

Cascade School District



Transportation Handbook

MISSION:

Promoting Excellence for All Students Through:

- Engaging Curriculum with Rigor and Relevance
- High Quality Instruction
- 21st Century Technology
- Personal & Academic Pride

VISION:

Through collective efforts of our community and school, we strive to be an innovative educational system committed to excellence and focused on developing responsible citizens.

Our Core Purpose is built on the Core Values and Beliefs that open lines of communication are essential to understanding, independent and creative thinking, and problem solving for the success of all; that in order for our students to succeed, it is essential that we promote an environment in which students love to learn; that showing respect for others, being accountable for one's own actions and always maintaining integrity is essential to the success of all; and that is imperative to maintain a positive, compassionate and safe school environment.

GOALS:

- To deliver an academic program that inspires and motivates every student to value education for his/her lifetime.
- Customize and individualize our educational program to meet every student's strengths and needs.
- Incorporate technology into all aspects of our education program in a manner that best prepares our students for the 21st century.
- Strategically focus resources on student's achievement and identified wants and needs of the Cascade Community.
- Connect our curriculum and assessment data to common core standards.

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Introductory Statement

This handbook is designed to acquaint you with Cascade School District 3 & B (referred to as “the District” throughout this document) and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the District to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

This handbook is designed for school board members, county superintendents, school administrators, school bus drivers, teachers, students and parents. Its purpose is to assist in providing the highest attainable degree of efficiency and safety in pupil transportation for the District.

Public transportation is an integral part of education. Personnel involved in pupil transportation can assist students in realizing maximum benefits from the education opportunities provided by the District. A capable and conscientious effort by each member of the school bus team will reflect a quality pupil transportation program in Cascade.

This handbook is to be used in conjunction with “Montana Pupil Transportation Handbook” and applicable directives required by law.

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act and may be contacted at the Cascade Superintendent office for additional information and/or compliance issues:

Title VI (Social Security): Karsen Floerchigner
Title VII, Civil Rights or Discrimination Issues: Levi Collins
Title IX: Michael Wilson
Equal Employment Opportunities (EEO): Levi Collins
Americans with Disabilities Act: Levi Collins

We wish you every success here at Cascade School District. We believe that each employee contributes directly to Cascade School District's growth and success, and we hope you will take pride in being a member of our team. We hope that your experience here will be challenging, enjoyable, and rewarding.

I. Employment Information

DRIVER RECRUITMENT

The District will analyze and review its recruitment procedures to identify and eliminate any discriminating practices. All position vacancies will be listed in the Cascade Courier and possibly other local newspapers. The District will prohibit any job qualification or selection standard, which disproportionately screens out members of any of the “affected class”. All applicants will be given an Applicant Information Sheet. In order to be considered for the vacant position, each applicant must comply with the requirements on the Applicant Information Sheet. All information furnished to the District will be confidential.

DRIVER QUALIFICATIONS

A driver shall be qualified to operate any District school bus by compliance with the following requirements:

1. Has a minimum of five (5) years of licensed driving experience.
2. Is the holder of a valid commercial driver’s license that includes endorsement for passenger, air brakes and school endorsement?
3. Has filed with the medical examination certificate (MEC), signed by a licensed physician of the State of Montana.
4. Has completed a standard first-aid/CPR course and holds a valid certificate from a certified instructor.
5. Has complied with any other qualifications established by the board of public education.
6. Has a current TR35 certificate filed with both the county superintendent and state superintendent of schools certifying compliance with the driver qualifications enumerated above.
7. Adheres to the Districts controlled substances & alcohol use policy, which includes passing the pre-employment and subsequent random drug tests.
8. Fingerprint and driving background check will be completed.

The District has the right, in accordance with written District policy to set qualifications in addition to the state requirements. A driver must have a physical examination every two years up to age 65. Over age 65 a physical examination is required every year.

GENERAL INSTRUCTIONS TO BUS DRIVERS

1. The bus routes are run for the benefit of the eligible transportees.
2. Drivers are placed on routes at District discretion.
3. Stay in your bus and take charge of pupils as they enter and maintain good order on the bus. Check bus after pupils leave for books, clothing, and for any material damage every time the bus is driven.
4. Do not start forward motion of the bus until the boarding passengers are seated.
5. Give the child a little break if you see him coming down the lane. We are all a little late once in a while.
6. Do not change bus route schedules, unless ALL parents are notified. The Transportation Supervisor must approve any change. A lost child, even for a short time, is a frightening experience.
7. The closing of schools in storms will be announced by 6:30 a.m. over the Great Falls radio stations.
8. Be alert to the condition of your vehicle and notify the maintenance person as soon as possible in writing when maintenance is needed.
9. Driving is hard work. Be patient with the children and be willing to help your fellow drivers.
10. Keep in good physical condition. Get adequate rest on the evenings preceding the days you drive.
11. Keep your bus clean and in good mechanical condition.
12. Certified bus drivers must pass tests and must also keep qualified. Required test must be taken on schedule and the results must reach the transportation supervisor before the expiration date.
13. Fifteen hours of training is required each year. Training opportunities will be provided by the District. If driver does not attend District provided training he/she must get fifteen hours state mandated training on own time.

RESPONSIBILITIES

1. The bus driver is responsible to the patrons of the District for the safe transportation of students to and from school.
2. In providing the safest environment possible for the passengers, the bus driver must be alert to all traffic and road conditions must be capable in the operation of the bus and must establish and maintain workable disciplinary practices.
3. The bus driver is responsible for adherence to the Montana Motor Vehicle code, policies and regulations of the Board of Public Education and superintendent of Public Instruction, city ordinances in the city of operation and written District transportation policy.
4. The bus driver is responsible for implementing an adequate daily inspection of the bus and for reporting any defects in writing to the maintenance person.
5. The bus driver is expected to use good judgment in all phases of the pupil transportation service. Never use a District credit to charge personal items such as coffee or food.
6. All drivers are to wear their seat belts at all times while the bus is in motion. There are no exceptions.
7. The school bus will pick up all children living on a public road three miles or more from school. No bus will drive in a private lane to pick up children unless requested by parent, Transportation Supervisor or the Superintendent.
8. Each bus driver is responsible for the cleanliness and care of his or her bus. Drivers must maintain a good time schedule consistent with safety, and observe all rules of the road.
9. Each bus driver must attend and participate in conferences and training classes for school bus drivers held in the vicinity. The “**Montana Advanced Drivers Education Program**” is recommended for all drivers to have taken within the 1st year of employment.
10. Drivers are required to turn in the following reports to the transportation supervisor on a regular basis:
 - a. Daily student check sheet(s) – monthly
 - b. Daily maintenance log – monthly
 - c. Pre-trip inspection – monthly
 - d. Activity trip inspections – within 24 hours of trip or during the following school day
 - e. Discipline Reports – timely verbal contact with transportation supervisor
 - f. School bus stop violation reports – as needed
 - g. Student evacuation drills –two times a school year
 - h. Time cards – monthly
 - i. Other reports as needed.
11. The driver shall not leave the bus with passengers aboard if the motor is running.
12. The driver must report route problems to the transportation supervisor. A driver who neglects to report hazardous conditions on a route must be prepared to accept responsibility for an accident as a result of the hazard.
13. It is the responsibility of the driver to make every effort to follow the prescribed route and be on time at bus stops. At the beginning of the school year, parents should be informed when the bus will arrive and the consequences of students not being at the bus stop on time.
14. No motor vehicle shall be driven unless the driver has checked that the following parts and accessories are in good working order. Service (foot) brake, parking (hand) brake, steering mechanism, lighting devices and reflectors, tires, horn, windshield wipers, rear vision mirror, and cross over mirrors.
15. A driver must demonstrate capability in operation of a bus. Each new substitute driver, upon receiving a learner’s permit will operate each route bus qualified to drive under the supervision of the regular driver.
16. Driver reports on the vehicle, students and route must be completed in accordance with written District policy.
17. The driver is responsible for students from the loading point to the designated stop. At no time should a driver allow a student to leave the bus at other designated stops, except in an emergency or written directive of the responsible school official or parent.
18. The bus driver will have the responsibility to maintain orderly behavior of students on his/her bus and will report misconduct to the director of transportation who will notify the student’s principal.
19. The driver must observe the state law which provides that yellow flashing lights be actuated by the driver

approximately five hundred (500) feet before receiving or discharging passengers on a highway. Failure to use the proper light constitutes negligence on the part of the driver.

