

2016-2017



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***BELEN CONSOLIDATED
SCHOOLS
TRANSPORTATION
EMPLOYEE HANDBOOK***

Director of Support Services

David J. Carter

The Director of Support Services is responsible for the oversight of the Transportation Department of the Belen Consolidated Schools

Transportation Supervisor

Don Cole

The Transportation Supervisor is responsible for the day to day operation of the Transportation Department of the Belen Consolidated Schools

Superintendent

Mr. Max Perez

Belen Board of Education

Larry Lindberg, President
Tommy Wisneski, Vice-President
Dolores “Lola” Quintana, Secretary
Max Cordova, Member
Larry Garley, Member

POLICY HANDBOOK APPROVED BY THE BELEN BOARD OF EDUCATION

Approved: August 25, 2015

HANDBOOK COMMITTEE MEMBERS

David Carter, Director of Support Services
Don Cole, Transportation Supervisor
Mary Lou Harper-Route Specialist
Amy Stewart, NEA/Trainer
Elaine Aragon – Driver/CDL Examiner
Manny Carvalho-Driver

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PREAMBLE

This Belen Schools Policy and Operations handbook has been developed in accordance with the New Mexico State Public Education Department rules and regulations (6.41.4) and the Belen Consolidated Schools Board Policy.

The purpose of this policy is to provide school bus drivers, transportation personnel, school officials and parents, with rules, regulations and operating procedures of Belen Schools Transportation with the intent to foster transparency and the communication process.

All policies and standards contained herein are subject to change. In the event a State or Federal mandate is more extreme than the standards contained herein, the State or Federal policy will take prevalence.

MISSION STATEMENT

THE MISSION OF THE BELEN CONSOLIDATED SCHOOLS TRANSPORTATION DEPARTMENT IS TO PROVIDE SAFE, EFFICIENT AND RELIABLE TRANSPORTATION FOR CHILDREN, STAFF, AND THE COMMUNITY.

Personnel

David Carter

**Director of Support Services
Business(505) 966-1180 cell (505) 610-6652**

Don Cole

**Transportation Services Supervisor
Business (505) 966-1184 cell (505) 463-6229
E Mail coled@beleneagles.org**

Mary Lou Harper

**Transportation Specialist I
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Susie Ulibarri

**Office Manager
Business (505) 966-1176
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Rick Jurgensen

**Shop Foreman
Business (505)966-1178 Cell (505) 620-1636
E Mail jurgensenr@beleneagles.org**

Art Aragon

**Warehouse/Parts Operations
Business (505) 966-1179
E Mail aragona@beleneagles.org**

SCHOOL SITES SERVED

CENTRAL ELEMENTARY SCHOOL	505-966-1200
JARAMILLO ELEMENTARY SCHOOL	505-966-2000
DENNIS CHAVEZ ELEMENTARY	505-966-1800
GIL SANCHEZ ELEMENTARY	505-966-1900
LA MERCED ELEMENTARY SCHOOL	505-966-2100
LA PROMESA	505-966-2400
RIO GRANDE ELEMENTARY	505-966-2200
BELEN MIDDLE SCHOOL	505-966-1600
BELEN HIGH SCHOOL	505-966-1300
INFINITY HIGH SCHOOL	505-966-1500

FUNCTIONS OF THE DEPARTMENT

- A. Properly screen and train all employees for the safe operation of vehicles and student management by establishing routes that are safe and efficient and compliant with District Policy, State Statute and Federal Regulations.
- B. School vehicles are serviced and records maintained per state standards and regulations
- C. Office staff maintains records and lines of communication in a professional and centralized work environment and promote a productive organization producing excellence.
- D. Represent the Belen Consolidated Schools by demonstrating integrity and commitment to the highest standards.
- E. To implement and enforce safety regulations and protocol to ensure student safety.
- F. The Transportation Department shall maintain driver qualification files consistent with district policy, state statute, and federal regulations.
- G. To provide services resulting in student success by transporting our kids to their future.

H. Students who are eligible for transportation services under Federal and State Statute, unless covered by conditions, provides that school bus routes shall not be maintained for distances less than:

1. One mile one-way for students in grades kindergarten through 6;
2. One and one-half miles one-way for students in grades 7 and 9, and;
3. Two miles one-way for students in grades 10 through 12.

In addition, bus stops will not be located further than the aforementioned walking distances from a student's home unless deemed either unsafe or unfeasible by the Transportation Supervisor. In these cases a feeder route may be offered.

I. All students eligible for Transportation Services must register at the Belen Consolidated Schools Bus compound – 650 East River Road.

COMMUNICATIONS

Communication within the department by using the proper chain of command will better serve the needs of employees, students, and community.

When an issue or concern needs attention, please refer to the listed chain of command. If issue is not resolved, then proceed to the next step:

1. Driver to parent
2. Parent to driver
3. Parent to Supervisor: Don Cole 966-1184
4. Parent to Specialist: Mary Lou Harper 966-1176
5. Parent to Supervisor: Don Cole 966-1184
6. Parent to Director David J. Carter 966-1180
7. Parent to Superintendent: Main office 966-1000

It is the responsibility of the school bus driver to enforce all regulations governing the conduct of students on the school bus. The driver shall report misconduct to parent and transportation supervisor. All incidents shall be reported in writing by the end of the day in which the incident occurred.

If an employee requests additional information and/or assistance with their responsibilities, they may report their need to the supervisor /and or the specialist and a trainer maybe assigned to assist.

If an employee is concerned about their performance due to other circumstances, they may report their need to Supervisor and request for assistance will be made to health services department. All confidential information and communication will be in accordance with District Policy 760.

Internal Transportation Employee Communication: All issues will be communicated through proper channels of the organization.

Supervisor

- Absenteeism
- Employee observation and documentation
- Substitute Concerns
- Activity Trips
- Safety Committee
- Training
- Audit Request
- Accidents

Specialist

- Routing
- Surveys
- Special Needs/Pre School
- Personnel files
- Safety Committee concerns
- First reporting day
- Injuries - Work Compensation Issues

Office Manager

- Will perform all clerical functions including data collection and entry
- Payroll for the following
 - Activity trips
 - Substitute
 - Employee
- Telephone Communication
- Dock
- Green sheets

Shop Supervisor

- Ensure proper maintenance and service to all district vehicles
- Work orders and documentation
- Zonar

Site Safety Council - Each site representative will deal with operational issues

Each member has been elected from their site to represent and communicate on their sites behalf on monthly meetings. Member will be responsible to elect a replacement in case of a vacancy. This committee will also address safety concerns and assist with district state review survey.

