
**G-PISD
TRANSPORTATION
POLICIES &
PROCEDURES**

G-PISD TRANSPORTATION POLICIES & PROCEDURES

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BUSES

AIR CONDITIONING

After arrivals at your destination and all passengers have departed, turn the bus off. It is not to be used as an air-conditioned break area while on field trips or waiting at a school.

During a field trip, the sponsor has the right to regulate the temperature through the driver.

You may start the air conditioning system five (5) minutes prior to departure to allow the bus to cool down.

ALTERATIONS TO BUS

The bus is not to be altered in any manner. Any alterations to the exterior, signs, logos, etc., must be approved by the District and Texas Department of Public Safety.

No items are to be placed on the dashboard or sun visor. No stickers are to be placed on the windows or on any part of the inside or outside of the bus.

ANIMALS ON THE BUS

Animals are not allowed on the bus unless a student requires a Service Animal. Special permission must be granted by your Supervisor before the Service Animal boards the bus.

BACKING A BUS

In the Bus Parking Lot or the Vehicle Maintenance Facility:

- Backing a bus is permissible without a guide.
- You must sound the horn when backing even if the bus is equipped with a back-up warning device.

In Other Areas:

- Never back a bus, except under the most extreme conditions.
- If you must back the bus, get someone, e.g., another driver, an adult or older student, to assist you in backing.
- If no guide is available, go behind the bus to see that there are no parked cars, golf carts or any other items that may be out of view when looking in your mirrors.
- Proceed carefully, stopping as necessary to insure proper clearance.
- Sound the horn when backing, even if the bus is equipped with a back-up warning device.
- Activate your warning lights.

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BREAKDOWNS

If you have a breakdown on the bus, contact the Transportation Office immediately and provide the bus number, location and what happened to the bus. If your bus restarts, never leave the location unless you have been instructed by the transportation office. Once the shop has been dispatched to your location, you must wait until the mechanic has arrived, unless instructed otherwise by transportation.

BUS DOORS AND DOOR WELLS

The bus doors are to be operated ONLY by the driver. All doors will be securely closed while the bus is in motion.

No one is allowed to stand in the door well of the bus while it is in motion, including coaches, band directors and teachers.

Students are not allowed to enter or exit from the emergency door, except during an emergency.

BUS LIGHTS

Always drive with head lights and clearance lights on. Even on a bright sunny day, a vehicle with the lights on is more easily seen and noticed.

Strobe lights are to be used only during inclement or foggy weather.

BUS MAINTENANCE WORK REQUEST

When the need for bus maintenance is first recognized, the driver must complete a work order request as soon as possible and give it to the mechanic and supervisor.

BUS PARKING LOT

Buses are to be parked in their assigned spaces only. Parking lot layout sheets showing bus location with the space number and with the corresponding bus numbers will be posted in various locations.

No other vehicles or unauthorized persons (including spouses, friends, and children) are permitted in the bus parking lot. No personal vehicles are allowed to park in bus parking lot unless the owner parked the vehicle in order to attend field trip.

Students transported back to the Transportation Office must be transferred to a staff member and remain under adult supervision at all times. For safety, when walking in the bus parking lot, use only the designated walk ways.

The speed limit for all vehicles on Transportation property is 5 mph. Speed limit signs are posted in various locations throughout the Transportation Facilities.

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BUS SAFETY AND CLEANLINESS

Safety equipment such as cameras, radios, public address systems, warning buzzers and GPS are installed in buses for the protection of passengers and the driver.

It is the driver's responsibility to see that this equipment is functioning correctly prior to any departure. It is each assigned employee's responsibility to keep the bus clean from dirt, dust and trash after every route.

ENGINE IDLING

Do not idle the engine more than five (5) minutes, except when stopped in traffic.

FOOD ON THE BUS

With the exception of water in a plastic bottle, eating food and drinking other beverages is prohibited on the bus.

FUELING

Safety

- Turn off the ignition and remove the keys during fueling.
- All passengers must disembark before any fueling operation.
- Only the driver is authorized to fuel the bus.
- Exercise extreme caution in and around the vicinity of the fuel pumps.
- Absolutely no smoking within 200 feet of the fueling areas.
- Always stay with your vehicle.
- DO NOT use your cell phone while fueling.

When to Fuel

Fuel the bus when it is one half (1/2) full or below at the end of a run. Fuel the bus prior to an out-of-town field trip. If you use a bus other than your normal route bus for a field trip, refuel upon return to base.

Fueling Procedure

NEVER LEAVE YOUR VEHICLE UNATTENDED except when you must report a problem while fueling and no one else is around to stay with your vehicle.

COMMUNICATIONS

TWO-WAY RADIOS

The radio system for the Department of Transportation is a professional two-way radio system regulated by the FCC. Prior to operating the two-way system, you will be given complete instructions, and you will be required to demonstrate your proficiency.

