



MT. VERNON  
COMMUNITY SCHOOL CORPORATION

# Mt. Vernon CSC Transportation Handbook

*Engage*

*Educate*

*Empower*

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# Table of Contents

<b>Introduction.....</b>	<b>5</b>
Foreword.....	5
Mission Statement .....	5
Chain of Command and Contact Information .....	6
<b>Transportation Support Staff Code of Conduct .....</b>	<b>6</b>
Cell Phones .....	7
Dress Code.....	7
Internet / Social Media .....	8
<b>Attendance.....</b>	<b>8</b>
Procedures for Taking Time Off .....	8
Seniority Date .....	9
Personal Days .....	9
Sick Days.....	9
<b>Radio Etiquette .....</b>	<b>9</b>
Two – Way Radio.....	9
Radio Designations.....	10
The Safety Channel .....	11
AM/FM Radio .....	11
<b>Routes &amp; Route Assignments.....</b>	<b>11</b>
Obtaining a Route .....	11
Routes .....	12
Route Assignments .....	12
Open Route Selections .....	13
Special Needs Routes .....	14
Summer Route Assignment.....	14
<b>Driver/Monitor Responsibilities .....</b>	<b>14</b>
Bus Driver Responsibility .....	14
Special Needs Driver/Aide Responsibilities.....	18
Bus Monitor Responsibility.....	19
<b>Driver Responsibilities with their Assigned Buses.....</b>	<b>19</b>
Daily Responsibilities.....	19
Weekly or As Needed Responsibilities .....	20
Updating Your Routes .....	20
Assigned Seating .....	20
Student Roster .....	21
Student loading and unloading .....	21

Loading/Unloading at Schools: .....	22
Backing a Bus .....	23
Railroad Crossings.....	23
Bus Idling .....	24
Work Orders .....	24
Equipment and Supplies .....	24
Damage to the Bus.....	25
Bus Decorations.....	25
Treats/Rewards on Buses .....	25
End of School Year Bus Check .....	25
<b>Pre/Post Trip Inspections.....</b>	<b>26</b>
Pre-Trip Inspection .....	26
Post Trip Inspection.....	26
Out of Service Items .....	27
<b>CDL Licensing.....</b>	<b>28</b>
CDL License .....	28
Paid Training .....	28
Skills Test .....	28
<b>Performance Standards.....</b>	<b>28</b>
School Bus Driver Performance Standards .....	28
Bus Monitor Performance Standards.....	29
<b>Driver Discipline .....</b>	<b>29</b>
Specific Violations .....	29
<b>Medical.....</b>	<b>31</b>
Driver Physical Reimbursement .....	31
Driver Return to Duty.....	31
Food on the Bus .....	31
Student EpiPens.....	31
<b>Yearly Evaluations.....</b>	<b>32</b>
Bus Driver's Review .....	32
Bus Monitor's Review.....	32
<b>Emergency Procedures.....</b>	<b>33</b>
Severe Weather Procedures .....	33
Accidents .....	34
Bus Evacuation Procedures on the Roadway .....	35
Bus Evacuation Drills .....	36
Special Needs Evacuation Drills .....	36
<b>Student Discipline .....</b>	<b>36</b>
Procedures for Students .....	36
Student Discipline Process .....	37
Parent Call .....	38
Steps for Writing a Bus Conduct Report.....	38

Video Policy .....	39
<b>Field Trips .....</b>	<b>39</b>
Driver Assignment.....	39
Trip Selection Meeting .....	39
Trip Selection Process .....	40
Trip Compensation .....	40
Field Trips – General .....	40
<b>Building Specific Rules.....</b>	<b>42</b>
Mt. Vernon High School and Mt. Vernon Intermediate School.....	43
Mt. Vernon Middle School .....	43
Fortville Elementary School.....	43
McCordsville Elementary School.....	44
Mt. Comfort Elementary School .....	44
<b>Acknowledgement of Receipt of Policy .....</b>	<b>45</b>
Driver/Monitor Copy .....	45
Office Copy .....	46

# Introduction

## Mt. Vernon Community School Corporation Transportation Handbook

Adopted by the Mt. Vernon Community School Corporation Board of School Trustees

### ***Foreword***

This handbook has been developed to assist you, as a bus driver/monitor, in fulfilling your duties in the Mt. Vernon Community School Corporation. Used as an educational tool and reference manual, this handbook presents information which every school bus driver needs to know. Each bus driver/monitor is a valuable part of the successful operation of our school system. Many times the bus driver/monitor is the first and last staff person a student encounters during their school day. You are challenged to make riding your bus a positive experience for each child every day.

No greater responsibility can be given to an individual than for a parent to entrust their children to another for their safe delivery to school. Because of this responsibility, it is important that the issue of safety becomes paramount in everything a driver/monitor does. Gaining the confidence and respect of our patrons takes a concentrated effort and diligence to professionalism by each and every driver/monitor. Each day will bring with it new challenges and with those challenges the opportunity to make a positive impact on a young person's life. Take your responsibilities as a driver/monitor seriously and enjoy the opportunities that are offered.

### ***Mission Statement***

The mission of the Mt. Vernon Community School Corporation Transportation Department is to transport students in the safest manner possible each and every day.

## ***Chain of Command and Contact Information***

Transportation Center  
8435 N. 200 W  
Fortville, Indiana 46040  
Phone: 317-482-4123

1. Director of Operations
2. Transportation Coordinator
3. Routing Coordinator

## **Transportation Support Staff Code of Conduct**

1. Shall abide by policies and regulations set forth by the Federal Motor Carrier Safety Administration, State of Indiana, Mt. Vernon Community School Corporation, and the Transportation Department.
2. Shall follow the proper chain of command in all situations.
3. Shall have a positive and professional working relationship with our fellow Mt. Vernon employees, students, and community members.
4. Shall strive to provide the best customer service to our fellow Mt. Vernon employees, students, and community members.
5. Shall be a good adult role model for our students.
6. Shall treat all students and team members fairly and equally.
7. Shall consistently exhibit proper driving habits and provide the safest ride possible.
8. Shall maintain confidentiality.
9. Shall not make derogatory remarks about our fellow Mt. Vernon employees, students, and community members.

## **Cell Phones**

Mt. Vernon Community School Corporation has a strict policy regarding the use of cell phones and driving a bus.

1. Cell phones may be carried with you on the bus, however; it should be turned off or on mute, out of reach and out of sight of passengers.
2. All Hands-Free devices must not be connected to a cell phone while driving or with students.
3. You may use your cell phone only when your bus is empty and parked in a safe location.
4. Cell phones (or any other electronic messaging device) used in any capacity while driving the bus is strictly prohibited. If there is a Bus Monitor on the bus, the monitor may use a cell phone to contact parents or the Transportation office.
5. Texting (including Talk Texting) while driving is strictly prohibited.

## **Dress Code**

The following dress code standards are specific to bus drivers and monitors and shall be followed at all times:

1. Drivers should dress to look the part of an adult and a person who is in authority on the bus. If you are not sure if something is appropriate, then it is probably something you shouldn't wear.
2. Clothing should be free of any writing or pictures that are inappropriate for the school environment.
3. For safety, shoes should be conservative driving shoes: no open-toe, open sides or open-heel shoes (no sandals, Crocs, shoes without back straps, high heels or excessive height soles).
4. All attire shall not be torn, frayed or have holes. Bear in mind that you are representing the transportation department and the Mt. Vernon Community School Corporation as a professional and should dress to reflect that representation by being neat, presentable, and appropriate for an educational environment.
5. Tattoos of offensive nature must be covered.

Exceptions to the dress code must be approved in writing by the Transportation Coordinator.

## ***Internet / Social Media***

Negative posts about students, parents, co-workers, supervisors, and/or Mt. Vernon Community School Corporation on any social media site could be cause for reprimand or dismissal. It is important to remember that all transportation employees represent Mt. Vernon Community School Corporation. For your protection, it is important to remember that you should:

1. Never take/post pictures of your students.
2. Never post information about your route, direction, pick up/drop off times, bus stop, and so on. This is a serious safety and security violation.
3. Never be friends on social media with students.
4. Abstain from commenting/responding, in any capacity, to negative posts regarding Mt. Vernon Community School Corporation, our fellow Mt. Vernon employees, students, and community members.

## **Attendance**

Transportation is an integral part of the school system and is crucial to the efficient operation of the department and the district. Our students and parents depend on our timely service.

We do recognize that some absences cannot be avoided; however, every attempt should be made to make appointments so they can be completed during non-driving hours.

1. It is your responsibility to know how much Paid Time-Off (PTO) you have. If you have any questions regarding your time off, see the Transportation Coordinator.
2. All Transportation personnel must contact the Transportation Coordinator whenever he/she will be absent.
3. Morning absences must be called in no later than 5:00 am and afternoon absences must be called in no later than 11:00 am. Except in dire emergencies, employees are expected to call in their own absences.
4. Mechanics/office personnel are not substitute bus drivers.
5. A detailed explanation of district leave policies and procedures can be found in the MVCSC Classified Staff Employee Handbook.

