDE School Bus Driver's Certificate will be issued to the applicant. This certificate shall be valid until August 31 of the following school year. The SDE Certificate may be renewed each successive year when the applicant attends and completes a school bus training course consisting of four (4) clock hours. The training course shall be planned and conducted in such a manner as prescribed by the State Superintendent of Education.
 - b. No temporary SDE Certificates are issued by the State Superintendent of Education.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Oct 5, 1989
LEGAL REF.: Ala. Code, §16-27-4; Act 281, Alabama Legislature, 1969.

7.11 QUALIFICATIONS FOR SUBSTITUTE BUS DRIVERS

In order to qualify for employment as a substitute school bus driver in the School District, the following criteria must be met:

1. Complete an employment application and place it on file in the Central Office, and
2. Meet all qualification criteria specified for regular school bus drivers (See Policy 7.14, Bus Driver Qualifications).

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Oct 5, 1989; REVISED: Aug 10, 1995

7.12 TRAINING REQUIRED FOR CDL AND SDE SCHOOL BUS DRIVER'S CERTIFICATE

General

School bus drivers in Alabama are required by law to have a CDL and State Department of Education School Bus Driver's Certificate. New prospective school bus drivers are usually trained on the local level by experienced school bus drivers and the Transportation Supervisor, who have a thorough knowledge of the skills needed to be safe drivers and are thoroughly familiar with the transportation policies of the Board.

Training for CDL and SDE Certificate

Training for securing the CDL and SDE Certificate consists of a 12 hour training session that includes as a minimum the following general topics:

1. General Board regulations applying to school bus transportation.

2. School bus route, schedule, and stops.
3. Loading, unloading, and use of special signal devices.
4. Emergency evacuations.
5. Student conduct and discipline.
6. Traffic ordinances, rules of the road, and general driving procedures.
7. Pre-emergency plans for hazardous weather conditions.
8. Behind the wheel training that includes the following topics:
 - a. Steering
 - b. Using the clutch
 - c. Shifting
 - d. Understanding automatic transmissions
 - e. Turning
 - f. Backing
 - g. Starting
 - h. Stopping
 - i. Parking
 - j. Passing
 - k. Following
 - l. Signaling
 - m. Daily pre-trip inspection procedures

Renewal of the SDE Certificate

The SDE School Bus Driver's Certificate must be renewed annually. Each year, instructors from the State Department of Education make on-site visits to teach course work that all school bus drivers must take to renew their SDE School Bus Driver's Certificates. The course consists of four (4) hours of instruction. Any costs associated with transportation to and from such course must be borne by the school bus drivers.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Oct 5, 1989; REVISED: Aug 10, 1995

7.13 DRUG TESTING OF BUS DRIVERS

In compliance with the Omnibus Transportation Employee Testing Act of 1993, as a condition of employment, the Colbert County Board of Education (hereafter referred to as the Board) reserves the right to require designated employees to sign an Application/Employee Consent Form and to submit at any time to drug tests to determine the presence of prohibited substances.

Objectives

1. To create and maintain a safe, drug-free working environment for all employees.
2. To encourage any employee with a dependence on, or an addiction to, alcohol or other drugs to seek help in overcoming the problem.
3. To reduce problems of absenteeism, tardiness, carelessness, and/or unsatisfactory matters related to job performance.
4. To reduce the likelihood of incidents of accidental personal injury and/or damage to students, or property.
5. To comply with Federal regulations and requirements of the Omnibus Transportation Employee Testing Act of 1993.
6. To reduce the likelihood that school property will be used for illicit drug activities.
7. To protect the reputation of the School District and its employees.

Enforcement

1. As a condition of employment, the Board reserves the right to require all designated employees (defined in its broadest sense as anyone who has a school bus driver's license with the School District or anyone who drives a vehicle belonging to the Board on a regular basis) to submit at any time to determine the presence of prohibited substances.
2. Pursuant to Board policy and procedures, designated employees will undergo testing:
 - a. At the time of initial employment;
 - b. When the Board or its designee has reasonable cause to believe an employee has violated its drug and alcohol policies;
 - c. On a random basis without advance notice;
 - d. Following any reportable accident as defined by federal law.
3. The Board also reserves the right to search desks, cabinets, tool boxes, vehicles, including personal vehicles brought on the School District's property, bags, or any other property at the school or in their personal vehicles.
4. Violation of these rules, including testing positive, will subject the employee to discipline, including discharge. Refusal to cooperate with the School District's procedures in any test investigation will result in discipline, including discharge.

