

WHITKO COMMUNITY SCHOOL CORPORATION

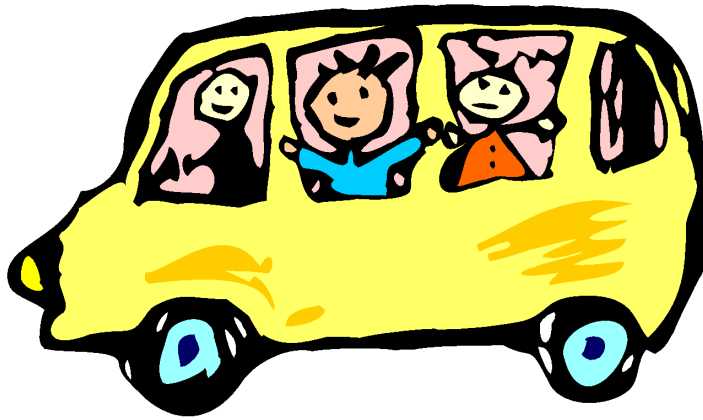
# *Transportation Handbook*



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As reviewed and approved by the Whitko Board of School Trustees June 20, 2022

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## **WHITKO COMMUNITY SCHOOL CORPORATION Transportation Handbook**

The purpose of this handbook is to acquaint the driver with the policies of the Whitko Community School Corporation as directed by the Board of School Trustees. The book should be read carefully and policies followed unless otherwise directed by this handbook. Contact the Director of Transportation or the Superintendent for more information.

The Whitko Transportation Handbook is an extension of  
Whitko School Corporation Policies and Guidelines.

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## **BASIC TRANSPORTATION SERVICES**

Transportation of school children is an ever present challenge. The board has these established policies concerning transportation and intends to keep them in force insofar as circumstances will permit. Fluctuation in enrollments, economic conditions, bus driver contracts, bus facilities, etc., are items to which transportation policies require time for adjustment.

- A. The board of school trustees for the Whitko Community School Corporation shall provide transportation to and from school for legally qualified students in grades Kindergarten (K) through twelve (12). Transportation of preschool students must be requested under the guidelines of Whitko school board policy. Transportation of students attending alternative school is arranged through the building principal on an individual basis.
- B. It is the policy of the school board to provide transportation for those students whose distance from their school makes this service necessary. The regulations of the State Department of Education shall govern any question not covered by this policy (*Operations/ #8600 items b - h*).
- C. School buses shall be purchased, housed, and maintained by the Whitko Community School Corporation for the transportation of resident students between their home areas and the schools of the corporation to which they are assigned, the superintendent may substitute other vehicles for reasons of economy or efficiency of operation.
- D. The board may enter into a contractual agreement with a qualified contractor for the transportation of students.
- E. Transportation of eligible vocational or special education children between their home areas and schools outside the corporation shall be arranged through the use of corporation-owned vehicles, through cooperation with other corporations, through commercial carriers, and/or by other means in the most efficient and economical manner.
- F. Transportation between home area and school will be provided for each resident child attending a state approved nonpublic school within the corporation on the same basis as public school children.
- G. Vehicle routes shall be established so that an authorized vehicle stop is available within reasonable walking distance of the home of every resident student entitled to transportation services.
- H. The board authorizes the installation and use of video recording devices in the school buses to assist the drivers in providing for the safety and well-being of the students while on a bus. The superintendent shall be responsible for developing and implementing appropriate administrative guidelines for this policy (*Operations/#8600*).

### **VIDEO PROCEDURES ( Policy/Operations #8600 )**

Audio/video monitoring equipment has been installed in all of the Whitko Community Schools buses to allow activities and occupants on the bus to be monitored at any time.

The camera and tape will be installed and removed by transportation personnel. The video drives may

be viewed by school personnel for discipline and evaluation purposes. If disciplinary action is taken as a result of the video-audio tape, the parent/guardian may request, in writing within five (5) days, to view the tape with the Director of Transportation, bus driver, and appropriate school personnel.

### **SCHOOL BUSES WILL NOT ENTER TRAILER PARKS.**

- I. School buses are safety hazards to students and others in the parks. The mobility of school buses in trailer parks is extremely difficult and dangerous. Parents and others are not aware of bus loading/unloading stations, policies, and procedures. Loading/unloading stations will be designated at the front and rear of parks.
- J. Buses will not operate on roads other than those maintained by the county or state highway department and then only if necessary provisions are made for proper turn-around areas.



## **ELEMENTARY AND SECONDARY PUPIL TRANSPORTATION**

### *Definitions*

#### **School Corporation Defined**

As used in this article, the term school corporation means any public corporation established by and under the laws of the state of Indiana. The term includes, but is not necessarily limited to, any school city, school town, school township, consolidated school corporation, metropolitan school district, township, school corporation, united school corporation, or any community school corporation.

#### **Governing Body Defined**

As used in this article, the term governing body means any township trustee and the advisory board of a school corporation, any board of trustees, or by other board or commission charged by law with the responsibility of administering the affairs of a school corporation.

#### **School Children Defined**

As used in this article, the term school children means any children enrolled in public or private schools at any level between Kindergarten and Grade 12.

#### **Special Purpose Bus Defined**

As used in this article, the term special purpose bus means any motor vehicle designed and constructed for the accommodation of more than six (6) passengers, and used by a school corporation for transportation purposes not appropriate for school buses.

### School Bus Defined

As used in this article, the term school bus means any motor vehicle other than a special purpose bus, designed and constructed for the accommodation of more than ten (10) passengers, which is used for the transportation of Indiana school children. The term includes either the chassis of the body or both the chassis and the body.

### School Bus Driver Defined

As used in this article, the term school bus driver means any person charged with the responsibility of operating a school bus.



## **TRANSPORTATION BY PRIVATE VEHICLE** *(Policy / Operations #8660)*

The School Board, in special circumstances, authorizes the transportation by private vehicle of students of the corporation.

Any such transportation must be approved in advance and in writing by the principal in accordance with the superintendent's administrative guidelines.

The parent of the participating student will be given, on request, the name of the driver and the description of the vehicle.