20. The driver should report to the transportation supervisor infractions by motorists who pass a school bus when it's loading or unloading students with its red flashing lights on. This is a violation of State law 61-8-351.
21. The Transportation Director is responsible to arrange for a qualified substitute driver in the event that the regular driver is unavailable.
22. Every effort will be made to conduct monthly transportation meetings if training is needed. All regular route drivers and any long-term substitutes currently driving are expected to attend.

RULES AND REGULATIONS

All rules apply to regular routes or to special trips. School bus riders are under the jurisdiction of the school bus driver while on the bus, unless the superintendent has designated some other adult to supervise (coach, teacher, activity sponsor). If these rules are not observed, the student may lose the privilege of riding the school bus.

1. Stay off the road while waiting for the bus
2. Be on time at the designated bus stop
3. Do not move toward the bus until it has come to a complete stop
4. Do not leave your seat for any reason while the bus is moving
5. Remain in the bus in the event of a road emergency until instructions are given by the driver
6. Keep hands and heads inside the bus at all times
7. Do not throw anything within or out of the bus.
8. Help with the bus housekeeping; do not throw refuse on the floor; save garbage for wastebaskets once bus has stopped
9. Avoid loud talking and laughing or unnecessary confusion
10. Be absolutely quiet when approaching a railroad crossing stop
11. No animals are allowed on the bus under any circumstances.
12. Keep all articles out of the aisles
13. Students are to board the bus and remain on it until reaching their destination
14. Never tamper with the bus or any of its equipment
15. Be courteous to others
16. Do not ask the driver to stop at places other than the regular bus stop. The bus driver's route has been established and does not include grocery shopping, banking, or postal service
17. Where it is necessary to cross the highway, proceed to the front of the bus on the right shoulder of the highway where oncoming traffic can be seen in both directions. Then wait for a signal from the bus driver permitting you to cross
18. Observe the same rules on all trips under school sponsorship
19. No tobacco products, alcohol or drugs are allowed on the bus
20. Remember you are a representative of The Districts when riding buses to other communities. Be respectful, courteous and polite to those you see
21. Once you board the bus, you are to **STAY ON THE BUS**
22. Students riding school buses to any school activity will ride to and return from that activity on the school bus. Variance from this policy is by way of a properly completed alternative travel form only. Any other arrangements must be made through the principal prior to the trip.
23. **Family members are prohibited from riding activity busses unless they are performing a duty or employed by the District.**

PUBLIC RELATIONS

The school bus driver, more than anyone else, establishes the image of the transportation system, as seen by the public. The driver is the one who directs the path of the bus.

The driver controls every movement of the bus whether it is fast or slow, careful or reckless, on time, early or late.

The driver's ability to handle the bus and his attitude toward his passengers, the traveling public, the schoolteacher or principal, and all other people who may in some measure be affected by the school bus, determine the relationship between the transportation system and the public.

THIRTEEN COMMON SENSE RULES FOR BUS OPERATION

1. Avoid jerky stops and starts, and fast corner turning.
2. Do not back your bus any place except at the garage or the scheduled turn-around route.
3. Avoid side-by-side operation of buses on the multi-lane highways or streets.
4. Avoid passing other buses unless necessary.
5. Avoid pulling out from the school and driving around the bus ahead of you unless absolutely necessary.
6. Make all approaches to bus stops in a careful and prudent manner.
7. All pupils must be seated when the bus is in motion; arms and heads must not extend out of the windows.
8. Smoking is not permissible for either driver or passenger.
9. Stay in your bus when loading or unloading, and assume charge of all occupants.
10. Follow schedules as closely as possible, but never forsake safety to maintain a schedule.
11. Be familiar with all traffic laws; stop at ALL railroad crossing.
12. Do not hesitate to become acquainted at the schools. The school bus is an extension of the classroom, making your job as important as any in the school with the added responsibility of safe conduct for the pupil between home and school. Your job as a school bus driver is very important to the pupils, the parents, the school and patrons. Please keep it important to you.
13. All drivers will conduct a student check when arriving at the destination or returning to the school

WORKING HOURS

Route drivers are expected to be at their bus twenty minutes before departure time. This time is for bus warm-up, daily routine checks, and cleaning. The diesel buses also require a cooling period of about ten to fifteen minutes. This time frame can start when you reach the city limits of Cascade. A total of forty minutes is allowed each day in addition to the time required running the route for the purpose of fueling, maintenance and cleaning of the bus during inclement weather.

CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING

Introduction

This booklet provides a general overview of the Department of Transportation rules on alcohol misuse and drug use. A review of the effects of alcohol and certain drugs on the body is also included. Throughout this booklet the terms alcohol abuse, drug use and substance abuse are used interchangeably.

In addition to this booklet you will receive a copy of your school's alcohol and drug policy and the name of the person who can answer any questions you may have about the alcohol and drug rules.

Abbreviations

BAT: Breath Alcohol Technician

CDL: Commercial Driver's License

CMV: Commercial Motor Vehicle

DHHS: Department of Health and Human Services

DOT: Department of Transportation

EAP: Employee Assistance Program

EBT: Evidential Breath Testing

MRO: Medical Review Officer

Definitions

Alcohol

Intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Alcohol Concentration (or content)

Alcohol in a volume of breath (shown as grams of alcohol/210 liters of breath) as indicated by an evidential breath test.

Alcohol Use

Consumption of any beverage, mixture or preparation, including medications, containing alcohol.

Breath Alcohol Technician (BAT)

An individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing (EBT) device.

Confirmation Test

In alcohol testing, a second test, following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration. In controlled substances testing, a second test to identify the presence of a specific drug or metabolite. In order to ensure reliability and accuracy, this test is separate from and uses a different technique and chemical principle from that of the screening test.

Controlled Substances

In regulation, the terms “drugs” and “controlled substances” are interchangeable and have the same meaning. Unless otherwise provided, these terms refer to: marijuana, cocaine, opiates, phencyclidine (PCP), amphetamines, including methamphetamines.

Driver

Any person who operates a commercial motor vehicle (CMV), including:

- full time, regularly employed driver
- casual, intermittent or occasional drivers
- leased drivers
- independent, owner-operator contractors who are either directly employed by or under lease to an employer or who operates a commercial motor vehicle (CMV) at the direction of or with the consent of an employer.

Evidential Breath Testing (EBT) Device

A device used for alcohol breath testing that has been approved by the National Highway Safety Administration.

Medical Review Officer (MRO)

A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer’s drug testing program. The MRO must have knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate an individual’s confirmed positive test, medical history and other relevant biomedical information.

Performing (a safety-sensitive function)

A driver is considered to be performing a safety-sensitive function when he or she is actually performing, ready to perform or immediately available to perform any safety-sensitive function.

Screening Test (initial test)

In alcohol test, a procedure to determine if a driver has a prohibited concentration of alcohol in his or her system. In controlled substances test, a screen to eliminate “negative” urine specimens from further consideration.

Substance Abuse

Refers to patterns of use that result in health consequences or impairment in social, psychological, and occupational functioning.

Substance Abuse Professional

A licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

Who is Covered by the Alcohol and Drug Rule?

The Federal Highway Administration, Department of Transportation Alcohol and Drug ruling applies to every person who operates a commercial motor vehicle (CMV) in interstate or intrastate commerce, and is subject to the commercial drivers' license (CDL) requirements of part 383.

The following DOT agencies also have alcohol and drug rules for employees who perform safety-sensitive functions:

- Federal Aviation Administration-flight crews, attendants, instructors, air traffic controllers, aircraft dispatchers, maintenance, screening and ground security coordinator personnel.
- Federal Railroad Administration-hours of Service Act employees, engine, train and signal services, dispatchers, operators.
- Federal Transit Administration-mass transit vehicle operators, controllers, mechanics and armed security personnel.
- Research and Special Programs Administration-pipeline operations, maintenance and emergency response personnel.
- United States Coast Guard

What is a Safety-sensitive Function?