Procedures for implementing the required drug testing will be developed and approved by the Board. Results of drug testing shall not be released by the Board, beyond the NRO, and the School District's management without the individual's written authorization, except as may be required by law.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Jan 5, 1995
LEGAL REF.: Omnibus Transportation Employee Testing Act of 1993, Federal Register/Volume 59. no. 31. Tuesday Feb 1994.

7.13.F BUS DRIVER'S DRUG TESTING ACKNOWLEDGEMENT FORM

**COLBERT COUNTY BOARD OF EDUCATION
Tuscumbia, Alabama**

I, _____, an employee of COLBERT COUNTY BOARD OF EDUCATION, hereby certify that I have received copies of the School District's Drug-Free Workplace (FILED: 4.44) and Drug Testing of Designated Employees policies (FILED: 4.45). I acknowledge that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on School District property and to have such substances in my blood system while performing job-related functions are a violation of these policies. I further realize that I may be subject to drug and alcohol testing as a precondition to and to continued employment as stated in these policies. I further acknowledge that any violation of these policies may subject be to discipline up to and including termination. I agree that I will notify the Superintendent or designee of any criminal drug conviction no later than five (5) days after such conviction.

Signature

Date

7.14 BUS DRIVER RESPONSIBILITIES FOR SCHOOL BUS OPERATION

In order to operate a bus with safety, the following procedures should be met:

1. Driving the bus and operating its special signals and controls requires your full attention at all times. If you are temporarily upset by personal problems that would prevent you from giving your full attention to your responsibilities as a school bus driver, then leave the driving to another authorized driver.
2. In changing from one bus to another, familiarize yourself with any differences there may be in the various switches, signals, and controls. Get the feel of the width, length, and weight and handling characteristics of the vehicle so that you will quickly adjust to the differences and be able to handle the bus with skill in all situations.
3. Before starting on your morning run, make the daily pre-trip inspection of you bus and complete the Driver's Daily Pre-Trip Inspection Sheet.
4. After examining the condition of the bus on the outside, carefully check the gauges on the instrument panel whenever the engine has been started. On cold mornings give the engine a chance to warm up before increasing the speed. With air brakes, you must wait until the air pressure has built up to operating pressure and the warning buzzer has gone off. Before leaving, make sure all areas of the windshield, the driver's side window, the door glasses and the rear glasses are free of fog and anything else that might keep you from seeing clearly and completely. If the bus passes your inspection, fasten your seat belt and proceed. If it does not, call in for a replacement bus.
5. Stop and investigate if the engine or any other component of the drive train develops any vibration or unusual noise. The same caution should be observed if there is a noticeable change in the operating characteristics of the braking and steering.
6. Follow the posted legal speed limits. In all cases, speed must be controlled by road conditions and common sense. If a bus driver exceeds the posted limits or if the bus is being driven too fast for existing road conditions, it will be considered reckless driving and grounds for dismissal.
7. There is no acceptable excuse for a collision caused from backing a school bus. In most cases the bus can be stopped in such a position that backing will be unnecessary. Whenever it is necessary, have a reliable person help you.
8. Buses must run at least seventy-five yards apart while on the open road. Buses should not run side by side for extended distances on either 4-lane or other multi-lane roads.
9. Do not pass other vehicles at intersections, on curves, or approaching the crown of a hill. In almost no case should buses need to pass each other.
10. The bus must be brought to a full stop before entering or crossing the highway or any other road and proceed only after safety is assured.