Persons approved for the transportation of students in a private vehicle shall hold a currently valid license to operate a motor vehicle in the state of Indiana.

No person shall be permitted to transport students who are not the holder of automobile liability and personal injury insurance in the amount not less than \$100,000 per person and \$300,000 each accident for bodily injury and \$100,000 each accident for property damage. A single limit of \$300,000 for bodily injury and property damage combined is also permissible. The board may withdraw the authorization of any private vehicle driver.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the state.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal.

## **14-PASSENGER SPECIAL PURPOSE VEHICLE**

### **REQUIRED TRAINING TO OPERATE**

All school personnel who may need to operate the 14-passenger mini-bus must complete a training program and be certified by the director of transportation or his/her designee before being permitted to operate the

vehicle. In order to be qualified to operate the 14-passenger special purpose vehicle (mini bus), an individual must:

- Be an employee of Whitko Community Schools.
- Be at least 21 years old.
- Hold a valid operator's license or better.
- Complete the special purpose vehicle (mini-bus) training program and be certified by the Director of Transportation or his/her designee.
- Complete background and criminal history checks.

Upon satisfactory completion of training, the trainer will sign and date an approved form to be placed in the transportation file located at the Transportation Office.

Drivers of special purpose vehicles, 14-passenger mini-bus, must attend the Division of School Traffic Safety Summer Training.

## **QUALIFICATIONS FOR EMPLOYMENT**

The qualifications for employment in the Whitko Community School Corporation are: an ability to operate and handle a school bus within the essential functions established by the Whitko Community School Corporation job description and with an awareness of the responsibilities of transporting children, qualification for and holding a valid commercial (CDL) drivers license with a School Bus Endorsement. School bus drivers must be Indiana State certified.

## **PAY SCHEDULE**

Bus drivers will be paid every other week, and will receive 26 pays. The rate of pay shall be as agreed upon from the mileage and terms established by contract.

Bus drivers shall be required to attend at least four (4) meetings per year. They are; one (1) state-sponsored Summer Safety Meeting; and three (3) training meetings as called by the Director of Transportation. Failure to attend any one of these meetings shall mean forfeit of one days pay.

All rates and mileage paid will be approved by the board. The mileage, as agreed upon after the approval of the bus route mileage report, will be made a part of the contract and the payment established on that basis. Any time during the year when a route is shortened, there is no decrease in pay. If it is lengthened over three miles daily, an amount for the additional miles will be added.

Substitute drivers shall be paid according to the board approved pay scale.

## **GENERAL REGULATIONS**

No person under 21 years of age shall operate a school bus.

Anyone operating a corporation vehicle must be an employee of Whitko Community School Corporation or board approved. A Whitko Community School Corporation employee or board approved designee, not a contract bus driver or board approved substitute, wishing to drive a school owned vehicle must be properly

licensed and a signed A use of school owned vehicle form with a photocopy of valid driver's license must be on file at Whitko transportation department.

It is important to the safety of children that a driver be in good physical condition. Excessive loss of sleep prior to driving should be avoided.

Regular drivers must arrange for substitute drivers and notify the transportation department. No person is to act as a substitute unless he/she is properly licensed to do so and approved by the Whitko school board. The regular driver is responsible to report their absence and upon return to duty sign the employee affidavit of absence.

## **PERSONAL APPEARANCE, CONDUCT, INAPPROPRIATE LANGUAGE**

You are seen as professionals in the eyes of parents. Students look up to you as a role model. Drivers are expected to be clean and presentable in clothing and speech when driving a school bus. They are to refrain from using profanity, inappropriate and/or unacceptable language (i.e. shut up, etc.). Please say "Please be quiet", when asking a student to get quiet. If that does not work, the next time is insubordination. At that time you need to write a discipline referral and let the building principal take care of the problem student.

If, following a proper investigation, it is determined that a Whitko school bus driver has used inappropriate language either on the school bus and/or with students, appropriate disciplinary action as determined by the Director of Transportation will be taken.

## **TIME SCHEDULES**

Children are not to be unloaded at a building more than 10 minutes prior to the time school begins. Whenever possible, the arrival time will be set by the building principal.

Buses should be ready to load at the building of route origination 10 minutes before school dismissal. Buses must wait until children have had a reasonable time to board before the bus leaves the premises or directed by the building principal.

## **SOCIAL MEDIA – COMMUNICATION USE**

Whitko employees should not have a "friend" relationship with Whitko students currently enrolled in the school on any social networking sites such as Facebook, Instagram, Snapchat, Twitter, etc. One of the risks when communicating with students on social networking sites is exposing oneself to responsibility, such as, the need to address any rule-breaking that may be observed through postings and images on students' pages. While communicating as a bus driver the possible delays or other pertinent transportation information you do set yourself up for greater liability so be very cautious if you use social media with students even in your private accounts.

## **CARE OF THE BUS**

Drivers are expected to keep the bus clean on the inside and outside. Daily sweeping may be necessary and drivers should wash the bus once each month. Constant reminders about throwing things on the floor will be necessary. A clean, well kept bus will merit the type of attitude you would like for the children to have on your bus. Students who fail to follow guidelines regarding bus care and cleanliness will be reported to the school principal. The failure of a driver to maintain a clean and tidy vehicle constitutes a violation of work responsibility that will be discussed with the director of transportation.



Special attention must be given in regards to students cutting and poking holes in seats. Drivers must help control this expensive vandalism. *Twice daily seat inspection is a necessity.*

## **SPRING CLEANUP CHECKLIST**

At the close of the school year contracted drivers are required to clean their assigned bus following the cleanup checklist which includes the following duties:

1. Wash and scrub the bus outside (not just rinse).
2. Wash all windows (inside and outside).
3. Sweep/clean/wash driver's dashboard and compartment.
4. Sweep the entire bus and mop the floor.
5. Clean the top of window rails.
6. Clean the driver's header panel and mirror back.

Turn in the completed checklist with the drivers signature, date and Transportation Director's initials.

## **PRE-TRIP VEHICLE INSPECTION**

The driver is expected to be aware of the condition of their equipment and properly report any problems. Daily pre-trip safety inspections are expected of both regular and substitute school bus drivers. The vehicle inspection report form should be properly filled out daily.