Safety-sensitive functions for operators of (CMV's) are listed under Part 395.2, On-duty time, paragraphs 1-7. This includes the following times and/or activities:

- at a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver is relieved from duty by the motor carrier
- inspecting the following equipment:
 - service brakes, including trailer brake connections
 - parking (hand) brakes
 - steering mechanism
 - lighting devices and reflectors
 - tires
 - horn
 - windshield wipers
 - rear vision mirrors
 - coupling devices
 - fire extinguisher
 - spare fuses
 - warning devices for stopped vehicles
- inspecting, servicing, or conditioning any (CMV) at any time
- at the driving controls of a (CMV) in operation
- while in or upon any (CMV) except when resting in a sleeper berth
- supervising or assisting in loading or unloading a vehicle
- attending a vehicle being loaded or unloaded
- performing the driver requirements of section 392.40 and 392.41 of part 392, Driving Motor Vehicles, relating to accidents
- repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle

What are the Alcohol and Drug Prohibitions?

The DOT refers to the restrictions for the use of both alcohol and controlled substances as prohibitions.

Alcohol prohibitions are tied to the performance of safety-sensitive functions:

1. A driver may not report for duty or stay on duty:
 - a. with an alcohol concentration of 0.04 or greater
 - b. if in possession of alcohol
 - c. if using alcohol
 - d. within four hours of using alcohol
2. A driver who has an accident may not use alcohol until post-accident testing is done or for a period of eight (8) hours, whichever comes first.
3. Drivers cannot refuse to submit to alcohol testing
4. Employers who know about any of the above acts cannot permit the driver to perform a safety-sensitive function

The Federal Highway Administration bans the use of controlled substances by drivers. Drivers who use drugs are considered medically unqualified to drive in interstate commerce.

Drug Prohibitions:

1. Drivers may not report for duty or stay on safety-sensitive duty while using any controlled substance. There may be an exception to this ruling if a physician has prescribed a substance and has advised you that it does not interfere with your ability to safely operate a motor vehicle.
2. Drivers may not report for duty or stay on safety-sensitive duty if they have tested positive for a controlled substance.
3. Employers who know about either of the above acts cannot permit the driver to perform a safety-sensitive function.
4. Employers may require drivers to report the use of any therapeutic drugs.

What Tests are Required and When Will I be Tested?

There are five situations where testing can be done to determine the presence of Alcohol and/or drugs:

1. Pre-employment: Before a new hire can perform any safety-sensitive duties or when a person transfers into a safety-sensitive function from elsewhere in the District.
2. Post-accident: Following an accident where:
 - a. a life was lost
 - b. the driver was cited for a moving traffic violation

Post-accident alcohol testing should be done within 2 hours of the accident. If a test cannot be done within 8 hours, it should not be done. Post-accident drug testing should be done within 32 hours, or not done at all.

3. Random: Unannounced random testing is required on a certain percentage of drivers each year.
 - a. The random selection process used must ensure that each driver has an equal chance of being tested each time selections are made. One method may be a computer-generated system using your Social Security number, or other identifying number.
 - b. Drivers are randomly selected from the pool. Random testing for alcohol must be completed just before, during or immediately after performing safety-sensitive work. Random testing for drugs can be done any time you are at work for your employer. Once you are notified that you have been selected for testing, you must proceed immediately to the test site.

Random testing is done as follows:

- 25% of all drivers must be randomly tested for alcohol during the first year of the testing program. The number to be randomly tested in following years depends on the percentage of positive tests for the entire District.
- *50% of drivers must be randomly tested for controlled substances during each year of the testing program.

4. Reasonable suspicion: If the employer has reason to believe that your behavior or appearance may indicate alcohol or drug use. Testing for reasonable suspicion must be based on:
- The observations of a trained supervisor.
 - Specific, clearly stated observations concerning your appearance, behavior, speech or body odor.
 - Observations for alcohol testing must be made just before, during or just after the performance of a safety-sensitive function.

Important points:

- The supervisor who makes the observation and determines that reasonable suspicion testing should be done, may not conduct the alcohol test on the driver.
- Alcohol testing for reasonable suspicion must be done within 2 hours of the observation. Tests that cannot be done within 8 hours of the observation should not be done.
- You cannot report for duty or stay on the job while under the influence of alcohol or while impaired by alcohol as shown by behavior, speech or performance that indicates alcohol misuse. Your employer cannot allow you to continue to perform safety-sensitive duties until:
 - Your alcohol concentration is less than 0.0
 - or-
 - 24 hours have passed from the time of the initial observation.
- Your employer cannot take action against you regarding alcohol misuse unless an alcohol test was administered.

5. Return-to-duty and follow up:

- Return-to-duty testing is required for drivers who violate prohibitions and are returning to work. In order to return to an alcohol concentration of less than 0.02 or a negative drug test is required.
- Follow-up testing is required when a driver returns to a safety-sensitive function. The ruling calls for a minimum of six (6) tests during the first year back in a safety-sensitive position. However, follow-up testing can continue for up to five (5) years.

What Happens If I Refuse to be Tested?

As part of the alcohol and drug rule, you must submit to alcohol and drug testing. If you refuse to be tested, you cannot continue on the job.

Refusal to test is any time you:

- Fail to provide enough breath for alcohol testing or urine for controlled substances testing without a valid medical reason after being notified of the testing requirements
- Clearly obstruct the testing process

How is Alcohol Testing Done?

1. All alcohol testing is done by a certified Breath Alcohol Technician, or BAT, in a private setting where no one but you and the BAT can see or hear the test results. An EBT approved by the National Highway Safety Administration must be used.
2. The BAT will ask for identification. You may ask for the BAT's identification as well.

3. To complete the test, you must blow forcefully into the mouthpiece of the testing device. The BAT must show you the test result on the testing device.
4. A screening test is done first. If the reading is less than 0.02 you will sign the certification and fill in the date on the form.
5. If the reading is 0.02 or over, a confirmation test must be done (after 15 minutes but within 20 minutes of the first test). You will be asked not to eat, drink, belch, or put anything in your mouth. These steps prevent the build-up of mouth alcohol, which could lead to an artificially high result.
6. If the screening and confirmation test results are not the same, the confirmation test result is used.

If you refuse to be tested or sign the testing form, the BAT will immediately notify your employer.

How is Drug Testing Done?

1. Drug testing is done by analyzing a urine sample, which is collected in a private location.
2. Urine specimens are divided into two containers by the collection site person – in your presence. These two samples, called “primary” and “split”, are sent to a testing laboratory certified by the Department of Health and Human Services.
3. At the laboratory a screening test is performed on the “primary” sample. If this test is positive for drugs, a confirmation test is required.
4. The confirmation test must use a specialized procedure called gas chromatography/mass spectrometry, to ensure that over-the-counter drugs are not reported as positive.
5. If the first test is positive, the MRO will notify you to find out if there is a medical reason for the drug use. If you can document why the substance is being taken and if the MRO finds it is a legitimate medical use, the test may be reported as negative to the employer.
6. After being notified that the first test was positive, you have 72 hours to request a test of the “split” specimen. If you make this request, the split specimen is sent to another DHHS-certified laboratory for the test. Please note that removal from safety-sensitive duties as required by the DOT following a positive drug test is not delayed to await the result of the split specimen test.
7. If the analysis of the “split” sample does not confirm the presence of a drug, the MRO cancels the test and reports this to the DOT, the employer and to you.

What are the Consequences of Violating the Alcohol and Drug Prohibition?

Alcohol:

- Removal from safety-sensitive functions.
- Following a violation, a driver cannot return to a safety-sensitive function until an evaluation has been done and any recommended treatment has been completed.
- Anyone with an alcohol concentration of 0.02 or greater, but less than 0.04, cannot return to safety-sensitive duties for at least 24 hours.

