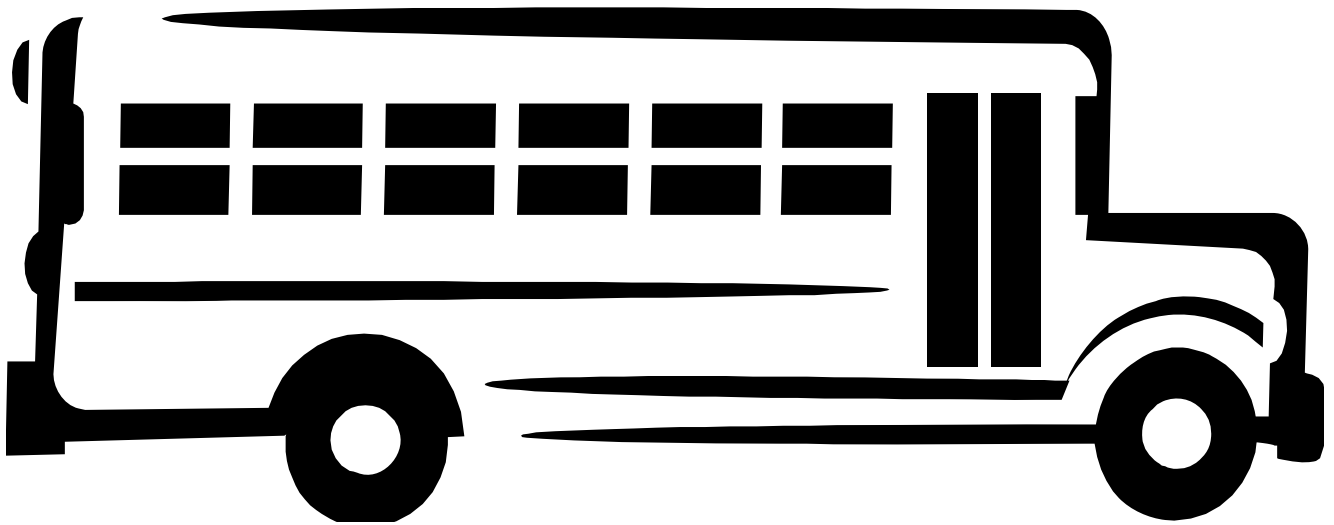


NORWICH CITY SCHOOL DISTRICT



TRANSPORTATION STAFF HANDBOOK

1 TABLE OF CONTENTS

1	DRIVER REGULATIONS	2
1.1	Regulations and Training	2
1.2	Care and Maintenance of Equipment	3
1.3	Route Regulations	3
1.4	Personal Regulations	4
1.5	Special Regulations	5
2	DRIVER-STUDENT PROCEDURES	6
2.1	Line Up at School	6
2.2	Discharging Passengers	6
2.3	Safe Driving Regulations	7
2.4	Procedure for Observation of a Vehicle Passing a Stopped School Bus	8
2.5	Emergency Drills	8
3	STUDENT DISCIPLINE	9
3.1	Student Discipline Basics	9
3.2	Positive Discipline Actions	9
3.3	Discipline DONTS	10
3.4	Norwich City School District Board of Education Policy: Bus Conduct	10
4	SCHOOL BUS ACCIDENTS	11
4.1	Accident Procedures	11
5	SCHOOL BUS DRIVER DISCIPLINARY ACTIONS	12
5.1	Disciplinary Policy Regarding Accidents	12
5.2	Disciplinary Policy Regarding Violation of General Rules	12
5.3	Termination of Employment – Mandatory	13
5.4	Appeal of Discretionary Suspension	13
5.5	Inspection of License	13