11. The service door must be closed while the bus is in motion. It is the driver's responsibility to see that students do not stand in the entrance of the bus or have any portion of their head, arms or shoulders extending out of open windows while the bus is moving.
12. The stop sign is to be used only when students are being picked up or discharged. Under no circumstances will a driver use the stop sign to expedite a turn to the left by attempting to stop oncoming traffic. Remember that oncoming traffic always has the right-of-way when you are making a left turn.
13. Remain on the highway to load or unload students. To pull off, invites traffic to pass and thus violates the law that states that all traffic must stop in both lanes when buses are loading and unloading.
14. Do not stop on the interstate highway system unless there is a serious mechanical problem with the vehicle or an emergency situation involving students on board. If you must stop before you can exit the freeway, pull over on the shoulder as far as possible and turn on the hazard warning lights and raise the hood.
15. When approaching a point at which a turn is to be made either to the right or to the left, warn traffic approaching you from the front or rear by turning on the left or right turn signals. These signals should be given at least 100 yards in advance of the expected turn. This same rule applies when you plan to change lanes. Make sure that you have adequate clearance before making a turn or lane change.
16. Pass overtaken vehicles on the left, but only after sounding the horn and only when the road ahead is clear enough to permit getting back onto the right lane with safety.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Oct 5, 1989; REVISED: Aug 10, 1995

7.15 BUS DRIVER RESPONSIBILITIES FOR EMERGENCY EVACUATIONS

For the safety of the riders, the bus must be evacuated with care during times of emergency. Some guidelines are as follows:

1. The bus should be evacuated in case of fire or danger of fire. The passengers should be instructed to move at least 100 feet or more from the bus and remain there until re-directed by the driver or other proper authority. The bus should also be evacuated if it is near an existing fire and cannot be moved away or if the presence of gasoline or other combustible materials makes the situation hazardous.
2. In the event a bus is stopped due to an accident, mechanical failure, road conditions or human failure, the driver must determine immediately whether it is safe for the passengers to remain on the bus or if they should be evacuated. The driver must evacuate the bus if:
 - a. The final stopping point is in the path of any train or adjacent to any railroad track.

- b. The stopping position of the bus may change and increase the danger. For example, a bus should be evacuated immediately if it should come to rest near a body of water or a steep drop-off where the vehicle could easily shift and go into the perilous area.
- c. The stopping position of the bus is such that there is danger of other vehicles colliding with the bus. In normal traffic conditions, the bus should be visible for a distance of 100 yards or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Oct 5, 1989

7.16 BUS DRIVER RESPONSIBILITIES AT RAILROAD CROSSINGS

In order to avoid accidents at railroad crossings, extreme care must be taken such as the following:

1. All school buses must be brought to a complete stop before crossing a railroad. All buses, loaded or unloaded, must come to a complete stop no less than fifteen feet or more than fifty feet from the track rails.
2. When drivers are making stops for railroad crossings, they must carefully observe traffic, reduce the speed, and activate hazard lights far enough in advance of the stop, to avoid trapping other motorists in panic stops or rear end collisions with the bus.
3. The driver, when stopped, shall open the service door, and while stopped, listen and look in both directions along the track for approaching engines, trains, or cars. Under no circumstances will the driver attempt to cross the tracks when a train can be seen approaching. In no instance may a signal indicating that it is safe to cross be considered as conclusive or serve to abrogate this precaution. Mechanical devices are subject to failure.
4. Drivers shall close the service door before putting the bus into motion. In every instance, the driver shall cross in such a gear that will not necessitate changing gears while traversing such crossing. The driver should not shift gears while the bus is actually crossing the tracks.
5. In the event that a train has passed over the crossing, the bus driver should be sure that adjacent tracks are clear prior to advancing the bus forward.
6. For improved vision and hearing, a window at the driver's left should be opened and all noisy equipment (fans, etc.) should be turned off until the bus has cleared the crossing.
7. Remember that train schedules may change without prior notification, therefore, proceed with caution.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Oct 5, 1989

7.17 BUS DRIVER RESPONSIBILITIES FOR LOADING, UNLOADING, AND USING SPECIAL SIGNAL DEVICES

Use extra caution as students get on and off of the bus.