## **BUS MAINTENANCE AND REPAIR FOR SCHOOL-OWNED BUSES**

All buses will be completely checked during the summer. They should be in first class condition. If the driver discovers something that needs attention, he/she should report it immediately.

It is the responsibility of the driver to report any maintenance needs. Buses will be repaired only by the bus mechanic or Transportation Director. The driver should always consult with the Transportation Director before taking the bus to a garage for maintenance. Greasing will be every 1,000 miles and oil changes every 15,000 miles. Maintenance times must be scheduled with the Whitko bus shop. Each driver will be responsible for delivering his/her bus to the bus shop for maintenance.

## **ESTABLISHMENT OF ROUTES AND REPORTS**

Drivers will be asked to complete various forms during the school year.

Routes, once established during the first two weeks of school as being the best one for the territory, should not be changed without consulting with the Director of Transportation. Buses will be assigned to routes in August and can be changed at the discretion of the Director of Transportation. Drivers are responsible for the care and cleanliness of their assigned bus from August until school closes.

## **USE OF STROBE LIGHTS**

The strobe light is not a state-mandated piece of equipment. However, any school district may use the strobe light without permission of the state school bus committee. Specifications provided. The strobe light shall be in operation only when the bus is transporting school children to and from school during periods of reduced visibility or at other times when school children are being transported on the bus during periods of reduced or restricted visibility caused by environmental conditions other than normal night darkness or at times of exceptional emergencies. Whitko Community School Corporation has determined that during the winter

months when the mornings are dark and visibility is low, it is difficult for school buses to be identified by other motorists. It is required for all Whitko school bus drivers to always use strobe lights on AM routes. This will help to make our buses visible and increase safety.

## **BAD WEATHER GUIDELINES**

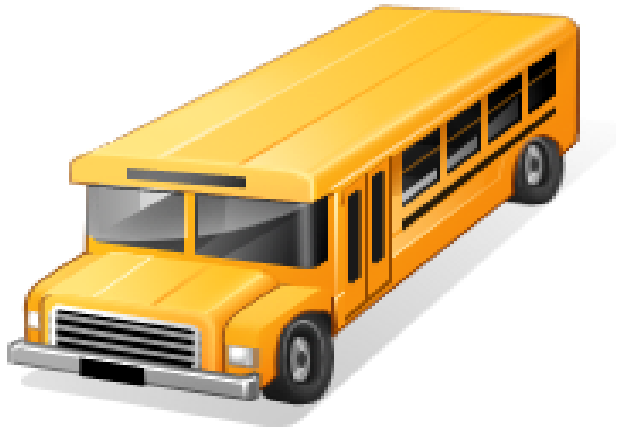
The intent of the transportation program of the Whitko Community School Corporation is to provide safe transportation to and from school. There are times when weather conditions (i.e., fog, snow, ice., etc.) make it necessary for school delays or early dismissal. After consideration by the Superintendent and Director of Transportation, bus drivers will be notified by an all call of any changes in schedules. In all situations, the safety of the children must be considered, not a time schedule. Extreme caution should always be exercised. Drivers should use good judgment in determining if a road should be bypassed because of extremely hazardous conditions. When poor visibility conditions exist, drivers should use yellow flashing lights and strobe.

During inclement weather conditions and through the winter months, parents may have their children standing at the door or on the porch while they wait for the bus to arrive.

**THE BUS DRIVER WILL STOP TO PICK UP THE STUDENT.**

## **TORNADO WEATHER PROCEDURE**

Drivers should survey their route looking for ditches, gullies, high banks, and other areas that would provide cover during a tornado. Drivers should find several areas and keep the locations in mind in case they are needed. Tornadoes come from the west or southwest, therefore areas should be selected to provide the most protection from these directions.



## **PROCEDURE FOR FOG AND POOR VISIBILITY**

Procedures on fog and poor visibility are as follows: Since these weather conditions vary considerably in a small area, it will be necessary for individual drivers to make judgments concerning visibility conditions in their route area. It may be necessary to go out early and drive a portion of the route to determine the advisability of picking up children until visibility is more clear. If in his/her judgment the visibility is poor enough to create a hazardous situation, the driver should immediately call the transportation director, transportation office, or superintendent to advise a delay in the pick-up of children until visibility clears; however, as soon as the situation improves, the driver should immediately begin his/her pick-up. When the driver makes a decision to delay the pick-up, he/she must notify parents along his/her route of the delay. When fog conditions exist so that the entire district is blanketed, a decision will be made to delay or cancel school and this announcement will be made over the radio. Drivers will be notified by radio or phone. When any poor visibility conditions exist, drivers should use yellow flashing lights and strobe lights. At any time while he/she is on his route and dense fog is encountered so as to create a hazardous condition, the driver should get off of the road and stop in a drive-way or barnyard. Do not park along the highway right-of-way. Notify the Transportation Director or the Transportation Office, who can notify parents on your route.



This policy applies only to visibility conditions, not poor roads or weather conditions.

## PROCEDURE FOR WINTER WARM-UP

1. Drivers are expected to make sure his/her bus is warm inside when making the first student pick-up during winter conditions.
2. During winter conditions buses should be plugged in six (6) hours prior to departure when temperatures fall below 10-degrees above zero. In addition, it may be necessary to leave the bus running if temperatures fall to – 20 degrees below zero, if instructed by the Director of Transportation or Superintendent. Drivers who do not have their buses plugged in as directed at these times could be subject to reprimand.

## SCHOOL BUS IDLING POLICY

### Section 1. Bus Warm-up

- At 32 degrees or warmer, buses will be allowed to idle for no more than five (5) minutes;
- From 20 degrees to 32 degrees buses will be allowed to idle for fifteen (15) minutes;
- From 20 degrees and colder, buses will be allowed to idle for up to thirty (30) minutes; or until front windows are defrosted and all safety equipment is operable.

### Section 2. Loading/Unloading at schools:

All buses arriving at schools to load or unload students who are going to remain at the school longer than three (3) minutes will turn off their engines after the appropriate cool-down time and leave them off until the buses are ready to depart. This section also applies to field trips and arrival and departure from those locations.