1 DRIVER REGULATIONS

1.1 REGULATIONS AND TRAINING

1. Each School Bus Driver of Norwich City School District conveyances shall be at least 21 years of age.
2. Each School Bus Driver must have a valid Commercial Driver's License.
3. Each School Bus Driver must comply with the following timetable for Article 19A of the Department of Motor Vehicles and with the regulations of the Commissioner of Education:
 - a. Fingerprinting
 - b. Annual review of driving record
 - c. Annual record of violations
 - d. Annual personal interview
 - e. Annual defensive driving performance
 - f. Annual physical examination
 - g. Biennial oral or written examination
 - h. Biennial behind-the-wheel driving test
4. Each School Bus Driver initially employed subsequent to July 1, 1973 shall have received at least two hours of pre-service instruction in school bus safety practices before transporting students.
5. Each School Bus Driver of a vehicle transporting students with disabilities exclusively who was initially employed subsequent to January 1, 1976, shall have received an additional hour of instruction concerning the special needs of students with disabilities.
6. During the first year of employment, each School Bus Driver shall complete a course of instruction in school bus safety practices approved by the Commissioner of Education, which shall include two hours of instruction concerning students with disabilities. The course is currently referred to as the *Thirty-Hour Bus Driver's Safety Practices Program*.
7. All School Bus Drivers shall receive a minimum of two hours of refresher instruction in school bus safety at least two times per year at sessions conducted prior to the first day of school and prior to the first of February each year. Refresher courses for drivers of vehicles transporting students with disabilities exclusively shall also include instruction relating to the special needs of students with disabilities.

1.2 CARE AND MAINTENANCE OF EQUIPMENT

1. EACH morning each School Bus Driver will check the following on the vehicle that they are operating:
 - a. Horn
 - b. Tires
 - c. Fuel and Oil
 - d. Lights
 - e. Gauges
 - f. Windshield Wipers
 - g. Air Pressure level
 - h. Brakes
2. In addition, each trip period School Bus Drivers should:
 - a. Wipe windshield inside and out
 - b. Wipe all mirrors and headlights
 - c. Wipe all rear lenses
3. Vehicles should be swept and left in a clean condition each day.
4. Articles will not be left on the dashboard area of the bus. Small items (i.e. pencils, combs, nail files, etc.) can fall into the defroster vents and cause damage to the vehicle fans.
5. Failure of any of the mechanical or signaling devices should be reported on the proper form and placed in the defect box. **DO NOT GIVE ONLY VERBAL REPORTS TO THE DIRECTOR OF TRANSPORTATION OR MECHANIC.**
6. All School Buses and Vehicles are to be washed as needed to maintain a clean appearance.
7. No vehicle will be parked with less than a ½ tank of fuel. Even if you are utilizing the same vehicle for your next trip it should be parked with the proper amount of fuel. This will provide that no School Bus Driver is left in a situation that will cause a vehicle to be late or to run out of fuel.
8. School Bus Aides can and should assist with the cleanliness of the vehicle.

1.3 ROUTE REGULATIONS

1. Each School Bus Driver must complete a School Bus Driver's Daily Report for each time the vehicle is driven.

2. A route should not be changed in any way without the approval of the Director of Transportation.
3. Each School Bus Driver should keep his/her route description and student roster on a clipboard so that a Substitute Driver can easily locate it. **Indications should be made on the route sheet for where students cross or any unusual situations.**
4. Each School Bus Driver should only pick up students on his/her roster. The Director of Transportation will notify you of all changes and additions to your student roster.
 - a. If a new student appears on your designated route DO NOT refuse to allow the student on your bus. Note down the student's name and provide it to the Director of Transportation.
5. Each School Bus Driver shall adhere to the scheduled times for each route.
6. DO NOT permit any person other than students, teachers and those assigned to supervise students to ride on your School Bus.
7. Bundles, large parcels, racks, groceries, skis and ski poles, snowboards, sleds and other large items **WILL NOT BE CARRIED ON A SCHOOL BUS.**
8. No glass containers and/or aerosol cans on the school bus.

1.4 PERSONAL REGULATIONS

1. Each School Bus Driver must report to the Bus Garage at minimum 10 minutes prior to each trip.
2. 20 Minute Pre-Post trip is as follows:
 - a. 10 Minutes prior to run for pre-trip
 - b. 10 Minutes after run for post trip to include washing, sweeping and route/student paperwork
3. School Buses shall not leave the Bus Garage more than five minutes prior to the listed start trip time on the schedule.
4. School Buses shall return directly to the Bus Garage after completion of the morning and afternoon run.
5. School Bus Drivers should not drive if too ill to do so. Report all illness to the Director of Transportation. Please ensure that you speak with either the Director of Transportation or the

Dispatcher. **Text and voice messages are NOT acceptable means of communicating an absence.**

6. School Bus Drivers must present a neat and clean appearance at all times while representing the Norwich City School District.
7. School Bus Drivers shall not smoke, eat, drink, or perform any act that may impair the safe operation of their vehicle.
8. School Bus Drivers shall not utilize their cell phones while driving or perform any act that would distract them from their driving.
9. **STATE LAW PROHIBITS SMOKING ON SCHOOL GROUNDS OR IN SCHOOL VEHICLE.**
10. **Never operate a School Bus having consumed alcohol.**
11. Each School Bus Driver is expected to treat each vehicle they drive with care and ensure that it is cleaned and maintained.

