

# Venus ISD Transportation Handbook



2015-2016

# TRANSPORTATION GENERAL OPERATING PROCEDURES

## **PURPOSE**

The purpose of this handbook is to assist the school bus driver with the safe operation of the school buses for the Venus ISD. This manual shall be read and followed by all Transportation employees.

## **QUALIFICATIONS OF A V.I.S.D. SCHOOL BUS DRIVER**

1. Be at least 21 years of age.
2. Properly licensed to operate a school bus:  
Class "B" CDL with P (Passenger) and S "School bus" endorsement, along with the "P" restriction regarding the DOT physical.
3. Acceptable annual DOT physical examination on approved form furnished from the Texas Department of Public Safety.
4. Submit to random drug testing.
5. Acceptable driving record as determined by an annual license check with Texas Department of Public Safety.
6. Successful completion of 20 hours State Certification Course. 8-hour renewal every Three (3) years.
7. Annual Criminal History Check.

## **DRUG & ALCOHOL TESTING**

All Venus ISD employees that may drive a district owned vehicle must submit to random drug testing.

Fifty (50) percent of the drivers will be randomly tested and twenty five (25) percent of those drivers will be tested for alcohol.

Any driver shall submit to a urine test on demand of the Transportation Department, the Superintendent of Schools or his representative. Refusal to submit to a urine test given by a licensed doctor, nurse or hospital, shall be grounds for immediate dismissal.

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1. Recognize and respect the rights and property of students and co-workers and maintain confidentiality in all matters relating to students and co-workers.
2. Report to work in accordance with assigned schedule.

3. Only authorized personnel, registered school-age students, VISD child care children, or identified sponsor/chaperones may ride the school bus.
4. Transportation employees are not allowed to leave their own child(ren) unattended at the Transportation Center. Drivers should not expect other employees to watch their child(ren) at any time during the day.
5. The Transportation Director has the authority to reassign a driver or any other staff member, at the transportation center, if deemed in the best interest of Venus ISD, regardless of seniority.
6. You will be expected to clock in/out before/after each run and when performing additional work. Failure to clock in/out may result in disciplinary action. A signed and dated paper time sheet will be turned in each week for payroll purpose. Each driver/monitor has an assigned time. This time schedule shall be maintained. The Transportation Director must approve a deviation from the scheduled time.
7. If you cannot be at work, it is your responsibility to notify the director at least 2 hours before scheduled.
8. ***It is imperative to the Transportation Department operation that employees have excellent attendance and are punctual.*** Employees are expected to be at work every day and on time to fulfill their assigned duties to the best of their ability. Excessive absenteeism and/or tardiness even with a doctor's excuse may result in disciplinary action. Any long term illness and/or major surgery will be reviewed on an individual basis. Confidentiality will be respected and observed.
9. Drivers must be present and supervising students as they load/unload on the bus. In the event of an emergency, the driver will not leave students unattended until another person is present to supervise students.
10. Use district time, funds, and property for authorized District business and activities only.
11. No later than the third week of school, make seating assignments for all runs. Use the seating chart form and have one copy on file in the office; and another on the bus at all times. Re-assign seats anytime your load is adjusted. A current seating assignment is to be kept on your bus and updated copies in the office.
12. No driver shall change his or her route without the approval of the Transportation Department. Temporary changes due to emergency/construction situations will be at the driver's discretion; however, the change shall be dispatched to the transportation center immediately.

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13. No driver shall change designated bus stops without the approval of the Transportation Department.
14. Drivers are expected to keep the inside of their buses clean and swept daily. Spot inspections may be done and if buses are found to be unclean, appropriate disciplinary actions will be taken.
15. An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the Manager of Transportation in writing within three (3) calendar days of the arrest. An employee who is convicted of or receives deferred adjudication or pleads no contender for such offense shall also report that event to the Manager of Transportation in writing within three (3) calendar days of the event. Failure to provide such notification may result in termination of employment.

Moral turpitude includes but is not limited to the following:

- Dishonesty
- Fraud
- Deceit
- Deliberate Violence
- Misrepresentation
- Drug or alcohol related offenses
- Theft
- Acts constituting abuse under the Texas Family Code
- Base, vile or depraved acts that are intended to arouse or gratify the sexual desires of the actor.

Employees are required to notify the District Human Resources Department within three (3) calendar days should they be charged with, convicted of, granted deferred adjudication, or if they have entered a plea of nolo contendere to any felony or any misdemeanor involving moral turpitude. This notification shall be made in writing to the Venus ISD Human Resources Department. Failure to make such notification may result in termination of employment. See District Policy DH (Local)

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**Employee Conduct:**

- No employee shall possess, use, or be under the influence of alcohol or drugs while on school property or while working in the scope of assigned duties or while attending any district sponsored activity.
  - Use of tobacco is prohibited on all district property.
  - Employees shall demonstrate a cheerful attitude and cooperative working relationship while on duty. Each individual plays an important part in the moral of the department.
  - Gossiping, using vulgar language, profanity, and the spreading of rumors are prohibited.
  - All employees shall control their temper and display self-discipline while on duty.
  - Drivers and Monitors should accept communication, observation and direction of any safety concerns from all district employees (Teachers, Secretaries, Principals).
16. It is the driver's responsibility to park bus in fuel line when at ½ tank.
17. Personal use of District property is prohibited.
18. Drivers shall park their personal vehicles in assigned parking areas. Drivers are not to park personal vehicles in spaces within the bus parking area.

