

CSC of EASTERN HANCOCK COUNTY

TRANSPORTATION

HANDBOOK



Transportation Office 317-936-5652

Administration Office 317-936-5444

School Bus Drivers

Driving a school bus is a difficult and responsible job. The driver must not only maneuver the bus but also manage the behavior of all ages of students while their back is to the students. The driver performs an invaluable role in our school system. In most cases, the driver is the first school-affiliated adult the student sees in the morning and/or sometimes is the last adult they see in the evening. Having a mutually respectful and courteous relationship with the students can have a lasting and positive effect on the lives of our students.

School buses are by far the safest form of transportation on the roads today. Please remember that the safety of your passengers is your first and foremost priority. This set of guidelines is by no means meant to include all information necessary to be a successful bus driver for Eastern Hancock Schools. It is an attempt to include information to benefit drivers in our district. These guidelines should be used along with good common sense and any other sources of information, as necessary and/or required.

On behalf of the administration and students of Eastern Hancock Schools, thank you for your dedication to the students of our district.

General Responsibilities and Guidelines:

- All Eastern Hancock employment policies and procedures applicable to non-certified staff are in full effect for bus drivers. Drivers are expected to familiarize themselves, and remain familiar, with such policies and procedures, which are located on the school corporation website. Drivers are particularly reminded of their obligation to IMMEDIATELY report suspected child abuse to the Department of Child Services or local law enforcement, in accordance with Indiana law and School Board Policy A225, and the obligation to be free of alcohol, tobacco, and illegal drugs as required by School Board Policies A250, D275, D300, and federal law.
- The safety of the driver and passengers is the top priority
- Know and obey all local, state, and federal vehicle/DOT laws as they apply to school buses
- Be sure license and physical are up to date and legal (with copies in the Transportation office)
- Be appropriately healthy to drive the bus on a daily basis
- Be available for mandatory DOT drug testing
- Firearms of any type are not allowed on school buses (unless in possession of a bona fide law enforcement official in the line of duty)
- No smoking or use of any tobacco products on or near the bus or fuel pumps (anywhere on or near school property).
- Drivers are not to make any permanent changes to the route without permission from the Administration
- Do not leave the bus if students are on board or get off the bus and leave the engine running or the key in the ignition.
- Do not allow any unauthorized person to drive your bus, occupy the driver's seat, tamper with the engine, etc.
- Do not stop to give assistance to other motorists when you have students on your bus. Use the radio to call the offices and report the situation and the proper authorities will be contacted

- Do not allow any students to board or depart the bus using the emergency door unless it is an emergency
- Drivers shall perform pre-trip inspections on their bus and report any damage, problems, or concerns to the bus mechanic (Including, but not limited to: fluid levels; tire wear and damage; properly functioning brakes, running and student lights, student and emergency exit doors/windows; properly mounted and functioning mirrors; clean and orderly cabin)
- Drivers will fuel their buses
- Cell phones are NOT to be used while operating the bus. (In the event of an emergency only, the driver should safely stop the bus before using a cell phone.)
- Drivers should wear clothing and shoes that are free of safety hazards, do not promote drugs or alcohol, and do not contain vulgar or profane statements.
- Inform the schools if you are going to be late
- Do not move the bus until all passengers are properly seated
- Children should remain seated until your bus comes to a complete stop
- Unauthorized persons shall not ride or board your school bus
- Let students on and off of the bus only at their designated stop
- Check the interior of the bus after each route for damage to the bus or lost articles, and report any concerns to the Transportation Director
- Check the bus for students and sign the walk-through sheet at the end of every route.
- When unloading, do not proceed until all students have cleared the roadway
- The two-way radio is for school-related business. Please keep any communication short and efficient while on the routes. Route time is a busy time for drivers, custodians, and administration. The radios need to be free for use by all.
- If a sub driver is needed, please use the provided sub-list to find a sub. Notify the Transportation Director of upcoming time off. Enter time-off in Skyward Financial in a timely manner
- Contact Mechanic Supervisor if you encounter mechanical problems while on your route
- Report any road closing or safety concerns to other drivers who would need this information and to the transportation office

Bus Monitors

General Responsibilities and Guidelines:

