

Sweet Home School District No. 55

# TRANSPORTATION DEPARTMENT

School Bus Drivers' Handbook

2024-2025



**THIS BOOKLET IS INTENDED TO BE ONLY A RECAP OF RULES AND REGULATIONS APPLYING TO SCHOOL BUS DRIVERS. THE BUS DRIVER SHOULD READ AND REVIEW THE DISTRICT'S BOARD POLICIES ON TRANSPORTATION, *THE OREGON PUPIL TRANSPORTATION MANUAL* PUBLISHED BY THE OREGON DEPARTMENT OF EDUCATION AND THE *OREGON COMMERCIAL MOTOR VEHICLE MANUAL*.**

Sweet Home School District does not and shall not discriminate based on race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients. Superintendent Terry Martin has been designated to coordinate compliance with these legal requirements and may be contacted at 1920 Long Street, Sweet Home, OR 97386, 541-367-7126.

## STAFF CONTACTS

	<u>Work Phone</u>	<u>Home Phone</u>	<u>Cell Phone</u>
Darel Bidwell Director	367-7129		458-223-0735
Tyanne Pickle Dispatcher	367-7116		458-201-0611
Darin Dixon, Head Mechanic	367-7130		541-619-9294
Ron Carter, Assistant Mechanic	367-7130		541-409-3308
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Michelle Jewell, Driver/Trainer	367-7116 EXT 216		541-520-6552

## WHY A HANDBOOK OF RULES AND REGULATIONS IS NECESSARY

The goal of the Transportation Department and the primary responsibility of every school bus driver is to provide safe, comfortable and reliable transportation for schoolchildren in the most cost-efficient manner possible. If these goals are to be realized, every driver must cooperate with the Transportation Supervisor, and other drivers, by bringing a conscientious and cooperative attitude to work each day by following training suggestions and by following uniform rules and policies that enable Transportation to work in a consistent way. The purpose of this *School Bus Drivers' Handbook* is to provide drivers with a listing, in quick reference form of existing state laws, District rules and department policies pertaining to school bus drivers.

The Transportation Department intends that this handbook of rules and regulations to be used by drivers to become familiar with the Department's expectations of them and that drivers will thereby be able to improve their overall job performances. In addition, drivers are expected to review the entire *Oregon School Bus Drivers' Handbook* at least once a year so they will remain aware of those rules and suggestions not contained within this supplement.

Beyond rules, regulations and training, drivers must also have the proper attitudes and self-disciplines. The "professional" driver's attitudes and self-disciplines are, without question, as important as familiarity with transportation rules and ability to masterfully operate the bus. Drivers must be willing to obey all rules applying to them if they are in turn to attempt to enforce rules of behavior applying to students.

Also, because drivers are responsible for conveying an image of our District to the general public, an image that can easily be either good or bad, they must handle themselves and their buses in a mature "professional" manner at all times. Since negligent or careless acts on the part of the drivers may endanger lives they must be willing to always attend to the many details and responsibilities that help to ensure safe operation.



## **BUS INCIDENT REPORTS - STUDENT TRANSPORTATION**

**PURPOSE:** This policy is set forth as a procedural means of communicating a behavior problem to the principal, parent and student. Drivers are to use established Positive Behavior Intervention Support (PBIS) rules and regulations first. Safety or serious violations may require use of a Bus Incident Report.

**GENERAL:** Any violation of regulations, as set forth in the School District Policy Handbook, or rules as prescribed by the *Oregon Pupil Transportation Manual* shall be reported, using the District "Bus Incident Report".

**PROCEDURE:** The "Bus Incident Report" consists of three copies - White (parent copy), Yellow (transportation copy) and Pink (school copy).

The supervisor or **designee** shall deliver all copies to the appropriate school as soon as possible after writing the incident report. Be sure the report is filled out properly and with enough details so the principal can take the appropriate action. (An attached sheet may be used if more room is needed).

Each year the district will include the following procedures for violations in the student/parent handbook.

The district will provide interpretation to those students/parents whose primary language is not English.

No elementary student shall be denied transportation pending final resolution of a bus incident report.

### **DISCIPLINE - STUDENT**

All schools and drivers are involved in the Positive Behavior Intervention Support Program (PBIS). Each driver is required to apply the established standards for teaching positive bus behavior. Keys to plan use include: 1) **Teach** the students the expectations, 2) **Watch** for students meeting the expectations, 3) **Catch** students meeting the expectations, 4) **Tell** them what they did and 5) Don't ignore inappropriate behavior. Use the discipline plan that is in place.

1. **DUE PROCESS:** "Rules Governing Pupils Riding School Buses" is included in the district's *Student Rights and Responsibilities Handbook*.

2. **DISCIPLINARY PROBLEMS:**

- a. When any major problem of student discipline occurs, the bus will be stopped and an attempt made to deal with the situation (providing there is a safe area to stop the bus).
- b. Upon issuance of a citation of misbehavior, it is the driver's responsibility to give the ticket to the Driver Trainer. The supervisor or Driver Trainer will distribute various copies to the appropriate school(s) and administrator(s). If the student does not return the white copy with necessary signatures, the student will be denied the right to ride the bus.
- c. After a student has made a minor infraction of the rules and has been verbally warned, the driver should document subsequent infractions on a citation of misbehavior form.
- d. Communication with the transportation office and school administrators is necessary when having discipline problems with students so they may be resolved quickly and fairly.