## ***Procedures for Taking Time Off***

1. Request time off from the Transportation Coordinator.
2. Log the time off request in the Skyward employee access portal.
3. Make certain all routes are up-to-date and confirmed by the Transportation Routing Coordinator.



## ***Seniority Date***

A driver's seniority is established from the date that they are hired as a Substitute Bus Driver or a Route Driver with Mt Vernon Community School Corporation. The driver must be in possession of a valid BMV Commercial Driver's License in addition to a DOE Transportation issued Yellow Card. Seniority is used by the Transportation Staff when routes become open and for ECA trips.

This does not apply to Substitute Bus Driver Trainees. Your hire date will reflect the day you receive your BMV Commercial Driver's License. This is important because without your BMV Commercial Driver's License and a DOE Transportation Yellow Card, you are not eligible to drive a bus.

Any fully licensed CDL driver who resigns and returns to the Mt. Vernon Community School Corporation will be placed at the bottom of the seniority list as a result of their new hire date, regardless of how much or little time has passed since the notification and acceptance of resignation.

## ***Personal Days***

Personal Days should not be used one (1) day prior a scheduled break or one (1) day following a scheduled break.

## ***Sick Days***

1. Sick days are to be used as defined by MVCSC Classified Staff Employee Handbook.
2. They are not to be used for vacations.
3. You may be required to provide a Doctor's note.

## **Radio Etiquette**

### ***Two – Way Radio***

The Mt. Vernon Community School Corporation is licensed by the Federal Communications Commission (FCC) to operate a two-way radio system. Bus radios are to be used for necessary communications only. Before using, bear in mind the following requirements:

1. Schools are to be referred to by the school name.
2. Radios are not for personal use, disagreements or funny comments.

3. Radio use must be limited to necessary communication only. Do not communicate items that can wait until after the route and can be discussed in person.
4. The following items should not be communicated over the radio;
  - a. Tree limbs that need cutting.
  - b. Lights that are out on other buses—submit a Fleet Work Order Request form.
  - c. Sensitive student information (i.e. student family members in the hospital—medical conditions of students or their family members)
  - d. Angry, condescending remark about another driver.
5. All radio communication must be in a pleasant, friendly tone.
6. Think about what you are going to communicate:
  - a. Many times other users are already communicating; any interruption of that communication process only lengthens the conversation for all parties.
  - b. Remember confidentiality and the code of conduct. All Schools have two-way radios. Parents, community members, school officials and any individual with the appropriate scanner have the opportunity to listen to our conversations. Please think before you talk.
  - c. The radio call should be as concise and complete as possible on every use.
7. Radio use process:
  - a. Key the microphone for two (2) seconds prior to speaking.
  - b. Announce your assigned bus number followed by who you are calling. If you are a user that is not a bus driver (i.e. Bus Monitor) you would use the same protocol.
  - c. Once someone has begun a conversation all other users shall not use the radio until that conversation is completed. The only exception shall be in an emergency situation requiring immediate attention. If there is an emergency situation, you shall switch to the “Safety Channel” (Channel 3) and ask for assistance. The Transportation Office Staff will be scanning Channel 3 and will immediately respond to you.
  - d. After each segment of radio traffic, you will announce that you have finished that segment, but not the entire conversation by announcing “over” when you have completed your traffic segment. This lets the party you are talking to know that it is OK to respond.
  - e. When the entire conversation has been completed, the user that started the conversation shall terminate the radio call by announcing their Bus Number and then saying “clear.” This lets all users know that the channel is now open for other users to communicate.

## ***Radio Designations***

The following designations are to be used when communicating on the transportation radio channel:

Schools – Name of School (no numbers)

Bus Drivers – Assigned Bus (Route) Number (even if driving a spare bus)

**Transportation Staff:**

Transportation Coordinator	Base 1
Routing Coordinator	Base 2
Mechanic(s)	Garage

***The Safety Channel***

Should only be used in the following situations:

1. School Bus is involved in an accident.
2. Imminent danger to a student.
3. Imminent danger to a driver/monitor.
4. If you need a direct line of communication.

***AM/FM Radio***

1. Any music that would be considered inappropriate for students is not to be played at any time.
2. The use of the AM/FM radio is at the discretion of the driver.
3. No AM/FM Radio will be played so loudly that it can be heard over the two-way radio and the voices of the students cannot be heard.
4. No personal mobile device should be connected to the radio via USB/Bluetooth to access personal playlist(s) with the intent to broadcast over the speakers inside the bus.

**Routes & Route Assignments*****Obtaining a Route***

It is important to remember that seniority alone does not qualify you to be selected for a regular route as attendance and professionalism are significant factors in this process. It is to your advantage to be available when called to drive a route or trip. This would include mornings and afternoons.

The Transportation Coordinator looks for the following characteristics to assess a driver:

- Is this person a safe driver?
- Does this person exhibit good student management?
- Does this person follow the rules and regulations to the best of their abilities?

## ***Routes***

All drivers must drive the routes as designed/approved by the Routing Coordinator. The driver may make changes to improve the efficiency of the route when the Routing Coordinator approves those changes. The changes must be updated in the routing software by the Routing Coordinator. Failure to keep your route up-to-date may result in creating an unsafe situation for the substitute driver and the students.

If a route is changed such that the time of pick up or drop off is greater than ten (10) minutes from the current schedule, a message will be sent notifying parents of the change.

Drivers may only stage in a safe location less than five (5) minutes prior to their first elementary route stop in the morning. This does not apply to the first stop of the MVHS/MVMS/MVIS morning route.

Drivers are not allowed to create new stops without written authorization from the Routing Coordinator. Drivers will make a student stop at all AM/PM designated stops regardless if they see a student present or not. The stop will be made with the 8-way lights activated and the stop arm deployed.

## ***Route Assignments***

Route Assignments may change due to, but not limited to, the following:

1. Geographical area driven for route.
2. Schools serviced by the route.

Every effort will be made to keep the route as close to the original as possible. However, drivers should prepare themselves for necessary changes to accommodate the needs of the students.

The transportation office will inform affected drivers of the route changes. If the driver does not accept the changes, the driver may turn in his/her route for route selection. The driver will become a Substitute Bus Driver and await for a new route to open to be considered for the open route. The driver's seniority status does not change.

Any driver wishing to turn in his/her route must inform the Transportation Coordinator via a letter, email or text. The driver has three (3) days to rescind his/her decision to turn in their route. After three (3) days, the route will remain in the selection pool.

## ***Open Route Selections***

Any bus route that becomes vacant during the school year or prior to the start of the school year is considered an Open Route. A route may become open for the following reasons, but are not limited to:

- Resignation
- Termination of employment
- Retirement
- Opting for a different position within the corporation

A route may not become open for the following reasons but are not limited to:

- Medical leave with the driver providing a doctor's note with scheduled return date
- Military leave
- Jury duty
- Scheduled time off

When a route becomes open, it will be posted via email for a period of three (3) working days. The Routing Coordinator will make the route available to any driver to view the posting (report time, end time, bus assignment, schools, directions, etc.). Any regular driver or substitute driver interested in signing up for the route may do so via letter, email or text by the indicated deadline.

During the time the route is open, a substitute bus driver will be temporarily assigned the route until the route has been assigned to a permanent driver. Their pay will remain as a Substitute Bus Driver during this period of time. A driver will be allowed to accept a new route one (1) time per school year (July 1 – June 30).

1. Buses will stay with the route it is assigned.
2. If a driver's route has been eliminated by the Transportation Coordinator, that driver will have first choice among the routes being selected.
3. Any new routes will be posted and drivers interested in that route must sign up via a letter, email, or text. The route will be assigned to the driver based up seniority, attendance, and professionalism. If that driver has a route already, their route will then be posted after said driver has accepted the new route.
4. Any driver that requests removal from a route will lose both routes (secondary and elementary), and the bus assigned to the route. A driver requesting removal will also not be able to reselect the routes they asked to be removed from for a minimum of two (2) completed school years.
5. Any driver who is on extended leave for any reason, and goes past the twelve (12) week FMLA guideline, may lose his/her route.

## ***Special Needs Routes***

1. If a special needs route becomes available, anyone interested in driving a special needs bus route must sign up via a letter, email, or text.
2. Bidding on and receiving a special needs route means that you are not bidding to drive for a certain school or group of children. Special needs routes may change throughout the school year. The Transportation Coordinator may move the bus and driver to a different school as needed.
3. If your students are not riding on any particular day, you are expected to report to work and fill in, if needed, on a regular route.
4. Special needs buses may be used to assist regular routes.

## ***Summer Route Assignment***

If a summer route becomes available, anyone interested in driving a summer route must sign up via a letter, email, or text.

Seniority, attendance and professionalism will be used as the determining factor for the selection of summer school routes including Regular Routes and Special Need Routes.

