

TRANSPORTATION HANDBOOK FOR BUS DRIVERS 2025 – 2026



We Are Shepherd: A safe, respectful, and positive community where our high expectations and emphasis on personal growth support all students in being successful, lifelong learners.

Shepherd School District #37

Shepherd, Montana

www.shepherd.k12.mt.us

BUS DRIVER HANDBOOK

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BUS DRIVER MANUAL

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OPENING STATEMENT

The following information contains school board policies, regulations, and procedures that relate to the school transportation system. It is this administration's feeling that the responsibility for the safety and welfare of students who ride school buses is shared by students, parents, school bus drivers and the school district.

The goal of the Transportation Department and the primary responsibility of every school bus driver is to provide safe, and reliable transportation for school children in the most cost-efficient manner possible.

All policies pertaining to transportation will conform to the School Laws of Montana, to the laws of the State of Montana, and to the U.S. Department of Transportation, as it refers to school transportation. The School Board and the County Transportation Committee also determine policies and practices relating to the transportation program on the local level.

PUBLIC RELATIONS

The school bus driver establishes an image for the district transportation system. (You are a visible mobile billboard.) The driver's attitude toward the students, school staff, parents, and other people determines the quality of the relationship between the transportation system and the public. Remember, you are a part of the Shepherd Public School system; represent it wholeheartedly.

1. Drivers are not to use the school bus for any personal reason(s).
2. Try to protect the private property of citizens at or around bus stops. Report any observed damage resulting from the bus or students to the transportation supervisor.

BUS ROUTES AND BUS STOP INFORMATION

SCHEDULES:

1. Each driver will be furnished a detailed schedule of his/her route. The bus driver is responsible to write any changes on the route description and to notify the transportation supervisor.
2. The number of working hours and time of day will depend on each individual route. All bus drivers are to report for work 15 minutes before leaving on their regular route. (This time should be spent warming the bus engine properly and doing the pre-trip inspection of the bus.)
3. The driver shall adhere to the established schedule. Under no circumstances shall the driver run ahead of schedule. Punctuality of the employee and bus is essential.
4. The initial planning and administration of the school bus routes are the duties of the school district. The planning of such routes is subject to approval by the Yellowstone County Transportation Committee.
5. Buses will not leave high-grade roads to pick up students.

6. School bus routes will be established with due consideration of conditions affecting safety, length of routes, number of children and families to be served, availability of turn-around points, capacity of bus, etc. Bus routes will be planned to eliminate overlapping and empty bus miles as much as possible.
7. The length of the route is important as the law provides that no school children attending an elementary school shall be required to ride the school bus more than one hour (one way) without consent of the child's parent or guardian.
8. Parents requesting changes in rural routes, stops or schedules, should be referred to the school administration. The bus driver should feel free to make recommendations for route changes.
8. Minor route changes due to traffic, road conditions, pupil load, etc., are the responsibility of the transportation supervisor. The administration should be contacted on a regular basis regarding these changes. Major changes must be approved by the Yellowstone County Transportation Committee.
10. Bus drivers are not to alter the route in any way unless an emergency exists.

SPECIAL NEEDS TRANSPORTATION

Special transportation services will be provided for disabled children who qualify under I.D.E.A. The district's overriding concern is to provide for the safety and wellbeing of the children. This will require the cooperation of the bus personnel, school personnel, and parents.

JOB DESCRIPTION

TITLE: BUS DRIVER

- QUALIFICATIONS:
1. The Bus Driver shall have a valid Bus Driver License consisting of:
 - A. Class B CDL w/ airbrakes, school bus & passenger endorsement
 - B. Validated First Aid and CPR Card
 - C. Valid and Dated DOT Physical Examination.
 2. He/She shall have additional requirements of the board as evidenced by:
 - A. Driving Record
 - B. Other

REPORTS TO: Transportation Supervisor

JOB GOAL: The Bus Driver will provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curricular and extra-curricular programs.

PERFORMANCE RESPONSIBILITIES:

1. The Bus Driver will obey all traffic laws.
2. He/She will observe all mandatory safety regulations for school buses.
3. The Bus Driver will maintain discipline and control when students are on the bus.
4. He/She will report undisciplined students to proper authority.
5. He/She will keep assigned route schedule (time wise).
6. Bus is kept clean.
Recommendation:
 - * Sweep once a week.
 - * Mop twice a month.
 - Wash Outside-Monthly
 Extra-curricular buses are cleaned and mopped after each trip.
7. The Bus Driver will make a visual inspection of bus for defects plus a mechanical check of all operating systems.
8. He/She will wash windows as necessary.