### Section 3. Auxiliary equipment/Extreme temperatures

When extreme temperatures require the idling of the bus to maintain a reasonable level of comfort inside the bus, the above sections may not apply. This section also applies to auxiliary equipment (i.e. lift equipment for loading and unloading students with disabilities.) However, limiting extended idling times is still encouraged.

## EMERGENCY / CRISIS EVACUATION PROCEDURE

In the event of an emergency / crisis situation where evacuation from the building would be necessary the following procedures will be followed:

1. The building principal / or designee would call the Director of Transportation.
2. The Director of Transportation will call the Transportation administrative assistant and mechanic.
3. The Director of Transportation will immediately go to the emergency scene to direct transportation.
4. The Director of Transportation's administrative assistant and the mechanic will start phone trees, giving the drivers a code name for the endangered building.
5. Bus drivers will report to the endangered building with the school bus.

Whitko Jr Sr High School	transports to	Whitko Bus Shop and/or Whitko Career Academy
South Whitley Elem. School	transports to	Whitko Career Academy / Whitko Bus Garage
Pierceton Elem. School	transports to	Designated Location or Whitko Career Academy

## SCHOOL BUS ACCIDENT PROCEDURES

If you are involved in an accident:

1. Do not move the bus from the scene of the accident.
2. Call 911
3. Do not leave the bus.
  - Do not allow the children to leave the bus . . . . *unless* remaining in the bus involves further danger.
  - No one leaves the accident scene without proper authority.
4. Care for the children first.
  - Check for injuries.
  - Check for bleeding.
  - Check, breathing.
  - Check for head injuries.



In case of bumps on the head, keep the child down, covered, and the head slightly elevated. Use pressure and a compress to stop bleeding. Be calm and work quickly. Get the help of the older students on the bus.

5. Do not let children leave with parents until emergency personnel have checked student. Parents must sign a release consent form provided by the EMTs and approved by school personnel.
6. List all student names that are on the bus.
7. Obtain name of driver of other vehicle/vehicles.
8. Obtain license number of other vehicle/vehicles.
9. Obtain names of witnesses, if possible.
10. Do not leave the scene until given permission by the proper authorities at the scene.
11. The Director of Transportation will transport the driver to an approved drug and alcohol testing facility.

## SCHOOL BUS CRASH PACKET

This packet of information is to be completed in the event of a crash/accident resulting in injury to anyone on a school bus or entering or exiting a school bus. It shall also be used in the event of an accident/crash believed to be caused by mechanical failure.

The following crash/accident information shall be provided:

- Student seating chart (time of the crash/accident)
- Driver's voluntary statement form

Additional information to be provided by the Director of Transportation are:

- Copy of the driver's medical form
- Copy of the driver's certification card
- Copy of school bus brake form
- Copy of the most recent annual inspection

## PROCEDURE WHEN A SEIZURE OCCURS ON A BUS ROUTE

For children with epilepsy, most seizure activity is not a medical emergency. It usually resolves without problems.

### TREATMENT DURING SEIZURE:

Protect from injury

- Place something soft under the child's head
- Loosen any tight clothing, remove glasses.
- Do NOT force anything into the mouth!
- Do not restrain
- If possible, turn head to side to keep the airway open and if vomiting occurs, to prevent choking.
- If breathing stops, administer rescue breathing or CPR as indicated.



#### **TREATMENT AFTER SEIZURE:**

- Allow the student to rest
- Talk in a calm voice as the student regains consciousness.
- Have dispatch notify a parent

#### **CALL 911 IF ...**

- Student has never had a seizure before.
- Consciousness does not return after seizure.
- The student has more than one seizure with no consciousness in between.
- Seizures last longer than five minutes.

### **DISCIPLINARY PROCEDURE TO BE USED BY BUS DRIVERS**

The school bus driver shall be responsible for discipline on the school bus just as the teacher is in the classroom. Discipline problems should be discussed early with the principal and action planned before they become critical. Refusal to transport children or other punishment should only be initiated in cooperation with school authorities and enforced by the school bus driver. In no case, shall a school bus driver put a pupil passenger off the bus except at his/her regular station or at school.

1. All minor disciplinary problems should be handled immediately by the school bus driver; however, drivers shall not administer corporal punishment to students.
2. Bus drivers will contact the parents in the attempt to resolve the problem.
3. The principal, in cooperation with the bus driver, will attempt to correct any improper action of the student.
4. Student suspensions from transportation can only be made by the building principal and/or superintendent.
5. When recurring actions warrant, the parents will be notified by the principal either by telephone, personal conference or by mailing the unsatisfactory conduct form.
6. If the above procedures fail to correct the student's conduct, a student may be suspended from riding a bus by the building principal. Parents must be notified of the action by the building principal.
7. Permanent suspension may only be made by the board of school trustees upon recommendation of the superintendent. All "due process" procedures must be followed.

8. Never put a student off of your bus. In case of danger, crisis, or critical emergency, radio call the Director of Transportation and/or the building principal for assistance.



## **RULES FOR SAFETY**

The following information has been prepared as a reminder of your responsibilities as a school bus driver. This information may be found in the constitution and by-laws (statutes and policies) of the Indiana State School Bus Drivers Association and Indiana State Police school bus regulations.

### **SCHOOL BUSES / MAXIMUM SPEEDS**

1. No school bus driver shall exceed at any time forty (40) miles per hour upon any county or township road, sixty (60) miles per hour upon any federal or state highway. Any driver caught exceeding these limits is subject to immediate termination.

### **MINI BUSES / MAXIMUM SPEED OF SPECIAL PURPOSE VEHICLES**

The special purpose buses are now subject to the same speed limit and railroad crossing laws of a school bus. A person may not operate a school bus or a special purpose bus at a speed greater than: (1) sixty (60) miles per hour on a federal or state highway; or (2) forty (40) miles per hour on any county or township highway.