### **DISCLAIMER**

1. A driver may not select a route that will go to a particular school if the administrator for that school has given reasonable cause.
2. The Transportation Coordinator reserves the right to not assign a route to an individual if he/she believes that it is in the best interest of the students served.

## **Driver/Monitor Responsibilities**

### ***Bus Driver Responsibility***

1. Transportation Employees must be familiar with this handbook and the Mt. Vernon Classified Staff Support Employee Handbook.
2. Drivers shall be properly licensed in accordance with Federal and State regulations. Additionally, drivers must have a DOE Transportation issued Yellow Card on their person and a copy of their CDL physical in their personnel file in the Transportation Office.

3. Drivers are responsible for knowing, understanding, and practicing all Rules & Regulations set forth by the Federal Motor Carrier Safety Administration and the State of Indiana.
4. Drivers are required to complete the DOE Annual Safety Meeting training by the first day of school each year.
5. Drivers/Monitors are required to attend the “Back to School” meeting, as well as any other meetings required by the Mt. Vernon Community School Corporation and to comply with all bulletins, letters or safety messages pertaining to driving.
6. Transportation Employees are not permitted to carry or use mace, pepper spray or any other such item(s) that might be considered a weapon while on school bus.
7. Students are not to be released from the bus on the way to or from school except at the school in which they are enrolled, approved designated bus stops or to transfer to another bus.
8. Utilizing driveways and parking lots for a turnaround will only be done with written authorization from the owner of the property and authorization from the Routing Coordinator.
9. As per the Indiana CDL Manual, drivers must report any traffic violation within thirty (30) days of conviction occurrence.
10. No assistance will be given by any bus driver/monitor to any other vehicle on the road other than by using the two-way radio to contact the Transportation Office.
11. Drivers/Monitors will maintain order and discipline on the bus and know their students names.
12. No school bus shall move until the doors are closed and all students are seated.
13. No one other than a Mt. Vernon student assigned to a Mt. Vernon school bus will be permitted to ride a school bus. Requests for someone else to ride on a school bus must have the approval of the Transportation Coordinator.
14. Drivers shall not permit any unauthorized person to drive their bus, occupy their seat, or tamper with controls.
15. All students (Kindergartners – 2<sup>nd</sup> Grade) must be met at the bus stop or in the line of sight of a parent, guardian or responsible older sibling. If the older sibling rides the bus with the kindergarten student, we must get a signed and dated letter from the parent allowing the older elementary student to get them off the bus without a parent present.

16. Drivers will adjust bus driving habits and actions to fit the circumstances in all situations.
17. Drivers will observe speed zones and speed limits at all times and speed shall always be adjusted to conform to road and weather conditions.

Indiana Code 9-21-5-14

1. A person must not operate a school bus at a speed greater than:
    - a. Sixty (60) miles per hour on federal or state highways.
    - b. Forty (40) miles per hour on a county or township highway.
    - c. Twenty-five (25) miles per hour in school zones.
  2. If the posted speed limit is lower than the absolute limits set in this section or if the absolute limits do not apply, maximum lawful speed of a bus is the posted speed limit.
  3. Any violation of Indiana Code 9-21-5-14 will result in disciplinary action.
18. Before leaving the bus at any time (with the exception of the Pre/Post Trip inspection), drivers must put the vehicle in neutral, engage the parking brake, turn off the engine, and remove the keys.
  19. Drivers/Monitors will be on their bus ready to receive children before school is dismissed and students are ready to board the bus.
  20. When students are present on the bus, drivers may not leave the bus unless in an emergency, such as an accident, an injured child, an unaccounted-for student, or when directed to do so by an emergency responder (police, fire, etc.).
  21. Buses must be shut down when unloading and loading students at schools. Additionally, the ignition should be in “Accessory” to allow for two-way radio communication.
  22. Drivers will always drive in the right lane on multilane roads unless a left turn is needed at which time the driver shall move to the left lane shortly before the turn is needed (approximately 1-2 blocks before the turn).
  23. Mt. Vernon buses will not pass other buses on roundabouts.
  24. Drivers will only utilize the two-way radio system for school or transportation issues.
  25. The use of alcoholic beverages and/or illegal drugs during the period of driving is prohibited. Drivers will be randomly tested for drugs and alcohol in accordance with Federal and State laws along with Mt. Vernon policies and procedures. Failure of a drug and/or alcohol test will result in termination.
  26. Use of prescription or over-the-counter drugs that impairs the ability to drive may result in termination if tested positive. Drivers must inform the Transportation Coordinator of



any medication that has been prescribed that has side effects of driving impairment before driving a bus or any Mt. Vernon Community School Corporation vehicle.

27. While the bus is in motion, transportation employees will not eat food, drink liquids or otherwise engage in activities that would interfere with safe driving practices.
28. Buses are not to be used for personal purposes. Drivers may drive the bus to a local area between routes as long as the distance is reasonable from the first pick up (no more than two (2) miles).
29. Drivers may not take buses home without prior authorization from the Transportation Coordinator.
30. Windows shall not be lowered below the half-way point.
31. Windows should be lowered for the comfort of the passengers on warm and hot days.
32. The service door must remain shut while the bus is in motion.
33. It is the responsibility of the driver to be on time for school and route pick-ups.
34. It is the responsibility of the driver to prepare themselves, the bus, and their passengers for safe transportation on a daily basis and for all trips.
35. The school corporation's insurance carrier may not insure drivers with two (2) or more moving violations on their driving records (Bureau of Motor Vehicles) or an at fault accident within a two-year period of time. Moving violations and at fault accidents are cause for dismissal.
36. Drivers are to report immediately any damage to any school corporation vehicle.
37. The strobe light shall be used at all times.
38. Drivers are responsible for making sure bus recording devices are working properly at all times.
39. Anytime the bus is in motion, doors are to be closed and headlights are to be on and 3-point seat belt worn properly. If you need to have 3-point seat belt adjusted, please see the mechanics.
40. Drivers will not use the 4-way flashers to stop traffic allowing other buses to enter the roadway.
41. Drivers will not pass another bus that is loading or unloading students.

42. Drivers must do a complete walk through of the bus, looking for sleeping students, articles left on board, and so on, before leaving the bus at any time.
43. If a driver is assigned a spare bus, use call outs for your original Bus #. When you are finished with the spare bus, you shall:
  1. Top off the fuel and DEF
  2. Clean and sweep the bus
44. No student(s) shall sit on the dash or engine cover (if applicable) at any time.
45. North Gates of the Transportation Bus Parking Lot is Entrance Only.
46. South Gate of the Transportation Bus Parking Lot is Exit Only.
47. Do not park your bus blocking the garage bay doors, entrance doors, or walkways of the Transportation Center at any time, for any reason. This poses a number of safety hazards for staff members and other individuals who may be on the lot.
48. You may park in the front of the garage bay doors only when directed to do so by the mechanics.
49. It is important to park your bus in an actual parking spot in between the painted lines. At no time should a driver park in one of the striped “no parking” areas.
50. When backing out of your parking space, do not blow your horn. You should turn on your four-way flashers to provide a visual cue alerting drivers that you intend to back up.
51. Drivers should not offer assistance to pick up students not assigned to their route unless directed by the Transportation Coordinator or Routing Coordinator.
52. Bus keys should be hanging inside the Transportation Center after the afternoon route or field trip. Bus keys may be left in the bus during the mid-day.

### ***Special Needs Driver/Aide Responsibilities***

#### **Special Needs Drivers/Monitors will follow the General Rules plus the following:**

1. Drivers of the Special Needs Buses are in charge and are responsible for the students, bus monitor and the bus at all times. Both Driver/Monitor may contact parents. Driver/Monitor must work together as a team and show a united front at all times.
2. The Driver should be the only person to open the lift door and operate the lift outside the bus while a Monitor remains inside the bus monitoring students and to assist bringing the

wheelchair into the bus. The door to the lift must be secured before operating the wheelchair lift.

3. When operating the lift, wheelchair locks will be used.
4. Full attention must be given to the task of operating the lift and the student. The Driver should have one (1) hand on the wheelchair at all times. All conversations must be stopped until the child is safely off of the lift.
5. Once the student in a wheelchair is on the bus, the Monitor will begin securing the wheelchair.
  - Securing the Wheelchair: Tie downs attach to the frame not to components on the chair. Additionally, tie downs should be adequate for the chair and the chair should not move when secured.
6. After the lift door has been closed and secured, the Driver must go back to the wheelchair student and will complete the final check of the: wheelchair, wheelchair locks, wheelchair safety belts, tie downs, and lap belt. Once completed the wheelchair should not move.
7. Drivers/Monitors shall not request students be dismissed early from school for any reason.

### ***Bus Monitor Responsibility***

#### **Bus Monitors will:**

1. Follow the direction of the Driver.
2. Check all student seat belts, star seat straps, safety vest, chest clips, and buckles.
3. Sit with the students and talk with them.
4. All conversations must be school appropriate.
5. Learn the bus route and student names to assist a sub driver when needed.
6. Cell phones must be put away and out of site. In the event of an emergency, the monitor may use their cell phone to contact the Transportation office.