3. **PHYSICAL FORCE & CONTACT WITH STUDENTS:**

- a. All instances, where physical force or constraint of any form has been necessary against a student, **must** be reported upon returning to the transportation office.
- b. The use of physical force is to be avoided in all situations, unless there is a clear and present danger to the bus, the passengers or the driver.
- c. When physical force is used the driver must not be found guilty of overreacting.
- d. Drivers do not have the authority to use corporal punishment (spanking) to discipline students.
- e. Drivers are to avoid showing physical signs of affection towards students.

4. **PUTTING STUDENTS OFF THE BUS:**

The driver has no legal right to put a student off the bus, except at his regular stop or at his/her school. However, such action might be justified if:

- a. The element of injury and/or danger to the bus, the driver or the passengers is real and immediate;
- b. To put the student off the bus does not expose him to a greater hazard than the hazard created by having the student on board. Careful thought should be taken before making this decision because of the liability involved if something should happen to the student before reaching his/her home. The use of the two-way radio to communicate this type of problem will be expected and the driver will do so before taking personal action. Communicating by telephone, if after hours, shall be done by the driver at the earliest possible moment. **Parent notification is expected.**

### **DISCIPLINARY PROCEDURES FOR VIOLATIONS - STUDENTS**

A violation of any item listed as MAJOR on the Bus Incident Report may result in loss of transportation services with no warning citation.

1. First Citation - Warning\*: The driver verbally re-states behavior expectations and issues a warning citation\*.
2. Second Citation\*: May result in up to a three (3) day suspension from the bus.
3. Third Citation\*: May result in a five (5) to ten (10) day suspension from the bus.
4. Severe Violations: May result in a ten (10) day to one (1) year suspension from the bus.
5. In all instances, the appeal process may be used if the student and/or parent desires.

\* Citations must be signed by a parent or guardian and returned to the bus driver before the student may resume riding any school bus.

## **REGULATIONS GOVERNING PUPILS RIDING SCHOOL BUSES**

1. Pupils being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity are prohibited on the bus;
3. Pupils shall use the emergency door only in case of emergency;
4. Pupils shall be on time for the bus, both morning and evening;
5. Pupils shall not bring firearms, weapons, or other potentially hazardous material on the bus;
6. Pupils shall not bring animals, except approved assistance guide animals on the bus;
7. Pupils shall remain seated while the bus is in motion;
8. Pupils may be assigned seats by the driver;
9. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver;
10. Pupils shall not extend their hands, arms, or heads through bus windows;
11. Pupils shall have written permission to leave the bus other than at home or school;
12. Pupils shall converse in normal tones; loud or vulgar language is prohibited;
13. Pupils shall not open or close windows without permission of the bus driver;
14. Pupils shall keep the bus clean and refrain from damaging it;
15. Pupils shall be courteous to the driver, to fellow pupils and passersby;
16. Pupils who refuse to obey promptly the directions of the bus driver or refuse to obey regulations may forfeit their privilege to ride on the bus;

Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses.



## **STUDENT MANAGEMENT TIPS**

1. Never give an order you do not mean to enforce.
2. The response of the child is in action. Give your command to stimulate action, not to check it. Say, "do this", rather than, "don't do that". Suggest an action which can be successfully obeyed.
3. Give a child time for reaction.
4. Have a reason for what you ask a child to do and when possible, take time to give the reason - he/she can see the point if you can.
5. Be honest in what you say and do. A child's faith in you is a great help.
6. Be fair, it isn't punishment, but injustice that will make a child rebel against you.
7. Be friendly, always show an interest in what the children are doing.
8. Commend good qualities and actions by using the PBIS Program suggestions
9. Try to be constructive, not repressive, in all dealings with children.
10. Remember that a sense of humor is extremely valuable.
11. Never strike a child.
12. Do not judge misconduct on how it annoys you.
13. Do not take your personal feelings and prejudices out on the children.
14. Maintain poise at all times. Do not lose your temper.
15. Look for good qualities - all children have them.
16. Do not "pick" on every little thing a child does. Sometimes it is wiser to overlook some things.
17. Bear in mind that misbehavior is seldom willful. There usually is a cause, which may be in yourself or some other influence outside the child.
18. Listen for suggestions and complaints from the children.
19. Follow up all cases which have been disciplined. Be certain that you still have the respect and confidence of the child.
20. Be sincere in your work.
21. Set a good example.
22. Intelligence in handling youth consists of thinking faster than they do. If they can out think you, you are not using your maturity and the advantage of your larger education. You should see possibilities before they become results. This is the secret of leadership.
23. Defiance of established procedure comes from failure in some adults to keep the situation in hand. An adult's will should never be pitted against that of a child. It is far wiser to give some simple directions that will be mechanically obeyed and pick up the reins of control in a quiet way.
24. Never hold a child up to public ridicule. It is the surest way to create a discipline problem.
25. Teach students the expectations, watch for students meeting the expectations, catch students meeting the expectations, tell them what they did and give them a bus buck.
26. Do not ignore inappropriate behavior, use the discipline plan that is in place.