3. No school bus driver shall leave the bus with the engine running.
4. No school bus shall be moved until all children are seated and the doors are closed.
5. No school bus driver shall permit any other person to start his/her bus, occupy his/her seat, tamper with the engine, or any controls, except such person or persons who may be approved by the director of operations.
6. All school bus drivers shall stop at preferential highway intersections.

### **SCHOOL BUS / STOP REQUIRED AT RAILROAD CROSSING**

The driver of a school bus or special purpose bus, before crossing at any track or tracks of a railroad shall:

1) activate amber lights; 2) stop within fifty (50) feet, but not less than fifteen (15) feet, from the nearest rail of such railroad and while stopped; 3) shall listen through an open window and door; and 4) shall look in both directions along such track for any approaching trains. Except as hereinafter provided, shall not proceed until he/she can do so safely. After stopping as required herein and upon proceeding when it is safe to do so, the driver of any said vehicle shall cross in such gear of the vehicle that there will be no necessity for changing gears while traversing such crossing and the driver shall not shift gears while crossing the track or tracks. A driver is not required to stop when a police officer is directing the flow of traffic across railroad tracks.

Any driver not complying with these regulations is subject to termination. In addition, upon conviction of a violation of this section, a driver shall have his/her operator's license suspended for a period of not less than sixty (60) days in addition to the penalties.

## **BACKING ON SCHOOL PROPERTY**

8. No bus shall be backed on any school ground or playground area unless an adult spotter is available.
9. No bus driver shall be employed who uses intoxicating liquor to excess and who does not possess good moral character. Further, no school bus driver shall consume any alcoholic beverage during school hours, or while operating a school bus and upon reliable evidence of such consuming of any alcoholic beverage by such school bus driver it shall be the duty of said official or officials to terminate the employment relationship immediately." No driver shall use alcoholic beverages less than 18 hours prior to operating a bus.
10. In case of an accident when any school bus is stopped on the road, the driver shall protect the bus from further accidents by such methods as setting flares, flags, or other warning devices, controlling traffic, and must always keep in mind that his/her first responsibility is to his/her passengers.

## **STUDENT UNLOADING**

11. When necessary for pupils leaving a school bus to cross the road, they must keep to the right of the bus, 10 feet ahead of the bus, and cross in front at a signal from the driver. The driver shall not start the bus until such pupils have safely crossed the road.

## **LOADING and UNLOADING**

12. Except as provided in subsection (b), when a school bus is operated on a: (1) US route or state route, the driver may not load or unload a student at a location that requires the student to cross a roadway unless no other safe alternatives are available; and (2) street or highway other than a US route or state route, the driver shall load and unload a student as close to the right hand curb or edge of the roadway as practicable. (b) Subsection (a)(1) does not apply to a location on a US route or state route that is within the boundary of a city or town. (IC 9-21-12-20)

## **STOP ARM SIGNAL**

13. The "stop" arm signal sign shall be displayed when the bus is completely stopped on the traveled portion of the highway to load or unload passengers. Also, "stop" signs and red flashing warning lights shall be displayed when loading or unloading students at the different schools.

## **8-WAY LIGHT SYSTEM WARNING**

14. Buses equipped with an 8-way light system shall activate the amber flashing warning lights 500 to 800 feet before stopping on the traveled portion of the roadway as far right as practical in order to warn approaching traffic of intentions of the bus stopping.

## **DIRECTIONAL LIGHTS**

15. The directional lights shall be turned on at least 100 feet before turning from the highway to warn approaching traffic of the intentions of the bus driver to turn right or left.

16. Traffic never shall be held an unreasonable length of time.

## **TELECOMMUNICATIONS USE**

Bus drivers shall not use TELECOMMUNICATION devices, including hands-free and ear pieces at any time while the school bus is in motion. In the event of an emergency requiring the use of such a

communication device, the school bus shall be pulled off of the traveled portion of the roadway in a safe place, the gear placed in neutral with the brake set and proper warning lights activated before the cellular devices can be used.

### **DISCIPLINE ON BUS**

18. The school bus driver shall be responsible for discipline on the school bus, just as the teacher is in the classroom. Problems of discipline should be discussed early with the parents and action planned before they become critical. Refusal to transport children or other punishment should be initiated in cooperation with the school authorities and enforced by the school bus driver. In no case shall a school bus driver put a pupil passenger off the bus except at his regular station or at the school. (IC9.1-5-19)

### **19. BULLYING**

Every staff member is required to report any situation that they believe to be bullying behavior directed toward a student. Reports will be made to the appropriate building principal or assistant principal, or the Superintendent.

### **USE OF VEHICLE - PRIVATE PURPOSE**

20. The use of corporation-owned vehicles for private use is strictly prohibited.

### **UNAUTHORIZED PERSONS - PRIVATE PURPOSE**

21. No unauthorized persons shall be permitted to ride in any school bus at any time.

### **AFTER ROUTE BUS USAGE**

22. The use of school owned vehicles on the way to and from the route and the bus maintenance center will be permitted. The driver of the school-owned vehicle should be respectful and aware of the public expectations using good judgment when stopping and parking. The driver should refrain from parking the school-owned vehicle on or immediately near the premises of establishments selling or serving tobacco products and / or alcohol.

### **BOARDING AND DISEMBARKING AUTHORIZATION**

23. When a student boards a bus in the morning, They *must not* be allowed to get off before the bus arrives at the school. They *will not be allowed* to disembark and walk part of the way to school. In the evening, a student *will not be allowed* to get off at the home of a friend or relative unless the driver has a note from the parent giving permission for the student to get off at a specified place other than his home. In an emergency situation, the parent may call the school granting this permission. In this situation, the principal will notify the bus driver prior to leaving school in the evening.

### **STUDENT SUPERVISION**

24. Students should *never* be left unattended on a bus. The expectation is to provide immediate adult supervision beginning with the first student arriving at the school bus. All school buses are to be open, ready for student boarding with the bus driver inside the bus for student supervision as the students arrive at the bus starting with the first student to board.

### **WRITTEN COMPLAINTS**

25. Any complaint or notice in writing received by the principal or school authorities of an infraction of the above rules by a bus driver shall be deemed sufficient grounds for an investigation and suspension or a cancellation of contract.