- All Eastern Hancock employment policies and procedures applicable to non-certified staff are in full effect for bus monitors. Monitors are expected to familiarize themselves, and remain familiar, with such policies and procedures, which are located on the school corporation website. Monitors are particularly reminded of their obligation to IMMEDIATELY report suspected child abuse to the Department of Child Services or local law enforcement, in accordance with Indiana law and School Board Policy A225; IMMEDIATELY report harassment to the appropriate school corporation anti-harassment coordinator, in accordance with School Board Policy A100; and to be free of alcohol, tobacco, and illegal drugs as required by School Board Policies A250, D275, D300, and federal law.
- Assist the driver to maintain a safe and orderly commute
- Be appropriately healthy to ride the bus on a daily basis
- When applicable, operate the wheelchair lift in a safe manner

- Firearms of any type are not allowed on school buses (unless in possession of a bona fide law enforcement official in the line of duty)
- No smoking or use of any tobacco products on or near the bus (anywhere on or near school property).
- Monitors should wear clothing and shoes that are free of safety hazards, do not promote drugs or alcohol, and do not contain vulgar or profane statements
- Remain seated as much as possible
- Check the interior of the bus after each route for damage to the bus or lost articles, and report any concerns to the bus driver
- Check the bus for students at the end of every route.

Student Confidentiality

As an employee of Eastern Hancock Schools, you will, at times, be told/have access to student information. Confidentiality is mandatory. Do not discuss student information with anyone. This includes student discipline issues, student health issues, student grades, and/or special needs or issues of students. A breach of confidentiality can lead to serious legal issues and disciplinary action. Do not negatively discuss students in public, as others may hear and it will get back to the student and can cause problems.

Bus Conduct Rules

Student safety is the primary concern of the Community School Corporation of Eastern Hancock County's Transportation Department. The following safety rules and conduct codes have been established to help ensure student safety while riding the school bus. Safety demands complete cooperation. Violations of any of the safety rules and conduct codes, or any other dangerous or disruptive acts on the bus, may result in the suspension of bus riding privileges. A School Bus is an extension of the classroom and actions not allowed in class will not be allowed on the bus.

1. Be on time at the assigned school bus stop. We suggest being at the stop five minutes before the scheduled bus stop time.
2. Drivers are not expected to pick students up at their homes or anywhere other than the assigned bus stop location. 3. Bus drivers are not expected to wait on students that are not at their assigned stop when the bus arrives.
4. Stay off the road at all times while waiting for the bus.
5. Do not move toward the bus until the bus has been brought to a complete stop. Wait for the driver's signal if crossing the road. Cross in front of the crossing arm, never behind the bus.
6. Do not leave your seat while the bus is in motion.

7. Keep hands and head inside the bus at all times. Windows can be opened to the legally designated line only.
8. Loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident. Quiet voices must be used on the bus.
9. Eating, drinking, chewing gum, and smoking are not allowed.
10. Do not throw anything in the bus or out the windows. Keep the bus safe and clean at all times.
11. Be absolutely quiet at railroad crossings.
12. Get on and off at your assigned bus stop only. The bus driver is not permitted to do exceptions to this rule without proper authorization from a school official.
13. Do not bring large art projects or instruments, animals, pets, or large objects on the school bus. Under no circumstances should firearms, explosives, or weapons be brought onto a school bus. Lunch boxes, smaller musical instruments, and small athletic equipment (those which can easily be transported on a student's lap or under the seat) must be kept out of the aisle.
14. Never tamper with or vandalize the bus, seats, or any bus equipment.
15. When getting off the bus, if you need to cross the road, walk out in front of the crossing arm in front of the bus. Watch traffic in both directions. Wait for a signal from the bus driver permitting you to cross.
16. Sit in your assigned seat only. The seat each student occupies and the back of the seat in front of the student are the responsibility of the student. Damage to school property will be the student's or guardian's financial responsibility.
17. Remain on the bus in the event of an emergency. Listen to the instructions given by the driver and follow the safety rules.
18. Observe all school conduct rules at the bus stop and while on the bus. School conduct rules apply on the regular bus routes as well as any extra-curricular events.
19. The use of cameras is prohibited, including cell phone cameras.
20. Cell phones shall not be used on the bus unless the bus driver authorizes them, and the use of cell phone cameras and any other electronic recording device is prohibited.
21. Parents/ Guardians are not permitted to board a school bus without permission from the administration unless they are participating in a school-sponsored activity and transportation is a part of that activity.
22. The privilege of riding the school bus may be denied to any student who does not conduct himself/herself in a safe and orderly fashion. School bus drivers and administration will determine what is safe and orderly. The bus driver reserves the right to assign seating for any student(s) for any reason.
23. The driver has full authority of the bus while students are being transported. For misconduct, the driver, upon notifying the parent/guardian, may suspend a student from riding for one day. The building administrator may recommend a three or five-day suspension from riding. Further misconduct will result in the riding privilege being revoked for the remainder of the semester.