NEA - Site representatives are available to assist with issues covered in the negotiated agreement at the request of the employee.

TRANSPORTATION PERSONNEL RESPONSIBILITY

Code of Conduct:

Employees are responsible for creating a professional and quality working environment through cooperation, collaboration, respect and support; free from harassment, intimidation, substance abuse, violence, bias, and discrimination.

All school buses and facilities are designated NON SMOKING and tobacco free areas per district policy 901.7

Employees shall be of good moral character and conduct themselves in such a manner as to exercise a positive influence upon students, staff, and community.

Employees shall maintain professionalism in communications including radio usage. **Radio checks are required prior to starting any run including activity trips. No excessive conversations will be conducted on the radio.**

Employees are required to sign in at all meetings, failure to do so will be considered an absence. Prior to the start time of Route/Activity bids all employees must have signed in or they will not be allowed to bid.

It is the intent of the Transportation Department that employees are dressed and groomed in an appropriate manner. A manner that will not interfere with or detract from the school environment, disrupt the educational process and support the dress codes of all school sites.

Attire shall be suitable AND SAFE for the assigned work duties reflecting pride and attention to personal cleanliness. **ID badges shall be worn and visible at all times when on duty.**

Physical Qualifications:

A school bus driver or bus assistant shall be in good physical and mental health, as evidence of his/her physical fitness and mental alertness; a school bus driver and bus assistant are required to have a physical examination. **It is the responsibility of the employee to maintain a current medical card.** (In accordance with FMCSR (Federal Motor Carrier Safety) Regulations part 382).

All physical examinations shall be conducted by a licensed physician approved by the district and listed on the federal National Registry.

The physical examination form must be completed, signed and dated by the examining physician certifying that the individual is physically and mentally qualified to drive a school bus and must be on file at the district transportation office before students are transported by the driver. The examination form must be retained for a minimum of one year after expiration.

The examination shall include, but is not limited to, all items shown on the physical examination form provided by the Department of Transportation

Physical requirements shall include but not be limited to the following tasks:

- A.** Climbing - Getting on and off bus to assist students with special needs. This would include evacuation drills.
- B.** Walking - Walk to the vehicle in parking lot, walk in aisles on board bus, walk-around for inspections, walking up and down bus stairs using hand rails.
- C.** Pushing - Closing door, pushing wheelchairs, opening emergency door.
- D.** Reaching - Opening and closing door.
- E.** Repetitive Motions - Turning the steering wheel, shifting the transmission, air brakes, etc.
- F.** Sitting - Driving the vehicle, attending meetings.
- G.** Talking - Announcing streets/stops, talking with passengers, talking on the radio.
- H.** Seeing - Keeping aware of general traffic conditions, stopped vehicles, traffic signals, viewing color of traffic lights, inspecting vehicle, monitoring passengers, bus speedometer, etc.
- I.** Hearing - Listening to traffic sounds, for emergency vehicles, passenger inquiries, monitor the radio, detect mechanical problems.
- J.** Stooping/Stretching - Picking up and securing young or challenged passengers, securing wheelchairs, inspecting under the bus.
- K.** Lifting - Handling and assisting students with disabilities into their seats, wheelchairs, and securement devices.
- L.** Reading- handbook, policies, correspondence, and trip tickets, etc.
- M.** Monitor- noise level on bus, student behavior, predators, bus stop and surroundings before dismissing students. In addition to monitoring work time.

The local school district and/or the State Transportation Director have the right to require re-examination or verification by a licensed physician in a specialized field as a condition of employment.

Disqualifying Factors

One or more of the following deficiencies if by medical determination that the individual is not capable of safe and competent driving shall disqualify a person as a school bus driver unless a waiver is obtained. All bus drivers must meet medical advisory criteria in accordance with parts 391 and 392 of the FMCSR.

- A.** Visual acuity (either without glasses or by correction) of less than 20/20 in one eye and 20/40 in the other eye; peripheral vision, horizontal field of less than 150. Individual shall have normal vertical balance, horizontal balance, depth perception and the ability to recognize and differentiate the colors red, green, yellow and blue.
- B.** A speech reception threshold, corrected or uncorrected, in the better ear outside of the hearing range of -10dBHL to 20dBHL.
- C.** Addiction by medical determination to use of narcotics, habit-forming drugs, or the excessive use of alcohol.
- D.** Any indication of coronary or heart ailment likely to interfere with safe driving (electrocardiogram is required when other findings indicate desirability).
- E.** Loss of foot, leg hand, arm or other defect or limitation of movement likely to interfere with safe driving.
- F.** Any mental, nervous, organic or functional disease likely to interfere with safe driving, such as paralysis, diabetes, abnormal blood pressure.
- G.** Epilepsy or other episodic (paroxysmal) periods of unconsciousness, unless the condition is arrested.
- H.** Use of medication, which the examining physician determines, is likely to interfere with safe driving. As defined by part 391 of the FMCSR.
- I.** Poor general health as determined by a physician.

School Bus Driver Qualifications, Training and Responsibilities

Accordance with state statute 6.41.4 NMAC

Driver Records will consist of the following:

1. Application (Human Resources)
2. Driver license record checks twice per year
3. Criminal background (Human Resources)
4. Current school bus driver physical examination
5. Current class A or B license with P and S endorsements
6. Pre service training

7. CDL-Certification Slip
8. Drug and alcohol test (Human Resources)
9. First aide/CPR
10. DDC training
11. 16 hours Annual In-service Training
12. Security Training

Bus Assistant Records will consist of the following:

1. Application (Human Resources)
2. Drivers license record checks twice per year
3. Criminal background (Human Resources)
4. Current physical examination
5. Current Drivers License
6. Pre-service training
7. Drug and Alcohol test (Human Resources)
8. Current First aide/CPR
9. 16 hours Annual In-service Training
10. Security Training

Primary Job Functions- School Bus Driver Responsibilities

The operation of a school bus on an assigned route transporting students to and from school, as well as related activities in a safe and timely manner will include the following functions and responsibilities:

- A. It is the responsibility of the bus driver to learn the names of their students.
- B. It is the responsibility of the school bus driver to enforce all regulations governing the conduct of students on a school bus.
- C. Pre/Post inspections are to be performed daily in accordance with 6.4.4.11-C, NMAC and inspection guide 6 NMAC 9.5.1
Inspect each vehicle before and after each trip using the **correct procedure** in completing the pre and post trip inspection using Zonar. In the event that Zonar is out of service the driver will utilize written pre and post inspection sheets.
 - **AM thorough inspection**
 - **PM walk around/ light check**
 - **PM post**
 - **Student checks performed after each run**

This includes but is not limited to mid day runs, activity trips and other assigned runs.