1.5 SPECIAL REGULATIONS

1. All students must have a written statement from the Building Principal in order to ride any bus except their own. If they do not have a note please advise them to see the Building Principal for proper administrative authorization.
2. Under Norwich City School District policy you do not have the authority to remove any student from your School Bus. You can make recommendations, but final determination is made by the Superintendent and the Board of Education.
3. Students are not to be picked up anywhere except regular school bus loading zones.
4. Keep at least one bus length behind any vehicle while driving within the City, and farther on the open highway.
5. Limit idle time to 3 minutes at 1,000 to 1,200 rpms.
6. DO NOT wave traffic past your School Bus.
7. DO make allowances on your Bus Route for inclement weather.
8. Allow your vehicle engine to idle at least two minutes prior to turning it off.

2 DRIVER-STUDENT PROCEDURES

2.1 LINE UP AT SCHOOL

1. NEVER LEAVE THE BUS UNATTENDED WITH THE ENGINE RUNNING.

Whenever the School Bus Driver is out of his/her seat, he/she shall set the parking brake, shut the engine off and remove the ignition key.

2. School Buses shall be positioned in the school loading zone as to allow all School Buses sufficient room to load and prohibit other vehicles from passing.
3. A student is the responsibility of the School Bus Driver as soon as he/she boards the vehicle. Each School Bus Driver must be on the School Bus prior to the students being permitted to board.
4. When at each school waiting for students DO NOT leave your School Bus. Utilize this time to perform duties such as sweeping the bus and updating paperwork.
5. School Bus Drivers shall train students in proper loading and unloading procedures.
 - a. Students shall remain seated until the School Bus has reached its scheduled stop.
 - b. Students will load and unload the School Bus in an orderly manner.
6. School Bus doors should be closed at all times when the vehicle is in motion.
7. If a student boards the incorrect School Bus a reasonable effort should be made to get the student home. If it is not reasonable to get the student to his/her home on the regular trip, return the student to the next school served or to the Bus Garage.

2.2 DISCHARGING PASSENGERS

1. Prior to stopping, the School Bus Driver shall give ample warning to other drivers by the timely application of the switch which activates the yellow lights in the front and rear of the vehicle. 100-200 feet is considered fair warning.
2. After stopping, the School Bus Driver shall not open the door of the vehicle until he/she observes that the road is clear and that no danger exists.
3. Students crossing the highway shall pass in front of the School Bus and at least ten to twelve feet ahead of it. Care must be taken to ensure that students do not step out on the road beyond the point protected by the School Bus until the School Bus Driver gives the signal for them to cross the highway.

4. Give particular care of the child on his/her first day of school. Never let an emotionally upset child rush off of your School Bus to potentially dart across the street. Assist younger students if necessary.
5. For wheelchair bound students, the School Bus Driver will be outside of the vehicle controlling the lift operator and the School Bus Aide will be inside to load/unload the student.
 - a. The School Bus Aide will need to assist the School Bus Driver in securing the wheelchair in the vehicle and lift.
6. The School Bus Driver shall carefully observe the number of students unloading from the vehicle and account for the safety of each student before proceeding. This is of utmost importance when students are crossing the road.
7. The School Bus Driver shall not resume motion of the vehicle until all students are at a minimum of 15 feet from the vehicle.