### **Driver Responsibilities with their Assigned Buses**

When a bus is assigned to you, you have the responsibility for its proper upkeep, cleanliness, and reporting any bus defects.

### ***Daily Responsibilities***

1. Properly adjust mirrors.
2. Make sure nothing is blocking your vision of any mirror (i.e. cup caddy).
3. Make certain you have at least ½ tank of fuel before leaving for a route.
4. Dash and windows are clear of any items.
5. No items are attached to the ceiling with the exception of magnetic student name plates.
6. All heaters are cleared of obstruction.
7. Do a proper Pre-Trip and Post-Trip using the Zonar tablet. All Pre/Post Trips must be completed at the Transportation Center.
8. Route Binder is up to date and always left on the bus.

9. Windows and roof hatches are closed at the end of the day.
10. Trash receptacle is emptied.
11. Service Door is closed when leaving.

### ***Weekly or As Needed Responsibilities***

1. Sweep the bus and wipe down the dash area. Brooms must be secured by the two (2) loops located on the “kangaroo” pouch or in the under-carriage storage unit.
2. Remove trash from between seats.
3. Remove any gum from floor.
4. Mop floor as needed.

### ***Updating Your Routes***

Route drivers are expected to provide route changes to the Routing Coordinator whenever their route changes so the routing software may be updated. Additionally, an updated printed copy of your route must remain on the bus in case the tablet is not working. The time of first pick-up and the departure time from the garage or home must also be noted. Any special instructions must be easily accessible to the substitute drivers and should be on the route map if possible.

The following is required to be placed in your Route Binder:

1. Seating Chart for all grades and routes
2. Updated Route Map, Route Directions and stop times
3. School Bus Parking Maps

### ***Assigned Seating***

Drivers are required to have assigned seats for all students updated by:

1. August 31<sup>st</sup>
2. The week leading up to Fall Break
3. The week leading up to Winter Break
4. January 31<sup>st</sup>
5. The week leading up to Spring Break

Seating charts help significantly when dealing with vandalism, accidents, and/or discipline problems. Seating charts should be given to the Routing Coordinator.

Once a student is seated on the bus, they must remain in that seat for the entire ride. There should be no reason for a student to move closer to the front or change seats during the ride from home to school or school to home unless the driver authorizes a change.

## ***Student Roster***

Drivers will be provided a roster according to the following schedule:

1. Two (2) weeks prior to the start of the school year
2. Two (2) weeks before Fall Break
3. Two (2) weeks before the Winter Break
4. Two (2) weeks before January 31, 2025
5. Two (2) weeks prior to Spring Break.
6. Two (2) weeks prior to the last day of school

Drivers should update the roster by adding any new students and crossing out students that do not ride. The roster will need to be turned on the following dates:

1. August 31<sup>st</sup>
2. The week leading up to Fall Break
3. The week leading up to Winter Break
4. January 31<sup>st</sup>
5. The week leading up to Spring Break.
6. The week leading up to the last day of school

Drivers need to keep an accurate and up to date roster of students on their buses at all times in the Route Binder.

## ***Student loading and unloading***

Students may be released only at their designated bus stop. A student may only be released at an alternate stop with approval from the Routing Coordinator.

The following process will be used for loading and unloading students at a bus stop:

1. Drivers will display warning lights at least 200 feet before stopping to warn approaching traffic of their intention to stop. The only time a driver shall use an 8-way student light system is to load or unload passengers at a bus stop on the roadway. The 8-way student light system should not be used to load or unload passengers in a parking lot.
2. Bus stops shall never be in the middle of an intersection nor should the designated bus stop cause the bus to encroach into the opposite lane impeding oncoming traffic.
3. The Driver will cease all radio communication during a Student Stop. The Driver will focus their attention on the students loading or leaving the bus.
4. After checking all mirrors for any traffic issues, the driver shall stop the bus, place the bus in Neutral and activate the parking air brake if the bus is so equipped.
5. The stop arm signal device will then be extended while the driver checks to ensure that the stop arm is actually extending.

6. During loading/unloading students, the driver must load/unload students on the right (door) side of the bus. If students need to cross in front of the bus to load, the students must wait until the bus comes to a complete stop and the driver signals the students to proceed crossing in front of the bus. Only then shall the students cross in front of the bus at a minimum distance of 10' away from the bus. The distance shall increase to such a distance that the driver can fully see the students' feet.
7. Students should never cross in front of the bus on a state highway or multi-lane road.
8. When loading, the stop arm shall stay extended until all students have boarded the bus and are properly seated, the stop arm shall be retracted, the parking air brake (if applicable) will be deactivated, and the transmission shall be placed into Drive. The bus shall not be moved until all the students are seated, and all mirrors are checked again to ensure that it is safe for the bus to proceed.
9. When unloading, the stop arm shall stay extended until all students have safely exited and moved away from the bus.
10. Once the student stop is completed, the driver may resume radio communication if needed.
11. Drivers will make a student stop at all AM stops regardless if they see a student present or not. The stop will be made with the 8-way student light system, the stop arm deployed and the door open. Drivers will look for students approaching the bus before leaving. If students consistently do not show up at a specific stop, talk with the Transportation Routing Coordinator to have the stop removed.
12. If an elementary student is unable to get inside the house, or a parent is not at the stop (applicable to Grades K-2<sup>nd</sup>), the driver will instruct the student to return to the bus. The driver will continue on with the route and notify the school after the stop is completed. The driver will either:
  - a. Take the student back to school, or
  - b. If there is ample time, circle back around to the stop when it is safe to do so.

### ***Loading/Unloading at Schools:***

All drivers arriving at school to load or unload students will turn off their engines and leave the engines off until the buses have been released by the building designee.

## ***Backing a Bus***

1. Backing should only be done when no other option is available.
2. Do not back up your bus without assistance.
3. Do not back up your bus in a designated school loading/unloading zone.
4. If you have no choice and you must back your bus, follow these procedures:
  - a. Radio Base 1 and request assistance.
  - b. Secure the bus until designee arrives on-site to assist.
  - c. Signal for quiet on the bus.
  - d. Constantly check all mirrors and rear windows.
  - e. Back slowly and smoothly.
5. Some routes have pre-authorized back-ups or turn-arounds built into them. Usually, the stop is in close proximity to a student stop area. When this is the case, the following protocol should be adhered to:
  - a. Morning loading – Pick up students, then back up and turn around.
  - b. Afternoon unloading – Back up to turn around first, then unload.
6. You must never back a school bus when students are in the vicinity of the bus.
7. Mistakes or unexpected hazards happen on a daily basis that may require a bus to back up. A driver will not face any disciplinary action if assistance is required to help them get out of a location by backing up.
8. There is no excuse for hitting objects or running over objects while backing. Hitting objects or running over objects due to backing up will be cause for remedial training, verbal/written reprimand and/or termination.

## ***Railroad Crossings***

Prior to approaching a railroad track(s), a bus driver should have discussed with the students the importance of staying quiet while the bus driver is assessing whether or not to crossover the tracks. The railroad crossing represents one of the greatest hazards to a school bus and could conceivably cause a mass casualty situation.

The following is the district policy and procedure for crossing a railroad with or without students:

1. Approximately 200 feet before the rail crossing, activate hazard lights.
2. If on a multiple lane road, the bus must be in the farthest right lane (required by law).
3. Come to a complete stop before the crossing gate or solid white stop line (whichever comes first) and no closer than 15 feet to the nearest tracks.
4. Activate the “Noise Suppression” switch.
5. Open the driver's window and the passenger entry door.
6. Look and listen.... Look and listen again!
7. Close the passenger entry door.

8. Look and listen again before proceeding quickly across.
9. After completely crossing the tracks, close the driver's window, deactivate the hazard lights and disengage the "Noise Suppression" switch.

If the railroad crossing arms are down or the flashing red lights are activated, a school bus may not cross unless a law enforcement agent or employee of the railroad company directs the bus to cross. Otherwise, the bus must remain at the crossing and notify the Transportation Office immediately.

### ***Bus Idling***

When extreme temperatures require the idling of the bus to maintain a reasonable level of comfort inside the bus. It is the driver's responsibility to use reasonable judgment in extreme temperature situations with an emphasis geared toward conservation of fuel.

This section also applies to auxiliary equipment (i.e. lift equipment for loading and unloading students with disabilities.) It is the driver's responsibility to maintain the temperature of the bus with lift equipment at an appropriate temperature for the needs of the students on the bus. However, the limiting of extended idling times is still encouraged.

#### **Bus Warm-up Guidelines:**

1. 40 degrees to 60 degrees or above — buses will be allowed to idle for up to five (5) minutes.
2. 20 degrees to 40 degrees — buses will be allowed to idle for up to ten (10) minutes.
3. From 20 degrees and below — buses will be allowed to idle for up to thirty (30) minutes; or until front windows are defrosted and all safety equipment is operable.