9. The Bus Driver will notify head mechanic in the event of mechanical problems.
10. He/She will obey rules concerning engine warm-up and observes energy conservation measures.
11. He/She will transport only authorized students and discharge students only at authorized stops.
12. The Bus Driver will enforce all bus rules and policies.
13. He/She will make student seating arrangements as necessary.
14. He/She will report all accidents and illegally passing vehicles to proper authorities.
15. The Bus Driver will exercise responsible leadership on out-of-district extra-curricular trips.
16. He/She will maintain conduct expected of all district employees.
17. The Bus Driver will be on time each day and in an acceptable manner to the official in charge of pupil transportation.
18. He/She will be evaluated yearly by the Transportation Director.
19. He/She will follow other criteria as determined by the Board of Trustees as deemed necessary.

TERMS OF EMPLOYMENT: Salary and work year as established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provision of the Board's policy on evaluation of Nonprofessional Personnel.

APPROVED BY _____ DATE _____

REVIEWED BY _____
AND AGREED TO _____ DATE _____

OPERATION AND FUELING

To insure that the district's vehicles are operating at the safest level possible, drivers are required to do a pre-trip inspection.

ENGINE WARM-UP/COOL-DOWN:

1. Buses are not to be taken from the shop area before the oil pressure and air pressure gauges are in their normal operating positions. A proper warm-up is from 5-20 minutes, depending on weather conditions.
2. When buses are parked at the end of a run, drivers are required to idle for a short time allowing the engine to cool down before shutting the bus off. A proper cool-off is approximately 1-2 minutes. All switches should be turned to the off position prior to shutting off the bus.

FUELING PROCEDURES:

1. No smoking is allowed while fueling vehicles.
2. The vehicle must be turned off prior to fueling.
3. The operator shall not leave the pump unattended when fueling the vehicle.
4. The bus passengers should be unloaded when fueling is taking place.
5. Return pump meter to zero for next use.
6. Drivers purchasing fuel with credit cards or cash must return the receipt to the Transportation Office.

FUEL SAVING TIPS

1. Gradually accelerate the bus to the desired speed.
2. Drive slower when the engine is cold.
3. Look ahead and anticipate stops.
4. Drive at steady speeds. Use the brakes as little as possible.
5. Accelerate and decelerate smoothly when changing speeds.
6. Plan your traffic moves early.
7. Adjust the vehicle speed to the road and weather conditions.
8. Shift into high gear as soon as possible, but don't lug the engine.
9. Smell for trouble, look for trouble, listen for trouble, feel for trouble and report problems immediately.
10. Think fuel economy. Try as many fuel economy techniques as possible.
11. Don't pump the acceleration pedal.
12. Never ride the brake.
13. Don't rev up the engine before turning off the ignition.
14. Turn off all power consuming systems prior to turning off the ignition.
15. Avoid fuel spillage when refueling bus. Report any spillages immediately

TWO-WAY RADIO OPERATIONS

The Shepherd School District Transportation System is completely equipped with FM Two-Way Radios. This system is licensed with the F.C.C. and abuse of this system could cause the loss of the school district's privilege.

The following suggestions will help you operate the system skillfully:

The bus ignition key must be in the "on" position for the radio to operate.

1. Call sign-frequency is WNZD472 on a Frequency of 155:205.
2. Check each bus for the two-way radio location and the channels.
 - a. All buses have 15 channels - Channel #1, which is the Shepherd School District; Channel #4 and #5, which are state mutual aid, police, etc.; Channel #10 which is weather.
3. Be sure you acquaint yourself with the operational controls.
 - a. Volume control
 - b. Channel selection
 - c. Squelch control: This is a radio noise or static eliminator. When used, be sure never to use more than just what is necessary to cut out the irritating noise.
4. Observe communication discipline. Never press the transmit button on the mike when someone else is already talking on the air. Be sure to hold the mike button down at least a second or two before transmitting. This will give your radio time to connect with another base radio or another bus radio. Never crowd the mike. Keep your mouth approximately 2 inches away from the face of the mike.
5. Use the proper call signs.
 - a. When calling the bus garage, say "Bus #__ to Bus Garage."
 - b. When calling another bus, say "Bus #__ to Bus #__."
6. Always be prepared to give your location. If a second bus or a mechanic is needed they will need to know where you are. In the event of a stalled bus, try to describe as well as you can what the problem is.
7. If you are reporting an accident or one you have just observed, be sure of the location. Do not get over excited; speak clearly and distinctly.
8. When finished with your message, "clear the air" by saying Bus #__ clear.
9. Two-way radios may not be used in Canada.
10. When traveling in other parts of the state or other states, you may find our radio channel is used by other people.