Drugs:

- Removal from safety-sensitive functions.
- The driver cannot return to a safety-sensitive job until an evaluation has been done, recommended therapy is completed, a verified negative drug test is produced.

Where Can I Go for Help?

The alcohol and drug rule requires that your employer provide you with an opportunity for treatment. The ruling does not, however, require an employer to pay for rehabilitation or to hold a job open for you. How these issues are handled depends upon your District’s alcohol and drug policy.

If you violate an alcohol or drug prohibition you must be evaluated by a substance abuse professional to determine what help is needed.

Before you can return to a safety-sensitive job you must:

1. have an alcohol test of less than 0.02, or a verified negative drug test (depending on the violation.)
2. complete recommended treatment.
3. complete a minimum of six (6) follow-up tests within the first year back to work (follow-up testing can be done for up to five (5) years after return to work.)

If you have not violated alcohol or drug prohibitions but would like information or assistance on alcohol or drug issues, you can do so – on a confidential basis – through your Employee Assistance Program.

What Are the Effects of Alcohol and Drugs on the Body?

ALCOHOL

Alcohol, a central nervous system depressant, is the most widely abused drug. About half of all auto accident fatalities in this country are related to alcohol abuse.

Fact: A 12-ounce can of beer, a 5-ounce glass of wine and an 1-1/2 ounce shot of hard liquor all contain the same amount of alcohol. Coffee, cold showers and exercise do not quicken sobriety. Each one-half ounce of alcohol takes the average body about one hour to process and eliminate.

Alcohol first acts on those parts of the brain that affect self-control and other learned behavior. Low self-control often leads to the aggressive behavior associated with some people who drink. In large doses, alcohol can dull sensation and impair muscular coordination, memory, and judgment. Taken in larger quantities over a long period of time alcohol can damage the liver and heart and can cause permanent brain damage. On the average, heavy drinkers shorten their lifespan by about ten years.

Other Effects:

- Greatly impaired driving ability
- reduced coordination and reflex action
- impaired vision and judgment
- inability to divide attention
- lowering of inhibitions
- overindulgence (hangover) can cause:
 - headaches
 - unclear thinking
 - nausea
 - unsettled digestion
 - dehydration
 - aching muscles

MARIJUANA

Marijuana is called ‘grass’, ‘pot’, ‘weed’, ‘Mary Jane’, ‘Acapulco Gold’, ‘joint’, ‘roach’, among other street names.

Fact: While alcohol dissipates in a matter of hours, marijuana stays in the body for 28 days.

Marijuana alters sense of time and reduces the ability to perform tasks requiring concentration, swift reactions, and coordination. The drug has a significant effect on judgment, caution, and sensory/motor abilities.

Other effects:

- driving ability impaired for at least 4-6 hours after smoking one ‘joint’ (cigarette)
- restlessness
- inability to concentrate

- increased pulse rate and blood pressure
- rapidly changing emotions and erratic behavior
- altered sense of identity
- impaired memory
- dulling attention
- hallucinations, fantasies and paranoia
- reduction or temporary loss of fertility

COCAINE

Cocaine is a stimulant drug, which increases heart rate and blood pressure. As a powder, cocaine is inhaled (snorted), ingested, or injected. It is known as ‘coke’, ‘snow’, ‘nose candy’, and ‘lady’. Cocaine is also used as free-base cocaine known as ‘crack’, or ‘rock’ which is smoked. It acquired its name from the popping sound heard when it is heated.

Fact: Many people think that because crack is smoked, it is ‘safer’ than other forms of cocaine use. It is not. Crack cocaine is one of the most addictive substances known today. The crack ‘high’ is reached in 4-6 seconds and lasts about 15 minutes.

The most dangerous effects of crack are that it can cause vomiting, rapid heartbeat, tremors and convulsive movements. All of this muscle activity increases the demand for oxygen, which can result in a cocaine-induced heart attack. Since the heat-regulating center in the brain is also disrupted, dangerously high body temperatures can occur. With high doses, brain functioning, breathing and heart rate are depressed – leading to death.

Other effects:

- a ‘rush’ of pleasurable sensations
- heightened, but momentary feeling of confidence, strength and endurance
- accelerated pulse, blood pressure and respiration
- impaired driving ability
- paranoia, which can trigger mental disorders in users prone to mental instability
- repeated sniffing/snorting causes irritation of the nostrils and nasal membrane
- mood swings
- anxiety
- reduced sense of humor
- compulsive behavior such as teeth grinding or repeated hand washing

AMPHETAMINES

Amphetamines are drugs that stimulate the central nervous system and promote a feeling of alertness and an increase in speech and general physical activity. Some common street names for amphetamines are ‘speed’, ‘uppers’, ‘black beauties’, ‘bennies’, ‘wake-ups’, ‘footballs’, and dexies’.

Fact: People with a history of sustained low-dose use quite often become dependent and believe they need the drug to get by. These users frequently keep taking amphetamines to avoid the ‘down’ mood they experience when the ‘high’ wears off.

Even small, infrequent doses can produce toxic effects in some people. Restlessness, anxiety, mood swings, panic, heartbeat disturbances, paranoid thoughts, hallucinations, convulsions, and coma have been reported. Long-term users often have acne resembling measles, trouble with their teeth, gums and nails, and dry dull hair. Heavy, frequent doses can produce brain damage resulting in speech disturbances.

Other Effects: loss of appetite, short term insomnia, irritability, anxiety, apprehension, perspiration, headaches and dizziness, increased heart rate and blood pressure, distorted thinking, difficulty in focusing eyes, exaggerated reflexes

OPIATES

Opiates, including heroin, morphine, and codeine are narcotics used to relieve pain and induce sleep. Common street names are ‘horse’, ‘hard stuff’, ‘morpho’, ‘M’, ‘brown sugar’, ‘Harry’, and ‘Mr. H.’.

Fact: Heroin, also called ‘junk’ or ‘smack’ accounts for 90% of the narcotic abuse in this country.

Sometimes narcotics found in medicines are abused. This includes pain relievers containing opium and cough syrups containing codeine. Heroin is illegal, and cannot even be obtained with a physician’s prescription.

Most medical problems are caused by the uncertain dosage level, use of unsterile needles, contamination of the drug, or combination

Of a narcotic with other drugs. These dangers depend on the specific drug, its source and the way it is used.

Other Effects: short-lived state of euphoria, impaired driving ability, drowsiness followed by sleep, constipation, decreased physical activity, reduced vision, change in sleeping habits, possible death, impaired driving ability

PCP

Phencyclidine and PCP, also called ‘angel dust’, ‘rocker fuel’, ‘super kools’, and ‘killer weed’ was developed as a surgical anesthetic in the late 1950’s/ Later, due to its unusual side effects in humans, it was restricted to use as a veterinary anesthetic and tranquilizer. Today it has no lawful use and is no longer legally manufactured.

Fact: PCP is a very dangerous drug. It can produce violent and bizarre behavior even in people not otherwise prone to such behavior. More people die from accidents caused by the erratic and unpredictable behavior produced by the drug than from the drug’s direct effect on the body.

PCP scrambles the brain’s internal stimuli and alters how users see and deal with their environment. Routine activities like driving

And walking becomes very difficult.

Low doses produce a rush, sometimes associated with a feeling of numbness. Increased doses produce an excited, confused state including any of the following: muscle rigidity, loss of concentration and memory, visual disturbances, delirium, feelings of isolation, and convulsions.

Other Effects: impaired driving ability, involuntary eye movement, drowsiness, impaired driving ability, perspiration, thick, slurred speech, repetitive speech patterns, blank stare, incomplete verbal responses

Name and phone number of the person in charge of the District’s Alcohol and Drug program:

Superintendent
(406) 468-9383

II. General Information

BUS MAINTENANCE

In depth maintenance is to be performed during the summer. The “School Bus Preventative Maintenance Inspection Guide” will be used to indicate required maintenance. Fuel is to be added as required. All drivers are expected to fuel any bus they drive upon reaching a half of a tank.

The driver is responsible for proper appearance. Daily cleaning is to be done on the inside of each bus by the driver. Windows are to be washed and cleaned daily by the driver. Washing of the entire bus will take place at least once a month or more if necessary as dictated by weather conditions by the driver.