### ***Work Orders***

All work orders should be submitted electronically via our "Fleet Work Order Request" form. If you are having difficulties submitting the form, then complete a written form and submit it to the Transportation Coordinator.

### ***Equipment and Supplies***

First Aid Kits – any time an item is removed from one of the packages in the First Aid Kit, the entire package must be replaced. An extra supply of items that are frequently used (band aids, disinfectant wipes, etc.) should be kept on the bus to alleviate the unnecessary use of first aid items.



Any driver needing supplies for the bus shall request those supplies from the mechanics if the supplies in question are not part of the consumable supplies readily available to all drivers (tissues, window cleaning fluid, graffiti remover, etc.).

### ***Damage to the Bus***

Anytime there is damage to the bus, the driver shall pull over, secure the bus and report it via the 2-way radio to a mechanic immediately.

### ***Bus Decorations***

You are not allowed to post anything on a School Bus, Activity Bus, or Special Purpose Bus other than what is allowed by specifications:

- Applicable, laws, regulations, and/or policies on the front and back bulkheads.
- Trespassing warning on the stepwell step risers.
- Seat designators above the seats.
- DOT information on the outside of the bus below the driver window and on the right side of the bus, behind the service door and midway between the window line and the floor line.
- Nothing should be on the ceiling of the bus.

### ***Treats/Rewards on Buses***

Any treat/reward should be pre-approved by the Transportation Coordinator before distributing to the students. It is imperative we do everything possible to reduce the occurrence of choking or an allergy related medical emergency.

### ***End of School Year Bus Check***

At the end of the school year, each driver is responsible for making sure his or her bus is clean. This includes:

1. Wash Windows
2. Wipe down dash
3. Bus fueled to a ½ tank only
4. DEF fluid topped off
5. Flip Seats and remove all trash
6. Remove name tags and tape from bulkhead and ceiling
7. Remove all non-essential bus items including personal items
8. Remove all gum off the floors before the bus will be accepted back to the garage

## **Pre/Post Trip Inspections**

### ***Pre-Trip Inspection***

All drivers are required to perform the appropriate Zonar Pre-Trip Inspection at the Transportation Center prior to beginning the morning route and the afternoon route. All malfunctions/damage should be submitted electronically via our “Fleet Work Order Request” form. If you are having difficulties submitting the form, then complete a written form and submit it to the Transportation Coordinator before leaving the Transportation Center.

Unsafe conditions that would render the bus unfit for transporting students must be reported and corrected before starting student pick-up; if the problem cannot be corrected before the route begins, then a spare bus will be used.

1. Using the Zonar tablet, conduct the following walk around inspection daily at the Transportation Center prior to each route or trip of the day:
  - Check all lights inside and outside.
  - Check that windows are clean inside and outside.
  - Check all seats for cuts/damage. Ensure that all seats are securely fastened.
  - Check windshield wipers - wipe off blades as necessary.
  - Check the horn.
  - Adjust the mirrors as appropriate.
  - Check the stop arm.
  - Check brakes.
  - Check heaters.
  - Check defrosters.
  - Check for tire wear/damage.
  - Check that storage compartment doors are securely fastened.
  - Check for all safety equipment.
  - Check all emergency exits.
  - Make sure two-way radio is on and the volume level is appropriate.

### ***Post Trip Inspection***

All drivers are required to conduct a Zonar Post Trip Inspection when your route or school activity trip is finished. The Post Trip Inspection will be conducted at the Transportation Center.

With the Zonar tablet, you should walk through the bus and around the bus looking for the following:

1. Articles left on the bus.
2. Sleeping students.
3. Damage or vandalism.
4. Close all open windows and roof hatches.

5. Mechanical/operational problems with the bus, with special attention to items that are unique to school buses - mirror systems, flashing warning lamps, and stop signal arms.
6. All work orders should be submitted electronically via our “Fleet Work Order Request” form. If you are having difficulties submitting the form, then complete a written form and submit it to the Transportation Coordinator.

## ***Out of Service Items***

Of the following list of items, if that item is not functioning properly, a bus cannot be driven with students on the bus.

### **Exterior:**

- Stop Arm
  - If any light is not working
  - If stop arm doesn’t extend or retract by itself
- Both headlights not working
- All brake lights must be working
- All turn signals must be working
- Any cracked or broken glass
- Air pressure issues
- Missing fuel cap
- Mirrors that cannot be adjusted properly
- Grease leaking on the tires
- Any lug nut missing
- Any windshield wiper not working

### **Interior:**

- Emergency buzzers
- Jump seat operates improperly (if applicable)
- Passenger door will not open or close properly
- Emergency doors or windows will not open or close properly
- Roof hatch handle missing
- Passenger entrance handle loose or missing
- Floor trim sticking up
- Any heater leaks in the interior
- Exhaust fumes
- Seats not attached to floor
- Driver’s seat belt:
  - Doesn’t extend
  - Doesn’t retract
  - Doesn’t latch
  - Torn or frayed

## **CDL Licensing**

### ***CDL License***

The cost of the CDL license and/or any part thereof to maintain the school bus endorsement and certification is the responsibility of the driver and is not reimbursed by the corporation.

### ***Paid Training***

A Substitute Bus Driver Trainee will be paid at a rate set forth by the Mt. Vernon Community School Corporation during their training period. You will be paid for time spent with the trainer and up to 20 hours per week. Most training should be completed within an 8-10 week period of time.

Once you become a Mt. Vernon Community School Corporation Substitute Bus Driver you will be required to drive a minimum of one (1) time per month during the school year.

### ***Skills Test***

The corporation will reimburse any driver for the cost of passing the skills test as long as the driver presents a valid receipt on the one (1) year anniversary of taking the test and have driven a minimum of one (1) time per month during the school year.

## **Performance Standards**

### ***School Bus Driver Performance Standards***

Per 575 IAC 1-8 (1-6), all members of our team holding a DOE Yellow Card are required to pass the “School Bus Driver Performance Standards” to retain your Yellow Card. This will be conducted annually. You must be able to do the following:

- Pass / Fail: 575 IAC 1-8-1: Exiting the bus: Driver shall demonstrate the ability to exit the bus from a seated, belted position in the driver’s seat and exiting from the rearmost emergency door.
- Pass / Fail: 575 IAC 1-8-2: Quick reaction time between accelerator and service brake: In a seat belted position, driver shall with the right foot, alternately depress the accelerator and service brake ten (10) times in ten (10) seconds or less.
- Pass / Fail: 575 IAC 1-8-3: Climbing and descending bus service door steps: Driver shall demonstrate the ability to climb and descend the bus service door steps in a forward facing position two (2) times without stopping.

- Pass / Fail: 575 IAC 1-8-4: Opening and closing the bus service door: Driver shall demonstrate the ability to open and close the service door two (2) times without stopping from a seat belted position.
- Pass / Fail: 575 IAC 1-8-5: Operating hand controls or steering wheel: Driver shall demonstrate the ability to operate one (1) hand control on each side of the steering wheel while the bus is in a safe forward motion.

### ***Bus Monitor Performance Standards***

Bus Monitors will be required to pass performance standards annually. A bus monitor must be able to do the following:

- Pass / Fail: Exiting the bus: Bus Monitor shall demonstrate the ability to exit the bus from a seated position in Seat B1 and exit from the rearmost emergency door.
- Pass / Fail: Climbing and descending bus service door steps: Bus Monitor shall demonstrate the ability to climb and descend the bus service door steps in a forward facing position two (2) times without stopping.

## **Driver Discipline**

### ***Specific Violations***

The following list of violations and consequences covers the most common issues related to driver discipline but does not cover all possible driver discipline issues. Anything not covered in this list will be addressed at the discretion of the Transportation Coordinator. Note: Depending on the severity of the offense, the Transportation Coordinator has the right to skip any of the steps.