CELL PHONES

Cell phones are to be used only in an emergency. Before using the phone or texting, the bus should be parked in a secure manner and a safe place.

GENERAL TRANSPORTATION RULES

PRE-TRIP INSPECTIONS:

Drivers will complete a pre-trip inspection of their assigned bus, before every route or trip. The Driver will fill out the pre-trip report in their daily log book.

General Guidelines for Pre-trip Inspection:

1. Emergency equipment (fire extinguisher, first aid kit, reflectors)
2. Start motor
3. Check turn signals and amber loading lights
4. Check that seats are properly secured
5. Check red lights, turn signals, headlights and clearance lights
6. Walk around and check tires, lug nuts, oil, water, power steering fluid and exhaust system.
7. Check hazard lights, high beam indicator light
8. Check all switches-heater, defrosters, wipers and windows.
9. Check all gauges
10. Seat adjustment
11. Mirror adjustment
12. Check seat belt
13. Check steering
14. Check horn
15. Unlock all exits including emergency

BUS WARNING SYSTEM:

By law, vehicles must stop when a school bus has red lights flashing and slow down and proceed with caution when the amber lights flash. Bus drivers are barred from signaling to vehicles in their vicinity to pass the bus.

1. Turn on master switch.
2. Approach stop (150 feet in city and 500 feet on highway or rural area) and depress amber light manual switch.
3. Stop bus, then, open door. Amber lights will cease flashing. Red lights and stop sign will begin flashing. The driver should crack open the door when stopped and check visually around the bus before opening the door to allow passengers to get off the bus.
4. Close door when ready to proceed and the red lights will stop flashing.
5. The cycle is to be repeated at each bus stop.
6. Stay in your lane of traffic when making a stop to pick up or drop off students.
7. Do not use flashing lights at schools or railroad crossings.

BUS STOPS:

1. Bus stops should be made only at designated loading places. Bus drivers will not be allowed to leave the regular route except in an emergency.
2. School loading and unloading zones at the schools are marked by the maintenance department as directed by the transportation supervisor.
3. The principal and staff of each building are responsible for the conduct of students waiting in loading zones.
4. Whenever possible, select stops away from intersections when stopping in city.
5. Bus stops are to be no more frequent than every other block in town unless the transportation supervisor has authorized that they be closer together or extremely hazardous conditions mandate that stops be closer.
6. Students must have parental permission to get off at any other than their normally scheduled stop. When a student gets off at any stop other than their normally scheduled stop the bus driver must record the incident and report it to the transportation supervisor.

LOADING AND UNLOADING PROCEDURES:

1. School bound-When children must cross the road to board the bus, they shall wait on their side until the bus stops with red lights flashing. Students must cross the roadway 10 feet in front of the bus; never to the rear of the bus.
2. Homebound-When children must cross roads, they shall cross 10-20 feet in front of the bus and the bus will remain stopped with lights flashing until children have crossed and reached the street curb or edge of the roadway.
3. If needed, remind students to go straight home.
4. The rule prohibiting students from accessing their mail box until the bus has departed, must be enforced.
5. Students must be seated before putting the bus in motion.

RAILROAD CROSSINGS:

1. School buses MUST stop at all railroad crossings whether they are loaded or empty.
2. Stop within 50 feet, but not less than 15 feet from the track. Use your 4-ways, not your 8-ways.
3. 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 students to be quiet before proceeding across the tracks.
4. Bus students who live across the tracks must remain on the bus to cross the tracks. Students will not be allowed to cross the tracks on their own under any circumstances.

COLD WEATHER PROCEDURES:

1. Never leave the bus or allow students to leave the bus if you are stalled or stuck, unless it is safer to do so (i.e. railroad crossings, and blind curve).
2. During blizzard conditions and sub-zero weather, do not drop off students who must walk a substantial distance and whose parents are not present at the bus stop.
3. Never leave the established bus route.
4. Ask about absent students before leaving town.
5. If a student drives to the bus stop, wait until the student gets his/her car started before continuing on the route.

RADIO STATIONS

If buses are dispatched early during the day due to adverse weather conditions, radio announcements will be broadcast immediately. Also, parents will be notified by phone as to the early dismissal, and if circumstances arise, arrangements will have to be made concerning your child.

<u>AM</u>	<u>FM</u>
KGHL-----790	KOHZ-----103.7
KURL-----730	Y93-----93.3
KBLG-----91	KIDX-----98.5
KCTR-----97	KCTR-----102.9

BEGINNING AT ABOUT 7:00 A.M.

The Shepherd Schools Transportation Department solicits your cooperation in the continuing effort to make School District #37 school buses a safe mode of transportation for your children.