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Rules for using the two-way radio are:

- ☑ Keep your conversation short and simple.
- ☑ Talk slowly and clearly.
- ☑ Speak directly in the mouthpiece, which should be about 1 inch from your mouth.
- ☑ Wait a couple of seconds between listening and starting to speak.
- ☑ Acknowledge each message transmitted to you with a "10-4".
- ☑ Do not use foul language or engage in unnecessary conversation on the radio. FCC rules prohibit the use of foul language and individuals are subject to personal fines.
- ☑ When saying your route number, say "one-six-three" not one sixty-three.
- ☑ Do not use "codes".
- ☑ Every unit must clear when finished. Simply say, "(route #) one-six-three clear". The base station must clear also.
- ☑ Turn your radio off after every run or trip.

COMMUNICATIONS TO/FROM EMPLOYEES

Bulletin Boards

Bulletin boards are in the employee break room. Check these boards frequently for important information. Posted information is required reading.

Distribution Boxes

Each driver, attendant, and monitor has a distribution box which must be checked twice daily. Important notices, memos, messages and other information will be placed there. Under no circumstances is an employee, besides transportation staff, allowed to inspect the contents of a box that is not assigned to them.

Suggestions or Questions

To ask a question, address a problem or offer a suggestion, start with the Operations staff. If the issue is not resolved with the Operations staff, see your Supervisor. To see the Administrative Officer or Director, fill out a query to schedule an appointment.

MEDIA CONTACT

In every case, when you are contacted or questioned by the news media (television, radio, newspaper, magazine or other widely circulated medium), defer all questions to one of these:

- Supervisor for Transportation
- Administrative Officer

***Employees are encouraged to utilize the appropriate chain of command in order to raise and address concerns, informally or formally, related to the work environment. It is not appropriate to contact the media to air complaints.**

CRASHES

AT THE SCENE

- After a crash, clear the roadway as soon as possible unless injuries occur or the vehicle is disabled.
- Make sure students are in a safe and secure area.
- Do not unload students unless they are in immediate danger, such as a fire.

If it is a moving crash, the driver will be removed and taken for a drug screen and breath alcohol test. If not, the driver will remain on route.

REPORTING

- Immediately report a crash / incident, regardless of the seriousness or location, to Transportation department. If out of town, also report the crash to the local police.
- Be sure of the crash location, extent of injuries and damage to the vehicle before reporting the crash.
- Record names of all students on board using the seating charts. Prepare the written crash report on the day of the crash.
- Report any injury (of yourself or others), no matter how slight, to your Supervisor.

Failure to properly and promptly report a crash or leaving the scene of a crash without reporting it may be cause for termination.

INVESTIGATION

The Supervisor or other authorized person(s) will conduct an investigation at the time of the crash. He or she will inspect the condition of the vehicle for safety and determine whether the vehicle will proceed to its destination. The investigator(s) will complete an appropriate crash report form.

POST-CRASH TESTING

As soon as practical following a crash, the driver will be tested for substances.

CRASH REVIEW COMMITTEE

The Crash Review Committee will determine whether the event was crash or not. If it is decided that there was a crash, the committee will then determine whether the driver could have prevented the crash and if any additional training is required. Crash Review Committee meetings take precedence over all additional driver assignments.

The driver will be notified of the committee findings. The Crash Review Committee will be composed of the Supervisor (as chairperson and permanent member) and two drivers and a mechanic.

A driver may appeal in writing and within ten (10) calendar days from the date of the original decision to the SUPERVISOR. The SUPERVISOR's decision will be made within five (5) working days and will be final.

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PRIVATE VEHICLE CRASHES OR TRAFFIC TICKETS

All driver/sub-driver crashes and/or traffic tickets while in a private vehicle, occurring on or off duty, must be reported to the Supervisor within five (5) calendar days of the incident. Failure to do so may be cause for disciplinary action.

EMPLOYEE ITEMS

ATTENDANCE

All employees must report to work daily and on time in accordance with District Policy. Failure to follow the District's Attendance Policy may lead to disciplinary action.

STANDARD ROUTE

The final approval of drivers for standard routes is the responsibility of the Transportation Supervisor. Once a driver is assigned to a route, they will remain permanently assigned until reassigned by the Transportation Supervisor. A Driver may ask for re-assignment at any time and the Transportation Supervisor will either approve or disapprove the request.

TARDINESS

Employees that are more than 5 minutes late may not be allowed to clock-in at the supervisor's discretion, based on the department's staffing needs.

DRESS CODE

All drivers, attendants, monitors, vehicle technicians, and helpers are required to wear uniforms on a daily basis. Transportation staff and office employees are required to wear uniforms when driving a school bus. (On Fridays, drivers and attendants may wear T-Shirts with a G-PISD school name, School Bus Safety theme, Bus Road-e-o, March of Dimes or Breast Cancer Awareness. All others must have prior approval by the Transportation Supervisor or Appointed Designee).