1. All buses currently owned and operated by the School District conform to guidelines specified by the National Highway Traffic Safety Administration, Highway Safety Program Standard No. 17 and Federal Motor Vehicle Safety Standard 108 (eight light system). As such all school bus drivers shall:
 - a. activate the flashing amber warning lights before the bus begins to slow down so motorists will have ample time to stop when the bus stops, i.e., turn on the amber lights on at least 100 yards before you bring the bus to a complete stop.
 - b. open the door only when the bus has been brought to a complete stop, i.e., this will turn off the flashing amber lights and simultaneously turn on the flashing red lights and put out the stop arm with it's flashing red light. Set the parking brake and place gear in neutral.
 - c. place bus in gear and release the parking brake. Close the door, which brings in the stop arm and turns off the overhead flashing red lights. The bus should then be started forward.
2. Stop the bus ten or fifteen feet ahead of all stops where students must cross the road to get to their homes. This will cause them to walk diagonally in front of the bus and place them where you can see them and where they will be in a better position to see any vehicles approaching from the rear of the bus.
3. When unloading students, keep the stop arm out until they are safely on the side of the highway or out of the street and beyond the curb. If they live on the left side of the street or road, watch for traffic approaching the bus in either direction and warn them not to cross if it is not safe to do so. Before starting forward, check both left and right rear view mirrors and make sure that no student is near the sides of the bus. Check the safety cross mirror mounted on the front of the bus and make sure that a student is not still in front of the bus before you start forward.
4. Do not allow students to open the rear emergency door and enter or leave the bus unless told to do so under emergency conditions or emergency evacuation drills. See that the handle is in full lock position while transporting students. Do not allow students to partially open the latching mechanism or lean upon the door. Check the latch periodically to make sure it works freely and fastens the door securely
6. If a funeral procession should overtake a bus while loading or unloading, it is suggested that the bus be pulled over on the shoulder and stopped. After the procession has passed by, check traffic in front and behind the bus and pull back onto the road when it is safe to do so.
7. When students are on board, drivers must remain on the bus at all times while the engine is running. If students are on board and the driver must leave the bus for any reason, the engine must be stopped and the keys removed and kept in possession by the driver.

8. Drivers are to always check the bus after unloading to see that no students are left on the bus.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Oct 5, 1989; REVISED: Aug 10, 1995

7.18 BUS DRIVER PRE-EMERGENCY PLAN FOR HAZARDOUS WEATHER CONDITIONS

The following procedure will be used in times of or in times of the threat of inclement and/or hazardous weather:

1. Personnel in the Superintendent's office will contact radio station WLAY-FM to make all announcements concerning the operation of schools during unusual and hazardous weather conditions as early as possible.
2. Each driver is expected to have a radio at home and should tune to station WLAY-FM when unusual weather conditions exist or are expected to develop.
3. Follow these instructions during the late afternoon, at night, and at early morning non-school hours.
 - a. Listen to the radio station indicated above.
 - b. Should there be an announcement from the Superintendent's office that buses will not run, call the Transportation Office for further instructions.
4. If severe weather conditions occur during the day between morning and afternoon runs, listen for any announcements from the Superintendent's office. If the announcement indicates schools will be closed earlier than usual, report at once to the principal of the school you normally serve first in the afternoon.
5. Use your own initiative. If weather conditions such as fog, icy roads, etc. prevail in your area to such a degree that you consider it unsafe to travel and the Superintendent has not issued any instructions by radio, do not start your route. If the condition develops while you are in route, find a safe place, pull off the road and wait until the situation clears.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Oct 5, 1989; REVISED: Aug 10, 1995

7.19 BUS DRIVER RESPONSIBILITIES FOR ACCIDENT REPORTING AND PERFORMING EMERGENCY PROCEDURES

Throughout this manual, discussions relative to ways and means of promoting safety and avoiding accidents have been addressed. However, a number of accidents still occur each year. It is the strong hope of the Board that a thorough understanding of these rules, regulations, and policies by everyone concerned with the transportation program will reduce the number of accidents and lead to a safer program.

It is important that the passengers and drivers have a good understanding of the meaning of an accident and the things, which should be done and should not be done when they are involved in one.