- D. **Route change requests must be submitted in writing for approval by the Transportation Supervisor**

E. Driver is responsible for maintaining rosters, seating charts and maps along with monthly updates. A copy will be kept in the office and driver possession. In addition, the driver will also maintain scheduled route to establish time and

mileage as accurate as possible. Records will be checked regularly. **Updates must be stamped by the Office Manager, Route Specialist, or Supervisor. Updates will be stamped between the hours of 9 am to 1 pm.**

- F. Driver will only transport students who are assigned to their bus. A new student will be transported to school in the a.m. In order to be eligible for next day transportation, parent must complete rider-ship form. The driver will be notified by office personnel regarding new registration information. Approval will be considered for emergency situations only and will require written documentation from the parent as well as verbal notification to the Supervisor or designee.
- G. On pickup routes, a complete stop shall be made at all established school bus stops whether students are present or not unless a parent/guardian, transportation personnel, or site administrator has notified the driver that the student will be absent or if a pattern of no students at stop has been determined by the Supervisor
- H. **The driver shall not wait for students unless they are observed, making effort to reach the bus or unless otherwise specified and justified in the student IEP.**
- I. After buses are released at school sites, drivers will only stop in cases of emergency.
 - 1. Drivers shall not grant permission for a student to load or unload except at the student's regular stop without approval from the Transportation Supervisor or designee. Approval will be considered on emergency situations only, which will require written documentation from the requestor as well as verbal notification to the Transportation Supervisor or designee. The following are considered emergency situations: Illness in the family, Accidents in the family, and Death in the family.
 - 2. Buses shall be loaded or unloaded at established school bus stops only, unless an emergency dictates otherwise.
 - 3. The driver shall provide safety instructions and emergency evacuation drills to all students at least twice each year, with one session at the beginning of the school year. Loading and unloading procedures will be emphasized during the sessions.
 - 4. Parental supervision is required for kindergarten pick up and drop off. A referral/incident report is required whenever a kindergarten student is transported back to school. The parent will be required to contact the supervisor after the 1st return, before the student can ride.
- J. The driver shall not make a right hand turn on a red light.

- K. School buses shall not be operated in excess of the posted speed limit.
- L. The drivers shall not use the bus outside regular “to and from” transportation or school sponsored activities without approval of Transportation Supervisor or designee.
- M. Maintain good work habits through timeliness and minimal absenteeism
- N. Properly care for vehicle and its component parts as prescribed by the district to minimize wear and to extend its useful life. Keep the bus clean, well ventilated and properly heated in addition to checking for lost items after each route.
- O. Operate the bus 2 way radio as trained and instructed for district business only. Non-business use is prohibited. **Radio volume must be audible to the driver to allow for contact.**
- P. Must get Supervisor’s authorization for any additional compensated hours before the function occurs.
- Q. Must be willing and able to complete and turn in all required documentation to the district terminal in a timely and accurate manner or as instructed.
 - Leave slips
 - Dock slips
 - Activity paperwork- due within 24 hours for payment
 - Referrals
 - Incident reports
 - Rosters
 - Maps
 - Seating charts
 - Accident reports
- R. Check contents of first aid kits, ensuring that all items are up to date.
- S. Drivers are to ensure idling of school bus is limited to a maximum of two minutes after initial morning warm-up.
- T. Notify supervisor within two business days of any moving violations that they have been convicted of or forfeited.
- U. Comply with all Federal, State and PED regulations applicable to the safe operation of a commercial vehicle including but not limited to traffic laws, licensing, certifications and student safety

Loading and Unloading

Student pick up/drop off -Before taking on or letting off students at every stop the driver will:

- Activate parking brake

- Place transmission in neutral
- All students must be seated before door closes and bus put in motion
- **Turn off engine @ school loading**
- **All students who, must cross in front of the bus will do so in accordance with NMAC 6.41.4.12**
- Drivers shall not open the doors before designated release time.
- Right hand windows are to be closed when in school bus lanes.

Rail Road Crossing

- Stop within 50 to 15 ft
- Door and drivers window will be open
- 4 way flashers on
- Door is to remain open until bus has cleared the tracks
- All students and equipment shall be silenced

The driver shall use good judgment and not impede traffic unnecessarily.

Bus Assistant Duties and Responsibilities

Driver and assistant shall share the following duties:

- A. Seat assignments
- B. Student management
- C. Loading, unloading, and securing wheelchairs
- D. Assist students with disabilities when boarding or departing from school bus
- E. Assistants shall monitor that all restraint equipment, such as seat belts, are properly secured.
- F. Drivers who transport for Special Education students who require a bus assistant must have their assistant on the bus at all times while students are present
- G. Monitor unsafe concerns and report them to coordinator or designee.
- H. Complete and submit documentation weekly.
- I. Bus Assistants will monitor and document all students in accordance with the student's transportation needs
- J. Must sit with the students towards the rear of the bus.
- K. Shall not have unnecessary conversation with the driver.
- L. Must perform a Pre/Post inspection on their bus and assist the driver with his/her Pre/Post Inspection. Assistant must document on a daily basis.

Substitute Driver Responsibilities

- A. Will be required to meet all responsibilities and functions of contracted drivers including student management and activity trips.**
- B. Will also be responsible to provide and communicate with office designee by providing a current phone number.
- C. Will be available on a daily basis unless otherwise specified.

- D. Bus will be returned cleaned/fueled or in the condition it was received.
- E. Will report any issues to the supervisor concerning the condition of the bus.
- F. Will be solely responsible for summiting all required paperwork including pay slips to office manager.
- G. Student issues will be referred to transportation supervisor.