Uniforms

- Uniform shirts are required to be worn at all times. Shirts will be buttoned to the second button. The G-PISD logo must be visible on your shirt, unless it is raining and/or cold weather.
- Caps and hats are allowed as long as there is no inappropriate language or logos such as beer or cigarettes advertised. Caps may not be worn backwards.
- Dresses/skirts may not be worn by Drivers, Attendants, or Monitors while transporting students.
- Shoes must be close-toed and cover the entire heel. Heels must be less than two inches.
- Uniform maintenance and cleanliness are the responsibility of the employee.
- Employees that report for work out of uniform or in unacceptable shoes may not be permitted to clock-in unless there are justifying circumstances approved by the Transportation Supervisor or Appointed Designee.

PERSONAL GROOMING & HYGIENE: Employees shall be clean, neat and odor-free.

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Uniform Allocation

Upon employment, new personnel that are required to wear a uniform shall receive two (2) uniform shirts. They may wear appropriate street attire until uniforms have been received. Employees required to wear uniforms will receive two (2) new uniform shirts annually. Uniforms will be returned to Transportation upon leaving the district.

Footwear

Shoes must be close-toed and cover the entire heel. Heels must be less than two inches. Vehicle maintenance employees are required to wear steel toe shoes or boots.

Inappropriate Apparel

These items are inappropriate and may not be worn during working hours:

- Bandanas
- Gauges for ears
- Any attire that promote gangs, violence, alcohol, drugs or tobacco
- Inappropriate patches, pins, badges, etc.
- Any articles of clothing that advertises an individual or company in competition with G-PISD Transportation, Ryder, Durham.
- Tights, spandex tights or sweat pants
- Shorts that do not extend below the knee while standing
- Clogs and open toe shoes

EMPLOYEE PARKING AREA

All drivers, sub-drivers, monitors and mechanics must park in the designated employee parking lot.

- Do not block another vehicle.
- Do not park between two parking spaces.
- Park motorcycles in the double lined spaces. If none available, park in a standard space.
- Do not drive buses into the employee parking lot

G-PISD is not responsible for any damages or theft to vehicles, personal losses, or crashes involving personal vehicles that occur on District property.

EXTRA WORK

While it is not normally required, non-driving extra work is made available during the normal school year. Examples are:

- Clean parking lot
- Clean in and around department premises
- Clean buses
- Wash buses
- Pre-trip spare buses

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OTHER EMPLOYMENT

Employees shall provide written notice to his/her Supervisor of other employment within five (5) calendar days of obtaining other employment or being hired by the District, whichever occurs later. The Supervisor shall determine whether the employee's other employment poses a conflict of interest with his/ her duties for the District. The District may prohibit other employment if it is determined that the employee's ability to safely perform his/ her duties for the District would be impeded or threatened.

The written notice shall include:

- the employer's name,
- the number of hours you work per day or shift,
- the type of work you perform
- the potential times you will be working (for example, 8 p.m. to 12 p.m., Fridays)

USE OF TECHNOLOGY

As stated in the District's Employee Handbook, all employees are required to annually sign the District's Acceptable Use of Technology Policy and abide by its provisions. **Remember that you're a professional and are accountable for your actions (do not browse adult only Web pages or any other offensive, obscene, unprofessional or inappropriate areas).**

ID BADGES

You will be issued an ID badge by the Office of Human Resource. It is solely for your use.

- Wear your ID badge on all work days.
- Wear the badge on or above your waist at all times, plainly visible to anyone standing in front of you.
- You will be charged a \$3.00 replacement fee for lost ID badges.
- If you damage your badge, request a new one. Turn in your damaged badge to receive the new one.
- Do not clock in or out for someone else.
- Do not reproduce or duplicate your badge.

ON THE JOB INJURIES

An employee who is injured while on duty shall report the accident/injury to the Supervisor at once. All on the job injuries are subject to investigation by the Office of Employee Benefits. As soon as practical following an accident/injury, the employee will be tested for substances.

SMOKING ON DISTRICT PROPERTY

Smoking (including the use of electronic cigarettes and vaporizers) and the use of tobacco products are prohibited at all school-related or school-sanctioned activities, either on or off District property, (including school buses) by students and employees.

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SUMMER EMPLOYMENT

Summer drivers and attendants will be selected based on the employee's evaluation ranking, absenteeism, and seniority, in that order. However, the needs of the students will be the primary consideration.

During summer employment, only two absences are allowed. The third absence causes termination from summer employment, regardless of the reason for the absence. For example: If you miss two clock-ins during the day, that would be two absences. The next missed clock-in would be your third absence. For this purpose, three late clock-ins equal one absence and two assignment refusals equals one absence.

If you decide to terminate the summer employment at any time without just cause, you may not be considered for summer employment the following summer.

NOTIFICATION OF ILLNESS OR EMERGENCY

When you are ill or have an emergency that keeps you from reporting at your scheduled time, call (361) 777-4254 OPT.5 or (361) 438-4567 at least one hour before your clock-in time.

ROUTES & DRIVING

CONVOYING

When two or more buses are scheduled for the same school and will be attending the same function, buses will depart the school in convoy procession if at all possible. The lead bus will set the pace in accordance with DPS rules and regulations governing speed. All others will follow in a single file utilizing the appropriate 4-second rule. If a problem arises, the buses in the convoy can relocate the students and proceed.