Student Bus Conduct Forms

When you have a discipline issue on your bus, attempt to resolve the issue on the bus. Encourage the student to do the right thing, whether that is a safety concern for the student or for others. If you have attempted to resolve the issue, but have been unsuccessful, call the student's parent or guardian. If the student continues the behavior, fill out a Bus Conduct Report and give it to the Transportation Director. This information will be input into Skyward and the School Principal will address the concerns.

Eastern Hancock Bus Accident Protocol

Driver Responsibility

1. Do a visual check of all students to determine if any injuries have occurred, and perform basic first aid as needed.
2. In the event of serious injury, immediately call 911 for assistance. Be prepared to tell the 911 Operator where you are, approximately how many students are on-board, and how many are injured.
3. Notify the Transportation Director immediately.
4. The bus driver is responsible for the creation of a list of names and a seating chart of all students on the bus at the time of the incident. The bus driver may select a responsible student to assist in this process.
5. The bus driver should not leave the bus unless an evacuation is necessary. Visually inspect the exterior of the bus and surroundings using the mirrors and windows. Report damage to the Transportation Director as soon as possible.
6. Make sure four-way flashers are on and that the bus is out of the right of way if possible.
7. Secure the accident site and put out red, reflective triangles, if able.
8. Remain on the bus with students until a new bus arrives. If it is not safe to stay on the bus, evacuate all students to a safe location of your choosing.
9. Communicate to the Transportation Director and administration if the bus is evacuated and to where you are evacuating.
10. No one, including students, are to leave the scene of the accident until law enforcement or school administration has released them.

Emergency Guidelines

- Have a plan for various types of emergencies that might arise
 - Determine safe places on your route in the event of a tornado while driving your route
 - Be aware of safe places to pull off of the road and wait in the event of a severe thunderstorm, etc.
 - Have an emergency evacuation plan and student helpers assigned. These student helpers should be familiar with the operation of the two-way radio, the emergency brake, emergency warning lights, and fire extinguishers. Helpers should be aware of the location of the first aid kit. Student helpers must be students who are physically and emotionally capable of assisting the driver and other students during the bus evacuation.

- The driver and the student helpers must be familiar with the operation of the emergency exit windows in the case that both exit doors are inoperable
- Emergency evacuation drills twice per year will be conducted near the football field entrance after all students have been picked up in the morning
 - During an emergency evacuation drill, the driver will either open the front student door or instruct the designated student helpers to open the rear emergency door. The student helpers will then exit the bus and remain outside the front or rear of the bus to assist students departing the bus. There will also need to be student helpers who remain on the bus, in the back, to assist with the evacuation. The driver will have all students “meet” at a certain location (not far from the bus). Do not leave the driver seat unattended with the key still on and/or in the ignition.

Athletic and Field Trips

- All field trip drivers are scheduled and assigned by the Transportation Director
- If you are interested in a certain team or sport, please notify the Transportation Director
- Upon returning from an extracurricular trip, the driver should turn in the trip ticket in to the Transportation Director
- The driver is responsible for the operation of the bus. The coach/supervisor is responsible for the students and their behavior on the bus. Report any problems in this area to the Transportation Director
- The coach/supervisor is responsible for making sure the bus is left clean after a trip. The driver should check the bus after all riders have departed. Report any problems to the Transportation Director
- Be sure all students and coaches/supervisors are on the bus before departing

For more information on the Community School Corporation of Eastern Hancock County's Facility and Transportation Safety Policy, please visit

<https://www.easternhancock.org/docs/district/depts/24/to%20post/g100%20facility%20and%20transportation%20safety.pdf?id=4846>.

For more information on the Community School Corporation of Eastern Hancock County's School Trips and Privately Sponsored Activities Involving School Corporation Employees and Students Policy, please visit <https://www.easternhancock.org/docs/district/depts/24/to%20post/c500%20school%20trips%20&%20privately%20sponsored%20activities%20involving%20corporation%20employees%20and%20students.pdf?id=4660>.