It is hoped that no serious accident will occur. If one does occur, the driver should remain calm and organized so that he/she can quickly carry out the responsibility that is thrust upon him/her at the moment that an accident takes place. These responsibilities can be placed in the following groups:

1. Reporting the Accident - If there appears to be any need for an ambulance or emergency medical service, send a reliable person to call E911, an investigating officer, and the transportation office.
2. Assisting the Injured - Keep the injured lying down in a comfortable position until you know whether the injury is serious. Look for hemorrhages, wounds, burns, fractures and dislocations or stoppage of breathing. Keep the injured warm, comfortable and cheerful, if possible. Keep calm and do not be hurried into moving the injured. Never give water or other liquids to an unconscious person. Keep onlookers away and don't let the patient see his/her own injury. If the injured is carried by a motorist, get the driver's name and address and direct him/her to the nearest hospital.
3. Managing the Scene of an Accident - Protect the scene of the accident by directing traffic or having someone else direct it until help is received from the state trooper or local police. Keep leaking gasoline from catching fire. Move the bus, if possible, if it is creating a hazard.
4. Making Out the Accident Report - Whenever possible, start gathering the information you will need for your accident report. Secure the names and addresses of competent witnesses. Exchange identification with the other driver if there is one, but do not assume responsibility for the accident. Remember that all accidents must be reported. If you are in doubt as to whether the event was an accident, then the following definition should answer the question:

"An accident is defined as the coming together of two objects which result in property damage and/or personal injury regardless of who was injured, and what property was damaged, to what extent, or where it occurred."

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Oct 5, 1989; REVISED: Aug 10, 1995

7.20 BUS DRIVER RESPONSIBILITIES FOR PERFORMING DAILY PRE-TRIP INSPECTION

Inspection

All bus drivers are required to perform a Daily Pre-Trip Inspection of their bus prior to beginning the morning route. Such inspection requires that you check the following: a) engine oil and water; b) fan belts and water hose; c) windshield & windows; d) tires and lugs; e) exhaust system; f) breaks and

break leaks; g) park and emergency brake; i) emergency door and buzzer; j) lights; k) warning flashers; l) stop arm; m) steering wheel and horn; n) mirrors; o) emergency equipment; p) seats and interior; q) driver's seat and belt; r) service door; s) windshield washers; t) defroster; and u) gauges.

Further, as you walk around your bus, check the overall outward appearance of the bus. As tires are checked be sure to look for anything that may have become wedged between the rear dual wheels. Check to see that the tailpipe is secure and not rubbing against the brake lines. If you add water during the winter months, notify the head mechanic so that the anti-freeze and the cooling system may be checked.

Completing the Driver's Daily Pre-Trip Inspection Sheet

Upon completion of the inspection of the items noted above, all drivers are to complete the checklist on the Driver's Daily Pre-Trip Inspection Form on the Driver's Monthly Report Form.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Aug 10, 1995

7.21 BUS DRIVER RESPONSIBILITIES FOR MAINTAINING STUDENT BEHAVIOR

The responsibilities are as follows:

1. Drivers are expected to exercise those courtesies which passengers are required to show drivers.
2. Know your passengers by name as soon as possible.
3. Explain to passengers what is considered abuse and the penalty for inflicting such abuse.
4. Make every effort to win the respect of all your passengers. Students are not allowed to smoke on the bus. You could not win their respect if you smoked while driving. This principle applies to other things such as tone of voice, language and the manner in which you dress.
5. Handle cases of seat cutting, marking on walls and other forms of abuse promptly, fairly and firmly.
6. If you have to make corrections, stop the bus. Never make corrections while the bus is in motion.
7. If necessary, take a discipline problem to the student's principal. Use the "Bus Conduct Report Form" provided by the transportation office.
8. Students should get off of the bus only at their designated locations. If the discipline problem is such that the driver cannot drive safely to the student's usual destination, stop immediately, and notify either the principal or the transportation office. This rule applies

at any time whether going to or coming from school. Drivers can tell a student not to get on in the morning but the student's principal must be notified and told why such action was taken.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Oct 5, 1989

7.22 BUS DRIVER RESPONSIBILITIES FOR COMPLETION OF BUS CONDUCT REPORT FORM

Bus drivers are responsible for completing the School District's Bus Conduct Form when a student exhibits inappropriate conduct on the bus. The Form must be completed not later than the day following such misbehavior and turned in to the principal of the school the student attends.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Aug 10, 1995

7.23 GROUNDS FOR TERMINATION OF BUS DRIVERS

Bus drivers employed by the School District are subject to and shall be terminated from employment only in accordance with the provisions of *Ala. Code*, 36-26-100 to 108, commonly referred to as *The Fair Dismissal Act of 1983*. Grounds specified for termination include the following: failure to perform job duties in a satisfactory manner, incompetency, neglect of duty, insubordination, immorality, justifiable decrease in employment positions, and other good and just causes.