Montana Highway Patrol Inspections

The Montana Highway Patrol will conduct an inspection of all regular route buses before each school semester. Route inspection is to be conducted by the Transportation supervisor and the Superintendent before the implementation of a new route.

Preventative Maintenance

See School Bus Preventative Maintenance Inspection Guide

Vehicle Specifications

Standards for school buses in Montana are minimum standards; considerations will be given to higher standards. The superintendent, transportation supervisor, and Board of Trustees check to make sure that all buses new and used meet requested standards.

DRIVER PROCEDURES

Inclement Weather Conditions

The bus driver will make the determination whether the bus can negotiate the route safely. In bad weather it is your judgment, which must be followed. If in your opinion a road is too dangerous to travel, do not travel it. It is the driver’s responsibility to care for the students that may be riding at that time while contacting the school so the remaining families may be notified of any emergency route changes or cancellations. Storms and accidents will be the test of your resourcefulness. While on an activity trip if the weather conditions become excessively bad, the driver determines if and when the bus continues to travel and/or if it returns.

Use of Lights

Use marker lights with headlights. Marker lights should be first on and last turned off. Parking lights are for parking only and are not to be used when the bus is driven. Use markers with parking lights. Some buses have only marker and tail lights for parking. Use directional lights for turning, lane changing, and entering or leaving a traffic lane. Some buses may be equipped with an emergency blinder switch that actuates all directional lights simultaneously. The blinking light feature may be used only for emergency parking, for breakdowns, etc. This does not take the place of the required flags and flares.

Checklists & Logs

See “Bus Driver Checklist” and “Bus Log” in Forms section

EXTRACURRICULAR ACTIVITY TRIPS

1. The driver is expected to be at the loading area at least 30 minutes before departure time.
2. Do not block emergency door with luggage, uniforms, and band instruments. Any cargo transported on bus must be properly stowed to prevent a safety hazard to passengers or driver.
3. Depart according to your schedule and instructions from the coach or sponsor.
4. Maintain full charge of your bus and passengers and consider the wishes of your sponsors.
5. Coaches and sponsors must share in the responsibility for the discipline of students while on the bus.
6. Check with the coach or sponsor in regard to time for return trip. All drivers are required to stay with activity. In some cases, drivers may leave activity only with knowledge and approval of the coach/advisor.

7. Have your bus warm before loading students before and after activities during cold weather.
8. Park only in authorized areas at other schools.
9. When possible keep the bus locked to protect your property as well as that of the students.
10. Do not allow students to shout at passers-by or get involved with students at other schools by harassment from the bus.
11. Keep an adequate supply of fuel in case of trouble on the road-do not allow tank(s) to fall below ½ full.
12. If you have any questions in regard to route destination or location of the school, check with your sponsor or transportation supervisor.
13. Charges for fuel must be made on from one of the school credit cards. Submit all charge slips being sure to add which activity trip had been driven. Oil and fuel are the only items that may be charged to the school.
14. The bus must be fueled and cleaned by the next school day, or by the next activity trip if on a Saturday.

ROUTE SCHEDULES & BUS STOPS

Routes are to be determined by the Board of Trustees of School District #3 & B.

Route #1: Castner Falls

Route #2: HWY 91 / Wolf Creek

Route #3: Ulm

Route #4: Adel / Chestnut Valley

Route#5: Sun River

Drivers are encouraged to drive their route before the beginning of the school term. A list of students will be given to the driver the first week of school. The driver will record accurate pickup and drop off time for each student riding the bus and the distance from school each rider lives and will submit a copy to their supervisor after the first week of school.

Bus stops are determined by regulation. County roads are used for bus routes. The Board of Trustees may authorize travel over private roads. Ample turn around space is required at the end of routes.

PASSENGERS

Eligible Passenger

Under (RCM 20-10-101) of the school laws of Montana, Par. 2, (1983), and an “eligible transportee” shall mean a public-school pupil whom:

- a. is not less than 5 years of age nor has attained his 21st birthday on or before September 10 of the current school year or who is a preschool child with a disability between the ages of 3 and 6
- b. is a resident of the State of Montana;
- c. resides at least 3 miles by the shortest practical route from the nearest operating school;
- d. is deemed by law to reside with his parent or guardian who maintains legal residence within the boundaries of the District furnishing the transportation.

Guest Passengers

Students who normally do not ride a specific school bus will be considered guest riders and may ride if the following conditions are met as such requests aren't on a regular basis. The principal will make determination of what is a “regular basis”. Guest riders must provide the building principal or transportation supervisor with a note written and signed by the parent or guardian before the desired transportation may take place. It will state the specific day and time transportation is requested, the location of the District authorized stopping point, and the name of the person accepting responsibility for receiving the transported student. If the principal or transportation supervisor signs the note, it must be presented to the bus driver who will determine if seating is available and if behavioral issues have previously been an issue. Upon receiving approval from the driver, the guest rider will be expected to abide by all rules and regulations setup for regular riders. The bus driver will not allow the guest rider to exit the bus unless the specified individual who is named in the note is present to receive the student. If no one is present to assume responsibility for the guest rider, he or she will remain on the bus until it returns to the

District. Parents are expected to provide an alternative arrangement in the event the child is returned. This last stipulation does not apply if guest rider is riding directly to a regular rider's home. Students may lose all guest riding privileges if written up for disciplinary reasons.

STUDENT SUPERVISION AND RULES

School District Rules and Regulations

All rules apply to regular routes or to special trips. School bus riders are under the jurisdiction of the school bus driver while on the bus, unless the superintendent has designated some other adult to supervise (coach, teacher, activity sponsor). If these rules are not observed, the student may lose the privilege of riding the school bus.

1. Stay off the road while waiting for the bus
2. Be on time at the designated bus stop
3. Do not move toward the bus until it has come to a complete stop
4. Do not leave your seat for any reason while the bus is moving
5. Remain in the bus in the event of a road emergency until instructions are given by the driver
6. Keep hands and heads inside the bus at all times
7. Do not throw anything within or out of the bus.
8. Help with the bus housekeeping; do not throw refuse on the floor; save garbage for wastebaskets once bus has stopped
9. Avoid loud talking and laughing or unnecessary confusion
10. Be absolutely quiet when approaching a railroad crossing stop
11. No animals are allowed on the bus under any circumstances.
12. Keep all articles out of the aisles
13. Students are to board the bus and remain on it until reaching their destination
14. Never tamper with the bus or any of its equipment
15. Be courteous to others
16. Do not ask the driver to stop at places other than the regular bus stop. The bus driver's route has been established and does not include grocery shopping, banking, or postal service
17. Where it is necessary to cross the highway, proceed to the front of the bus on the right shoulder of the highway where oncoming traffic can be seen in both directions. Then wait for a signal from the bus driver permitting you to cross
18. Observe the same rules on all trips under school sponsorship
19. No tobacco products, alcohol or drugs are allowed on the bus
20. Remember you are a representative of The District when riding buses to other communities. Be respectful, courteous and polite to those you see
21. Once you board the bus, you are to **STAY ON THE BUS**
22. Students riding school buses to any school activity will ride to and return from that activity on the school bus. Variance from this policy is by way of a properly completed alternative travel form only. Any other arrangements must be made through the principal prior to the trip.
23. **Family members are prohibited from riding activity busses unless they are performing a duty or employed by the District.**

Student Conduct

There is much to be learned in connection with understanding children and maintaining good behavior on the school bus. This is one of the major problems confronting the school bus driver. The driver who will learn as much as he can about the children, and the problems of the young adult passenger will be better equipped to deal with problems as they occur. Before the 1st day of school, prepare a list of rules and procedures that reflect the District's' expectations for proper and safe conduct that will be consistently enforced.

Rules should be in the "easy to follow" variety such as the following *samples*:

- Sit in seat facing forward while the bus is in motion
- Do not disturb your seat partner keeping hands to yourself
- Hold carry-on items on your lap to leave seat room for others

- Avoid loud talk or other noises & no vulgar language or gestures
- Keep head and arms inside the bus at all times
- Keep feet out of the aisle

Deal with problem behavior at the onset. Talk to the offender, privately, if possible. **Be sure to pick the correct offender and do not attempt to punish the whole group.** If you talk to the whole group, stand up and get their attention.