**ABSENCES**

All employees must submit Absent from Duty Request using the AESOP program. Request by calling 1-800-942-3767 or [www.aesoponline.com](http://www.aesoponline.com); User name and password are required.

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All leave will be granted as per district policy outlined in District Handbook. All employees must fill out their request before an absence. Without documentation, you could be docked for your absence.

### **PAPER WORK AND MEETINGS**

All employees are required to attend Safety Meetings as necessary and all other posted meetings. .

- Pre and Post Trip inspection books are furnished. These must be completed daily.
- Driver Vehicle Inspection reports are to be filled out for any problem found on the bus at any time. Without a report on file work may not be completed.

### **SAFETY REFERRAL FORMS**

Bus Safety Referral form is to be completed upon a violation committed by a student. The driver must fill out the form, contact the parent and return the form to the Transportation Director.

- First (1) offense, student receives verbal referral.
- Second (2) offense, written warning and initiate parent/guardian involvement.
- Third (3) offenses, written referral sent to campus administrator, student may lose privileges after 3 warnings whether verbal or written for five (5) days.
- Fourth (4) offenses the student can be suspended up to fifteen (15) school days. If continual, possible thirty (30) day suspension from bus.
- Fifth (5) offenses can result in loss of bus privileges for up to 177 days.

Depending on severity of the offense, the student may lose privileges immediately.

**When writing a referral, remember to turn all pages to the Transportation office first.**

Always fill in all information. Never give name of another student involved. All information is ***CONFIDENTIAL***.

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**ACCIDENTS**

Drivers are responsible for the documentation of any accident occurring while on the bus as well as any incident involving a student who is injured for any reason

What to do if you are involved in an accident:

1. Stop bus immediately, check for injuries & call dispatch.
2. Give dispatch location, notification of injuries (are there students on board)
3. Do not leave students unattended; do not let any student off bus, unless safety concern. See evacuation slides.
4. Set out reflective triangles.
5. Have seating chart for Police.
6. On returning to office, driver must make a full report of incident. Drug testing will be administered per DOT requirements.

Depending on the severity of the accident, the Transportation Director reserves the right to administer disciplinary action, which could include dismissal.

**BREAKDOWNS**

What to do if bus breaks down on route:

1. If possible, stop the bus on the side of the roadway, out of traffic. Set out reflective triangles
2. Radio dispatch, if no electronics work use cell phone.
3. Tell location, nature of breakdown and if you have students on board.
4. Do not let students leave the bus.

**STUDENT ILLNESS OR INJURY**

When students are injured on the bus, radio dispatch, and proper personnel will be notified

Morning route, if student is ill, take to school and have student report to nurse.

Do not take student back home.

PM route, if you know before you leave the school, tell student to go back in and see nurse.

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**BUS MAINTENANCE & SAFETY EQUIPMENT**

Drivers are responsible for reporting mechanical problems to mechanic and Transportation office.

Drivers are responsible for the bus assigned to them; buses must be kept clean and in good operation order.

Drivers will not take a bus that they consider to be unsafe. State law requires that every school bus be equipped with a first aid kit, reflective triangles and a fire extinguisher.

It is the driver's responsibility to see that all safety equipment is maintained on the bus. Notify the Transportation Director if you are missing any safety equipment.

**Emergency School-Closing Information**

When it is necessary to close schools for any reason, announcements concerning Venus Schools will be made on the radio: WBAP 820 and KXAS channel 5. The Transportation department will implement a calling notification chart.

**FIELD TRIPS**

Field trips are given to experienced drivers first. As new drivers add, their name will go at the bottom and they will become part of the rotation.

All field trip drivers must pre trip their bus before leaving the lot, make sure they have appropriate number of child seats and tie downs for wheel chairs. All drivers must be trained to use tie downs for wheel chairs and use of child restraints before taking a special needs field trip

**Drivers are not allowed to trade or give away field trips, if you cannot take a trip, you must notify the office.**

Drivers must be at the departure site 15 min. prior to departure time. Example: Departure from High School @ 9:15, the bus must be at the High School by 9:00.

**DRESS CODE**

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

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**Transportation dress code:**

Dress shall be neat and clean.

Shorts and dresses must cover three-quarter of the thigh at all times.

No cut off shorts.

No muscle shirts or tank tops, all shirts must have at least a cap sleeve.

Appropriate under garments shall be worn.

**ALL SHOES MUST BE SECURE ON THE FOOT----NO FLIP FLOPS OR SLIDE ON SHOES.**

**Personal Hygiene:** Drivers shall take pride in appearance and practice sound personal hygiene.

**AT-WILL EMPLOYMENT**

Paraprofessional and auxiliary employees regardless of certification are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

Auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

**TRAINING**

All transportation employees are required to follow the guidelines set forth by the District with regards to employee training.

**B**-Balance

**U**- Understand

**S** -Sincere

If we balance understanding with sincerity we have already won!

Let's have a successful year.