In addition to the grounds for dismissal listed in *Ala. Code*, the following specific infractions are strictly prohibited and will place any violator in jeopardy of dismissal from employment as a School District bus driver:

1. Failure to maintain all necessary credentials, i.e., CDL and State Department of Education Bus Driver's Certificate.
2. Violation of the rules governing railroad grade crossings.
3. Drinking alcoholic beverages while on the job, being convicted of possession and/or use of illegal drugs, or failing any drug test administered in accordance with the Federal Omnibus Transportation Act.
4. Conviction of reckless driving.
5. Conviction of DUI.
6. Failure to report an accident.
7. Use of indecent or profane language in the presence of students.
8. Failure to fasten seat belts while operating the bus

9. Immoral conduct in the presence of students.
10. Change of legal residence which requires undue additional dead-head mileage to buses.

In addition, bus drivers have a tremendous influence on the lives of young people. Therefore, School District bus drivers should conduct themselves in an honorable and ethical manner by adhering to the following basic principles:

1. Continually exhibit the following characteristics:
 - a. Reliability and dependability
 - b. Initiative and leadership
 - c. Ability to get along with other people
 - d. Personal habits of cleanliness and good grooming
 - e. Honesty beyond question
 - f. Good morals
 - g. Freedom from the use of alcohol, drugs, and narcotics - (Drivers are not permitted to smoke on the bus.)
 - h. Emotional stability (patient, calm under stress, even-tempered, considerate)
2. Abide by the policies set forth in this manual.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Oct 5, 1989
LEGAL REF.: Ala. Code, §§36-26-100 to -106.

7.24 STUDENTS ENTITLED TO PUBLIC TRANSPORTATION

Any student meeting the following criteria is eligible to be transported to and from school on School District buses/vehicles:

1. The student's parent/guardian/custodian legally resides within the area served by the School District or in a reciprocal agreement area.
2. The student's parent/guardian/custodian legal residence is at least two (2) miles from the school to which the student is assigned. However, such student may be transported provided he/she meets the bus along its normal route and the bus is not overcrowded.

The following specific limitation shall apply to eligibility for transportation by School District buses:

1. Under no circumstances shall the School District be responsible for providing transportation to and from school for students whose parent/guardian/custodian resides outside the area served by the School District or outside a reciprocal agreement area.
2. Students who reside on roads/driveways/etc. that are too dangerous for the safe passage of school buses and/or are determined as impassable or dangerous by Supervisor of Transportation or Superintendent may not be transported by School District buses over the dangerous or impassable roads, etc.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Oct 5, 1989; REVISED: Aug 10, 1995
LEGAL REF.: Ala. Code, §16-13-51, §16-28-6; Alabama Constitution, §14-263-11.

7.25 STUDENT DISCIPLINE ON SCHOOL BUSES

Transporting of students to and from school and/or school-sponsored activities is a vital part of the School District's role in providing for a free and appropriate education for the youth in our County. The fundamental goal of the transportation department is to provide reliable and safe transportation for all students residing in areas served by the School District. Good behavior on the part of students while being transported contributes positively to the effectiveness, efficiency, and safety of the School District's transportation program. Therefore, it is important for parents/guardians/custodians and students to understand that the student behavior code set by the School District and individual schools are applicable to students while being transported via school bus. While school itself is concerned about good behavior for various reasons, another factor is involved when we talk of good behavior on the school bus. That factor is SAFETY. Inappropriate and potentially dangerous behavior by students on school buses is one of the greatest threats to safety of students and bus drivers. The ability school bus drivers to drive defensively, to be alert to all driving hazards, and to make quick decisions is often dependent on orderly and well behaved student passengers. It is evident that high standards of discipline and good behavior must be maintained at all times in order that drivers perform their work well. The manner and proficiency with which they handle student discipline problems will determine to a great extent how successful they will be as school bus drivers.