#### **Minor (verbal or written reprimand)**

<b>Violation</b>	<b>Beginning Consequence Starts at:</b>
Failing to meet bus cleanliness expectations	Verbal Reprimand
Failure to stop at railroad crossing, no passengers on board	Verbal Reprimand
Failure to contact Transportation Coordinator of scheduled absence	Verbal Reprimand
Consistently not conducting Pre/Post trip	Verbal Reprimand
Creation of an unauthorized stop	Verbal Reprimand
Unapproved backing without assistance (no object hit)	Verbal Reprimand
Not wearing a seat belt	Verbal Reprimand
Submitting a Pre/Post Trip for anyone other than the bus you are assigned	Verbal Reprimand
Failure to update route prior to a substitute driving your route	Verbal Reprimand
Failure to report for work without notifying the Transportation Coordinator	Verbal Reprimand

Any violation after verbal reprimand	Written Reprimand
Failure to stop at railroad crossing, passengers on board	Written Reprimand
Police issued warning citation while driving a school bus	Written Reprimand
Abusive/inappropriate language/actions directed at students	Written Reprimand
Abusive/inappropriate language/actions to staff/parents/community	Written Reprimand
Failure to follow proper chain of command	Written Reprimand
Not immediately reporting damage to the bus	Written Reprimand
Unapproved backing without assistance (object hit)	Written Reprimand
Students left on board and driver leaves the immediate proximity of the bus	Written Reprimand

#### **Major (suspension or termination)**

<b>Violation</b>	<b>Beginning Consequence Starts at:</b>
Any violation after written reprimand	1 Day Suspension W/O Pay
Minor moving violation warning citation (including no seat belt) with student(s) on board	1 Day Suspension W/O Pay
Any violation after 1 day suspension	3 Day Suspension W/O Pay
Use of cell phone while driving (without students)	3 Day Suspension W/O Pay
Minor moving violation citation with student(s) on board (including no seat belt)	3 Day Suspension W/O Pay
Any violation after 3 day suspension	Termination
Texting while driving (with or without students on board)	Termination
Use of cell phone while driving with students. Any Bluetooth enabled device(s) must be disabled when while you are driving.	Termination
Use of alcohol during when you are “on duty”	Termination
Failure to pass a drug or alcohol test	Termination
Violence against a student/adult (except in cases of protection of self or other students)	Termination
Any deliberate policy/procedure violation with an at-fault accident while driving a school bus	Termination
Students left on board and driver leaves the proximity of the bus	Termination
Major moving violation citation	Termination
Weapons in possession of, or brought on the bus by the driver	Termination
Post trip, not completed; student(s) left on board	Termination
Stopping the bus on the railroad tracks at railroad crossing, students on board	Termination

Discipline is cumulative and each infraction is kept on file for three (3) years with Mt. Vernon Community School Corporation Transportation Department.

## **Medical**

### ***Driver Physical Reimbursement***

The school district will pay for the cost of a driver CDL physical if it is performed at the approved exam office and the driver is either a regular route driver or a substitute driver for Mt. Vernon Community School Corporation. Otherwise, drivers will not be reimbursed.

### ***Driver Return to Duty***

Any driver that has a medical condition, or injury, that would prevent the driver from driving a school bus, must have written documentation from an Indiana licensed physician that would clear the driver to drive a school bus, before being allowed to return to duty. This would include any medical situation that occurs and is resolved while not on duty status (e.g. summer break, etc.).

It is the responsibility of the driver to inform the Transportation Coordinator of any medical situation that prevents the driver from driving.

In any circumstance, the Mt. Vernon Community School Corporation may have a driver complete a second physical by a physician approved by the Mt. Vernon Community School Corporation. The cost of the second physical will be the responsibility of the Mt. Vernon Community School Corporation.

### ***Food on the Bus***

In accordance with district policy, no food or drinks are to be consumed while riding the bus, unless a documented medical necessity exists. This policy is in place to help prevent choking hazards and reduce the risk of allergy-related medical emergencies while in transit.

Students will be required to dispose of any candy, food, or beverages before boarding the bus. School staff are asked to ensure that any treats or rewards distributed during the school day are placed securely in students' backpacks prior to boarding the bus.

If a student chooses not to follow this safety policy, it may result in a disciplinary referral and/or loss of bus privileges, depending on the severity and frequency of the violation.

### ***Student EpiPens***

All drivers shall be trained a minimum of once every two years in the use of EpiPens in case of severe allergic reactions on the school bus. Students that require EpiPens on the bus will be responsible for carrying the pen on the bus. The names of students that will have an EpiPen on the bus will be furnished to the transportation office by the nurse at each school, or the nurse coordinator for the school corporation, at the beginning of each school year and whenever a new student using an EpiPen enrolls in a Mt. Vernon school. The student will also be required to designate a specific location of the storage spot of the EpiPen carried by the student.

## **Yearly Evaluations**

### ***Bus Driver's Review***

Driver's Yearly review is based on several factors, attendance being one of the crucial aspects.

1. The yearly evaluation is based on the start of your assignment for the current school year and will run throughout the end of the school year.
2. Your driving evaluation includes, but not limited to;
  - a. Evaluation on your driving skills
  - b. Your professionalism with students, school corporation staff and community
  - c. Your appearance
  - d. Student interaction and discipline
  - e. Adherence to departmental and corporation policies and procedures
  - f. Attendance at mandatory meetings
  - g. Cleanliness of your bus
3. If improvements are not made from one year to the next, your employment may not be renewed.

### ***Bus Monitor's Review***

Monitor's yearly review is based on several factors, Attendance being one of the crucial aspects!

1. It also includes but not limited to;
  - a. Your professionalism with students, school corporation staff and community
  - b. Attendance
  - c. Your appearance
  - d. Student interaction and discipline
  - e. Adherence to departmental and corporation policies and procedures
  - f. Attendance at mandatory meetings
  - g. Cleanliness of your work vehicle (your bus)
  - h. Assistance given to the driver
2. If improvements are not made from one year to the next, your contract may not be renewed.



# Emergency Procedures

## ***Severe Weather Procedures***

1. If severe weather is threatening at school dismissal time, consideration will be given to retaining students in safe areas at school until the threat has diminished.
2. Investigate and become familiar with all roads adjoining regular routes in the event there would be a need for alternate travel or shelter locations. Drivers must know, at any point on their route, what action to take if severe weather strikes.
3. Identify any buildings, homes with basements, ditches, hills, culverts or other places along routes where students might be evacuated and provided safety.
4. Discuss with students the procedures you expect to be followed under tornado emergencies.
5. NEVER try to outrun a tornado. No one can predict the path and tornadoes can skip from one area to another.
6. If a school bus is caught in the open when a tornado is approaching, the children should be evacuated from the bus and escorted to a nearby ditch, ravine, building, home basement, or place which might provide more protection than the bus. If using a ditch or ravine, make sure there is no water in the selected ditch or ravine. Students should be made to lie face down, with hands over head. Students should be far enough away so the bus will not topple on them.
7. Remember - Tornadoes are only one (1) of a thunderstorm's elements. Lighting is a major killer and heavy rains can cause flash floods. Never attempt to drive through high water areas and remember that strong winds and hail can be dangerous.
8. Attempt to listen to a radio for an "all clear" before leaving a sheltered area.
9. Check for injuries and seek medical first aid, if necessary.
10. After the emergency, be extremely cautious and alert for weakened structures, trees, downed power lines, and other storm damage which may impede travel or constitute a hazard for students.

## Accidents

- 1) In the event of an accident, it is very important to remain calm. In an emergency, the driver is in charge of the bus and the students. It is the driver's responsibility to take charge of the situation, organize the students for their well-being, administer first aid, and ensure the safety of passengers.
- 2) When an accident takes place and the bus becomes a hazard on the roadway, the driver must immediately secure the bus:
  - a) Set the parking brake.
  - b) Place the gear in Neutral.
  - c) Turn the ignition switch to off.
- 3) Activate warning flashers (4-ways) and set the parking brake. Do not move the vehicle unless you are instructed to relocate by school officials, law enforcement, or unless moving the vehicle is the only way to avoid additional harm (blind hill, curve, railroad tracks, etc.).
  - i) Immediately radio the Transportation Office:
  - ii) Location of the bus
  - iii) Situation
  - iv) Any student injuries
  - v) Call 911
- 4) If you are able to render basic first-aid to stop bleeding, restore breathing, and protect against shock, do so.
- 5) There should be a blank seating chart in your route book on each bus. When safe to do so, begin filling out the seating chart where each student was seated at the time of the accident.
- 6) A driver is not to exit beyond the proximity of the bus. Under no circumstances shall students leave the bus unless safety has warranted evacuation. Even then, students must remain on the scene until authorized to leave by emergency personnel.
- 7) Be alert to fire and the possibility of fire.
- 8) If safety warrants, use the three (3) reflective triangle warning devices located in the red box on each bus to "protect the scene" (secure bus and remove the key if students are on board). Reflectors should be placed:
  - a. Place one reflector at the side of the bus on the roadway side – safe distance from bus and oncoming traffic.
  - b. Place a second reflector approximately 40 paces or 120 ft. to the rear of the bus. Placement distance should be greater if the bus is on a hill or curve. Not to exceed three hundred feet.
  - c. Place the third reflector 40 paces or 100 ft. to the front of the bus, again using greater distances if visibility is limited due to a hill or curve.

- 9) Do not discuss the facts of the accident with other motorists, witnesses, or others present at the scene; however, answer questions from investigating officers and school officials. Exhibit patience, evaluate questions, and issue clear and concise answers.
- 10) In case of an emergency, whereby the driver cannot speak, students should follow the driver's previous instructions regarding how to contact Transportation personnel.
- 11) Driver must complete an accident report with the Transportation Office including all pertinent information regarding the accident before end of current shift.
- 12) Driver should work with Transportation Office to contact the parent/guardian of each student on the bus at the time of the accident.