Contractual Obligations

All drivers and assistants will sign contracts for a specified number of days and are expected to fulfill their contractual obligations. **Absence from work has a significant negative impact on the operation of the department in providing quality transportation for students.** The abuse of this is not acceptable and will not be tolerated.

POLICIES

Harassment Policy

Refer to district policy and negotiated contract.

- T-18 of the NEA Negotiated agreement
- 504 of District Policy

Attendance Policy

All leave requests must be approved by the Transportation Supervisor. (505) 463-6229

* All leave request will be in the form of leave slips to provide documentation of the request.

* **All absences requiring half a day or a full day absence MUST BE reported to Subfinder by the employee requesting leave.**

<http://belen.subfinderonline.com>

or

1-866-936-0946

Leave – leave requests slips will need to be submitted no less than **48 hours in advance** for approval. Approval will be based upon substitute availability. Consideration will be given in case of emergencies.

See article T16 of negotiated agreement Every effort shall be made to **schedule appointments** during a time that will not interfere with fulfilling driver/assistant contractual obligation. This includes but is not limited to medical appointments.

Leave will only be approved upon substitute availability.

All leave requests will be considered on a first come first serve basis.

Splitting a route is not permitted unless approved by the Supervisor of transportation and/or designee. This will only be considered in cases of extreme emergencies, or when deemed necessary by Supervisor or designee.

Absenteeism will be monitored. Attendance will be part of the evaluation process.

Absences and Tardiness, No call, No show

All transportation employees must complete the appropriate forms required by transportation department when they are requesting any type of leave. This paperwork will follow the **subfinder** process.

Absences

- A. A total of twelve days (240 contract), ten days (180 contract), seven and a half days (144 contract) when AM and PM routes are combined will be excused during the school year.
- B. Any absence in excess of the ten days (7-1/2 for 144) will require a written physician's excuse in order to constitute an excused absence.

Disciplinary action will be taken in accordance with the negotiated NEA contract Article T9 – Progressive Discipline

- C. **Employees will be unable to use leave time for the days specified in the NEA negotiated agreement Article T-16.**

D. No call, no show- unexcused absences

If the employee fails to contact the Supervisor or designee prior to the designated start time, will be considered “no show” absence and disciplinary action will be taken. This includes and is not limited to activity trips and “to and from” runs.

If an employee has exhausted his/her leave will be considered unexcused and will require prior approval from the Transportation Services Supervisor

If an employee fails to contact the supervisor or designee two consecutive days, the absence will be considered “job abandonment”.

- E. **Emergency request for absence employee must speak directly with supervisor messages left only after third attempt.**

Tardiness

If for some good reason you should be running late for work, you must call the transportation department as early as possible. Excessive abuse will be subject to the disciplinary policy as outlined by the NEA contract Article T-9.

Cell Phone Policy

The use of cellular telephones while operating a school bus or district vehicle is **PROHIBITED. Policy # 558**

The restrictions include but are not limited to the following:

- The use of cell phones or other electronic devices- even those equipped with hand free devices including **blue tooth**, are not to be used while operating a school bus.
- No text messaging
- The use of cellular phones while supervising the loading and unloading of students is prohibited.

Cellular phones and other communication devices can play a critical role in emergency situations and will be used **ONLY** when the school bus is stopped and secured in a safe location.

Violation of cell phone policy may result in termination.

Dress Code

It is the intent of the transportation department that employees be dressed and groomed in an appropriate manner that will not interfere with, or detract from:

- The school environment
- Disrupt the educational process
- Will support the dress code at all school sites

Attire shall be suitable AND SAFE for the assigned work reflecting pride and attention to personal cleanliness.

Acceptable dress code

- Dresses, skirts, shorts, skorts, capris that **reach an appropriate, modest length**
- Dresses and blouses that cover the back and mid drift
- Shoes or boots suitable and safe for the assigned work duty

Unacceptable dress

- Any clothing containing logos, writing symbols or pictures that are gang related or that suggest violence, malicious or disruptive behavior, offensive language, sexual innuendos, drugs, alcohol, or tobacco.
- Chains, spikes, bandanas, long dangling belts, gang paraphernalia and face piercing.
- Spandex shorts or leggings
- Shirts with spaghetti straps or tube tops
- See through-mesh clothing/clothing exposing undergarments
- Shoes that easily slip off the foot such as flip flops, high heels, and anything conflicting with district policy (no more than a two inch heel)
- All sandals and shoes must have a back strap
- No sweat pants
- Plunging necklines

- Any clothing with rips and holes
- Shorts and Skirts should not be more than 2” above the knee when sitting.
- No tight fitting clothing

Substance Abuse Policy

All substance abuse/alcohol testing will be done in compliance with Federal Register 49 CFR Part 40, 49 CFR Part 382 and 49 CFR Part 391.

Audio/Video Policy

For the protection of Students and Employees All to and from buses have audio and video recorders. This will serve as notice to employees that the Belen School District will record video and audio of students/ parents/employees/ and all others in the buses.

BUS RULES AND REGULATIONS

The mission of the Belen Consolidated Schools Transportation Department is to provide transportation to students economically, efficiently, and safely with safety being the number one priority. All students who qualify for school bus transportation have the right to a safe ride to and from school. Students shall, while riding on a school bus, behave in such a manner so as not to harass or negatively affect the well being of other students. Students interfering with the bus driver’s ability to safely perform and adhere to his/her job will not be tolerated. To ensure this goal, procedures and regulations have been established.

A. Bus Stops and Schedules

1. The Transportation Supervisor and/or designee with regard to school bus driver and/or law enforcement official input will establish all school bus stops. School bus stops may be reviewed and/or changed by the Transportation Supervisor when deemed necessary in order to maintain efficiency, economy, and safety.
2. School bus stops, whenever possible and practical, will be established so student does not have to cross a major roadway. **No stop will be within twenty five feet of an intersection.**
3. School bus drivers must operate school bus on a time schedule. Time schedule should be established by the second week of school.
4. **A bus driver shall not wait for a student unless the student is observed making an effort to reach the school bus.** Students who are continually late at the bus stop may be denied bus privileges. This will be based on supporting documentation.
5. When buses are delayed at least two hours due to inclement weather and/or emergency situations, the AM pre-school class will

be cancelled. Announcements on delays or closures will be announced on the radio or television station.