## **RULES PERTAINING TO SCHOOL BUS DRIVERS**



1. School bus drivers shall observe all local and state traffic laws and ordinances.
2. Drivers shall enforce local school board and Oregon Department of Education rules governing pupils riding school buses.
3. Drivers shall observe local school board and Oregon Department of Education rules pertaining to school bus drivers.
4. After stopping at a railway crossing, as required by law, the driver shall open the bus entrance door and driver window, look and listen for an approaching train, then close the door before proceeding across the track.
5. The driver shall assist in conducting student instructions and evacuation drills as directed by the school administration.
6. **A SCHOOL BUS DRIVER SHALL:**
  - a. Never drive backwards on the school grounds prior to looking behind the bus, sounding the horn and placing a responsible adult to guard the rear;
  - b. Not leave the bus when pupils are in it until the motor is shut off, the brakes set, a manual transmission put in gear and the key removed from the ignition;
  - c. Not disengage the clutch or gears to allow the bus to coast;
  - d. Stop to load or unload pupils only at designated places;
  - e. See that all doors on the bus are kept closed while the bus is in motion;
  - f. Bring the bus to a complete stop before taking on or letting off pupils. Whenever possible, the driver shall stop at a place where the road may be clearly seen for several hundred feet in either direction;
  - g. Not permit anyone to hang on or hitch on to the bus;
  - h. Not use a public-owned bus for any purpose other than transporting pupils to and from schools, except on special order of school officials;
  - i. Not permit anyone else to operate the bus or controls, except with the permission of school officials;
  - j. Not permit animals or potentially hazardous materials in the bus. Guide dogs are accepted when accompanying a blind person;
  - k. Not permit firearms or other weapons to be carried in the bus;
  - l. Not operate the bus with a trailer attached;
  - m. Not fill the fuel tank while pupils are in the bus or while the motor is running;
  - n. Not transport any person who is not a pupil, a teacher or an official of the school while traveling the regular route, unless authorized to do so by the responsible school official. School officials may authorize other persons to ride in the school buses on special occasions having to do with school affairs;
  - o. Make certain that all aisles and passageways are kept clear;
  - p. Not permit signs of any kind to be attached to the bus;
  - q. Report to school officials and Transportation office immediately when buses are overloaded;
  - r. If any difficulty arises or if disorder prevails in the bus, stop the bus and do not proceed until the situation is remedied. Misconduct of pupils shall be reported to the proper school official;
  - s. Maintain a neat and clean appearance;
  - t. Not use tobacco on the school bus;
  - u. Not be under the influence of any alcoholic beverage or any dangerous or narcotic drug while on duty; shall not consume an alcoholic beverage, regardless of its alcoholic content or any dangerous or narcotic drug while on duty or within eight (8) hours before going on duty to operate a pupil transporting vehicle;
  - v. Not let pupils off the bus except at their designated stop without the authorization of school officials;
  - w. Allow time for pupils to be seated before putting the bus in motion;
  - x. Complete any training required by the Oregon Department of Education;
  - y. Make written reports of accidents involving the pupil transporting vehicles to the Oregon Department of Education. Reports shall be mailed within 72 hours of the accident. Drivers shall use forms provided by, or approved by, the Oregon Department of Education. An accident is defined as an occurrence which results in any of the following:
    1. An injury requiring medical or dental treatment;
    2. Any damage to property other than the pupil transporting vehicle;
    3. Damage to the pupil transporting vehicle in excess of \$750.00;
  - z. Make other reports as required by the local district, the Oregon Department of Education and the Motor Vehicles Division.
7. **USE OF FLASHING WARNING LIGHTS:**
  - a. When pupils must cross the highway to board, or after leaving the bus, the driver shall actuate the amber flashing warning lights 100 to 300 feet before the stop. The driver shall stop the bus in the right hand traffic lane. The red lights shall remain flashing until all pupils have safely crossed the roadway.
  - b. When pupils need not cross the roadway to board, or after leaving the bus, the driver shall:
    1. When possible, stop completely off the main traveled portion of the roadway. The driver shall not actuate the flashing warning lights.
    2. Where it is not possible to stop completely off the main traveled portion of the roadway, the driver shall actuate the amber flashing warning lights 100 to 300 feet before the stop. The driver shall stop the bus in the right hand traffic lane. The red lights shall remain flashing until pupils have safely boarded or left the bus.
8. **DRIVING HOUR LIMITATION: OAR 581-053-0015**
  - a. A driver of a school bus must comply with one of the following two options;

1. No person shall drive a school bus or pupil transporting vehicle more than ten total hours during a consecutive fifteen hour period. At the end of ten hours of driving or a fifteen hour period, whichever occurs first, the driver shall not again drive a school bus or pupil transporting vehicle until at least eight hours have passed.
  2. The driver of a school bus or pupil transporting vehicle, after driving a regular morning route transporting pupils from home to school, may again operate a bus or pupil transporting vehicle, but not more than eight hours in a consecutive ten hour period or until 12:00 midnight, whichever comes first, provided the driver has at least four hours free from actual operation of a bus following the end of the morning route. To qualify under this provision, the driver shall have been free from bus driving duties for at least eight consecutive hours prior to the regular morning route.
  - b. A driver shall not drive more than three hours continuously without taking at least a 15 minute break from driving duties out of the seat of the bus;
  - c. Emergency extension of driving hours: In the event of an unforeseen emergency, i.e.; mechanical breakdown, accident or adverse road conditions, a driver may complete the trip without being in violation of the provisions of this rule if such trip could have reasonably been completed as originally scheduled without violation of this rule.
9. **BUS OPERATION (SPEED):**
1. A driver must always operate his/her bus at a speed that will permit him/her to maintain proper control of the vehicle under all conditions and within the designated speed limit;
  2. When signs or signals identify school grounds or school crossings, the maximum speed is 20 m.p.h. when children are present or during posted hours.
10. **RESPONSIBILITY FOR STUDENT CONDUCT DURING EXTRA FIELD/ATHLETIC TRIPS:**
1. These trips shall have a teacher/coach accompanying and in charge of the group being transported;
  2. On these trips the teacher/coach or other person accompanying the bus is responsible for the conduct of the students as covered under Sweet Home School District policy;
  3. All rules for students and their conduct as indicated in this booklet and school district policy apply and shall be enforced by the accompanying teacher or coach;
  4. Drivers are required to coordinate with the accompanying teacher or coach so that a mutual understanding of this policy is fully understood between each. The driver will also obtain, at this meeting, any information pertaining to expected or planned meal/refreshment or rest stops.