## **ANNUAL SAFETY MEETING**

26. Every school bus driver is required by state statute to attend an annual safety meeting or workshop. No safety meeting or workshop shall exceed two (2) days in duration in any one calendar year. If a school bus driver for a public school corporation fails or refuses to attend any bus drivers meeting or workshop, the school corporation shall deduct one days compensation for each day of absence.
27. **STUDENT SAFETY CHECK / POST TRIP INSPECTION FOR STUDENTS or PASSENGERS**  
Operators of school and special purpose buses must perform a post trip inspection for students or passengers at the conclusion of each trip or use of the vehicle.
28. The bus driver shall be responsible to inspect the school bus after EVERY route / trip for students who may have not disembarked. Failure to do so, resulting in a child to be left on the school bus, can be the basis for the bus driver being placed on probation, suspended or terminated for violation of child safety procedures. Decisions will always be made giving preference to student safety.

## **EMERGENCY EVACUATION DRILLS**

29. Each driver is to appoint five students for emergency evacuation drills. Drills should be conducted on school property before or after school at least twice a year.



## **SAFETY PRECAUTIONS**

### **STUDENTS CROSSING ROADWAYS**

1. Special mention should be made as to the proper procedure to be followed when loading and unloading children when the child must travel across the road to board the bus or to get to his/her home, the driver should insist that the child cross while the bus is stopped, passing eight (8) to ten (10) feet in front of the bus. The driver should check traffic to see if motorists have observed the lights, signals and sign. The lights and sign should be used far enough ahead of the stop to warn all motorists. The bus should not be moved until the child is seated or safely across the road as the case may be. When necessary for students leaving a school bus to cross the road they must keep to the right of the bus walking to a point at least 10 feet in front of the bus crossing only at a signal from the driver. A student should never cross in either direction, loading or unloading, until the driver gives a safe motion. It is the responsibility of the driver, with the assistance from the parent, to enforce this regulation.

### **ROUTE STOPS**

2. Whitko school bus drivers are expected to stop and honk at all scheduled route stops whenever a student is not waiting at the stop. Students are expected to be waiting at the boarding station at least 5 minutes before the school bus arrives.

### **LOADING AND UNLOADING ON HIGHWAY 30**

3. Whitko Community School Corporation will do as much as possible to facilitate transporting students from home to school. US 30 has become an increasingly dangerous highway with the large traffic volume and the high speed of which vehicles are traveling. The Director of Transportation will determine whether or not loading and unloading students on US 30 is safe. If it is deemed unsafe, the

Director of Transportation will coordinate with parents or guardians of students to establish a mutually agreeable safe location to load and unload the students. If it is deemed to be a safe location, Pull off on the right side of the berm or shoulder area with the right turn signal on. Once you have stopped to load/unload students, turn left signal on to advise traffic that you are entering back on to the roadway portion.

**4. USE OF 4-WAY FLASHERS WHEN MEETING OR FOLLOWING ANOTHER BUS LOADING/UNLOADING.**

4-way flashers may be used at each driver's discretion when meeting or following another school bus loading/unloading on route. *Do not use the overhead red flashing lights.*

**5. USE OF 4-WAY FLASHERS WHEN LOADING AND UNLOADING ON A STATE HIGHWAY.**

4-way amber flashers are to be used in addition to the 8-way light system when the school bus is loading or unloading students on a State highway.

**6. BLOCKING EMERGENCY EXITS PROHIBITED / SCHOOL BUS & SPECIAL PURPOSE BUS**

It is expressly prohibited to block emergency escape routes from a school bus or special purpose bus by the bus driver or any person. In the event of a violation, the person causing the violation to be committed is the person who would receive the citation.

Whenever a school bus or special purpose bus is at a place of departure for transporting passengers, the school bus or special purpose bus emergency exits, doors, emergency exit windows, roof exits, and service door must be free of any obstruction that inhibits or obstructs an exit; or renders the means of exit hazardous.

## **LOADING AND UNLOADING PROCEDURES AT BUILDINGS**

### **WHITKO HIGH SCHOOL HANDICAP BUS**

The handicap bus will use the yellow flashing lights while unloading which will permit other buses to pull in front to the curb for unloading as well as others to unload behind at the curb. All other buses unloading will continue to use their red flashing lights and stop arms extended. Please anticipate the handicap bus will involve extended unloading time. If each of you are careful to judge the amount of distance you leave between your bus and other vehicles, both front and rear, you would be able to unload and pull around the handicap bus.

### **WHITKO HIGH SCHOOL / SOUTH WHITLEY ELEMENTARY**

Buses will load and unload in the bus parking lot using the assigned numbered slots. All students will walk to the front of the bus to the sidewalk.

### **WHITKO CAREER ACADEMY**

School buses will pull into the assigned and numbered slots at an angle. No students will be unloaded until the buses on each immediate side of one another are at a complete stop. It is the bus driver's responsibility to instruct and be certain that unloading students walk straight to the sidewalk. The school bus will not move away from its position until the buses to its immediate sides are completely unloaded and the driver has looked.

### **PIERCETON ELEMENTARY**

The buses will load and unload in the bus parking lot on the north side of the building at door 4. They will enter from Seventh Street and proceed to their assigned space. They will exit onto School Street and proceed back to Seventh Street.

## **LOADING PROCEDURES AT ALL BUILDINGS**

All bus drivers are expected to be either inside or at the bus door side of their assigned school bus at dismissal when students are approaching the school bus for boarding.

## **BUS USE OTHER THAN REGULAR ROUTES**

1. All buses of the Whitko Community School Corporation are to be driven only by regular, contracted drivers or Whitko School Board of Trustees approved substitutes.
2. The school involved in the activity will pay the driver for the following trips:
  - a. Educational field trips.
  - b. Transportation of band and speech students to contests.
  - c. Student fans to inter-school contests.
  - d. Other uses as approved by the board of trustees.



## **TRANSPORTATION FOR FIELD AND OTHER CORPORATION-SPONSORED TRIPS**

It shall be the policy of the school board to use regular or special-purpose school vehicles for transportation on field and other corporation-sponsored trips.