6. Students are to report to his/her bus as soon as school is dismissed. Buses will depart 5 minutes secondary, 7 minutes elementary after dismissal time. Students who loiter will be left at the school site. **School bus driver is not required to return for students.**

B. Transporting Musical Instruments, School Projects, Athletic Equipment, and/or Skateboards.

1. No instrument, equipment, project, etc. shall occupy needed seating space.
2. Glass objects will not be transported.
3. No instrument, equipment, project shall be placed in the driver compartment nor shall it block the aisle or school bus doors.
4. Instrument, equipment, project shall be carried on student laps or under the bus seat.
5. Skateboards shall remain in backpacks at all times when student is on the bus.

Musical Instruments

- Instruments **acceptable** for transportation:

Flutes	French Horns	Alto Sax
Trombones	Oboe	Bassoon
Piccolos	Snare Drum	Trumpet

Clarinet	Guitar
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- Instruments **not acceptable** for transportation:

Baritone	Baritone Sax	Tuba
Kettledrum	Bass Drum	Conga
Tenor Sax	Bass Clarinet	

Instruments are not to be played on the bus.

The bus driver will not allow the student on the bus if the instruments are not on the acceptable list.

STUDENT SAFETY

Student transportation is a privilege, not a right, extended to eligible students. Students who do not abide by the State Statutes and/or District Policy governing Student Transportation may have their transportation privileges revoked. Student Services: Student transportation is a privilege to

students who are eligible for transportation pursuant to State Statutes 22-16-2 and 22-16-4, N.M.S.A., 1978. Students who do not obey the State and Local Regulations governing student transportation may have their transportation privileges revoked by the school district.

- A. It is the goal of the Transportation Department to ensure the Safety of each and every student. In some case it may be necessary to revoke transportation privileges of students that fail to comply with safe riding policies. In these cases the Transportation Department will give every opportunity to the parent/guardian to discipline their student(s) prior to revoking a student's transportation privileges. Therefore communication will be critical and notification attempts will be made prior to revocation of transportation privileges. For severe disruptions see E Severe Disruptions.
- B. The school bus driver is exclusively in command of all students while the student is onboard the school bus. The contracted driver has the authority to suspend up to 1 day. The driver shall report in writing serious discipline cases to the Supervisor of Transportation and the School Principal as stated in the Belen Consolidated Schools Student Management Handbook.
- C. The school bus driver may suspend a student for the next a.m. pickup if disruptions/violations is on the p.m. route. Driver will be required to call parent and notify them of suspension after their route. Failure to reach parent will result in student riding in the a.m. and referral presented to Transportation Supervisor who will deal with the situation within 24 hours.
- D. The driver shall adhere to the following disciplinary action(s) for non severe disruptions:

1st offense – A written and/or verbal notification may be issued to the student and/or a bus conduct report to the parent/guardian. Copy of distribution shall be:

- ✓ White Copy - parent/student returned with signature, if not returned Supervisor must approve reinstatement of riding privileges.
- ✓ Yellow Copy - office/school
- ✓ Pink Copy - driver retains

2nd offense – Appropriate action will be taken at the discretion of the Supervisor of Transportation or official designee. Duration of revoked transportation privileges will be at the discretion of the Supervisor of Transportation.

Severe Disruptions

The following inappropriate and dangerous behavior will result in automatic revocation of transportation privileges at the discretion of the Transportation Supervisor and/or official designee with Principal notification:

1. Fighting and/or bullying other students, bus driver, and/or bus assistant the district has a zero tolerance bullying policy.
2. Damage to the bus/vandalism
3. Throwing objects in or outside of the bus window.
4. **Possession, use, distribution, selling, or being under the influence of illegal substances. This includes having possession of drug paraphernalia. In addition to suspension or revocation of transportation privileges, criminal action may be taken and may result in arrest.**

Note: Revocation of transportation privileges does not imply suspension/revocation from school. The parent/guardian will be responsible for transporting the student to and from school. Special consideration will apply regarding students with Individualized Service

ACTIVITY TRIPS – TRIP SELECTION

- A. Activity Trips will bid in accordance with NEA Agreement T-20
- B. Trips submitted after regular activity trip bidding will be offered in the follow manner:
 1. Additional Activity Trips will be bid daily by the end of the work day (when available) and will be offered to the next seniority driver from the rotating seniority list. Drivers will be called in order and will have 10 minutes to select a trip. The 10 minutes will commence on the first call. One additional call will be made at the end of the 10 minutes. If no contact is made the driver will be passed.
 2. Any trips departing within four hours of notification will constitute an emergency trip and will be assigned at the discretion of the Supervisor or designee.
 3. Drivers will take a duty free 30 minute lunch for trips with duration of 6-8 hours and one hour lunch for trips in excessive of eight hours. Drivers are permitted to leave the locations during these periods to obtain lunch.
 4. Graduation trips will not be considered an activity trip and will be bid from a separate sign up roster and awarded based on seniority.
 5. Emergency trips are exempt from bidding process.
 6. Spelling Bee trips will be limited to drivers of the origin school.
 7. Trips under two hours may be assigned by the supervisor.

8. No penalty to the driver for trips that are rescheduled by the requestor.
9. Driver's are responsible for documenting over time hours.
10. Drivers will be docked 30 minutes for cleaning and will not be allowed to bid on the next bid period of activity trips for not cleaning the bus on return of trip.

C. District owned activity buses are considered a reward for exceptional performance of transportation employees--. a committee of transportation employee will determine criteria for selection and the need for additional drivers.

D. No employee will bid a trip that will take them over 40 hours in the first round of bidding. It is the employee responsibility to monitor their hours. Any employee violating the process will be removed from the trip and the trip will be considered a give-up.

Driver Responsibilities

- The Driver is in complete command of the bus, including extra stops when necessary.
- Per Negotiated Agreement, drivers are responsible for the bus at all times and are to stay with the bus at the activity/event for which they are driving. The bus is to remain at the location of the activity at all times with the exception of the duty free lunch. Failure to adhere to this policy will be grounds for Suspension of bidding privileges of activity or athletic trips for a minimum of 30 days.
- Drivers will request roster from sponsor for all trips to put with their paperwork in case of accident
- Drivers will be required to report in writing to Supervisor any activities that they deem unsafe or out of policy that the sponsor allowed to take place.
- Driver will provide sponsors with a contact number when/if they leave the activity location.