### **ACCIDENT PROCEDURES**

1. **DEFINITION:**

A motor vehicle accident is any occurrence involving District owned or operated motor vehicle which results in death, injury or property damage.

a. If a school bus is involved in an accident, adhere to the following procedures:

1. Driver/s will comply with Oregon Department of Education EMERGENCY PROCEDURES FOR SCHOOL BUS DRIVERS and ensure the Transportation Department is notified as soon as possible. Notification may be by driver, student or passer-by;
2. Driver or student leader initiates evacuation procedures, if required, and designated person notifies the Transportation Department;
3. The accident will be reported by telephone to the Transportation Supervisor, by two-way radio between the hours of 6:00 a.m. and 5:00 p.m. After regular office hours the accident will be reported by telephone to:
 

Darel Bidwell, Transportation Director	458-223-0735
Darin Dixon, Head Mechanic	541-619-9294
Ron Carter, Assistant Mechanic	541-409-3308
Dispatcher, Tyanne Pickle	458-223-0611

b. The following information will be relayed to the Transportation Department by the driver, student leader or passer-by:

1. Location of accident;
2. Bus and route number;
3. Any injuries or suspected injuries;
4. Extent of bus damage and other vehicular involvement;
5. Disposition of bus (blocking traffic, bus on side, in culvert, etc.);
6. Any fuel leakage.

c. If someone is injured, DO NOT MOVE THEM UNLESS ABSOLUTELY NECESSARY FOR THEIR SAFETY;

d. In the event of an accident do not place the blame for the accident or make admission of liability;

e. Written accident reports will be in accordance with state requirements (581-053-0015);

f. All accidents, regardless of how insignificant they might seem (even if occurring off public roads), must be reported immediately upon returning to the shop.



## **MOVING VIOLATION or ACCIDENT PROCEDURES**

### **1. MOVING VIOLATIONS**

A moving violation is any summons to court issued by a law enforcement officer while driving a school bus. A conviction is necessary as proof for a moving violation.

### **2. PROCEDURAL STEPS FOR A MOVING VIOLATION**

- a. First citation - conference, evaluation and counseling.
- b. Second citation - within a two-year period: evaluation, conference and counseling with re-training as determined.
- c. Third citation - in any three year period: suspension of work without pay for a two week period or dismissal after all legal requirements have been satisfied.
- d. The aforementioned steps should be considered as a guideline only. One act, in and of itself of a serious enough nature, may warrant a more severe form of discipline up to and including dismissal.

### **3. ACCIDENTS**

A safety committee, chaired by the Driver Trainer, consisting of three drivers, two of whom are to be selected on a staggered basis by the chairman, and one of whom is to be appointed by the Supervisor, also on a staggered basis, plus one alternate will review accidents. They will meet once a month, except for the months of June, July and August; review any accident reports and all accompanying information and make recommendations as to whether the accident was "preventable" or "non preventable", according to the criteria set forth by the National Safety Council.

- a. The committee's recommendation will be referred to the Transportation Supervisor for review and determination of appropriate action.
- b. A driver involved in an accident will appear before the committee for an interview if requested.
- c. A driver may appear at his/her own request to give information and an explanation regarding an accident.
- d. A driver may appeal to management the decision of the committee.
- e. If a Safety Committee member is involved in an accident, a substitute member will be appointed by management. A committee member will be accorded the same treatment as other drivers.

### **4. PROCEDURAL STEPS FOR ACCIDENTS**

- a. First Preventable Accident
  1. Conference and counseling;
  2. Any backing accident: conference and counseling with a retraining session to be determined.
  3. Letter of warning.
- b. Second Preventable Accident (if within two years of previous accident)
  1. Conference and counseling and evaluation to be reflected in the driver's personnel file.
  2. Required to take an eight hour defensive driving course.
  3. No extra trips for a period to be determined by the supervisor.
  4. Letter of reprimand to be placed in drivers personnel file.

### **5. SERIOUS PREVENTABLE ACCIDENT**

Any serious accident shall mean suspension with pay until such time as management can review the facts and make a judgment. Review of the facts will take place within one week after suspension is effective. Disciplinary measures may take any combination listed above as well as dismissal. Drivers will be required to report to the Transportation Department to assume other duties while the accident is under review.

Each accident will be considered and judged on its own merit. The aforementioned disciplinary action should be considered as a guideline. One act, in and of itself, of a serious enough nature may warrant a more severe form of discipline up to and including dismissal.

## **BUS CARE AND MAINTENANCE**

### **1. FUELING:**

- a. Drivers are responsible for refueling the buses when before half full or at the end of a trip driven in a bus, other than their regular route bus, and record the kind and amount of fuel used;
- b. When driving an activity trip outside the District, always check your fuel gauge before leaving the garage.

### **2. ENGINE WARM-UP:**

- a. Buses are not to be taken from the shop area before the oil pressure and air pressure gauges are in their normal operating positions;
- b. Buses are **not** to be left unattended while the engine is running.