The transportation for all field and other corporation-sponsored trips is to be by vehicles owned or approved by the corporation and driven by approved drivers. Exceptions must have the approval of the superintendent.

Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. All other corporation-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the corporation and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

Corporation students not affiliated with the trip activity, non-corporation students, and/or children of preschool age shall not be permitted to ride on the trip vehicle without prior approval from the principal.

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission.

The superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with board policy on use of corporation vehicles and/or use of private vehicles.

## **VISITORS RIDING SCHOOL BUS**

Student visitors will not be allowed to ride the bus.

Parent or adult visitors should not be allowed to ride the bus unless they have completed the Volunteer Information Form for the current school year at the appropriate building.

## **USE OF TWO-WAY RADIO**

The two-way radios are for school business only.

Radios are monitored by school personnel and the public.

**Radio usage should be kept to a minimum  
and about necessary, daily operational matters.**

Report all other matters to the Director of Transportation either in person or by telephone.

Common courtesy should always be followed when using the radio.

Keep your radio on with the volume turned up at all times.

**During any emergency situation -- Clear the radio.  
Remain quiet.**

**Allow the transportation department to handle the situation.**

## **RADIO USE GUIDELINES**

Call by unit number

Be polite and courteous

Keep messages short and simple

Avoid the use of a student's and / or family's last names

Limit student information – “too much is not good”

Be careful with “parents not at home” or “student home alone”

Wait for others to “Clear”

Avoid student behaviors and penalties with identifying information by using codes

Avoid detailed, descriptive student directions and telephone numbers regarding alternative locations, days and hours information

Limit loose livestock calls to “bus endangerment”

## **GUIDELINES FOR EXTRACURRICULAR ACTIVITY AND SPORTS TRIPS**

### **GUIDELINES FOR COACH/SPONSOR/CHAPERONE – SCHOOL BUS SUPERVISION**

1. The coach/sponsor/chaperone is to follow all established and approved school bus rules and is responsible for discipline. The driver is ultimately responsible for the safe transportation and enforcement of bus rules. However, if student misconduct is brought to the attention of the coach/sponsor/chaperone(s) they will normally resolve the problem.
  - a. Prohibit excessive noise and foul language
  - b. Passengers are to remain seated
  - c. Prohibit throwing of objects
  - d. Prohibit physical contact
  - e. Prohibit smoking
2. A coach/sponsor/chaperone should be seated in a location to observe and assure good student behavior. If there is more than one coach/sponsor/chaperone, they should be strategically located throughout the bus.
3. The coach/sponsor/chaperone should have passengers pick up all trash, put up windows and collect lost articles before leaving the bus. Windows shall not be lowered without permission of the coach/sponsor/chaperone and bus driver.

4. In the event of a breakdown or accident, the coach/sponsor/chaperone must maintain control of the passengers while the driver arranges for repair or other transportation.
5. Vandalism to the bus will be paid for by the group using the bus. The bus will be inspected by the driver, coach/sponsor/chaperone prior to and at the end of the trip.
6. Where practical, seating plans are encouraged by coach/sponsor/chaperone.
7. The coach/sponsor/chaperone in cooperation with the transportation department will be responsible for determining when the buses depart and return. However, the final responsibility for determining when buses will arrive and depart is the coach/sponsor/chaperone.
8. The coach/sponsor/chaperone will have a list of students on the bus prior to departure. This list is required for insurance and safety purposes.
9. Due to the nature of some trips, it is necessary to allow eating on the bus. The coach/sponsor/chaperone should ensure that this is done orderly and that all trash is picked up at the end of the trip.
10. Any student who rides a bus to an event must also return to the origination point by the bus. Exceptions should be a note written and signed by the parent and approved by the principal, assistant principal, athletic director, or transportation director. Parents who come to the event may also take their own children home after personally notifying the coach/sponsor/chaperone.
11. Student visitors will not be allowed to ride the bus. Parent or adult visitors should not be allowed to ride the bus unless they have completed the Volunteer Information Form.

#### **GUIDELINES FOR BUS DRIVERS ON EXTRACURRICULAR AND SPORTS TRIPS**

1. Check oil, water, gas, lights and safety equipment before leaving. Be sure the bus is in safe operating condition. Properly fill out the vehicle pre-trip inspection report.
2. Determine your route prior to leaving. If the distance is over fifty (50) miles, please advise the transportation director of your intended route. **RADIO REPORT YOUR RETURN.**
3. Have an understanding with the sponsor before leaving about who will be paying for tolls, gas/fuel, parking, etc. On extra-curricular trips, the sponsoring organization is to pay for these expenses. The bus should be completely refueled before departing.
4. The coach/sponsor/chaperone is to be responsible for discipline. The driver is ultimately responsible for the safe transportation and enforcement of bus rules. However, if student misconduct is brought to the attention of the coach/sponsor/chaperone(s), they will normally resolve the problem. Please give a copy of the bus rules/guidelines to the coach/sponsor/chaperone(s) prior to departing. Bus discipline is a dual responsibility of the coach/sponsor/chaperone(s) and the bus driver and both are encouraged to communicate one with another to ensure proper supervisory roles.
5. In the event of a breakdown, the driver should contact the director of transportation or bus mechanic if within radio range. If beyond radio range, the driver should attempt to contact the director of transportation by phone.
6. Report any mechanical failure or concerns to the director of transportation upon return.

7. The bus will be inspected by the driver, coach/sponsor/chaperon prior to and at the end of the trip for cleanliness.
8. With the exception of exterior washing, any vehicle used on an extracurricular activity/sport trip should be returned in a clean condition. **The vehicle should be refueled.**
9. All trips of excessive length (for example, Cedar Point) must have two (2) drivers per bus for rest relief to ensure safety.
10. The driver of an extracurricular activity sport event must have a signed trip sheet authorizing the trip from the building of the coach/sponsor/chaperon of the event. The completed form must be returned to the origination building for payment of the trip driver.
11. The hourly pay rate of the driver shall start at the **scheduled** departure of the trip event and end at the **actual return** to the building unless otherwise agreed upon prior to the trip.