Do not make threats – make no statement that cannot be carried out

Do not attempt to keep the children silent

Do not send notes home and do not tell a child to bring a note from home

Do not remove any rider while in route

The driver is in complete charge of the passengers on his/her bus. There will be no student bus patrols. If you must refuse transportation because of a pupil's conduct, leave him/her at home or at the school. The school and the parents should be notified immediately. The driver is encouraged to take discipline problems directly to the transportation supervisor.

Discipline

The school principal will have the authority to suspend the riding privileges of students who are disciplinary problems. Parents of children whose behavior and misconduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline codes. The safety of students during their transportation to and from school is a responsibility that the students and their parents share with the bus driver and school officials. The school wants students to know what is expected of them when they wait for and ride on a school bus. Therefore, the rules of student conduct will be issued to every bus-riding student at the beginning of the school year. Excessively dangerous behavior will result in immediate disciplinary action by the principal. Students who fail to observe and follow the rules will be subject to immediate disciplinary action, since their failure to do so may affect the safety of others. The driver will report any student who misbehaves to his/her supervisor on the same school day, if the incident occurs in the morning, or the next morning, if it occurs in the afternoon.

The principal will determine which offenses require formal write-up followed by parent notification. The offenses warranting parent notification will result in:

- *First Offense:* A warning card describing the incident will be sent home. The card must be signed by the parent and presented by the student to the driver for signature when the student next boards the bus and must then be returned to the principal.
- *Second Offense:* A card clearly labeled as Offense #2 will necessitate the parents appearing with the child in a meeting with the principal before the student may ride the bus again. A disciplinary plan will be developed with a possibility of up to 15 days lost bus ridership.
- *Third Offense:* A third offense card (so labeled) will result in suspension of bus riding privileges for a period of up to 30 days with possible additional disciplinary actions assigned by the principal.
- Any further offense will result in up to 45 days lost ridership or a maximum of permanent lost-ridership.
- Riding days lost during the last month of school will carry from school year to school year.
- Excessively dangerous behavior will result in immediate disciplinary action by the principal.

Bus conduct serious enough to warrant formal reports will follow students throughout their years at the Districts.

III. Accidents and Emergencies

ACCIDENTS

When a District bus driver is involved in a vehicle/bus accident that causes any bodily injury to bus passengers or another vehicle and/or renders either the bus or another vehicle inoperable, there will be a mandatory one week leave of absence with pay. Variances in length of the leave will be evaluated and determined by the transportation supervisor. The bus driver must complete a drug/alcohol test within 8 hours of the accident.

Reporting Procedure

Should an accident occur take the following steps of action:

1. First aid care of passengers
2. Call an ambulance, if needed.
3. Call Highway Patrol.
4. Notify transportation supervisor, **AND SCHOOL ADMINISTRATORS.**
5. Complete School Bus Accident Report Form.

BUS BREAKDOWNS

If mechanical trouble on routes and road trips happen, drivers are encouraged to contact the school by use of the two-way radios or telephone. Use good judgment and common sense when getting your bus back into operation while at the same time taking care of your passengers.

EMERGENCY DRILLS

The driver of each bus will conduct an evacuation drill two times per year. The first in September and the second in April. The results of each drill will be reported to the supervisor.

EVACUATIONS

At the beginning and the middle of the school year, the bus driver shall instruct all passengers in the use of the emergency door(s), the location and use of the fire extinguisher, and first aid kit. Stress the importance of this knowledge to the students because the driver could become ill or be injured in an accident and be unable to help.

Student Evacuation of a School Bus

Task: Student evacuation of school bus

- A. Adjust instruction to the age group
- B. Be sure that exiting is done on 'off street' facility, preferably school grounds with the approval of responsible school officials.
- C. Practice the procedure until the students can respond automatically in an emergency.
- D. Place a "cushion" at the back exit on the ground to prevent injury to passengers. (Steps may be used.)
- E. Depending on the age of the students, two could be taught what to do if the driver is disabled.
- F. Bus driver is the last person to evacuate the bus

G.

INSTRUCTOR PERFORMANCE	STUDENT PERFORMANCE	NOTES
1. Instructor explains that a bus has two exits in an emergency and 3 to evacuate. (front –front & rear-rear)	1. Students know when and why the rear door is used only in an emergency.	1. Students are told when, why and how to use the rear and front doors in an emergency.
2. Instructor demonstrates how to open the rear and front doors	2. Student helpers know how to open the 2 exit doors.	2. Two students should be designated in the rear and 2 in front of the bus to be “door openers” when called upon to do so driver. In addition, a large bus may also have 2 students in the center to help younger students.
3. Instructor demonstrates how students are to help other students jump from the rear of the bus.	3. Student helpers reach for the other student’s hand as they approach the jump from the rear of the bus.	3. Students should bend their knees or sit down to exit in the rear. Be sure that the student helpers reach for the other student’s hand to prevent the exiting student from using the emergency door handle as a prop. Also, remind students to duck their heads at the rear exit.
4. Instructor reminds students to leave everything on the bus in an emergency.	4. Students leave all carry-on items on the bus in an Emergency	4. Students will often gather all carry-on items and evacuate because they have been told not to leave items on the bus.
5. Instructor instructs the student nearest the exits to leave first.	5. Students nearest the exit leave first, and the students evacuate in an orderly fashion.	5. Speed is inherent in an emergency and does not have to be taught.
6. Instructor demonstrates how to stay together & move 100 ft. from the bus to a safe place.	6. Students move far enough from the bus to be barely able to read the numbers on the license plate	6. Students do not understand the distance of 100 ft., therefore, another way for them to judge the distance is the use of the license plate #.

VEHICLE INSPECTION FORMS

SCHOOL BUS DRIVER'S VEHICLE INSPECTION REPORT

COMPANY: _____

ODOMETER READING: _____ BUS NO.: _____

END MILEAGE: _____ DATE: _____

START MILEAGE: _____ TIME: _____ AM

PM

TOTAL MILEAGE: _____ LOCATION: _____

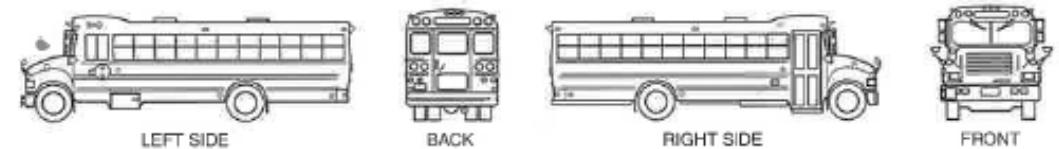
INSPECT ITEMS LISTED - IF DEFECTIVE, NUMBER AND DESCRIBE IN "REMARKS"