### **3. DAILY MAINTENANCE:**

- a. Buses are to be swept daily AM and PM; wiped down with disinfectant wipes - entry and drivers area.
- b. No loose objects on the dash or control panels;
- c. Drivers are not to climb on the bus in any manner, except by use of steps provided for this purpose and except that authorized by the supervisor when performing cleaning tasks or bus inspections;
- d. Thoroughly clean buses after each activity trip;
- e. Buses are to be washed at least once each week.

### **4. VANDALISM:**

Immediately after unloading each route the driver will check for vandalism and will then promptly report any vandalism to the office.

- a. Cut seats;



- b. Bolts or screws removed from the seats;
  - c. Writing on seats, seat backs or walls;
5. **LOST AND FOUND:**  
After unloading each route drivers should check for articles left on the bus. Except for items of value, such goods are to be kept for a week then placed in the lost and found at the school.
6. **PERIODIC CLEANING:**  
Drivers are to thoroughly sweep and clean their buses the last day of school, before spring vacation and Christmas vacation.

### **BUS ROUTES AND BUS STOPS**

1. **ROUTES:**  
**Routes will be assigned using Transportation Department seniority. Route times may be changed by the Transportation Director without notice. The Transportation Director has the authority to change route times + or – 15 minutes without putting routes up for bid.**
- a. Do not change the order of schools served without authorization from the transportation office.
  - b. Neither the routes, nor the schedules, are to be changed without the authorization of the transportation office.
2. **SELECTING BUS STOPS:**
- a. Whenever possible, select stops 100 feet or more away from intersections.
  - b. In hilly areas or on roads with curves, whenever possible, select stops having 300 foot visibility in both directions.
  - c. Bus stops are to be at least 2/10 of a mile apart, unless the transportation Director has authorized that they be close together or extremely hazardous conditions mandate that stops be closer together.
3. **LETTING STUDENTS OFF THE BUS:**
- a. Students must have parental permission, with written approval from school staff, to get off at any other than their normally scheduled stop.
  - b. Without authorization from the transportation office, bus routes will not be changed, nor will extra stops be added to accommodate any student who does not normally ride a particular bus or would not be assigned to the route (an exception being permissible for new students).
4. **ADHERENCE TO SCHEDULE:**  
The driver shall adhere to the established schedule **to the best of their ability**. Being late because of weather and road conditions, railroad crossings, etc., is at times expected. **Please wait at all scheduled stops until the scheduled departure time.** Punctuality and regularity of employees and buses are necessary. Any changes of established bus runs must be made by the Transportation Director.

### **DISCIPLINE POLICY EXPLANATION**

The Transportation Director realizes that it takes more than a training program or handbook of rules and regulations to make a good driver with a "professional" attitude. Yet, because the Transportation Director considers the rules contained within this handbook to be essential for the safety of the students and the drivers, it is expected that all drivers will observe these rules on all occasions. Consequently, in the event of rule violations the Transportation Director will take appropriate disciplinary measures against the driver involved.

To be certain that all drivers are familiar with these rules and regulations, each driver will receive a copy. After thoroughly reading the handbook, drivers are to sign and return the attached form stating that all rules contained within have been read and are understood. The signed form will then be entered in the driver's permanent file.

In the event a driver is found to have violated any one of the rules and regulations set forth in this booklet, a careful review of the infraction(s) will be conducted by the Transportation Director to determine its gravity. Administrative actions regarding infractions will be based upon the results of the review. Any infraction of a rule or regulation contained in this booklet will be considered and judged on its own merit. One act, in and of itself of serious enough nature, may result in a severe form of discipline up to and including dismissal.

The Transportation Department keeps files on all drivers that include copies of their official driving records.

The nature of transporting children requires a great deal of self-discipline on the part of the driver and ultimately the willingness on the part of the Transportation Supervisor to take corrective action to those drivers who neglect their duties.





## **DISCIPLINE ADMINISTRATION**

1. Driver discipline will be acted upon in accordance with Sweet Home School District policies.
2. By way of illustration, but without limitation, the following are declared to be grounds for disciplinary action:
  - a. Conviction of a felony or other crime involving moral turpitude;
  - b. Incompetency;
  - c. Inefficiency;
  - d. Absence without authorization;
  - e. Insubordination;
  - f. Misappropriation, destruction, theft or conversion of School District property or equipment;
  - g. Misconduct;
  - h. Excessive tardiness and/or absenteeism;
  - i. Falsification of any information required by the School District;
  - j. Failure to report accidents or personal injuries;
  - k. Neglect or carelessness resulting in damage to school, property or bus;
  - l. Introduction, possession or use of intoxicating liquors or drugs on School District property or in School District equipment.

## **EMERGENCIES AND BREAKDOWNS**

1. **EMERGENCY INFORMATION PACKET:**
  - a. The emergency information is on the emergency procedure cards in all buses;
  - b. It is always to be kept in the first-aid kit;
  - c. Accident report forms and witness cards are on the back of the emergency procedure cards.
2. **REPORTING BREAKDOWNS AND MECHANICAL PROBLEMS:**
  - a. Do not permit student riders to leave the bus unless there is danger from fire or traffic, and do not leave students in the bus unattended;
  - b. If, in the case of an emergency, it becomes necessary for the driver to leave a loaded bus, the driver shall shut off the motor, remove the keys, put the bus in gear, set the brakes and turn the wheels in accordance with established procedure if the bus is on a hill. AGAIN, THE DRIVER SHOULD NOT LEAVE HIS/HER BUS UNLESS IT IS ABSOLUTELY ESSENTIAL;
  - c. If students elect to leave the bus against the driver's instructions, the driver is to make a written note of the students' names and turn in to the transportation office;
  - d. If students are released to parents, the driver is to make a written note of the student's name and the parent's name;
  - e. Information, per items two and three above, is to be turned over to the **transportation supervisor or dispatch** immediately upon returning to the transportation office;
  - f. Do not move the vehicle until shop personnel arrive or authorize it to be moved.
3. **WEATHER EMERGENCY:**