DRUG AND SMOKE-FREE WORKPLACE

No smoking is allowed on any Shepherd School bus at any time. Shepherd School is a smoke-free school. No smoking is allowed in any of School District #37's buildings.

STUDENT DISCIPLINE

The driver must keep control of the students at all times. The driver should never attempt to perform any disciplinary action while the bus is in motion. Stopping the bus lends emphasis to the situation.

1. Bus drivers are provided with a form for reporting all discipline problems which must be submitted to the transportation supervisor for further process. (See District #37, Shepherd Public Schools, Parent/Student Transportation Handbook.)

2. It is especially important that the transportation supervisor is made aware of discipline problems early to alleviate major problems at a later date.

NEVER DROP OFF A STUDENT BEFORE THEIR DESIGNATED BUS STOP AS A FORM OF DISCIPLINE. A CHILD WILL NOT BE PROHIBITED FROM RIDING THE BUS IN THE AFTERNOON FOR DISCIPLINARY REASONS, IF TAKEN TO SCHOOL BY THE BUS THAT DAY, UNLESS THE TRANSPORTATION SUPERVISOR AUTHORIZES A CHANGE FROM THIS POLICY.

WAYS TO MAINTAIN STUDENT DISCIPLINE:

1. Never give an order you do not intend 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.
5. Be fair. It is not punishment, but injustice that makes a child rebel against you.
6. BE friendly. Always show an interest in what the children are doing.
7. Commend good qualities and actions.
8. Remember that a sense of humor is extremely valuable.
9. Never strike a child.
10. Do not judge conduct on how it annoys you.
11. Do not take your personal feelings and prejudices out on the children.
12. Maintain poise at all times. Do not lose your temper.
13. Look for good qualities-all children have them.
14. Do not "pick" on every little thing a child does. Sometimes it is wiser to overlook some things.
15. Listen for suggestions and complaints from the children.
16. Be sincere in your work.
17. Set a good example of yourself.
18. Never hold a child up to public ridicule. It is the surest way to create a discipline problem.
19. Try to be constructive, not repressive, in all dealings with children.
20. Bear in mind that misbehavior is seldom willful. There usually is a cause or some other influence outside the child.
21. Successful handling of youthful misbehavior consists of thinking faster than they do. If they can out-think you, you are not demonstrating your maturity. You should see possibilities before they become results. This is the secret of leadership.
22. Defiance of established procedures results from a 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.

SEXUAL/RACIAL HARASSMENT/INTIMIDATION POLICY STATEMENT

The Shepherd Public School is committed to a positive and productive working and learning environment free from discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The District prohibits sexual/racial harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or students, and finds such behavior just cause for disciplinary action. The District will not tolerate such behavior between members of the same or opposite sex. The District will take prompt, effective and remedial action on complaints, grievances, and reports of sexual/racial harassment or intimidation (including informal reports of inappropriate sexual or gender-directed conduct) which come to the attention of the District.

The District prohibits retaliation against any employee or student because he/she has made a report of alleged sexual/racial harassment, or intimidation against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender.

This policy applies to individuals attending any events on District property, whether or not District-sponsored, and to any school-sponsored events, regardless of location.

A substantiated charge against a student shall subject that student to student disciplinary action including suspension or expulsion, consistent with the District's student discipline policy.

UNIFORM COMPLAINT PROCEDURE

The Board establishes the Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those governed by a specific process in state or federal law that supersedes this process or collective bargaining agreement. Board Policy 1700 can be found on our website at: <https://www.shepherd.k12.mt.us/Page/895>.

SAMPLE OF SHEPHERD'S DISCIPLINE REPORT

SCHOOL DISTRICT NO. 37
SHEPHERD, MONTANA 59079
DISCIPLINE REPORT

Date _____ Route No. _____ A.M. or P.M.

Driver _____

Student Rider _____ Grade _____

The above named school bus rider was guilty of misconduct aboard the school bus. The following (x's) will specify the acts committed:

- ☐ Failure to remain in seat while bus is moving or stopped.
- ☐ Loud talking, shouting or screaming.
- ☐ Making obscene gestures.
- ☐ Teasing or annoying other riders.
- ☐ Throwing books, spit wads, etc.
- ☐ Fighting.
- ☐ Littering bus.
- ☐ Profanity, vulgarity.
- ☐ Disrespect (drivers).
- ☐ Other acts: (Describe) _____

The following action will be taken:

- ☐ Warning
- ☐ Riding Privileges Revoked until _____ (Date).
- ☐ Riding Privileges Revoked until further notice.
Call _____ (Phone).
- ☐ Riding Privileges Permanently Revoked.

For further information, please contact: 373-5516 or 373-6481.