2.3 SAFE DRIVING REGULATIONS

1. All Norwich City School District vehicles shall adhere to all posted speed limit signs.
 - a. No Norwich City School District vehicle shall exceed the top posted speed limit.
 - b. At no time shall a School Bus Driver travel at a speed that is too fast and/or unsafe for road and weather conditions.
2. All Norwich City School District vehicles, whether loaded or vacant, shall adhere to all road signs and traffic signals. **DO NOT ATTEMPT TO JUMP OR BEAT TRAFFIC.**
3. All School Buses must come to a COMPLETE STOP at least fifteen feet before all railroad crossings and then OPEN DOOR AND WINDOW. School Bus Drivers must be absolutely certain that all is clear prior to proceeding.
4. No School Bus Driver shall sacrifice safety in order to maintain a schedule. The route schedule provided is only a guide to approximate times. If you cannot meet the schedule, please see the Director of Transportation to discuss adjustments.
5. All School Bus Drivers must, according to Motor Vehicle Law, Section 383 (4-1), wear a seat belt at all times while the vehicle is in motion.
6. While carrying students, a School Bus shall not be used to push or tow another School Bus.

7. Red Light Law – Effective September 1, 1976, this law amends Section 375 and 1174 of the Vehicle and Traffic Law and requires that a driver of a school bus, when stopped behind another school bus which is receiving or discharging students or when such school bus has its red signal lights lighted, to light his/her red signal lights also, if within fifty feet.
8. When facing another school bus that is receiving or discharging students four way or hazard lights only should be on.

2.4 PROCEDURE FOR OBSERVATION OF A VEHICLE PASSING A STOPPED SCHOOL BUS

1. If a vehicle passes a stopped school bus which has flashing red lights, please make an observation of the vehicle and submit a notification to the Director of Transportation. The information will then be forwarded to the local police department. The following items are helpful if can be obtained:
 - a. Vehicle License Number
 - b. Color of Vehicle
 - c. Make of Vehicle
 - d. Sex of Driver
 - e. Location
 - f. Date,
 - g. Time of day

2.5 EMERGENCY DRILLS

1. School Bus Drivers may be asked to help conduct at least three emergency drills during each school year. One drill shall be held during the first seven days in September. One Drill shall be held prior to January 1 and one drill shall be held prior to May 1. School Bus Drivers shall stress the importance of these drills to the students on his/her bus.

3 STUDENT DISCIPLINE

3.1 STUDENT DISCIPLINE BASICS

1. Each School Bus Driver is responsible for the discipline of students on his/her bus. If a serious issue develops, take the child home, or call via radio for the Director of Transportation. Do not contact the student's school. When you return to the Bus Garage complete the necessary disciplinary form. **The disciplinary form can be found at the back of this handbook.**
 - a. If you desire a conference with the Principal and the student please state this on the Disciplinary Form.
 - b. You will be informed in writing of any action taken.
2. The New York State Education Law, written in question and answer form, reads as follows:
13.23 In the event a child becomes a serious discipline problem on the School Bus, may his/her riding privileges be suspended?

YES. The Board of Education and/or the Superintendent of Schools (not the School Bus Driver) have the authority to suspend the transportation riding privileges of children who are disorderly and insubordinate. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school.

3. School Bus Drivers will be informed if a student is suspended from riding a School Bus.
4. The Commissioner of Education Regulation, Section 156.3f2, states, "Drivers are held responsible for reasonable behavior of pupils in transit. He/she does NOT, however, have the right to use corporal punishment."

3.2 POSITIVE DISCIPLINE ACTIONS

1. Be courteous with children and their parents.
2. Be consistent with children and their parents.
3. Control your temper.
4. Be fair.
5. Do everything possible to develop the idea that students themselves have important responsibilities in ensuring group safety.
6. Spot troublemakers and ask your supervisor what methods to use if uncertain.

7. Seat disruptive students towards the front of the vehicle.
8. Inform uncooperative students that a discipline form will be sent to their parents and Principal.

3.3 DISCIPLINE DONTS

1. Do not be too personal with students, but be friendly.
2. Do not be too lenient.
3. Do not threaten, shout or argue.
4. Do not use profanity.
5. Do not use physical force.
6. Do not discipline students while the vehicle is in motion. Pull to the side of the road and stop the bus when it is necessary to discipline students.
7. Do not assume that everything is alright. Check your mirror frequently.

3.4 NORWICH CITY SCHOOL DISTRICT BOARD OF EDUCATION POLICY: BUS CONDUCT

1. Please refer to Norwich City Schools Board Policy A402.2/A502.3 Bus Conduct adopted October 16, 1972, amended November 13, 2012. The Board Policy can be found at the back of this handbook.