EXPRESSWAY TRAVEL

Drive in the middle lane while on a highway, expressway, or street that has at least three (3) lanes. Examples are IH-37, Crosstown Expressway, Saratoga, etc.

FIELD TRIPS

Drivers / Attendants / Monitors Option

At the beginning of the year, drivers, attendants and monitors will be given the choice to accept field trips or not. By accepting the opportunity to do field trips, you are agreeing:

- To accept trips regardless of day, time or distance.
- To submit an office query by 5:00 p.m. on Mondays, indicating that you are unavailable to drive trips during the next field trip period, which is the seven (7) day week beginning the following Monday. If you do not submit a query, you will be subject to fill out a refusal form.
- To pre and post trip buses used for trips just as if they are being used on regular routes.
- To have the sponsor sign and enter the date and time of arrival at the school (driver only).
- To turn in the field trip paperwork by 8:00 am the next business day (driver only).

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- ☑ If you are involved in a crash/incident, any field trips assigned to you that day will be reassigned to another driver. The incident will be reviewed at the Crash Review Committee's next meeting. Crash Review Committee meetings take precedence over all other additional driver assignments.

Driver Selection

A field trip driver roster will be maintained listing the lowest to highest hours of overtime worked for the year. From this list, field trips will be assigned for a week in an effort to evenly distribute overtime. The Transportation Supervisor will resolve any conflicts.

There will be trip requirements that come in at the last minute. You will receive notice as soon as possible. (Specific instructions will be given to special needs drivers according to needs of students).

Field Trip Information

The field trip requisition should contain all the information drivers need; clock-in time, school, number of students, destination, etc. If it does not have all the information, check with the Transportation Office. The assigned driver is responsible for bringing up incomplete and incorrect information (except billing information) to the transportation office. Field trip drivers will normally use their route bus on their field trip assignments. The Supervisor or Mechanic can assign an alternate bus if necessary.

Late Cancellations

If a field trip is cancelled after a driver has reported for duty, specifically for that trip, they will be paid for three hours.

Reassignment

The assignment of trips is the responsibility of the Transportation Supervisor. The Dispatcher is responsible for receiving trip requests, logging all trips, and giving the Transportation Supervisor a weekly print out of trips for the week, and putting the trip books together for drivers along with other assignments.

- **If a driver leaves the employment of the District for longer than one year, the date for determining seniority is the date they are re-employed by the District. To qualify for auxiliary route or trip assignment, you must be in one of the full time driver positions.**
- A FULL TIME DRIVER POSITIONS IS OPERATING A STANDARD ROUTE. THIS IS THE ROUTE THAT IS OPERATED IN THE MORNING AND AFTERNOON AND HAS THE PRIMARY MISSION OF SAFELY TRANSPORTING STUDENTS FROM HOME TO SCHOOL AND BACK HOME AGAIN. THIS IS A STANDARD AM-PM FULL ROUTE.

Once a trip has been assigned it will not be pulled unless by the requesting school, driver's refusal, driver switch or if the driver must attend the Crash Review Committee.

Reimbursements

Out-of-pocket expenses by drivers on out of town field trips will be reimbursed at the same rate and manner as the district employees accompanying the students for 6 hours or more.

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Refusals

When a trip is refused by driver, he/she will not be asked again until his/her name appears on the rotation. When a driver refuses three (3) trips in a rotation period, his/her name may be removed for three (3) month.

If there are enough field trips to require all drivers, then refusal is not an option. If you refuse, you will be required to fill out a refusal form that will be reviewed by Transportation Supervisor for possible disciplinary action.

ASSIGNMENT CONFLICTS

Failure to report for extracurricular trip without 24-hour notice to Supervisor will result in disciplinary actions.

The Supervisor or Designee may remove a driver from a scheduled field trip due to failure of the driver to properly perform his/her duties, or for excessive hours.

GASOLINE CREDIT CARDS

When issued a credit card for out-of-town travel, purchase ONLY fuel for the bus you are assigned to drive at the time of use.

INCLEMENT WEATHER

In case of inclement weather, announcements from the Superintendent's Office are provided to District's units and the news media as soon as possible.

When the Superintendent has announced an inclement weather condition:

- Students are to be kept on campus until weather conditions improve. Students will only be allowed to leave campus when the principal is sure it is safe for students to travel to their homes.
- Employees are to remain on duty until released.
- Drivers and sub-drivers may be called in at an earlier time to prepare buses for morning / afternoon routes.

Deep Water

If driving through flooded streets cannot be avoided:

- If you cannot see the roadway through the water, then do not drive into the water. Wait until another vehicle enters the water so you can determine how deep the water is on the roadway. If the other vehicle passes safely, you will be able to determine if you can safely drive through the water.
- Slow down but do not stop until you are out of the water.
- Proceed at 2 or 3 MPH.
- Never enter into flowing water from streams, creeks, rivers or open storm drains.
- If your bus stalls during these conditions, do the following:
 - Keep all students on the bus.
 - Contact operations and give your route number, exact location and situation.
 - Activate the emergency flashers.
 - Turn off all other lights.