Parent's Signature

Remarks:

Driver's Signature

Administrator's Signature

Date

EMERGENCY AND ACCIDENT/DISABILITY PROCEDURES

Under no circumstances are bus drivers, students or others to take any action that would jeopardize their safety or the safety of others involved in an accident or a disabled bus. Students are not to be left unattended at any time.

The following procedure will be implemented in the event of a bus accident or a disabled bus while transporting students.

Accidents:

1. The driver is to report any accident to the proper authorities (city police or highway patrol) and to the transportation supervisor, who will, in turn report to the administration all accidents or emergencies. The transportation supervisor shall notify the parents by radio or by phone in cases of emergency, if necessary.
2. All accident reports should be completed and submitted to the transportation supervisor for proper handling no later than 24 hours after the accident.
3. If the school bus driver is issued a citation for a traffic violation or accident while driving the bus, the driver may be suspended from driving the bus until further investigation can be completed. The same disciplinary procedure will apply if a student is injured in a bus accident even though a citation is not issued. The School District will make the final determination whether the driver continues to drive the bus or not.
4. Secure the bus so as to prevent further problems or injury (set parking brake, turn off engine, etc.). Remember the ignition key must be on for two-way radio to operate.
5. Call the bus garage and report to the transportation supervisor, so that someone from the bus garage, if possible, will go to the scene immediately to help with the investigation.
6. Don't leave scene of accident until police or highway patrol arrive. Do not move the bus. Another bus will be dispatched to the scene, if necessary.
7. Get names and addresses of witnesses and people in other vehicles involved. Get names of students on the bus and where they were seated.
8. Make no statement or admissions. Merely give name and driver's license information to police. The registration slip and insurance information are inside the first aid kit.
9. Be courteous at all times. Do not provoke an argument.
10. Students may be transported to the hospital by another bus, if necessary. Students should be instructed to contact the school administration office if an injury should later develop. In case of injuries, the administration offices must be kept informed as readily as information is available.
11. Emergency Driver replacement due to illness, potential HOS violation, family emergency or any other reason, will be the responsibility of the Transportation Supervisor. The Transportation Supervisor has the final decision on assigning a replacement driver and may use seniority/bid or can assign any driver, depending on the situation.

ACTIVITY TRIPS

ROTATION BID FOR ACTIVITY TRIPS:

All activity trips will be bid in a seniority rotation each month. The Activity bid meeting will be scheduled during the 1st 2 weeks of each month and the bids will be for the following month. The Transportation Supervisor will administer the meeting and has the final say on any issues. Once the activity bid is complete, the sub drivers will be assigned the open bus routes.

Open routes after the bid meeting will be assigned at the discretion of the Transportation Supervisor.

Once Activity trips are bid and locked in, any cancellations, changes to trip date or re-schedule, for whatever reason, will open the trip up and place it back into rotation. The Transportation Supervisor has final say on any issues regarding Activity trips, Route Bidding, Cancellations and Route/Trip assignments.

ACTIVITY TRIP PROCEDURES AND GUIDELINES:

Drivers of activity trips may need to be flexible and cooperate with students and their advisor(s) as much as possible.

Drivers of activity trips will assume the responsibility and assist in the careful and proper storage of luggage and equipment involved for the activity trip (DO NOT BLOCK EXIT DOORS, WINDOWS, OR AISLES.) Treat the luggage and equipment as if it was your own, handling it with the utmost care.

Drivers of activity trips will report to work rested and ready. You will need to dress appropriately for the job and weather conditions. Before you start your trip, make sure you have the necessary paper work, road maps, and planned fueling location (if possible), credit cards, money and the current weather conditions.

Drivers of activity trips will follow all rules and laws set forth by the State of Montana, and any state in which travel is being conducted, the U.S. Department of Transportation and the Shepherd School District, this includes Department of Transportation, hours of service rules.

Drivers of activity trips who have the misfortune to encounter adverse weather and road conditions should use the following guidelines for the assessment of their trip continuation.

1. Call the Highway Department-Road report for the area being traveled to or from.
2. Call the Highway patrol locally for their assessment.
3. Call law enforcement agencies or Highway Department Road report at two or three intermediary localities.