4 SCHOOL BUS ACCIDENTS

4.1 ACCIDENT PROCEDURES

1. When in a vehicle accident keep all students on the bus unless absolutely necessary.
Emergency evacuation should occur only if there is the potential of further danger to the students as a result of the accident (i.e. collision, fire, submersion, etc.)
2. DO NOT leave the scene of the accident before observing the following procedures:
 - a. Stop immediately.
 - b. Quickly survey all passengers.
 - c. Protect the scene using flares, flags, etc.
 - d. Determine extent of injuries.
 - e. Send for help. DO NOT LEAVE THE SCENE.
 - f. Render basic assistance to the injured.
 - g. Contact police, Bus Garage and Director of Transportation.
 - h. Gather names and addresses of witnesses involved.
 - i. Gather names, parent's names, and DOB of passengers involved.
 - j. Gather name, address, insurance information, and license number of other drivers involved.
 - k. Gather names and addresses of occupants of other vehicles involved.
 - l. Makes note of all damages to vehicles or property.
 - m. Refrain from arguing, placing blame, or making any settlement with other drivers.
 - n. DO NOT sign statements.
 - o. Return to the Bus Garage immediately to complete an accident report.

5 SCHOOL BUS DRIVER DISCIPLINARY ACTIONS

5.1 DISCIPLINARY POLICY REGARDING ACCIDENTS

A Norwich City School District School Bus Driver may be suspended without pay for a period of one to ten days or terminated for involvement in any reportable accident if it is shown that the driver or drivers of the school vehicle or vehicles are entirely or largely responsible for creating the accident.

The Deputy Superintendent is responsible for making the final recommendation to the Superintendent.

1. Suspension Without Pay – Discretionary
 - a. Any type of property damage accident causing property damage of \$100.00 or less, to school district property and/or \$200.00 or less to property other than that of the school district, where investigation shows that the School Bus Driver or Drivers were entirely or largely responsible for causing the accident.
 - b. Failure to report, as soon as possible, any accident involving his/her vehicle.
2. Suspension Without Pay – Mandatory
 - a. In accordance with Article 19A of the Vehicle and Traffic Law.
 - b. A driver who is convicted of a traffic infraction, in any jurisdiction shall notify the Director of Transportation, in writing, **within FIVE working days of such conviction.**
 - c. A driver who received a notice that his/her license, permit, or privilege to operate a motor vehicle has been revoked, suspended, or withdrawn, shall notify the Director of Transportation, in writing, **within ONE working day of receiving such notice.**
3. Termination – Discretionary
 - a. Any type of personal injury accident causing injury to a rider or pedestrian where investigation for causing the accident is ongoing.

5.2 DISCIPLINARY POLICY REGARDING VIOLATION OF GENERAL RULES

1. Suspension Without Pay – Discretionary
 - a. A Norwich City School District Bus Driver may be reprimanded or suspended without pay for a period of one to five days for the regulations pertaining to:

- i. Tailgating/following too closely
- ii. Leaving a vehicle unattended with students aboard
- iii. Refueling School Bus with students aboard
- iv. Failure to stop at railroad crossings and/or following traffic control devices
- v. Speeding (driving above legal limits)
- vi. Reckless driving (going too fast for driving conditions)
- vii. Failing to notify the Director of Transportation **at least ONE hour in advance if you cannot drive.**
- viii. Insubordination – Refusing to obey regulations as stated in the handbook or order of supervisor.

5.3 TERMINATION OF EMPLOYMENT – MANDATORY

1. The employment of a Norwich City School District School Bus Driver or Monitor will be automatically terminated in accordance with provisions of Article 19A of the Vehicle and Traffic Law if:
 - a. Convicted of criminal negligence resulting in death, whether the conviction is in NYS or elsewhere.
 - b. Employee reports to work under the influence of alcohol or drugs.
 - c. Driving without a legal license.

5.4 APPEAL OF DISCRETIONARY SUSPENSION

1. If a School Bus Driver believes that he/she has been unjustly suspended he/she may appeal the decision in writing to the Superintendent of Schools. If the Suspension is found unjust the School Bus Driver may be reimbursed for time lost caused by the suspension.

5.5 INSPECTION OF LICENSE

1. Each Driver must present his/her Driver's License for inspection by the Director of Transportation before making his/her first run each year, and at such other times as requested.