- | | |
|---|--|
| <input type="checkbox"/> FLUID LEAKS UNDER BUS | <input type="checkbox"/> SEAT CUSHIONS/FRAMES |
| <input type="checkbox"/> LOOSE WIRES, HOSE CONNECTIONS OR | <input type="checkbox"/> SEAT BELTS/CUTTER |
| <input type="checkbox"/> BELTS IN ENGINE COMPARTMENT | <input type="checkbox"/> EMERGENCY DOOR & BUZZER |
| <input type="checkbox"/> OIL LEVEL | <input type="checkbox"/> HEADLIGHTS, SIGNALS, BRAKE FLASHERS & |
| <input type="checkbox"/> RADIATOR COOLANT LEVEL | <input type="checkbox"/> 4-WAY FLASHERS |
| <input type="checkbox"/> BATTERY | <input type="checkbox"/> RIGHT FRONT TIRE & WHEEL |
| <input type="checkbox"/> TRANSMISSION | <input type="checkbox"/> FRONT OF BUS - WINDSHIELD |
| <input type="checkbox"/> UNUSUAL ENGINE NOISE | <input type="checkbox"/> LEFT FRONT TIRE & WHEEL |
| <input type="checkbox"/> GAUGES & WARNING LIGHTS | <input type="checkbox"/> STOP ARM |
| <input type="checkbox"/> SWITCHES | <input type="checkbox"/> EXHAUST SYSTEM |
| <input type="checkbox"/> HORN(S) | <input type="checkbox"/> TAIL PIPE |
| <input type="checkbox"/> FANS & DEFROSTERS | <input type="checkbox"/> LEFT SIDE OF BUS - WINDOWS & LIGHTS |
| <input type="checkbox"/> WIPERS & WASHERS | <input type="checkbox"/> LEFT REAR TIRES & WHEELS |
| <input type="checkbox"/> STOP ARM CONTROL (WARNING CONTROL) | <input type="checkbox"/> REAR OF BUS - WINDOWS & LIGHTS |
| <input type="checkbox"/> SCHOOL BUS WARNING LIGHTS/FLASHERS | <input type="checkbox"/> RIGHT REAR TIRES & WHEELS |
| <input type="checkbox"/> INSIDE & OUTSIDE MIRRORS | <input type="checkbox"/> RIGHT SIDE OF BUS - WINDOWS & LIGHTS |
| <input type="checkbox"/> BRAKE PEDAL & WARNING LIGHT | <input type="checkbox"/> DRIVER'S SEAT & BELT |
| <input type="checkbox"/> OPERATION OF SERVICE DOOR | <input type="checkbox"/> DIRECTIONAL LIGHTS |
| <input type="checkbox"/> EMERGENCY EQUIPMENT | <input type="checkbox"/> PARKING BRAKE & SERVICE BRAKE |
| <input type="checkbox"/> TWO-WAY RADIO CHECK | <input type="checkbox"/> CLUTCH |
| <input type="checkbox"/> FIRST AID KIT | <input type="checkbox"/> STEERING |
| <input type="checkbox"/> ENTRANCE STEPS | <input type="checkbox"/> WHEELCHAIR LIFT |
| <input type="checkbox"/> CLEANLINESS OF INTERIOR | _____ |
| <input type="checkbox"/> CONDITION OF FLOOR | _____ |

REMARKS: _____

MARK CLEARLY ALL DAMAGE OR DEFICIENCIES FOUND BY USING THE FOLLOWING SYMBOL(S):

C = CUT H = HOLE D = DENT BR = BROKEN M = MISSING S = SCRATCH P = PATCHED



CONDITION OF ABOVE VEHICLE IS: SATISFACTORY UNSATISFACTORY

DRIVER'S SIGNATURE: _____

- ABOVE DEFECTS CORRECTED
 ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: _____ DATE: _____

DRIVER REVIEWING REPAIRS: SIGNATURE: _____ DATE: _____

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 Neenah, WI • USA • (800) 327-8868 • jkeller.com

ORIGINAL

27369

PRE-TRIP CHECKLIST

Pre -Trip Checklist

Driver Name:	
Bus/ Route:	
Month/Year:	

		Week 1			Week 2			Week 3			Week 4			Week 5		
Exterior Inspection	Windows															
	Mirrors															
	Engine															
	Tires / Wheels															
	Rear Emergency Door															
Interior Inspection	Fire Extinguisher															
	Seat Belt															
	Seats / Windows															
	Floor / Wastebasket															
	Service Door Steps															
First Aid Kit																
Starting Inspection	Sound of Engine															
	Gauges / Dashboard															
	Turning Signals / Dash Lights															
	Stop Lights / Signs															
Pre-Load Inspection	Steering															
	Park Brake / Brakes															
	Transmission / Engine															
	Horn															
	Suspension															
	Yourself															

Comments / Maintenance Concerns:

Driver Signature	
------------------	--

SCHOOL BUS PREVENTATIVE MAINTENANCE INSPECTION GUIDE

BUS # _____ MILEAGE _____ DATE _____

LEGEND Check Mark or X = OK, R = Repair Needed, N/A = Not Applicable, Blank = Not Inspected

PM-A CHECKLIST (grease & check)

APPROACH & DRIVER compartment	OUTSIDE WALK AROUND lights o	BRAKE adjustment
Fluid leaks on ground	Exterior lights / Stopwail / Stop / Reverse	Exhaust system / Hangers, clamps, leaks
Bus Leaking	Reflectors / Reflective tape	Transmission / Leaks, wiring & vent
Entrances cover, up, condition & seals	Emergency doors / tube buzzer & latch	Splash guards
Grab handles secure	Wheel Chain Latch / tube / inspect / adjust	Wheels, lug nuts, hubs, hub oil level
Step rail / Step leads	W/S washer fluid / wiper arms & blades	Lube all fittings and pivot points
Cleanliness	Door & compartment hinges	Tire pressure as per recommendation
Emergency Equipment	Body damage	Tire tread depth min 6/32's Br 452 19
Drivers Seat & Seat belt	Storage Comp / Chms / Dry / Cond	ENGINE COMPARTMENT / FLUIDS
Gauges before start / KOER / Warning lamps	Engine compartment / Dims / RE	Motor oil level
Washie start lamp / In-rake heater cycle	Batteries / water / clean / cables / tray	Hydraulic / steering oil level
Starting operation	Steep arms visual	Coolant level / radiator & bottle
Gauges after start / KOER	Electrical panels / wires, fuses, breakers, etc	Radiators / clean / condition
Engine operation	Child Clock Monitor	Coolant test / PH _____ Frigate P ₁ _____
Air Build up / Cat no / psi	RAISE BUS ON HOIST	Molybdate PPM _____ Nicrite _____
Parling brake hold (w/ 1200 rpm)	Steep wall & light wiring	Fluid leaks / Fuel / Coolant / Oil / Hyd-PN
Brake interlock / pump brakes in / popping, *	Bells, hoses & clamps	Air filter / miles, dusts, change top inlet
Low air warning - set gas /	Fluid leaks	Heater valves on - YES NO
Park brake released (pop out 20-40 psi)	Wiring & tubes (power and ground)	Fan & Fan Clutch / wiring, air hoses, etc
PP / Wash and pin / build up / KOER	Motor, junctions, clean & tight	Belt end brackets
Steering wheel, straight / Til / Tilt	Shafting gear, bearings, clean end	Wiring & connections
Turn signals and cancellation	Front axle springs, pins, bags, valves, shocks & brackets, etc.	Compartment light
4 way hazard lights	Front brake lining / drums / rotors	Bells, hoses, clamps
Head lights / Miles indicator	Front axle seat	Alternator wiring / mounts
Home lights / Panel light / Dash lights	Front brake hoses, caps, shocks	Belt tensioner / Pulley alignment
Driver condition / Controls / Defroster	Brake adjustment	Air / rubber chms / clamps
Sun Visor / Mounts / Condition	Drive shafts, carriers, u-joints	Motors
Heater / Defroster / Dual Fans / Knobs	Visual air dryer, Oil?	Compartment cover seal
Wipers / Washers / Windshield Condition	Air tanks, misters or oil?	Fogging cleanliness
Horns / air & city / dual tone	Fuel tanks, lines and filters	FINISH UP DE FALLS
Service door operation	Dirty emul oil level / vent	Service sticker
INFERIOR INSPECTION	Rear axle, springs, pins, bags, valves, shocks/shock brackets, etc.	Inspection sticker, OK?
AM/FM Radio & PA sys	Rear brake lining / drums / rotors	Other PM's due?
Passenger Seat Condition / source	Rear axle seat	Check and clear diagnostic codes
All fasteners - interior	Rear hck seats	Clean up & wipe off
Sub. Windows / Latches / Latch	Rear hck bases, cans, studs, etc.	Electronic Waste Outlet
Emerg. X, label, operation, buzzers, breath		

PM-B CHECKLIST (tube, oil & filters) (Includes PM-A above)

Draw motor oil if required.	Change required oil filters	Change coolant filter
Sample motor oil	Change required fuel filters	Fuel/Oil additives

PM-C CHECKLIST (Annual, includes a PM-A)

Replace air filter	Chg hydraulic / PS oil & filters	Battery cables / grounds, remove, clean, coat
Change trans fluid and filters	Rebuild air dryer	
Change rear differential oil	Batteries, clean & test	

NOTES:

Mechanic Signature _____

Date _____

Accident Report

Please fill out this form to the best of your ability.