TIPS FOR TRIPS:

1. Check rotation bid list daily.
 - a. Check time of departure (the time could change.).
2. Arrive at the bus garage 30 minutes prior to departure.
 - a. Spend 15 minutes doing pre-trip inspection, bus warm-up, and log book recording.
 - b. Arrive at the passenger pick up location 15 minutes prior to departure time.
3. Assist passengers with the storage of luggage and equipment.
4. Make sure the bus is not over loaded and everyone has a seat, if not, do not leave.
5. Wait for passengers to be seated and the advisor gives the okay that everyone is present prior to leaving.
6. Once you get under way, remember, the driver is in charge of the bus. Any problem or situation that will affect the safe operation of the bus must be handled immediately (discipline, etc. should be handled by the advisor).
7. All traffic laws are to be followed while you are on the activity trip. You may have to allow for bad weather by traveling slower (remember, it takes two teams to play the game, and they can't start without you).
8. Upon arrival at the activity, check with the advisor. Inform him/her that you may be absent for a while or ask what time you are needed for the return trip or meals, etc.
9. Fueling the bus, washing the windshield, resting and eating should be performed while the activity is being conducted.
10. Have the bus warmed up and your pre-trip inspection completed before the activity is over. There may be times in adverse weather when the bus must run during the activity or all night at a motel, be sure the engine rpm is placed at 1,000 rpm.
11. Upon the return to Shepherd or to a motel, fill out the activity trip report, log book and clean, fuel and secure the bus and bus garage (if applicable). Fill out any misconduct reports or bus maintenance reports as needed at this time.
12. Activity buses are equipped with emergency boxes containing many items needed for the buses. (Extra headlights, oil, antifreeze, paper towels, garbage bag, extension cords, etc.)

The following rules when applied to activity trips will help to insure a safe and enjoyable trip.

1. Communication between the driver and advisor is a very important part of insuring that the trip is a success.
2. Be aware of the itinerary and be on time.
3. Music from individual tape/CD players will be allowed only when the student uses a head set.
4. If the students are misbehaving, notify the advisor. Consequences for misbehavior will be left to the discretion of the school administration.

5. Students should remain seated and under control. No students in overhead racks, sleeping in aisles, or hanging out of the windows. Infrequent changing of seats on long trips is permissible.
6. All food and drinks should be kept to a minimum.
7. The use of all drugs and tobacco products is forbidden.
8. Transportation Supervisor must be contacted when all Activity Drivers are done with their trip.

ACTIVITY TRIP REIMBURSEMENT:

Drivers of activity trips will be eligible to use the Schools P Card for meals, per Shepherd School Policy, unless it is a day trip, see page 21.

The following time frame for meals will be used.

Breakfast: If the trip leaves prior to 7:00 A.M., or if it is the second or third day (etc.) of an overnight trip.

Lunch: If the trip leaves prior to 12:00 Noon, or if the trip is overnight, second day, third day, etc.

Dinner: If the trip leaves prior to 6:00 P.M. and doesn't return prior to 6:00 P.M., or if the trip is overnight, second day, third day, etc.

There are meals provided by the Shepherd School District on some activity trips and these meals should not be claimed on the reimbursement form.

Shepherd School has set up credit card purchasing through the P-Card system. Administrators, sponsors and employees who are issued a P-Card are required to sign the District's P-Card User Agreement which allows them to purchase goods for school use only that have been approved by their supervisor. P-Card purchasing must follow the same guidelines as all other purchases. A P-Card Purchase Request must be filled out and approved by the Principal and Superintendent before any purchases can be made. Improper usage of your P-Card or failure to turn in receipts within three (3) business days will result in termination of P-Card privileges. Possible disciplinary actions up to and including the risk of termination or legal actions may also result with misuse. Immediately after use of the P-Card, a P-Card Purchase form, along with all receipts, must be turned in to the District office within the three (3) business days. Monthly statements are received and receipts must match the statement. This must be done promptly so payment can be mailed on time to avoid late charges. Include all necessary receipts with the form and return to the District Office once completed with the appropriate approvals. All receipts must be turned in to the purchasing office within three (3) business days of the purchase or returning from travel.

Gratuities are part of the meal allowance. Any overages are the sole responsibility of the coach or advisor. Consolidation of funds for one meal is not allowed.

Breakfast \$12.00

Lunch \$14.00

Dinner \$18.00

ACTIVITY TRIP EMERGENCY EXPENSES:

Drivers of activity trips may at times find themselves spending their own money to obtain emergency repairs, i.e.: flat tires, head lights, etc. This money will be reimbursed, provided the receipt is signed and travel expense form is submitted.