Should the weather make safe driving impossible (icy, freezing rain, heavy snow, wind, etc.), pull off at the first available safe area and notify the transportation office of your location and the number of passengers.
4. **REPORTING AN EMERGENCY:**
  - a. During normal hours:

1. Transportation Director	541-367-7129 / 458-223-0735
2. Mechanics	-541-367-7130
3. Dispatcher	-541-367-7116
  - b. Non-duty hours:

1. Transportation Director, Darel Bidwell	458-223-0735
2. Dispatch, Tyanne Pickle	458-201-0611
3. Head Mechanic, Darin Dixon.	541-619-9294
4. Assistant Mechanic, Ron Carter	541-409-3308



## **FIRE ENGINE PROCEDURES**

The Sweet Home Fire Department has asked all school bus drivers to observe the following procedures when a fire engine is approaching or is behind a bus with its siren going and/or in transit to a fire.

1. If the driver has the door open and the red lights flashing with children disembarking, the fire engine will stop.
2. If the driver observes the engine and can hold part of his/her load:
  - a. Make sure that all passengers discharged are safely across the street;
  - b. Shut off the flashing red lights and allow the engine to proceed, then reactivate the flashers and finish unloading after the engine has passed.
3. If the driver observes the engine approaching and does not have passengers disembarking, he/she must pull as far to the right as possible and let the engine proceed before attempting to activate the flashers for the purpose of loading or unloading;
4. Almost the same procedure must be followed when passengers are loading and then, as fast as safely possible, deactivate the flashers and pull the bus to the side of the street as far as possible;



5. UNDER NO CIRCUMSTANCES SHOULD THE DRIVER TRY TO CONTROL TRAFFIC WITH THE USE OF THE FLASHING RED LIGHTS IN AN ATTEMPT TO ASSIST THE FIRE ENGINE. THAT VEHICLE IS OBLIGATED TO STOP IF YOUR FLASHING RED LIGHTS ARE ACTIVATED. TO USE THE LIGHTS FOR THIS PURPOSE ONLY INTERFERES WITH THE ACTIONS OF THE ENGINE'S DRIVER;
6. Providing all procedures have been exactly followed above, discretionary use of a hand signal is authorized to motion the engine forward. If, **and only if**, the bus driver and the engine driver would be unable to see the rear flashing red lights of the bus had been turned off.

### **LOADING THE BUS**

1. DAILY ROUTES:
  - a. All students, by law, must be seated;
  - b. The driver will assign seats as necessary to achieve efficient and safe loading;
  - c. There are never to be more than three students to one seat;
  - d. Overloaded buses are to be reported to the transportation office immediately upon completion of route;
  - e. Aisles must be clear of any obstructions at all times.
2. ACTIVITY TRIPS:
  - a. Baggage and other equipment is to be stored under or on the bus seats. Such items must not be stacked above the seat backs, block the aisles or the emergency exits;
  - b. Overloaded buses are to be reported to the transportation office before proceeding.
3. PROHIBITED ITEMS:
  - a. Animals, firearms, weapons, skateboards, scooters, insects, bottles, radios (unless in backpacks), jars or any other potentially hazardous materials will not be permitted on the bus (guide dogs are accepted when accompanying a blind person).
  - b. While baggage, musical instruments, athletic equipment, etc., are allowed they must not obstruct the aisles and they must be stowed under or on the seats, and if necessary, secured to avoid injuries.
4. UNAUTHORIZED RIDERS:
  - a. No unauthorized riders are to be allowed on the school buses. Only those students normally assigned to ride a bus will be permitted to do so unless they have special permission, in writing, from the transportation office or the school principal;
  - b. Students will not be permitted to ride a bus beyond the end of their normally scheduled route;
  - c. Drivers will not knowingly permit ineligible riders on daily route buses.



### **POLICIES - GENERAL TRANSPORTATION**

1. EVACUATION DRILLS AND SAFETY INSTRUCTIONS:
 

Drivers shall conduct drills only at the place and time directed by the Transportation Supervisor and in the manner specified.
2. SEAT BELTS:
  - a. Before placing the bus in motion, and at all times when the bus is in motion, the driver must be firmly strapped and buckled by the seat belt;
  - b. When the vehicle is a small bus or suburban, all passengers, including the driver, shall wear seat belts.
3. VEHICLES ON SCHOOL PROPERTY:
 

Every school district is authorized to regulate traffic on school property. When such rules are adopted and signs posted, they are enforceable by police officers and are applicable against bus drivers. Drivers must, therefore, observe any such rules at all times.
4. IMPEDING TRAFFIC:
  - a. Drivers should determine safe turnout on their routes and should stop the bus out of the traffic lane when safe and practical to do so to allow vehicles accumulated behind the bus to pass;
  - b. Drivers are not to use hand signals, or any other gestures to motion motorists in any direction. Never direct traffic (exception: no students are present and the driver has a stalled vehicle or is asked by a law enforcement officer at the scene).
5. SPEED:
  - a. A driver must always operate his/her bus at a speed that will permit the driver to maintain proper control of the vehicle under all conditions;
  - b. When signs or signals identify school grounds or school crosswalks, the maximum speed is 20 m.p.h. when children are present.
6. LICENSING:
 