Incident

Accident Date _____ Time _____

Date Reported to MSGIA _____ Date Reported to School _____

Prepared By? _____ Preparer Title _____

Accident Details

Description of Accident _____

Was Accident on School Premises? check if yes

Accident Location (if different than School Site)

Accident Location _____

Accident Street 1 _____

Accident Street 2 _____

Accident City _____ Accident State _____ Accident Postal _____

Member Driver Information

Driver Name _____ Driver's License Number _____

Driver's License State _____ Driver Phone _____

School Vehicle Lookup

Describe Vehicle Damage _____

VIN _____ Vehicle Make _____

Vehicle Model _____ Vehicle Year _____

Estimated Damage _____

Property Damaged of Others Information

Vehicle VIN _____ Vehicle Make _____ Vehicle Model _____

Property Owner's Name _____ Property Owner's Phone _____

Property Owner's Address _____

Property Owner's City _____ Property Owner's State _____ Property Owner's Zip _____

Description of Property Damage _____

Estimated Damage _____

Insurance Company or Agency Name _____ Policy Number _____

Where Can Property Be Seen _____

Driver Name _____ Driver Phone _____

Injured Party

Injured Party Name

Injured Party Address 1

Injured Party Address 2

Injured Party City _____ Injured Party State _____ Injured Party Zip _____

Injured Party Home Phone _____ Injured Party Work Phone _____

Witnesses/Passengers Information

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

EMERGENCY EVACUATION SUMMARY SHEET

**Emergency Evacuation Summary Sheet
Cascade School District 3 & B
Emergency Evacuation Drill Summary Sheet**

Driver's Name	
Bus Route #	
Date	
Time	
# of Student Participants	
Driver Comments:	

Please return this form within 1 day of your evacuation drill

LEAVE REQUEST

**Leave Request Form
Cascade Public Schools
Classified Staff**

General Information			
Name			
Date of Request			
Type of Leave Requested		Date(s)	
	Sick		
	Leave Without Pay		
	Vacation		
	School Sponsored Activity		
	Other		
Additional Information			
<i>Substitute Office Use Only</i>			
Employee Signature		Date	
Recommendations			
Leave (circle one)	Granted	Denied	
Supervisor Signature		Date	
Comments:			
Superintendent's Initials			
Date			

TRIP REIMBURSEMENT FORM

**BUS DRIVER
TRIP REIMBURSEMENT FORM**

ASSIGNED DRIVER: _____ BUS: _____
DEPART DATE/TIME: _____ RETURN DATE/TIME: _____
EVENT: _____ GROUP: _____
DESTINATION: _____ NUMBER OF PASS: _____
CHAPERONES: _____

PAY SCHEDULES

Start Time _____

End Time _____

6 hours or less \$100.00

7-10 hours @ \$17.00/ hr

11 hours or more \$200.00

Over Night Lay-Over Pay _____ nights x \$250.00

Total Pay _____

Bus Driver Signature _____

Supervisor Signature _____

DISCIPLINE REFERRAL FORM

Cascade Public Schools DISCIPLINE REFERRAL FORM			
Student(s) _____		Grade Level _____	Referring Staff _____
Date _____	Time _____		
Location			
<input type="checkbox"/> Classroom	<input type="checkbox"/> Gym	<input type="checkbox"/> Off-Campus	<input type="checkbox"/> Music Room
<input type="checkbox"/> Playground	<input type="checkbox"/> Library	<input type="checkbox"/> Stadium	<input type="checkbox"/> Vocational Room
<input type="checkbox"/> Commons/common area	<input type="checkbox"/> Bus loading zone	<input type="checkbox"/> Office	<input type="checkbox"/> Other Location
<input type="checkbox"/> Hallway/ breezeway	<input type="checkbox"/> Parking lot	<input type="checkbox"/> Art Room	<input type="checkbox"/> Unknown
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Bus	<input type="checkbox"/> Computer Lab	<input type="checkbox"/> Other _____
<input type="checkbox"/> Bathroom/restroom	<input type="checkbox"/> Special event/assembly/ Field trip	<input type="checkbox"/> Locker room	
Problem Behaviors (check the most intrusive)			
MINOR		MAJOR	
<input type="checkbox"/> Inappropriate language	<input type="checkbox"/> Abusive lang/Inappropriate lang /Profanity	<input type="checkbox"/> Truancy	<input type="checkbox"/> Use/Possession of Tobacco
<input type="checkbox"/> Physical contact/Physical aggression	<input type="checkbox"/> Physical aggression	<input type="checkbox"/> Property damage/ Vandalism	<input type="checkbox"/> Use/Possession of alcohol
<input type="checkbox"/> Defiance/Disrespect/ Non-compliance	<input type="checkbox"/> Defiance/Disrespect/Insubordination /Non-compliant	<input type="checkbox"/> Forgery/Theft	<input type="checkbox"/> Use/Possession of drugs
<input type="checkbox"/> Disruption	<input type="checkbox"/> Lying/Cheating	<input type="checkbox"/> Dress Code Violation	<input type="checkbox"/> Use/Possession of combustibles
<input type="checkbox"/> Property misuse	<input type="checkbox"/> Harassment/Bullying	<input type="checkbox"/> Technology Violation	<input type="checkbox"/> Bomb threat/False alarm
<input type="checkbox"/> Dress Code violation	<input type="checkbox"/> Fighting	<input type="checkbox"/> Inappropriate Display of affection	<input type="checkbox"/> Arson
<input type="checkbox"/> Technology violation _____	<input type="checkbox"/> Disruption	<input type="checkbox"/> Inappropriate location/Out of bounds area	<input type="checkbox"/> Use/Possession of weapons
<input type="checkbox"/> Tardy	<input type="checkbox"/> Tardy	<input type="checkbox"/> Gang Affiliation display	<input type="checkbox"/> Other behavior
<input type="checkbox"/> Other _____	<input type="checkbox"/> Skipping		
<input type="checkbox"/> Known			
Possible Motivation			
<input type="checkbox"/> Obtain adult attention	<input type="checkbox"/> Avoid peer(s)	<input type="checkbox"/> Unknown Motivation	
<input type="checkbox"/> Obtain items/ activities	<input type="checkbox"/> Avoid adult(s)		
Others Involved			
<input type="checkbox"/> None	<input type="checkbox"/> Peers	<input type="checkbox"/> Staff	<input type="checkbox"/> Teacher
		<input type="checkbox"/> Substitute	<input type="checkbox"/> Unknown
		<input type="checkbox"/> Other	
Administrative Decision			
<input type="checkbox"/> Time in office	<input type="checkbox"/> Time Out/Detention	<input type="checkbox"/> Bus Suspension	<input type="checkbox"/> Expulsion
<input type="checkbox"/> Loss of Privileges	<input type="checkbox"/> Restitution	<input type="checkbox"/> In-School Suspension	<input type="checkbox"/> Other Admin Decision
<input type="checkbox"/> Conference with Student	<input type="checkbox"/> Community Service	<input type="checkbox"/> Out-of-School Suspension	<input type="checkbox"/> Unknown Admin Decision
<input type="checkbox"/> Parent Contact	<input type="checkbox"/> Individualized instruction	<input type="checkbox"/> Saturday School	
Other Information/Comments (additional comment on back)			
Harassment Type			
<input type="checkbox"/> Racial	<input type="checkbox"/> Sexual	<input type="checkbox"/> Bullying	<input type="checkbox"/> Gender
		<input type="checkbox"/> Religious	<input type="checkbox"/> Cyberbullying
Administrator comments:			
Administrator Signature: _____		Date: _____	

Cascade School District



Transportation Handbook

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Cascade School District, and I understand that I should consult my supervisor, the Principal or Superintendent regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of Cascade School District has the ability to adopt any revisions to the policies in this handbook.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

*Transportation Staff, please print this page, sign it, and return it to the Transportation Supervisor. Thank you.