SHEPHERD SCHOOL DISTRICT #37 EXTRA-CURRICULAR TRIP PAY SHEET

Date [Click here to enter text.](#)

Driver Name [Click here to enter text.](#)

Event/Group [Click here to enter text.](#)

Destination [Click here to enter text.](#)

Vehicle Number [Click here to enter text.](#)

Sponsor Name [Click here to enter text.](#)

One Day Trip

Start Time [Click here to enter text.](#) **End Time** [Click here to enter text.](#) **Total Trip Hours** [Click here to enter text.](#)

<u>Over Night Trips</u>	<u>Start Time</u>	<u>End Time</u>	<u>Daily Hours</u>
<u>Day 1</u>			
<u>Day 2</u>			
<u>Day 3</u>			
<u>Day 4</u>			
		<u>Total Trip Hours</u>	

Driver Signature

Supervisor Signature

JOB BENEFITS

ABSENCES:

1. In the event of absence, it is the driver's responsibility to notify the Transportation Supervisor so that a substitute driver can be assigned. The Supervisor should be notified 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.
2. The driver must fill out the proper leave request form available from the transportation office so the information can be included on the time sheets.
3. The telephone numbers for reporting your absence are as follows:
 - a. 373-5331 Bus Barn
 - b. 373-5461 School Administration
 - c. 855-6062 Transportation Supervisor (home)

Driver's meals allowable expense:

Breakfast	\$12.00
Lunch	\$14.00
Dinner	<u>\$18.00</u>
 Total Per Day	 \$44.00

Mileage is the state rate per mile.

Or you may eat the same meal as the team and it will be added to the activities purchase order.

School will reimburse the driver after driving four (4) full weeks or sub driving ten (10) days:

- a) CDL License
- b) Physical Exam
- c) First Aide Course
- d) Defensive Driving Course
- e) Two (2) hours pay for random drug tests.
- f) MAPT Conference

SUBSTITUTE DRIVERS:

Sub driving for the equal number of days as a regular driver will be credited toward experience if applying for a contract.

ESTABLISHED ROUTES:

All routes are guaranteed a daily minimum of 4 Hours if both AM and PM shifts worked.

If only 1 shift is worked (AM or PM but not both) then only 2 Hours are guaranteed.

ACTIVITY TRIPS:

Salary will be **\$14.24** per hour not to exceed fifteen (**15**) hours per day and any trip will have a three (**3**) hour minimum. Also, route salary will not be withheld when driver is driving an activity.

The Transportation Supervisor can drive any activity trip assigned by the Superintendent/Board of Trustees. However, an attempt will be made to find drivers and only under extreme circumstances or lack of driver availability will allow the supervisor to drive.

Sub drivers may be asked to drive activity trips when regular route drivers are not available. Sub drivers can be placed in the rotational bid order with regular drivers when staffing dictates. This will be determined by the Transportation Director and will also be on a seniority rotation.

If an Activity trip is not filled by the bidding process with permanent and Sub drivers, a reverse rotation will be used to staff the open trip. Drivers that have not bid any trips (for the bid period) will be assigned first to any open trip(s). If all drivers have bid during the bidding period, then a reverse seniority list will be used with the least senior driver 1st and most senior driver last for assignments.

A new driver must take three (3) training trips before driving an activity trip. A period of six (6) months of route driving is recommended, but under emergency situations new drivers can be assigned an activity trip.

Overnight activity trips: (multiple days) drivers will be compensated for hours worked each day of the trip. In the event of a driver not being needed for a full day (2, 3, etc.) the driver will be compensated for ten (**10**) hours of "on duty" time. In the event of a driver not being needed for a full day (return), the driver will be compensated for eight (**8**) hours of "on duty" time. Motel and meals are furnished by school District #37 for overnight activities.

SENIORITY:

If any route becomes open at any time during the year, it will be filled with the senior driver that desires that route, pending supervisor approval. **This applies to permanent routes, not openings due to an absence or short term issue.**

All routes that are open due to Activity trips, Absences, Days off etc will be assigned/offered to a Sub Driver. If no Sub Driver is available, then a Route Driver will be assigned (if possible) or the route will be absorbed. There will be no rotation or preference given in situations where the route becomes open and the date is less than 2 weeks away.

*The Board of Trustees has the right at any time to change the assignment of any route driver.

Activity trips will be listed by seniority, and then shall rotate for the year. If a driver cannot drive or chooses not to drive the route goes to the next driver in rotation.

PERS and vacation are as per state law.

Itineraries shall be provided to the bus driver for all activity trips. These itineraries shall be given to the bus supervisor by the A.D. or principal. Please refer to non-certified handbook for other job related information.

STUDENT CONDUCT-SCHOOL BUSES

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus, and only at that time, does he/she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the Board of Trustees shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. The school district believes all students can behave appropriately and safely while riding on a school bus. The school district will tolerate no student stopping drivers from doing their job or preventing other students from having safe transportation.

The following rules must be obeyed:

A. Prior to Boarding the School Bus

1. Be on time and waiting for the bus at the approved school bus stop.
2. Stay out of the road while waiting for the bus.
3. Do not participate in any disruptive behavior or destruction of surrounding property.
4. Wait for the school bus to come to a complete stop before attempting to board the bus.