Upon change of name, address or employer, a driver must notify the Oregon State Department of Education immediately. A duplicate license will be issued if necessary.
7. RAILROAD CROSSINGS:
  - a. School buses must stop at all railroad crossings, even those at intersections having both traffic lights and railroad crossing gates. The bus is required to stop. It is unimportant that the traffic light is green;
  - b. Stop the vehicle at a clearly marked stop line, or if none, not less than 15, nor more than 50 feet from the nearest rail of the railroad;
  - c. After stopping at a railroad crossing the driver shall open the bus entrance door and side window. Look and listen for approaching trains then close the door before proceeding across the tracks. It is compulsory that drivers open



- their windows, and if necessary, instruct the students to be quiet before proceeding across the tracks. The bus is to cross the tracks in a gear that does not require manual shifting gears while crossing the tracks;
- d. The use of hazard warning lights is suggested when stopping at railroad crossings, but the use of overhead flashers is illegal;
- e. Whenever possible, drivers should avoid loading or unloading children at railroad crossings;
- f. When stopping at railroad crossings the bus should normally be stopped near the right hand edge of the traffic lane, unless there is room to stop completely outside the fog line.

### **POLICIES - PERSONNEL**

1. **DRESS AND APPEARANCE:**
  - a. All Transportation staff are expected to maintain a personal appearance that will present a favorable image towards the school district and the Transportation Department. Transportation staff are to be properly groomed, neatly dressed and in clean clothing. All clothing should be modest and not excessively short, tight or revealing.
  - b. In the interest of safe school bus operations, drivers must wear proper footwear (clogs, flip-flops, high heels of 1 1/2" would not be appropriate, nor would sandals);
  - c. All Transportation drivers are expected to wear provided safety shirts and/or coats while on duty. Bus monitors are to wear an approved safety vest.
2. **TRANSPORTATION COMPLEX POLICIES:**
  - a. Drivers are not to take their buses from the bus garage before the designated leave time without authorization from the transportation staff.
3. **ABSENCES AND TARDINESS:**
  - a. In the event of absence, it is the driver's responsibility to notify the supervisor or dispatcher so a substitute driver can be assigned. When **possible, the driver will notify dispatch of any absence** at least one hour before the driver's scheduled report time. It is also the driver's responsibility to tell the supervisor when he/she will again be returning to work after an absence;
  - b. If a driver anticipates arriving late to work, that driver is to notify the director or the dispatcher at least one-half hour or as soon as possible before his/her normally scheduled report time of his/her situation and when he/she can be expected to arrive at the bus garage.
  - c. Drivers will be documented as late five (5) minutes after established route report time.
4. **EMOTIONAL STABILITY AND PROFESSIONALISM:**
  - a. The driver's relationship with students should be on a professional respectful level;
  - b. Driver shall handle themselves and their buses in a "mature" professional manner;
  - c. Any driver found not to possess these personal qualities shall be held to be without the emotional stability required for a professional driver and action may be taken to terminate their employment.
5. **Safety Apparel All Staff:**
  - a. All Driver on duty will wear District provided safety apparel (Shirts and or Coats) while on duty
  - b. Bus monitors will wear district provided safety vest.
6. **Safety Apparel Trip drivers:**
  - a. Trip Drivers will wear District provided shirts and or coats while on duty outside of the bus. It is ok to remove coats while inside during operation for comfort.

### **PUBLIC RELATIONS**

1. **PERSONAL STOPS:**  
The driver is not to use the school bus for any personal reasons unless authorized to do so by the Transportation Director.
2. **TRIP LAYOVERS:**  
When there are a number of buses involved in a layover, and if necessary to leave the area to eat, leave all of the buses but one parked at the destination. One vehicle is to be used. All others shall remain at the designated area.
3. **DAILY ROUTE LAYOVERS:**  
Normally you should stay with the bus on daily route layovers. If you leave the bus you must take the following safety precautions:
  - a. Remove the key from the ignition;
  - b. Set the emergency brake;
  - c. If parking on a hill, be sure to turn the wheels in the proper direction;
  - d. Lock doors, if possible.
4. **PRIVATE PROPERTY:**
  - a. Don't back up on private property while turning around unless sanction to do so by the Transportation Director or Dispatcher;
  - b. Try to protect the private property of citizens at or around bus stops. Report any observed damage done by the bus or students to the Transportation Office.



### **SAFETY CHECKS**

The following is a list of items that are to be checked daily before each run. These checks are required by OAR 581-053-0015 and listed in the *Oregon Pupil Transportation Manual*.

1. **GENERAL:**
  - a. Emergency equipment (fire extinguisher, first aid kit, reflector);
  - b. Do a complete air brake test;

- c. Start the motor;
  - d. Check left turn signal and amber loading lights from the inside;
  - e. Check seats while checking the emergency exits;
  - f. Open door and check red loading lights, right turn signal, headlights and clearance lights;
  - g. On your walk around, check tires, lug nuts, oil or water leaks and exhaust system;
  - h. Check hazards, high beam indicator light;
  - i. Check windshield wipers and all heaters and defrosters (one at a time);
  - j. Check all gauges;
  - k. Seat adjustment and mirrors;
  - l. Check seat belts;
  - m. Check steering;
  - n. Sound horn before backing.
2. **EXHAUST SYSTEM:**  
During your walk around listen for excessive noise and check, the end of the exhaust pipe to make sure it has not been crushed. This is to keep unnecessary exhaust fumes from the bus.
  3. **STEERING:**  
While the motor is at idle and turn the wheel to the right and left, listening for abnormal popping noises, which indicates a possible steering malfunction. If this happens, check with the shop before leaving on your route.
  4. **WINDSHIELD WIPERS:**  
Before leaving the bus garage each day, while the engine is running, windshield wipers are to be checked making sure, they are fully operational.
  5. **GAUGES:**  
If, while operating the bus, there is any deviation from the normal position on any of the gauges monitoring mechanical functions, stop immediately and shut off the engine!
  6. **EMERGENCY EQUIPMENT:**
    - a. The fire extinguisher is to be checked daily to be sure it is fully charged and the safety pin is in place.
    - b. The emergency exits are to be inspected daily making certain that the latches and buzzers function properly and that the doors move freely.
    - c. The first-aid kit is to be inspected daily to make certain that its seal is not broken. Any kit having a broken seal is to be reported at once so any missing items can be replaced.
    - d. Drivers are to check daily to be sure that a reflector kit is present on the bus.