### ***Bus Evacuation Procedures on the Roadway***

1. The driver needs to assign 2-4 student helpers to assist with the evacuation.
2. Upon a driver's command, safety helpers should open the appropriate emergency door(s) or emergency window(s) and exit the bus.
3. If only one emergency door is being used for evacuation, the students should exit, one (1) row at a time.
4. Upon a driver's command, if all emergency doors are being used for evacuation, students in the rear section of the bus should exit, one (1) row at a time, to the rear emergency door exit. Students in the front section should exit, one (1) row at a time, to the front door exit. Students in the middle section should exit, one (1) row at a time, to the side door exit if applicable.
5. One (1) front helper should assist the students to leave the bus. The second front helper should lead those students away from the vehicle at least 100 feet off the roadway.
6. Two (2) rear safety helpers should station themselves on each side of the rear emergency door exit and assist students to the ground. The other rear helper should lead those students away from the vehicle at least 100 feet off the roadway.
7. The driver should supervise the student's evacuation and ensure that all students have left the bus prior to self-evacuation. The driver should use the seat belt cutter as appropriate. Driver shall confirm all students are off the bus and at least 100 feet from the vehicle and roadway.
8. If the driver is unable to assist in the evacuation process, neither the students nor student safety helpers should reenter the bus at any time to assist the driver.

#### 9. Window or Windshield Evacuation

- Driver should knock out the window(s)/windshield and remove all glass slivers.
- Driver should designate three (3) helpers (or more, if necessary) to evacuate through the window opening to assist students to the ground. One (1) helper should lead those students away from the vehicle at least 100 feet.
- Driver should supervise student evacuation to ensure that students have left the vehicle prior to self-evacuation.

#### 10. Hatch Evacuation

- Driver should open the hatches.
- Driver should designate three (3) helpers (or more, if necessary) to evacuate through the hatch opening to assist students to the ground. One (1) helper should lead those students away from the vehicle at least 100 feet.
- Driver should supervise student evacuation to ensure that students have left the vehicle prior to self-evacuation.

### ***Bus Evacuation Drills***

1. Bus evacuation drills will be conducted in a pre-determined school parking lot.
2. Detailed instructions will be provided to the drivers.
3. Drivers are completely responsible for the proper conduct of bus evacuation drills.

### ***Special Needs Evacuation Drills***

Special needs buses will be given an evacuation drill date. During the evacuation drill, drivers and attendants will;

1. Conduct the drill as described in the state statutes.
2. All drills will be conducted as though all power to the bus is off. Meaning, lifts will be done manually.
3. All drills will be conducted on school grounds with assistance and supervision from the school.

## **Student Discipline**

### ***Procedures for Students***

1. Students must follow all rules set forth in the student handbook while riding on the bus.
2. Students must remain seated while the bus is in motion.
3. Students are to refrain from extending arms, other parts of the body, or any objects out/through the window of the bus.
4. Students must be able to hold all their belongings on their lap.

5. Students shall not place any items in the under-carriage storage compartments of the bus.
6. While waiting for the bus, students shall stand back away from the road until the bus is completely stopped and the driver has opened the entry door. When students must wait on the opposite side of the road, they shall wait until the bus comes to a complete stop and the driver checks both the oncoming and following traffic. The driver will signal before students cross the road.
7. Students must avoid pushing, crowding, and shoving when entering or departing the bus.
8. Students are to refrain from loud, boisterous talking or laughing, talking to the driver while the bus is in motion, and using profane language or engaging in indecent conduct.
9. Students may have assigned seats on regular routes designated by the bus driver.
10. Intermediate School students should be assigned to the front of the bus.
11. Middle School students should be assigned to the middle of the bus.
12. High School students should be assigned to the back of the bus.
13. In order to maintain an efficient time period, students must be at their designated bus stop at least five (5) minutes before the designated bus stop time. Should a driver not see students at or approaching the stop area, he/she will make the stop anyway and then continue on the route after waiting an appropriate time.
14. Students should help keep the bus clean, sanitary, and orderly.
15. No food, gum/candy, or drinks including coffee, soda, or sport/energy drinks shall be consumed by the student on the bus.
16. Only water is permissible on the bus.

## ***Student Discipline Process***

The bus driver must establish a good relationship with the students on the bus. This will help maintain control of a large number of students which is, perhaps, the most difficult part of successfully driving a school bus. If the bus driver does not act mature and responsible, the job will be very difficult.

Each driver, because of differences in personality, must establish their own methods of control. What works for one driver may not work for another. Each student is an individual, the same as the driver, and should be treated as such. Never try to discipline a whole group for the infraction of a few. Keep in mind that most of the time there is only one adult on the bus and the driver must exercise self-control above all.

Children respond well when treated with fairness and consistency. It is our policy to have rules and procedures that are enforced in a consistent manner. If we all work together using the same procedures, the children will know the rules no matter which driver is in charge. It only takes one driver neglecting their student management responsibilities to cause the system to break down. Children immediately pick up on the inconsistencies and those differences often create student discipline problems.

The primary reason for discipline is safety. A driver who must constantly watch the inside mirror to try to catch an offender is spending too much time with their eyes off the road. If a situation

develops which requires more corrective action than “a word to the wise” over the PA system, wait until you get to school or the next bus stop. Additionally, it is imperative that discipline be administered consistently. Students are observant. As such, if student “A” gets in trouble for “X” problem, but student “B” does not get in trouble when he/she does the same thing, students will see the inconsistency.

The following list is a guideline to use consistently every day:

Teach three basic safety rules:

1. Correctly sit down in the seat.
2. Keep your hands to yourself
3. Talk quietly

Teaching these basic safety rules will help avoid most of the discipline problems encountered. Repeat and refer to the rules frequently. All students should know these three basic safety rules. It is the responsibility of each driver to establish and enforce the rules that will lead to a safe and comfortable ride for all passengers. It is recommended that you take time to familiarize each student with the bus rules.

Students will test you during the first few days of the new school year. The driver must set reasonable limits at this time. It is best to have a private talk with any student needing correction. Never chastise a student in front of a busload of students.

### ***Parent Call***

The discipline process needs to be a team approach both with parents and/or school administration to change student behavior. When you call parents, regardless of the severity of the infraction on the bus, to discuss the violation:

1. Speak in a non-threatening way by telling the parent their help is needed as the conduct needs to be improved and is causing an unsafe condition on the bus.
2. Call while the problem(s) are minor. Don’t wait for a big blowout to trigger a call.
3. Tell the parent you will follow up with them and provide feedback as to the student’s behavior. Let’s work together to solve the problem.

If all else fails, even after working with the parent, suspension may be in order. If the appropriate discipline steps have been followed, the parent will not be surprised by the call from the school administrator.

### ***Steps for Writing a Bus Conduct Report***

You have warned the student repeatedly and been very clear with the rules, however, the student still refuses to comply. It’s time to submit a Bus Conduct Report.

1. Punishment should be progressive. Start with a verbal warning or changing the seat assignment.
2. Make sure you have called the parent. The first time they learn of a student's behavior on the bus should not be from the Bus Conduct Report.
3. Write the Bus Conduct Report stating the facts and stress how safety on the bus is being compromised by the continued behavior.
4. Deliver the Bus Conduct Report to the front office staff of the school of attendance.

## ***Video Policy***

There are times when it is necessary to have your video pulled. As a driver you can only watch videos of your bus and your students. At no time may a driver view footage of another driver or students on a bus not driven by the requesting driver. All videos and their contents are the property of Mt. Vernon Community School Corporation. At no time may anyone take a copy, recording or capture of the images from the bus video.

## **Field Trips**

### ***Driver Assignment***

1. Any driver with Children/Grand-Children participating in an event will have first choice of the trip.
  - a. A child is defined as a birth child, legally adopted child, or blended family.
  - b. The child must be a student participating in the event for a Mt. Vernon School.
2. There will be no driver preference given to a coach, sponsor, or teacher who may request a driver.
3. Trip selection will be based on seniority for each driver, including sub bus drivers.

### ***Trip Selection Meeting***

Trip selection meetings will be held for all trips available for the trip meeting. Trip Selection meetings may be held monthly throughout the school year.

Seniority will be established based on the procedures covered in the seniority section of this handbook. If multiple individuals have the same hire date, then seniority will be based on original hire date, then application date, and finally the flip of a coin if dates continue to match.

The trip sign-up list will be posted one (1) week prior to the scheduled meeting. A driver need not be physically present to participate in the trip selection meeting. The driver may give a selection list to a designated proxy. Any driver using a proxy will be responsible for all trips the proxy selects.

## ***Trip Selection Process***

1. Selection will begin with drivers who have a child/grand-child participating in a trip. If two (2) drivers have a child/grand-child in an event, the driver with the most seniority will select first.
2. Trip selection continues thereafter per the seniority list.
3. Each driver may select only one (1) trip per round.
4. Any driver that cannot take a trip they have selected will turn that trip back into the transportation office for reassignment.

## ***Trip Compensation***

1. Trips will be paid at the Extra-Curricular Activity (ECA) rate.
2. Trip stipulation includes a two (2) hour minimum.

## ***Non-School Day Trips***

Regarding trips on non-school days, the trip pay time begins thirty (30) minutes before the scheduled departure time for the trip and ends thirty (30) minutes after the bus returns to the originating school.