B. While Riding the School Bus

1. Board the bus one at a time.
2. Sit down quickly.
3. Keep hands, feet, and objects to yourself and inside the bus.
4. Use proper voice and language.
5. Eating or drinking will not be allowed on the bus.
6. Students will not throw waste paper or other debris on the floor of the bus, or out the windows.

7. Students must remain in their seats while the bus is in motion.
8. Any damage to the bus will be reported to the driver at once. The school district will be compensated for any malicious damage caused to a school bus by a student.
9. There will be no use of illegal drugs, alcohol or tobacco products.
10. Students may not board or depart from the bus at a stop other than their own without prior approval and written consent from parent or guardian.
11. All carry-on objects, except regular school supplies, must have prior approval by the driver.

RULE VIOLATIONS

Drivers are required to report misbehavior on the school bus to the transportation supervisor, and, if it is a serious or third ticket infraction, to the building principal. Such reports will result in one of several possibilities. They are:

- a) Minor infractions will be issued a bus discipline ticket indicating a warning. This ticket must be signed by the parent/guardian and returned to the driver by the student before he/she will be able to board the bus (usually the following day).
- b) A second ticket will be issued by the bus driver, "stating the student is immediately off the bus for 3 days for any infraction that has been done. A form letter from the school will be enclosed. (See next page for sample letter.)
- c) A serious infraction or a third ticket is issued by the bus driver. Also "stating the student is immediately off the bus for two weeks' suspension (dates will be on ticket). A form letter from the school will be enclosed.
- d) Repeated violations will result in permanent suspension from bus riding privileges.

*Serious infractions are those violations which would be considered suspendable in board policy or in the student/parent handbook.

*When students are suspended, parents are responsible for their transportation to and from school. The students' hours are 8:10 A.M. to 3:30 P.M.

The driver or bus supervisor will report any minor or serious infractions to the building principal. The building principal will use discretion in determining whether the violation will enter the school discipline plan.

All Shepherd School buses are equipped with video and audio equipment. The Transportation Supervisor will review incidents and violations as needed.

BUS DISCIPLINE NOTICE

(Date)

Dear Parent or Guardian:

This letter serves to notify you that your child _____
(Child's Name)

Has received _____ bus discipline notices. Because of this he/she will have his/her bus riding

Privileges revoked _____ starting _____
(Dates) (Day of the week)

This action is being taken because of inappropriate bus behavior. We cannot tolerate willful disregard for the rules or regulations. Your son/daughter will need to reconsider the decisions he/she makes relative to our standards of behavior.

We appreciate your support in this matter. If you have any questions, you can call the administrators at the following numbers.

Sincerely,

Kenneth Poepping, High School Principal

373-5300

Richard Hash, Middle School Principal

373-5873

Autumn Arlian, Elementary Principal

373-5516

cc: Superintendent

Transportation Services

EMPLOYEE HEALTH INFORMATION

EMPLOYEE HEALTH & SAFETY

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
 - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
 - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. An employee shall not remove guards or render methods of guarding inoperative, except for the purpose of adjustment, oiling, repair or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (use hook, stick, tong, jig, or other accessory);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.), until such objects are properly blocked or shored;
 - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load;
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade or interfere with any other form of accident prevention device or practice provided on any machine, tool, or piece of equipment which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately, or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

HANDBOOK ACKNOWLEDGEMENT

SHEPHERD PUBLIC SCHOOLS

TRANSPORTATION DEPARTMENT

TO: BUS DRIVER _____ DATE _____

FROM: SUPERVISOR OF TRANSPORTATION

SUBJECT: RULES AND REGULATIONS FOR SCHOOL BUS DRIVERS

This booklet contains your personal copy of the Shepherd School District's Rules and Regulations for School Bus drivers. It is intended to give you ready access to our expectations in performing your duties and responsibilities; therefore, you should keep it in such a manner as to assure its availability whenever you are uncertain about rules applying to your role as a school bus driver.

This booklet is intended to provide insights and guidelines on how best to become an effective and professional school bus driver. The driver's handbook is a valuable aid towards understanding how to cope with the multitude of problems you will encounter. Please read the enclosed booklet within ten (10) days. During this time you should discuss with the transportation supervisor any questions you may have as to the meaning of any rule(s). At the end of this period, you must sign below and return the form to the transportation supervisor.

I do hereby acknowledge that I have received my personal copy of the "School Bus Driver Manual" as issued on the above date. I further understand that this signed acknowledgment will be included in my permanent personnel file.

Date

Driver's Signature