In addition to the applicability of the School District's Student Code of Conduct and local school rules and regulations on student conduct, the following regulations shall apply to all students riding School District-owned or leased buses/vehicles:

1. Students are responsible to the bus driver while riding the bus.
2. Students are subject to their school's student code of conduct while riding school buses.
3. Students shall not ride school buses on trips other than regular runs without filing permits with the principal that have been authorized by their parents/guardians/custodians for such trips.
4. Students shall be required to get on and off buses only at stops approved for them and at no other stops without the written approval of the principal.

Students should adhere to the following rules when boarding and riding school buses:

1. Be on time at the designated pickup sites;
2. Stay off public roads while waiting for the bus;
3. Wait for the bus to stop before attempting to board;
4. Keep all body parts inside the bus at all times;

5. Assist in keeping the bus safe and clean;
6. Refrain from loud talking or behavior, which may divert the driver's attention;
7. Refrain from damaging the bus (pay for any damage to seats, windows, etc.);
8. Do not bring bottles, cans, food, balloons, etc. onto the bus;
9. Leave no books, lunches, etc. on buses;
10. Keep aisles of the bus unobstructed at all times;
11. Help with the comfort and safety of smaller students;
12. Do not throw anything out of bus windows;
13. Remain in your seat while the bus is in motion;
14. Remain quiet when the bus is approaching a railroad crossing stop; and,
15. In case of a road emergency, remain in the bus or follow the driver's instructions.

Students should adhere to the following requirements when exiting and crossing in front of the bus:

1. Make certain that the bus has come to a complete stop, that the door is still open, and that the stop signal is extended;
2. Cross in front of the bus within sight and hearing of the driver, look both ways, and stay out of line of traffic until the path across the roadway is free from danger;
3. Proceed across the roadway upon signal from driver or bus patrol; and,
4. Proceed with extreme caution across four-lane roadways.

SOURCE: Colbert County Board of Education, Tusculmbia, AL
ADOPTED: Oct 5, 1989; REVISED: Aug 10, 1995
LEGAL REF.: Ala. Code, §16-8-7 to 9, §§16-8-13 to 14, §16-13-51, §§16-27-1 to -6, 16-39-11; Conecuh County Board of Education v. Campbell, 162 So. 2d 233 (1964); Stout v. Jefferson Co. Bd. of Ed., 419 F.2d 1211 (5th Cir. 1969); Carr v. Montgomery Board of Ed., 377 F. Supp. 1123 (M.D. Ala. 1974).

7.26 SUSPENSION OF STUDENT TRANSPORTATION PRIVILEGES

Student transportation to and from school at public expense is considered a privilege and not a right. Good behavior by students while riding school buses is expected and will be required. Therefore, all student behavior codes applicable at school are also applicable to students while being transported via School District buses or on buses/vehicles leased or controlled by the School District. A student's bus riding privilege may be suspended if:

1. The principal, based on reasonable evidence, determines that the student has participated in misconduct on a School District bus/vehicle. Further, such student may also be suspended from school for such misconduct on a school bus or buses.
2. The principal, based on reasonable evidence, determines that the student is guilty of destroying or damaging school bus equipment. In such cases, the student may be placed on immediate suspension from the bus/vehicle and he/she or his/her parent/guardian/custodian will be assessed for cost of all replacements and/or repairs. Restitution for such replacements and/or repairs must be made before permission can be granted for such student to resume riding the bus.
3. The principal, based on reasonable evidence, determines that a student is guilty of a violation(s) of any Class III; Major Offense of the Student Code of Conduct, Filed 6.22, while riding a School District bus/vehicle will be placed on immediate suspension from the bus/vehicle. Further, such violation(s) will result the application of Class III Administrative Alternatives. In addition, appropriate legal authorities may be notified for possible legal action.
4. The principal, based on reasonable evidence, determines that a student is guilty of a series of violations of Class I or II offenses of the Student Code of Conduct, Filed 6.22, while riding a School District bus/vehicle may be placed on immediate suspension from the bus/vehicle. Further, such violation(s) will result the application of Class I or II Administrative Alternatives. In addition, appropriate legal authorities may be notified for possible legal action.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Oct 5, 1989; REVISED: Aug 10, 1995