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- Wait five (5) minutes and try starting the engine. If the engine still will not start contact the transportation operations office. Do not overload the starter by continuously running it more than a few seconds at a time.
- If the engine will not start, wait another five (5) minutes and try again.

PRIVATE PROPERTY

Driving on private property should be avoided if possible. A waiver must be obtained prior to travel on private property, including trailer parks and apartment complexes.

ROUTE MAINTENANCE

Route Sheet

The route sheet is a written description and/or guide for a scheduled bus route. The sheet gives times, stops, turns and streets the route follows. You must have a copy of the route sheet and follow it when driving the route. Any deviation from the route must be approved by Operations beforehand. The driver of a route is responsible for maintaining the route sheet accurately and timely. The driver/sub driver must report any student changes, unsafe stop locations, crossings, hazardous conditions and any route time changes to the Transportation Office.

When a route is changed, the driver will be notified and given a new route sheet. Every route is subject to change, at any time, and may increase or decrease in time and/or area, according to the needs of the schools or district.

ROUTE SELECTION

When a route becomes available, drivers may request the open route. Selection will be based on the needs of the students, then upon the driver's evaluation, attendance, and seniority, in that order. The Transportation Supervisor retains the authority to reassign any route as necessary.

SCHOOL PARKING LOTS

Do not enter school parking lots, as most are not big enough for cars and buses. At some schools, however, if it is necessary or required to go into the parking lot, then you must use caution.

SCHOOL/ROUTE SCHEDULES

Various schools will have different start and dismissal times.

In the morning:

- Arrival at a school should be between 15 and 30 minutes before the first bell time. If you are arriving too early or too late, report it to operations immediately.
- If you get ahead of schedule, wait at the bus stop until the proper time before continuing the route. You must follow the time schedule listed on your route sheet.
- If, for any reason you should get behind schedule on your route, do not speed up and try to make up time, increasing the possibility of having an accident. Notify the Transportation Office and proceed on your scheduled trip at a normal rate of speed.
- Do not blow your horn at the stops or wait on students who are always late.

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In the afternoon:

- Wait up to ten (10) minutes after dismissal time before leaving.
- If school has been dismissed when you get there, wait up to five (5) minutes more before departure.
- If you leave with no students, report it to the Transportation Office.

TRAFFIC CAMERA

Traffic camera citation notifications received by the Transportation Supervisor will be referred to the Crash Review Committee for their review and recommendation. The driver will pay for the citation and it will be reflected in their driving record.

TRAFFIC TICKET

If you receive a traffic ticket or any vehicle violation, report it to your Supervisor immediately, whether in a bus or your personal vehicle.

TURNING AROUND

Every effort should be made to avoid turning around on routes. If the bus is forced to make a turn around, the area should have a minimum 50-foot clearance turn area. Potential parked vehicles should be considered in the evaluation.

SAFETY

CELLULAR PHONES

- Do not drive a school bus while using a cellular or digital phone.
- All private cellular and digital mobile phones are to be turned off while driving the bus.
- If it becomes essential to use a cellular phone during your driving duties, find an appropriate area to stop the bus before using the cellular or digital phone.
- Drivers shall not wear headphones, MP3s, iPods, cell phone ear pieces (Blue Tooth), or any other device that may impede the driver's hearing or focus at any time while the bus is in motion or students are on board. Drivers may take handheld electronic devices, including MP3s, iPods, headphones, radios, CDs, and cassette players on field trips; however, when aboard a bus, any such items must be out of sight and secured in a purse, briefcase or other bag.
- Attendants/Monitors may not use a cell or digital phone while students are on the bus. Do not use a personal cell phone to contact parents for any reason.

DRIVER'S SEAT

Never let a student or anyone, except a Transportation Department driver, sit in the driver's seat.

DRUG TESTING

All Transportation Department employees are subject to monthly random drug tests.

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PHYSICALS

Physical examinations are required annually. The District pays for the cost of the physical, not the cost of any treatment that may be required.

PRE-TRIP AND POST-TRIP INSPECTIONS

Drivers are required to do pre-trip and post-trip inspections. The Driver and Attendant is responsible for cleaning the inside of any bus to which they are assigned for a route or field trip. The employee pre-tripping a bus must sign all pre-trip inspection sheets.

VIDEO CAMERAS

For student management and employee safety, buses may be equipped with an audio/video system. If you determine a malfunction of the audio/video system, report it immediately. Do not tamper with this equipment.

In order to comply with the legal requirements of such systems:

- Notice of Audio/Video monitoring will be posted inside each bus.
- Drivers will explain Audio/Video monitoring to students on each route at the beginning of the school year and at the beginning of the summer.
- The Safety Supervisor or Audio/Video Tech designee will control tapes for viewing. The Director, Administrative Officer, Operations Supervisor or Safety Supervisor must personally approve viewing.
- Tapes identified as evidence will be kept under lock and key.