Sponsor Responsibilities

Activity sponsors shall be responsible for students on and off the vehicle for the following:

- Preparation and submission of trip requests.
- Required to have a licensed district employee with trip when students are present.
- Notification to the Supervisor of transportation or designee with any schedule changes
- Assurance that the students are at the designated bus pick up ready for departure at the appointed time. The driver will inform the sponsor of the load time.
- Supervision of the loading and unloading of the vehicle.

- Assurance of the orderly conduct and discipline of students during the trip.
- In an evacuation of the vehicle, the sponsor will supervise the students and maintain control of the passengers.
- All arrangements on overnight trips for meals and lodging including the driver.
- Maintenance of a student roster and taking roll each time students disembark and return to the vehicle.
- The sponsor ratio shall not be less than one sponsor for twenty five students grade 7-12 and not less than one sponsor for ten students grade K – 6.
- A minimum of one sponsor shall ride at the rear of the bus. If additional sponsors are present, they shall ride towards the front and the middle of the bus.
- Drivers are not authorized or allowed to release students during activity trips.
- The driver and the sponsor shall be held responsible for reporting in writing to his/her supervisor any unprofessional behavior exhibited by their party.
- Should the nature and/or duration of a trip be such that driver fatigue is a factor, rest stops shall be made as deemed necessary by the driver.
- Driver and trip sponsor shall adhere to a trip plan.
- **If at any time student behavior is a threat to the safe operation of the bus and/or passengers, the driver has the authority to pull the bus off the roadway until the sponsor adheres to the situation. In the event that student passenger management is not achieved, the driver has the authority to forfeit driving the trip and return to base.**

Activity Trip School Operated Vehicles

Districts shall use an activity school bus any time the school sponsored activity involves more than eighteen passengers and would require more than two school owned vehicles to transport students during the same time frame to the same destination. If a school district chooses to use school owned vehicles, then the drivers of those vehicles are required to meet the sections of the Standards for Providing Transportation for Eligible Students and shall meet the requirements of the Controlled Substances and Alcohol Use and testing in accordance with 49 CFR parts 382.

Activity Vehicle Driver Record will consist of the following:

1. Pre-service Training
2. Valid driver license
3. Driver license record check(twice a year)
4. Drug and alcohol training
5. Current first aide/CPR
6. Defensive driving course

7. Current Physical
8. Security training
9. Drug test (HR)
10. 8 hours of in service per semester

School Activity Vehicles

- Vehicles purchased for the purpose of transporting students on school sponsored activities shall meet applicable United States Department of Transportation Federal Motor Vehicle Safety Standards and SDE Regulations.
- All vehicles with a rated seating capacity of ten or more occupants used on activity trips shall meet New Mexico minimum standards for school buses.
- A vehicle other than a school bus that is used to transport students to school sponsored activities shall meet the following criteria:
 1. May not accommodate more than nine persons including the driver.
 2. All occupants must have seatbelts and are required to use them.
 3. A cargo net or other adequate tie down shall be used or items shall be carried in a external cargo carrier. Under no conditions shall the weight of the passengers and luggage exceed the manufacturers gross vehicle weight rating (GVWR as specified on the vehicle license and registration Form).
 4. Acceptable vehicles include six to nine passenger models. when school owned vehicles are used for student transportation, school districts shall comply with all applicable statutes and comply with child restraint recommendations from the National Highway Traffic Safety Administration (NHTSA)
 5. Unacceptable vehicles are vans and/or mini vans
 6. Use of personal or private vehicles on school sponsored activity trips are NOT allowed to transport students.
 7. **Cell phone use is prohibited while driving a school vehicle.**
- School owned buses/vehicles shall only be used by district employees, board members, or board recognized activity organizations for school sponsored activities.
- All drivers must complete pre and post check on vehicle.

TAKE HOME BUS PROGRAM

Refer to T-19 of the Negotiated Agreement

Drivers may be allowed to take home buses when the District has determined that doing so meets the economical needs of the District. The district will develop regulations governing the take home bus program. Such regulations shall include, but not be limited

to the following:

- The District will determine who shall be allowed to take a bus home.
- The bus must be parked at the employee's residence where it may be seen and is in such a manner that it does not impede traffic or the visibility of neighbors who are entering or leaving traffic areas.
- Buses must be secured at all times while parked at the residence.
- The bus compound must be able to reach the driver by phone. If the driver cannot be contacted, the Transportation Supervisor may revoke privileges and require that the bus be stored at the bus lot.
- No bus may be parked anywhere except at the bus compound, at a school, or at the homeport for the bus unless there is prior approval from the transportation supervisor.
- The district reserves the right to discontinue the area bus housing program at any time or to revoke the privilege of having an area bus housing program at any time for the legitimate operational reasons as determined by the district. In the event that the area bus-housing program is discontinued, the Transportation Supervisor shall notify the bargaining unit to establish dialogue with the district.
- The district may add or amend any and all regulations regarding the buses when deemed necessary by the district.
- **Due to the need of consistency for the students area drivers will be required to bring their bus to the yard in case of absence.**
- At times buses need service, area buses will be dropped off between a.m. and p.m. runs.

AREA BUSES

Reference T19 and T-13 of NEA Contract.

ACCIDENT POLICY

Definition: Any object or person struck by school bus

In case of any accident involving a school transportation vehicle, the following procedures shall be observed:

- A. STOP and secure the bus immediately
- B. Notify dispatch or transportation office personnel immediately.
- C. Protect accident scene so that it does not become worse.