Norwich City School District Bus Incident Report

Student:	Date	Time:
----------	------	-------

Driver:	Bus Number:	Building: HS MS PB Gib Boces
---------	-------------	------------------------------

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 5px;"><u>Incident Detail:</u></th> </tr> <tr><td style="width: 20px; text-align: center;"> </td><td>Abusive Language/Gestures</td></tr> <tr><td style="text-align: center;"> </td><td>Alcohol</td></tr> <tr><td style="text-align: center;"> </td><td>Bullying</td></tr> <tr><td style="text-align: center;"> </td><td>Damage School Property</td></tr> <tr><td style="text-align: center;"> </td><td>Disrespect</td></tr> <tr><td style="text-align: center;"> </td><td>Drug</td></tr> <tr><td style="text-align: center;"> </td><td>Sexual contact</td></tr> <tr><td style="text-align: center;"> </td><td>Harassment</td></tr> <tr><td style="text-align: center;"> </td><td>Inappropriate Behavior</td></tr> <tr><td style="text-align: center;"> </td><td>Obscene Gesture</td></tr> <tr><td style="text-align: center;"> </td><td>Other Disruptive Incidents</td></tr> <tr><td style="text-align: center;"> </td><td>Physical Assault</td></tr> <tr><td style="text-align: center;"> </td><td>Possession/Use of Tobacco Products</td></tr> <tr><td style="text-align: center;"> </td><td>Refused to Follow Directions</td></tr> <tr><td style="text-align: center;"> </td><td>Safety Violation</td></tr> <tr><td style="text-align: center;"> </td><td>Threaten Physical Harm</td></tr> <tr><td style="text-align: center;"> </td><td>Verbal Harassment</td></tr> <tr><td style="text-align: center;"> </td><td>Weapons</td></tr> </table>	<u>Incident Detail:</u>			Abusive Language/Gestures		Alcohol		Bullying		Damage School Property		Disrespect		Drug		Sexual contact		Harassment		Inappropriate Behavior		Obscene Gesture		Other Disruptive Incidents		Physical Assault		Possession/Use of Tobacco Products		Refused to Follow Directions		Safety Violation		Threaten Physical Harm		Verbal Harassment		Weapons	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; padding: 5px;">Brief Description Of Incident:</th> </tr> <tr> <td style="height: 150px;"> </td> </tr> <tr> <th style="text-align: left; padding: 5px;">Bus Driver Action:</th> </tr> <tr> <td style="height: 50px;"> </td> </tr> </table>	Brief Description Of Incident:		Bus Driver Action:	
<u>Incident Detail:</u>																																											
	Abusive Language/Gestures																																										
	Alcohol																																										
	Bullying																																										
	Damage School Property																																										
	Disrespect																																										
	Drug																																										
	Sexual contact																																										
	Harassment																																										
	Inappropriate Behavior																																										
	Obscene Gesture																																										
	Other Disruptive Incidents																																										
	Physical Assault																																										
	Possession/Use of Tobacco Products																																										
	Refused to Follow Directions																																										
	Safety Violation																																										
	Threaten Physical Harm																																										
	Verbal Harassment																																										
	Weapons																																										
Brief Description Of Incident:																																											
Bus Driver Action:																																											

Notification to Parent/Guardian:	<input type="checkbox"/>	Left message
Name/Relationship:	<input type="checkbox"/>	Conversation
Date:	Time:	
Phone#	Email:	
Director of Transportation Signature:		

NORWICH CITY SCHOOLS
Board Policy

A402.2/A502.3

A402.2/A502.3

BUS CONDUCT

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 or 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 shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. The Board of Education forbids all forms of harassment, hazing, and bullying on any district property, school buses, or school-sponsored event – both on and off school grounds that either substantially disrupts the learning environment or negatively affects the rights of others.

In cases where a child does not conduct himself or herself properly on the bus, such instances are to be brought to the attention of the Building Principal by the head bus driver and/or bus driver. The Building Principal will inform the parents immediately of the misconduct and request their cooperation in correcting the child's behavior.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

Policy Adopted: October 16, 1972
Policy Amended: November 13, 2012

CERTIFICATION OF RECIEPT

I have received and will be responsible for the review of the Norwich City School District Transportation Employee Handbook. If I have any questions in the future about the information in this Handbook they will be directed to the Director of Transportation.

Name (Print)

Signature

Date