### **BUS PLACARDS**

All buses will be equipped with a **bus** placard. All drivers and substitutes are to remove the placard from the rear window at the start of each route. When finished with a route or parking the bus, the placard must be placed in the rear window.



### **SCHOOL BUS STOP LAW**

1. A driver of a school bus shall not operate its flashing red warning lights except when he/she is stopping or has stopped the bus on the main roadway for the purpose of loading or unloading school children.
2. When pupils must cross the highway to board, or after leaving the bus, the driver shall actuate the amber flashing warning lights 100 to 300 feet before the stop. The driver shall stop the bus in the right hand traffic lane. The red lights shall remain flashing until all pupils have safely crossed the roadway.
3. When pupils need not cross the roadway to board, or after leaving the bus, the driver shall stop completely off the main traveled portion of the roadway. The driver shall not actuate the flashing warning lights.
4. To keep traffic moving and still protect the student, the driver should turn off the flashing red warning lights only after the students are safely across the highway or are safely loaded, then proceed slowly on the shoulder of the highway to permit following traffic to pass.

## **USE OF SUBURBANS IN TRANSPORTING STUDENTS BY SCHOOL BUS DRIVERS/STAFF MEMBERS**

1. All rules pertaining to school buses used for the transporting of students apply to suburban's.
2. Seat belts: All passengers will wear seat belts, as well as the driver - NO EXCEPTIONS TO THIS RULE.
3. All drivers (staff or bus drivers) will prohibit hazardous materials or objects from being brought on board the suburban or small bus. Nothing shall be thrown from the suburban or small bus.
4. No driver shall leave the suburban or small bus unattended, with the key in the ignition, or without the parking brake set.
5. All drivers shall be responsible for the cleanliness of the suburban or small bus and shall sweep it out after each trip.
6. All drivers are responsible for refueling the suburban or small bus, checking the radiator, making an oil level check and locking up.
7. Trip tickets shall be completed by the driver and shall be turned in with the return of the suburban or small bus.
8. All suburban or small bus drivers will take emergency evacuation training.
9. All driving records will be checked periodically with the Oregon Department of Motor Vehicles.
10. All suburban or small bus drivers will take pre-trip training.
11. Students will not be allowed to transport other students in District owned vehicles.
12. All private vehicles being used to haul students to any school activity will be under strict board policy and the school principal shall sign off before transportation can happen.
13. All suburban or small bus drivers will have a valid First Aid card, minimum Red Cross Multimedia or equivalent. (Hands on training to be certified for vehicle operation)
14. All suburban or small bus drivers will complete accident reports, as required, for school bus drivers.
15. There is no fueling of gas tanks while passengers are in the vehicle or while the motor is running.

### **TWO-WAY RADIOS**

The use of the two-way radios, located on all buses plus the Special Education bus and van, shall be the primary communication means for these vehicles while engaged in the transporting of students.

These radios greatly enhance the daily operation of the Transportation Department and public relations within the community as well. Their proper use and the use of proper discipline by the user is essential if their potential is to be realized.



### **REPORTING REQUIREMENTS REGARDING SEXUAL CONDUCT WITH STUDENTS**

Sexual conduct by district/school employees as defined by Oregon law and will not be tolerated. All district employees are subject to this policy.

*“Sexual conduct” as defined by Oregon law is any verbal or physical conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR - Reporting of Suspected Child Abuse.*

Any district/school employee who has reasonable cause to believe that another district/school employee has engaged in sexual conduct with a student must immediately notify his/her immediate supervisor.

When the district receives a report of suspected sexual conduct by a district employee, the district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An investigation is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses and the district employee who is the subject of the report. The investigation must meet any negotiated standards of an employment contract or agreement. If, following the investigation, the report is substantiated, the district will inform the employee that the report has been substantiated and provide information regarding the appeal process. The employee may appeal the district’s decision through the appeal process provided by the district’s collective bargaining agreement. A substantiated report is one that: a) an educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and b) involves conduct that the educational provider determines is sufficiently serious to be documented in the employee’s personnel file.

If the employee decides not to appeal the determination or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee’s personnel file. The employee will be notified that this information may be disclosed to a potential employer.

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow upon receipt of a report. When the superintendent takes action on the report, the person who initiated the report must be notified. The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected sexual conduct by a district employee in good faith, the student will not be disciplined by the Board or any district employee.

The district will provide annual training to district employees, parents and students regarding the prevention and identification of sexual conduct. The district will provide to employees at the time of hire a description of conduct that may constitute sexual conduct and a description of records subject to disclosure if a sexual conduct report is substantiated. Educational providers shall follow hiring and reporting procedures as outlined in ORS 339.370 for all district employees.