WEAPONS

It is illegal to carry a firearm, illegal knife, club, or prohibited weapon on the physical premises of a school, educational institution, school bus or passenger transportation vehicle of a school or educational institution without written authorization.

STUDENT MANAGEMENT

The District has disciplinary authority over a student in accordance with the Student Code of Conduct. Good student management techniques include:

- Explaining to the students, at the beginning of the school term, the rules that govern their conduct on the bus and reviewing those rules periodically.
- Assigning seats at the beginning of the school term and changing them when necessary.
- Listening and observing carefully for trouble-making situations; correcting them as soon as possible.

BUS STOPS

Drivers must not unload students at any place other than an authorized stop, except in an emergency. If a student should get off at an unauthorized stop, report it to operations immediately.

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BUS WALK-THROUGH

A complete walk-through of a bus must be conducted by the driver prior to disembarking the bus after a run or after students have left the bus during a field trip, in order to ensure no student is left on the bus. This step is crucial to ensuring the safety of our students during and after bus travel.

CONDUCT ISSUES

Severe misbehavior and safety violations must be reported immediately to the transportation Supervisor. If you encounter a situation that prohibits you from safely proceeding on your route, find a safe location to stop the bus and radio Transportation for assistance. If you are unable to radio for assistance, use a cell phone or go to the nearest school and call for assistance. Immediately upon returning to Transportation, describe the incident in complete detail and list all students involved.

CONDUCT REPORTS

Bus Referral forms may be used to help maintain safe and proper behavior on the bus. When writing a conduct referral report, be as specific as possible by detailing the actions and words used. Keep the drivers copy and turn in the rest of the report to the Principal. Give the driver's copy to the Transportation Supervisor as soon as you return from your route.

FIVE (5) YEAR OLD STUDENTS

Five (5) years of age or younger students will be handled in a positive hands-off manner. This means that these students will always be accompanied by a school official, sibling or parent. Five years of age or younger students can be easily identified by the neon green ID wristband on their arm. Never allow a five-year old or younger student off a bus without proper supervision. Students five years or younger must have an authorized adult present at the stop. A signed note from a parent/guardian to the driver is required for the student to get off the bus alone or with an older sibling.

If individuals are not at the stop to receive the child, the driver will immediately inform Transportation and they will attempt to locate the appropriate party. If these parties cannot be located, the child will be brought back to the Transportation Department until the proper party can be notified. If the person at the stop to pick up one of these children is not the parent or guardian, they must be an adult whom the parents of the child have given permission, in writing to Transportation, to pick-up the child. If a route has five-year old or younger students mixed with other children, these children must be clearly identified on the bus and route sheet so that a substitute driver can readily identify them and provide the positive hands-off required.

INJURY OR ILLNESS

Notify Transportation immediately if a student gets injured or becomes ill while on the bus; then try to determine the extent of the injury or the seriousness of the illness. If, in your opinion, the student does not require immediate attention, continue your route. If the student does require immediate attention, call Transportation on the radio or proceed to the nearest school, fire station or hospital and request their help. Complete an Incident/Complaint form when you return to Transportation.

G-PISD TRANSPORTATION POLICIES & PROCEDURES

NEW STUDENTS

When a new student starts riding the bus, a Student Registration form must be completed. Within one week of assignment to your bus, brief new students on safety, loading and unloading procedures, and evacuation. If you have a question about a student's eligibility, call Transportation. Do not deny any student transportation while waiting for the Student Registration form.

Students that are new to the school district or have transferred to a magnet program will be added immediately and route or stop changes made subsequently.

REMOVAL FROM THE BUS

Drivers may not remove a student from the bus for any reason. If you find yourself in a situation that requires removal of a student from your bus because of safety reasons, find a safe place to stop the bus and contact Transportation immediately for further instructions.

PHYSICAL CONTACT WITH STUDENTS

Never hit, grab, strike or otherwise use physical force with a student. Except as absolutely necessary in order to protect the student from seriously harming themselves or others. Call for assistance if needed.

STUDENTS' EQUIPMENT

Laptop computers cannot be used on the bus. Musical Instruments may not be played on the bus and must be stored securely. Oversized musical instruments are not allowed on the bus for safety reasons.

CONFLICTS WITH THE STUDENTS OR PARENTS

If a student or a parent threatens you:

- Remain calm.
- Do not lose your temper.
- Do not make a return threat.
- Do not argue with a student or parent at the bus stop.
- Report the incident immediately to your Supervisor, Administrative Officer, Director or a Principal.

SPECIAL NEEDS STUDENTS

Communication between parents and or guardians of special needs children and the special needs Driver and Attendant Team is very important for the safe and efficient transportation of the students. It is the responsibility of the Driver and Attendant Team to communicate to the parents and/or guardians:

- Their children's pick-up and drop-off schedules.
- Their responsibility to have their children properly dressed and ready for pick-up ten (10) minutes before the school bus is scheduled to arrive.