- D. Remain on the bus at the scene of the accident. (unless students are **not** on board)
Do not move the vehicle.
- E. Render reasonable assistance to any student injured in the accident, or other persons if students are not on board.
- F. If necessary to evacuate students, make certain that all students are in a safe location away from traffic and that they are not permitted to leave the scene of the accident until they are released by officials. (school nurse, Health Services Coordinator)- be sure to have your rosters and seating charts with you.
- G. Flags and/or reflectors should be placed appropriately to warn traffic.
- H. If a school bus is involved in an accident which results in serious injury or hospitalization of any student passenger, bus driver, pedestrian, or other vehicle occupant, the local administrator shall notify the Public Education Department Transportation Division office as soon as possible via telephone.
- I. If a school bus is involved in an accident in which a possible mechanical failure on the school bus is a contributing factor, the local school administrator will notify the Public Education Department Transportation Division office immediately. The possible defective part(s) should be protected until directions are provided by the School Transportation Division Office.
- J. If a school bus is involved in an accident which results in the death of a student passenger, bus driver, pedestrian, or other vehicle occupant, the Public education Department Transportation Division office shall be notified **immediately** via telephone.
- K. Information such as names, license numbers, registration numbers, location, time, road and weather conditions, and a listing of all student passengers (including their seating location) should be obtained. **Make no admission of a liability or assume responsibility for the accident.**
- L. Provisions for transporting students to their school should be made through the use of another school bus. Students will then be assessed and released by officials. Notification to parent will be by Transportation Supervisor or designee.
- M. In accidents involving a school transportation vehicle, the driver is required to fill out a school bus accident report form and submit it to transportation office, which will then be sent to the Public Education Department Transportation Division of the State Department of Education within five days. All school bus accidents must be reported, regardless of how minor, including onboard accidents and accidents involving students approaching or leaving the school bus as observed by the driver. Accident form will be in the bus.
- N. In addition to the school bus accident report and BCS incident report, and pursuant to State Statute 66-7-207, the driver of a vehicle involved in an accident resulting in bodily injury to or death of any person or total property damage to an

apparent extent of one hundred dollars (100.00) or more shall, within five days after such accident, forward a written report of such accident to the division.

- O. In accident cases involving serious injury or death, a complete investigation will be conducted by the Public Education Department Transportation Division, and the vehicle will be impounded until the investigation is complete. If a pupil passenger is killed within the school bus, the United States Department of Transportation may also conduct an investigation

Accident Adjudication & Disciplinary Actions

Accidents involving a School Bus, incompliance with the State of New Mexico will be adjudicated at the local district level. The Belen Consolidated Schools will review the accident and determine the Preventable or Non Preventable adjudication of each accident.

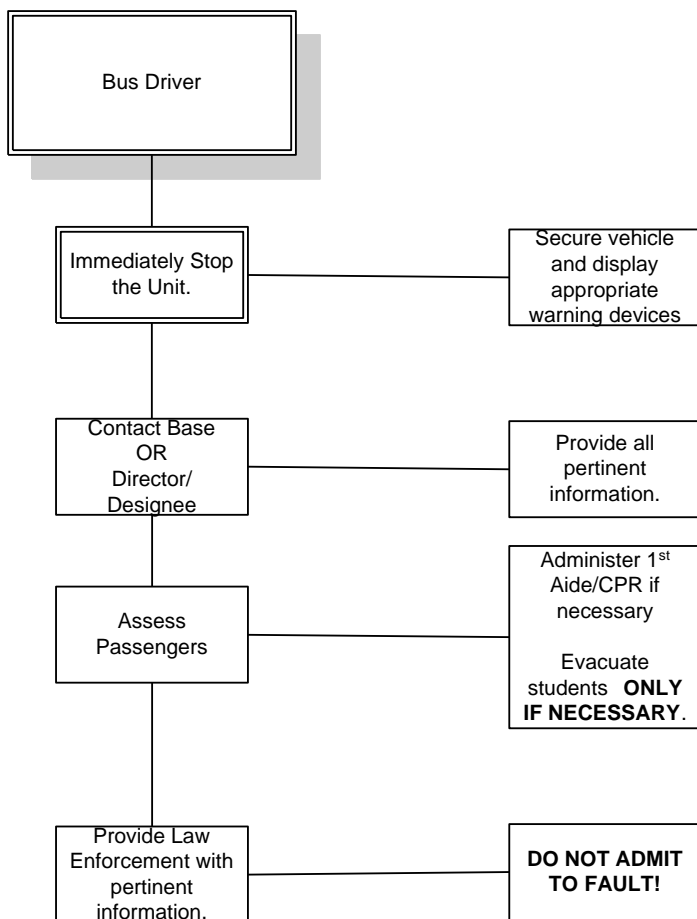
- Avoidable accident- first time
Discipline will include up to termination

Protocol Following Accident

- A. A driver must adhere to a drug/alcohol testing as soon as possible after the accident (unless transported for medical attention, in this case test will be performed at the medical facility). The Supervisor of transportation or designee will transport the employee to the local clinic authorized by the district. After the test has been completed, the driver will report to the transportation office in order to complete the workman's compensation forms.
- B. If a driver should need medical care following the accident, they will be directed to the designated district clinic **Concentra**.
- C. All medical paperwork involved will be sent directly to the Insurance Specialist for Belen Schools, not the transportation department.
- D. If an employee should need leave because of the accident, the employee will be responsible for informing the Supervisor of such needed leave.
- E. The Supervisor will be required to complete paperwork for district and State Department of Education immediately following the accident.
- F. As per district policy, driver will be placed on administrative leave pending accident investigation by Human Resources

ACCIDENTS AND EMERGENCIES

- A. **PROCEDURES FOR ACCIDENTS INVOLVING A SCHOOL BUS OR SCHOOL OWNED VEHICLE**



1. If warranted, students are to be released to parent/guardian only. Prior to release, a medical examination shall be performed by the medical team and a “Bus Accident Assessment Notification” form shall be signed by the Transportation Director or designee and the parent/guardian. The transportation staff will give initial notification of accidents to the Health Services Office. Nurses will not be called to the scene of the accident. The Health Services Office will contact the nurse.

2. After Hours

- a. Call Rescue for both emergency and non-emergency
NCR report will be sent home to notify parent.
- b. Nurse at the school of attendance will receive a list of students the following workday. This should include both injured and non-injured.