It is the driver's responsibility to ensure the bus has enough fuel to take the trip, the bus is completely fueled after the trip, the bus is swept out, all spills are cleaned, all mud/dirt cleaned off of seats, and all extra trash removed from the bus. If the regular driver or other personnel report that those things have not been done, the driver of the trip will be held accountable. Cases of drivers not cleaning the trip bus will result in disciplinary action.

## ***Field Trips – General***

### **Driver Responsibilities**

- a. Pre/post trip inspection of the bus using the Zonar tablet.
- b. Inform the students and sponsor of their responsibilities (bus and safety rules apply).
- c. Have the sponsor sign the "Extra-Curricular Driving Report" form. Exchange cell phone numbers with sponsors.
- d. The bus driver's responsibility is to drive the bus to and from the trip and ensure the safety of all passengers.
- e. The driver should be in close proximity of the bus and may assist in loading/unloading items placed in the under carriage storage compartments. The driver must ensure all cargo doors are secured after loading.
- f. Pickup and drop off at the designated area.
- g. Everyone must exit the bus on arrival to the designated area.



- h. Prior to a driver exiting the bus, verify all passengers have exited the bus, remove the key and take it with you.

### **Sponsor Responsibilities**

- a. Responsible for the conduct of all students while on the bus and at the event.
  - b. Must sign the “Extra-Curricular Driving Report” form at the completion of the trip.
  - c. Travel is permitted only to the places and areas designated on the “Extra-Curricular Driving Report” form.
  - d. Sponsor will inform chaperones to spread out while on the bus.
  - e. The school bus/activity bus is not to be used as a changing room for any activity.
  - f. All field trips and trip drops must have the sponsor(s)/chaperones on the bus.
  - g. No one is allowed to return to the bus without sponsor permission and accompanied by a chaperone.
  - h. Make a head count before departure of a trip, before departure at any stop during the trip and upon return of a trip.
  - i. Lead sponsor shall check the cleanliness and condition of the bus upon completion of the trip.
- 
- 1. Buses for field trips will be assigned by the Transportation Department.
  - 2. If two or more buses go on a field trip, they may not be able to safely stay together. Each driver should have knowledge of the route to arrive safely at the destination.
  - 3. Drivers and sponsors must complete an “Extra-Curricular Driving Report” form which is to be kept on the school bus during the trip. The bus driver will return the completed “Extra-Curricular Driving Report” form to the Transportation Coordinator at the conclusion of the trip. The Transportation Coordinator will compute the trip charges, place the amount on the “Extra-Curricular Driving Report” form and forward it to the treasurer for payment.
  - 4. Field trip pay follows the same schedule for submission as regular route pay (i.e. the “Extra-Curricular Driving Report” for field trip pay must be submitted during the pay period in which the trip was taken).
  - 5. Upon return from a field trip, the driver must make certain the bus is clean, fueled, properly secured and parked in a designated space. Any discrepancies or mechanical problems should be submitted electronically via our “Fleet Work Order Request” form. If you are having difficulties submitting the form, then complete a written form and submit it to the Transportation Coordinator.
  - 6. Any exceptions to these policies and procedures must have the approval of the Transportation Coordinator.
  - 7. For additional information view the [Academic and Athletic Field Trip Guidelines](#).

## Building Specific Rules

### Mt. Vernon Community School Corporation School Directory

<b>Mt. Vernon High School</b> 8112 N. 200 West Fortville, IN 46040 317-485-3131	<b>Fortville Elementary School</b> 1800 Mt. Vernon Dr. Fortville, IN 46040 317-485-3180
<b>Mt. Vernon Middle School</b> 1862 W. State Road 234 Fortville, IN 46040 317-485-3160	<b>McCordsville Elementary School</b> 7177 N. 600 West McCordsville, IN 46055 317-336-7760
<b>Mt. Vernon Intermediate School</b> 8414 N. 200 West Fortville, IN 46040 317-485-3180	<b>Mt. Comfort Elementary School</b> 5694 W. 300 North Greenfield, IN 46140 317-894-7667
	<b>Mini-Marauder Preschool</b> 1806 W. State Road 234 Fortville, IN 46040 317-485-3100

### ***Mt. Vernon High School and Mt. Vernon Intermediate School***

1. All buses will enter the MVHS north parking lot from 200 W and line up in the bus loading/unloading zone. Drivers shall arrive no earlier than 8:00 am and do their best to arrive no later than 8:14 am. In the morning, drivers will park on a “first come / first park” basis beginning with Row 1, followed by Row 2, and finally Row 3. Drivers will shut down their engines. At the command of the MVHS designee, drivers will unload students at the same time. Once all MVHS/MVIS students have unloaded, drivers shall shut the service door. Do not start the engine until the MVHS designee has released the buses.
2. If a bus is pulling into the parking lot after students have released, instructions of where to park will be provided by the MVHS designee.
3. In the afternoon drivers will park in their assigned spot.
4. Once students have been cleared from the loading/drop off area, the MVHS designee will dismiss Row 1, followed by Row 2, and finally Row 3. Buses will travel single file to MVMS loading/drop off area.

### ***Mt. Vernon Middle School***

1. Once parked, drivers will shut down their engines.
2. Drivers shall not dismiss their students until the MVMS designee dismisses Row 1 followed by Row 2.
3. In both the morning and afternoon, once students have cleared the loading/drop off area, the MVMS designee will dismiss Row 2 followed by Row 1. Only then will you start your bus. All buses will leave in a single file line following the lead bus using the service road between MVMS and 200 W. Buses will exit onto 200 W.

### ***Fortville Elementary School***

1. Drivers shall arrive no earlier than 7:00 am and do their best to arrive no later than 7:09 am. Park in your designated spot. Once parked, drivers will shut down their engines. Drivers shall not dismiss their students until directed to do so by the Fortville Elementary School designee.
  - a. 7:10 am – Release breakfast students
  - b. 7:15 am – Release K – 4<sup>th</sup> grades.
2. Wait for the Fortville Elementary School designee to dismiss you after all students are unloaded. Only then will you start your bus.
3. In the afternoon, buses should be parked in their designated spot by 2:00 pm / 1:15 pm on Wednesday.
  - a. 2:05 pm – Students released from school (MTRF).
  - b. 1:20 pm – Students released from school (Wednesday).

4. Wait for the Fortville Elementary School designee to dismiss you after all students are loaded. Only then will you start your bus.

### ***McCordsville Elementary School***

1. Drivers shall arrive no earlier than 7:05 am and do their best to arrive no later than 7:14 am. Park in your designated spot. Once parked, drivers will shut down their engines. Drivers shall not dismiss their students until you are directed to do so by the McCordsville Elementary School designee.
  - a 7:15 am – Release K – 4<sup>th</sup> grades.
2. Wait for the McCordsville Elementary School designee to dismiss you after all students are unloaded. Only then will you start your bus.
3. In the afternoon, buses should be parked in their designated spot by 2:00 pm / 1:15 pm on Wednesday.
  - a 2:05 pm – Students released from school (MTRF).
  - b 1:20 pm – Students released from school (Wednesday).
4. Wait for the McCordsville Elementary School designee to dismiss you after all students are loaded. Only then will you start your bus.

### ***Mt. Comfort Elementary School***

1. Drivers shall arrive no earlier than 7:05 am and do their best to arrive no later than 7:14 am. Park in your designated spot. Once parked, drivers will shut down their engines. Drivers shall not dismiss their students until you are directed to do so by the Mt. Comfort Elementary School designee.
  - a 7:15 am – Release K – 4<sup>th</sup> grades.
2. Wait for the Mt. Comfort Elementary School designee to dismiss you after all students are unloaded. Only then will you start your bus.
3. In the afternoon, buses should be parked in their designated spot by 2:00 pm / 1:15 pm on Wednesday.
  - a 2:05 pm – Students released from school (MTRF).
  - b 1:20 pm – Students released from school (Wednesday)
4. Wait for the Mt. Comfort Elementary School designee to dismiss you after all students are loaded. Only then will you start your bus.

## Acknowledgement of Receipt of Policy

### *Driver/Monitor Copy*



**MT. VERNON**  
COMMUNITY SCHOOL CORPORATION

## Transportation Handbook

### Acknowledgement of Receipt of Policy

**THE UNDERSIGNED STATES THAT HE OR SHE HAS READ THE FOREGOING  
ACKNOWLEDGEMENT AND UNDERSTANDS THE CONTENTS THEREOF.**

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Transportation Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***NOTE: Office Copy: This certificate shall be retained in a secured file.***



**MT. VERNON**  
COMMUNITY SCHOOL CORPORATION

## **Transportation Handbook**

### **Acknowledgement of Receipt of Policy**

**THE UNDERSIGNED STATES THAT HE OR SHE HAS READ THE FOREGOING  
ACKNOWLEDGEMENT AND UNDERSTANDS THE CONTENTS THEREOF.**

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Transportation Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***NOTE: Driver/Monitor Copy: This certificate shall be retained in a secured file.***