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- ☑ That the driver is allowed only a one (1) minute wait at each stop. After the time is up, radio Transportation and advise them that the student is a no show. Do not proceed without advising Transportation of your situation.
- ☑ That unless otherwise directed in writing by the parents or guardians, an authorized person must be at the drop-off address to receive the student. Students will not be allowed off the School bus if an authorized person is not there, unless specified by parent in writing or a call to Transportation. If an authorized person is not at the drop-off address to receive the student, the student will be taken to the School or G-PISD Transportation Department, and must be picked up by 5:30 p.m. by an authorized person (identification will be required). If not picked up by that time, G-PISD will notify the appropriate authorities to assume responsibility for the student.
- ☑ In the event that a student issue occurs, the Driver and Attendant Team shall contact Transportation by two-way radio or call 361-777-4254, OPT (3) to advise them of the delay and wait for further instructions.

ADULT RIDERS

Nurses and Paraprofessionals:

- ☑ May ride as personal attendants for medically fragile students as required by an ARD committee.
- ☑ May not assist with the other students on the bus. They may not secure a student's seat belt, safety vest or wheelchair tie downs.

Parents and other adults are not allowed to board the bus unless authorized to do so by the Special Needs Operations office. Parents or students are not allowed to assist with other students on the bus. They may not secure student's seat belts, safety vests and/or wheelchair tie downs.

BUS LIFT LOADING AND UNLOADING

As a team, the Driver and Attendant Team share responsibility for all passengers.

- ☑ Attendant Team is responsible for operating the lift.
- ☑ Drivers are responsible for assisting the attendant to secure the wheel chair.
- ☑ Attendant Team is responsible to double check that all students are safely and properly secured.
- ☑ The Attendant Team is responsible for loading students onto the bus and assisting them to their assigned seats or wheel chair securement areas. If there is no Attendant present on the route, the Driver assumes this responsibility.
- ☑ Drivers and Attendants will be trained to operate the lift manually in case of emergency.

CONFIDENTIALITY AND PRIVACY

The Family Educational Rights and Privacy Act of 1974 (FERPA) assures that student records, behavior and family information are kept confidential. Special Needs Drivers and Attendants receive information on a "need to know basis" including special medical conditions and special handling instructions that may include medications and equipment.

Such information may not be shared with anyone except those District employees who require the information in order to perform their job duties.

DAY CARE FACILITIES

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Day care providers have the responsibility to send someone out to receive the student from the bus. Some day care facilities will require the Driver or Attendant to sign a student's sign out form and have the employee receiving the student sign and date the form.

If an Attendant is not available on the bus to exit and unload the student, the day care facility must assume the responsibility. If they do not, advise the Transportation Office immediately.

Do not go to look for a student in the day care facility. Do not leave students on the bus unattended.

MEDICINES ON THE BUS

If medication is being transported, it must be placed in the student's book bag by the parent, guardians, or school staff. The Driver and Attendant Team may not administer or handle medication for any reason or relay medical information to or from school staff or parent.

SPECIAL NEEDS FIELD TRIPS

Drivers must ensure emergency contact numbers before leaving Transportation.

WHEEL CHAIRS

It is the parents' responsibility to provide a safe, workable wheelchair with a safety belt and working brakes. Report all wheelchairs needing repairs or missing safety equipment to Transportation before loading the student onto a bus. Do not transport any wheelchairs, without proper brakes, without authorization from Transportation. ***Empty wheelchairs are not to be transported (with the exception of those that students must transfer into a bus seat).**

VEHICLE MAINTENANCE FACILITY (VMF)

GENERAL

CELL PHONE USE

Personal cell phone use while on duty is prohibited. However, cell phone use for business related issues is permitted.

OPENING & CLOSING THE FACILITY

The first technicians that arrive will be responsible for the opening of the facility and the last technicians out will be responsible for securing the facility.

SAFETY

- Keep your work bench, station or area clean.
- Empty the trash cans daily.
- Roll up and properly store the extension cords, air and water hoses.
- Properly dispose of discarded parts, trash, and other debris on a daily basis.
- When the wheels of a unit leave the floor or ground, the use of jack stand is required at all times.
- Mechanics creepers are to be stored at all times when NOT in use.

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- Safety Glasses are to be used at all times when handling vehicle fluids, solvents, and when grinding, cutting, drilling, welding and/or any other operation that could cause damage to your eyes.
- Hearing protection is required when exposed to prolonged noise at or above 80 Decibels (DBA).
- Steel Toe Safety Shoes that meet and/or exceeds the ANSI Safety Specifications Z41 PT 91, 1/75, c/75, are to be worn at all times.
- Leave no loose parts or items on the floor.
- Clean up spilled fluids and liquids immediately.
- Constantly be aware of slip, trip, and fall hazards throughout the work place.
- Use the proper lifting techniques at all times.
- Use only tools and/or equipment that are designed and recommended for their intended use.
- Use common sense safety habits and practices at all times.
- Any safety concerns and/or any other hazards detected are to be corrected immediately, if possible, and reported to a VMF supervisor immediately.
- Turn off and close the lids of the parts washers when not in use.