3. During School Hours

Obvious injuries

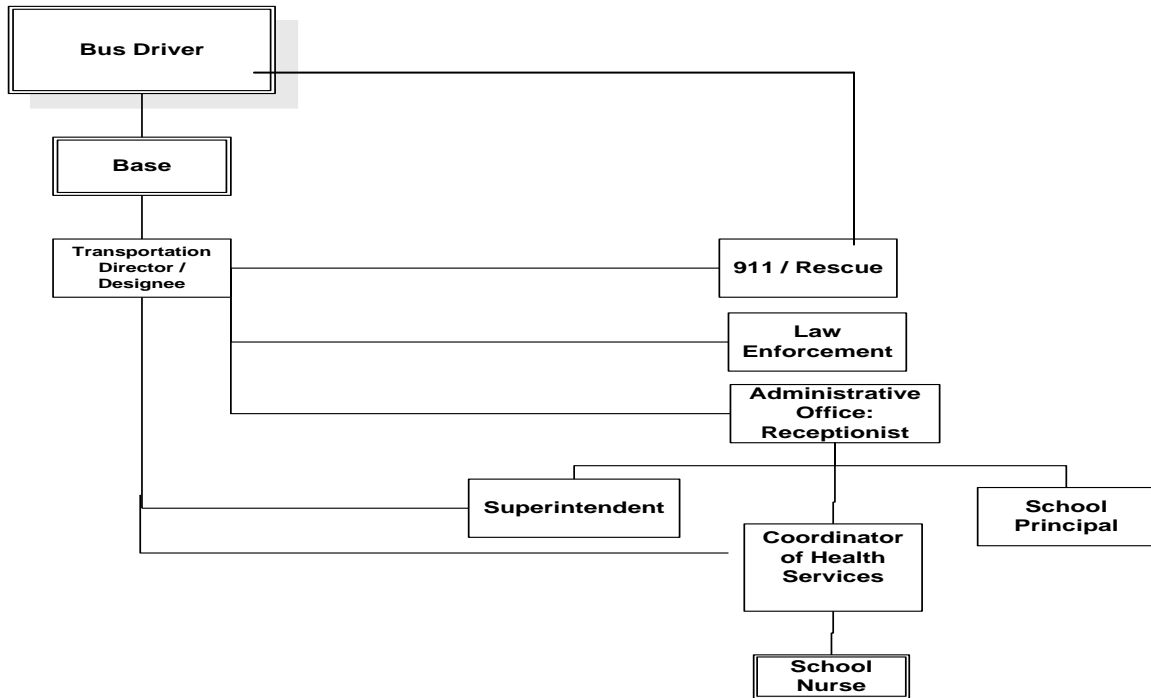
- a. Call Rescue
- b. Follow Plan of Action for Accidents

- c. One insurance form will be completed by Transportation Department and a list of students will be sent to Director of Health Services Department.

No obvious injuries

- a. Assessment by Transportation was determined that rescue was not needed.
 - b. Contact Health Services Director/Designee.
 - c. School Nurse at site of attendance will be contacted by Health Services Department.
 - d. Poms & Associates insurance form will be completed by Transportation Department and a list of students will be sent to Director of Health Services Department.
- B.** In the event of a school bus/school-owned vehicle accident or emergency, the Transportation Supervisor or designee shall inform the State School Transportation Unit in accordance with Standards for Providing Transportation for Eligible Students, 6.41.4.9, Section B (1-5).
- C.** In the event of an accident, the driver is required to submit to a post-accident testing for drugs and/or alcohol. As per district policy.

PLAN OF ACTION FOR ACCIDENTS – Accident Communication



Emergency Procedures Not Involving an Accident

- A. Bus Drivers

1. Vehicle trouble requiring evacuation - Driver shall follow bus evacuation procedures. A plan of action form will be provided, which will be completed by the driver.
2. Vehicle trouble not requiring evacuation - Driver shall contact dispatch for direction.
3. Passenger trouble requiring transportation personnel intervention. - Driver shall contact dispatch for direction.
4. Passenger trouble requiring police intervention - Driver shall contact dispatch for direction.
5. Passenger trouble requiring medical intervention. Driver shall contact dispatch for direction.

Emergency plan shall be followed in accordance to “Bus Accident Plan” as well as “Emergency Code Plan”.

REGULATIONS GOVERNING THE TRANSPORTATION OF SPECIAL EDUCATION STUDENTS

The following rules and regulations may not cover all situations that may exist however; they do serve as guidelines to assist in the operation of special education transportation programs.

Special Education Operations

The term "Special Education" means the provision of services additional to, supplementary with, or different from those provided in the regular school program by a systematic modification and adaptation of instructional techniques, materials, and equipment to meet the needs of Special Needs children. Transportation is one of the "related services" that is necessary to provide this instruction.

Individualized Educational Plan (IEP)

(As required by State Standards for Special Education)

1. The IEP Committee should communicate to parents and/or caretakers the statutes and policies to promote understanding and support of the transportation program.
2. The IEP Committee is responsible for a comprehensive inventory of the pupil's needs as they relate to transportation.
3. The type of vehicle required must be determined in advance. (Some students may need to be transported in wheelchairs, or may require a specially designed car seat or vest to provide torso and/or head support.)

4. Significant medical problems should be documented on the Emergency Health Card, especially the possibility of seizures, etc.
5. Alternate emergency drop-off points and telephone numbers of specified contact persons shall be obtained.
6. Late registration or placement of a student into a different program once school begins usually affects routing and time schedules of one or all students on the bus. Several days' time may be required before all adjustments are made and transportation services are started. A minimum of three days planning time is required. Changes should not be made late in the school year unless absolutely necessary.
7. To maintain consistency for students with Special Needs all Students with special transportation needs will be afforded one pickup/drop off locations.

District Administration Responsibilities

The designated school district administrator is responsible for implementing the policies set by the Federal Government, State School Board, and the local Board of Education. He or she must provide for promoting public understanding of and support for the school system's special education transportation program.

School Personnel Responsibilities

Safe and successful bus operation can be enhanced through regular and continuing education of all persons involved in the Special Education Transportation Process. The teacher, together with the bus driver and/or the bus assistant, makes students aware of their responsibilities on the bus. With careful planning, the special education school bus can be a valuable extension of the classroom experience. Communication with all parties, parent, student and bus driver remain important throughout this process.

Employee Receipt

I acknowledge receipt of this Handbook. In addition, I agree to familiarize myself with the provisions contained therein.

Employee Signature

Date

Belen Consolidated Schools – Transportation Services

Supervisor