7.27 PRINCIPAL'S ROLE IN STUDENT TRANSPORTATION

The principal of the school plays a very important role in student transportation and has certain definite responsibilities. Some of which are as follows:

1. Working with the Supervisor of Transportation on problems that arise relating to:
 - a. Student-driver relationships
 - b. Attitudes of parents toward transportation
 - c. Bus stops
2. Handling discipline problems of transported students. When discipline problems arise between or among students who ride the same bus but attend different schools, the school principals involved shall make every attempt to confer with one another prior to administering discipline procedures. Such conference shall be for the purpose of agreeing on appropriate discipline measures that are fairly and consistently applied.
3. Designating loading, unloading and parking areas for buses.

4. Working with the Supervisor of Transportation in scheduling the arrival and departure time of the buses.
5. Assigning teachers to supervise loading and unloading of school buses.
6. Observing the daily operation of buses around the school and when possible out in the transported zones.
7. Reporting incidents considered to be unsafe and/or not in compliance with the policies and regulations in the manual to the Supervisor of Transportation.
8. Including school bus safety in the instructional program and insuring that students are made aware of applicable policies and behavior codes that apply while riding School District school buses/vehicles.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Oct 5, 1989; REVISED: Aug 10, 1995

7.28 TEACHER'S ROLE IN STUDENT TRANSPORTATION

No public school transportation system can function as smoothly or be as thorough in its safety education program as it should without the aid of the classroom teachers. They have many responsibilities toward transportation such as:

1. Keeping accurate records of attendance of transported students.
2. Learning the rules, regulations and policies of the Board related to the transportation system so as to be able to assist and advise children or parents with questions or problems.
3. Assisting the principals in carrying out their responsibilities related to transportation upon his/her request.
4. Seeing that students who ride school buses are familiar with the rules, regulations and policies of concern to them and report to proper authorities any violations by either drivers or students.
5. Recognizing and accepting the fact that student transportation is a vital part of public education and that a school bus is a rolling classroom. Allocating time to instruct students on how to ride a school bus safely, and in such a manner as to provide a maximum contribution to their total education. Understanding that riding a school bus affords opportunities for students to learn such things as safety, courtesy, cooperation, respect for the rights of others and worthwhile training in that it can be more than just transportation to and from school.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Oct 5, 1989

7.29 GENERAL REGULATIONS GOVERNING BUS STUDENTS

It is imperative that students and their parents/guardians/custodians follow prescribed procedures when:

1. **Bus students seek to ride buses other than the one to which they are assigned.**
Students must ride the buses to which they are assigned. Students wishing to ride other buses to other locations must have a written request from their parents/guardians/custodians outlining such arrangements and have the note approved by the principal with bus driver notifications given by the principal.
2. **Bus students seek to board and get off buses at stops other than their regular stops.**
Unless approved by the principal, students shall board and depart School District buses only at regularly scheduled stops nearest their homes, and board buses for the return trip only at the school where they are enrolled.

Bus students who live in a non-transported area with one parent/guardian/custodian will not be allowed to ride buses to the homes of the other parent/guardian/custodian unless permission is obtained, in writing, from the legal guardian. Such request must be approved by the principal with driver notification. This regulation also applies to students who want to ride a different bus to another area to visit parents/guardians/custodians.

3. **Bus students must remain after school for varying reasons.**
If a student who rides a bus is required to remain after school hours, the school must have on file a signed statement by the parent/guardian/custodian showing that notification to this effect has been received from the teacher and that the parent will make arrangements for the student's transportation on this date.
4. **Bus students seek to ride a bus to a school where they are not enrolled.**
Students will not be permitted to ride a school bus to a school where they are not enrolled unless they have the permission of both principals and the bus driver has been officially informed in advance.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Oct 5, 1989; REVISED: Aug 10, 1995