SHIFT, TIME & JOBS

All employee work times, work schedules, break schedules, after hour duties, jobs and stall assignments are set by Transportation Supervisors.

During your shift, if you need to leave for other than a work related reason, get permission from your Supervisor, clock out before you leave and clock back in when you return. If leaving for a work-related reason, always inform your Supervisor.

The lunch break is 1 hour for all VMF employees. If you will be late returning from lunch or a break, inform your Supervisor.

Vehicle maintenance technicians have thirty (30) minutes at the end of their shift to clean their work area and to secure all equipment.

Before leaving at the end of your shift, you must clock out.

All maintenance and repairs on buses will be done by VMF technicians

SUPERVISORS

All productivity reports will be printed and filed at the end every month.

WEEKEND/AFTER HOURS DUTY

All G-PISD School Bus Technicians will be required to perform Weekend/After Hours Duty.

The procedures are as follows:

- ☑ All School Bus Technicians will be placed on the Weekend/After Hours Duty alternating roster.
- ☑ The minimum of 3 hours will be allotted for any service call where actions are required. Taking a service call without any actions does not entitle the Technician to the 3 hours minimum pay.
- ☑ The duty phone is to be kept with the Technician on call at all times. If the phone is left home on Friday, then it is the responsibility of that Technician to get the phone and the keys to the next assigned Technician on the roster, with no exceptions.

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- ☑ During a holiday break lasting longer than one week or when a holiday splits any week, the two Technicians scheduled during those times are to meet and exchange the duty phone and keys.
- ☑ There will be no exchanging of the assigned weekend/after hours' duty without Supervisor approval.
- ☑ If you are absent the Friday of your scheduled duty time, it is still your responsibility to come in and pick up the duty phone and keys or contact the Supervisor to make other arrangements.
- ☑ Time and a half pay only applies when you have physically worked 40 hours. Therefore, only to the extent that your weekend/afterhours duty caused you to exceed 40 hours for the week will time and a half pay be due.
- ☑ Any calls missed by the on-duty Technician will be reported to the Transportation Supervisor.
- ☑ Not having and/or the lack of a CDL does not excuse a School Bus Technician from the Weekend/After Hours duties.

MAINTAINING VEHICLES/EQUIPMENT

WORK PROCEDURES

GENERAL

- ☑ No repairs are to be completed without a work order.
- ☑ When waiting for parts, see a Supervisor for other work.
- ☑ See a supervisor for work when your current tasks are completed.

INSIDE BUSES

- ☑ Taking breaks inside a bus is prohibited.
- ☑ Place nothing over the cameras while inside of the buses.
- ☑ No food bags, drink cups, and/or any other personal items are to be left inside a bus.
- ☑ All tools, equipment, and personal items are to be removed from buses prior to it being returned to service.

Parts/Supply - All parts requisitions must be approved by a supervisor prior to ordering.

- ☑ The requisition will provide the G-PISD work order number and the G-PISD vehicle number. This information is required on all invoices from all vendors and service providers.
- ☑ Parts/supplies not used are to be returned immediately to the Supply Department.
- ☑ If at all possible, requisition all parts needed for the work order at one time.
- ☑ After use, return all G-PISD tools and equipment back to the Supply Department.
- ☑ Do not take possession of a District-owned tool from another mechanic. The tool is to be returned to the Supply Department and reissued to the mechanic needing the tool.

VEHICLE INSPECTIONS

Preventive Maintenance Inspections

- ☑ The vehicle mileage must be verified prior to assigning a PM inspection.
- ☑ Verify what PM inspection is due.
- ☑ When a vehicle comes into the shop that is within 500 miles of a PM inspection, the inspection is to be assigned and completed before the vehicle is released back to the Department.

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- ☑ Complete the assigned inspection. Make a list of all items found during the inspection, then turn the information in to a Supervisor.
- ☑ Post the proper vehicle mileage and date after a PM inspection has been completed.

DOT and/or State Inspections

When the vehicle comes into the shop and is due for a DOT and/or a State inspection for that month, the inspection is to be completed before the vehicle is released.

Be sure to put the correct expiration month/year on the state inspection and DOT inspection stickers prior to installation.

TYPES OF ROUTES

- 1) **Standard Route**. This is the route that is operated in the morning and afternoon and has the primary mission of safely transporting students from home to school and back home again. This route is commonly referred to as the AM/PM route.
- 2) **Auxiliary Route**. This is the route that is operated one or more days per week to support student activities that requires the student to go to another site that hosts the activity. The activities currently supported are; tennis team practice; swim team practice; golf team practice; PALS; mid-day special needs route; three routes to Delmar College; tutorials; two routes to Aransas Pass J.R.O.T.C.
- 3) **Trips**. This is simply the task of moving students from their campus to an activity site and returning the students on the time schedule provided by the requestor. Normally trips are done to support activities such as U.I.L competitions musical performances, and activities like field trips.

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I, _____, hereby acknowledge that I have received a copy
(Printed Name)
of the Gregory-Portland Transportation Policies and Procedures this _____ day of _____,
20____.

Signature