## **BUS DRIVER PAY AND BENEFIT GUIDELINES**

For the purpose of calculating the daily rate for bus drivers, the base rate, and mileage will be factored into the calculations.

The Whitko Community School Corporation will pay the cost of the physical examination required for the CDL license every one (1) or two (2) years, as necessary. Only the procedures required for the CDL physical will be covered up to a maximum of \$75. Payment will be by claim and appropriate receipts must be provided.

Substitute bus drivers will be reimbursed up to a maximum of \$100 for the required Skills Test, after a minimum of twenty (20) trips of driving for either regular routes or extra-curricular routes.

Bus drivers will be allowed a maximum of (2) personal days. These days may be taken without loss of pay for emergencies in personal affairs that cannot be taken care of except on a work day. These days must be approved no sooner than a week prior by the Director of Transportation and bus drivers are responsible for making arrangements for a qualified substitute driver to assume route responsibilities. Any unused days as of June 30 may carry over and accumulate to a maximum of (3) days.

Bus drivers will be allowed a maximum of (5) sick days. These days may be taken without loss of pay for serious illness in the immediate family or a personal illness. These days must be approved by the Director of Transportation and bus drivers are responsible for making arrangements for a qualified substitute driver to assume route responsibilities. Any unused days as of June 30 of each year may carry over and accumulate to a maximum of (35) days.

No personal or sick days will be approved or paid without proper documentation (Affidavit of Absence) for the above-named purposes.

## **RELATED BENEFITS AND REGULATIONS FOR TRANSPORTATION DEPARTMENT EMPLOYEES IS AVAILABLE IN WHITKO COMMUNITY SCHOOLS' NON-CERTIFIED HANDBOOK.**



**CIVIL RIGHTS COMPLIANCE OFFICER**

The Civil Rights Compliance Officer for Whitko Community Schools is  
Timothy A. Pivarnik, EdS., Superintendent  
Whitko Community Schools Corporation, 710N SR 5, Larwill, IN 46764  
260-327-3677

**HIPAA OFFICER**

The HIPAA Officer for for Whitko Community Schools is  
Timothy A. Pivarnik, EdS., Superintendent  
Whitko Community Schools Corporation, 710N SR 5, Larwill, IN 46764  
260-327-3677

**EQUAL OPPORTUNITY EMPLOYER**

No person shall on the basis of gender, race, color, national origin, or handicap be excluded from participation in, denied the benefits of, or be subjected to discrimination in employment, or recruitment, consideration, or selection. Information requested is used only to determine the applicant's ability to meet job criteria and perform satisfactorily.

**NOTIFICATION STATEMENT**

IT IS THE POLICY OF THE WHITKO COMMUNITY SCHOOL CORPORATION NOT TO DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, OR DISABILITY, IN ITS PROGRAMS OR EMPLOYMENT POLICIES AS REQUIRED BY THE INDIANA CIVIL RIGHTS ACT (I.C. 22-9.1), TITLE VI AND TITLE VII (CIVIL RIGHTS ACT OF 1964), TITLE IX (EDUCATIONAL AMENDMENTS 1972), THE EQUAL PAY ACT OF 1973, AND SECTION 504 (FEDERAL REHABILITATION ACT OF 1973).  
INQUIRIES REGARDING COMPLIANCE WITH TITLE IX MAY BE DIRECTED TO THE SUPERINTENDENT, WHITKO COMMUNITY SCHOOL CORPORATION, 710 NORTH STATE ROAD 5, LARWILL, IN 46764, IN – TELEPHONE 260-327-3677; INQUIRIES REGARDING COMPLIANCE WITH SECTION 504 MAY BE DIRECTED TO THE DIRECTOR OF SPECIAL SERVICES, ADMINISTRATION CENTER, 710 NORTH STATE ROAD 5, LARWILL, IN 46764 – TELEPHONE 260-327-3677.

ANY PERSON WHO BELIEVES THAT S/HE HAS BEEN DISCRIMINATED AGAINST OR DENIED EQUAL OPPORTUNITY OR ACCESS TO PROGRAMS OR SERVICES MAY FILE A COMPLAINT, WHICH SHALL BE

REFERRED TO AS A GRIEVANCE, WITH THE SUPERINTENDENT WHO ACTS AS THE CORPORATION'S CIVIL RIGHTS COORDINATOR.

THE INDIVIDUAL MAY ALSO, AT ANY TIME, CONTACT THE U.S. DEPARTMENT OF EDUCATION, OFFICE OF CIVIL RIGHTS, 401 SOUTH STATE STREET, ROOM 700, CHICAGO, ILLINOIS 60605-1202.

#### **PROCEDURE**

THE PERSON WHO BELIEVES S/HE HAS A VALID BASIS FOR GRIEVANCE SHALL DISCUSS THE GRIEVANCE INFORMALLY AND ON A VERBAL BASIS WITH THE CORPORATION'S CIVIL RIGHTS COORDINATOR, WHO SHALL IN TURN INVESTIGATE THE COMPLAINT AND REPLY WITH AN ANSWER TO THE COMPLAINANT. S/HE MAY INITIATE FORMAL PROCEDURES ACCORDING TO THE FOLLOWING STEPS:

##### **STEP 1**

A WRITTEN STATEMENT OF THE GRIEVANCE SIGNED BY THE COMPLAINANT SHALL BE SUBMITTED TO THE CORPORATION'S CIVIL RIGHTS COORDINATOR WITHIN FIVE (5) BUSINESS DAYS OF RECEIPT OF ANSWERS TO THE INFORMAL COMPLAINT. THE COORDINATOR SHALL FURTHER INVESTIGATE THE MATTERS OF GRIEVANCE AND REPLY IN WRITING TO THE COMPLAINANT WITHIN FIVE (5) BUSINESS DAYS.

##### **STEP 2**

IF THE COMPLAINANT WISHES TO APPEAL THE DECISION OF THE CORPORATION'S CIVIL RIGHTS COORDINATOR, S/HE MAY SUBMIT A SIGNED STATEMENT OF APPEAL TO THE SUPERINTENDENT OF SCHOOLS WITHIN FIVE (5) BUSINESS DAYS AFTER RECEIPT OF THE COORDINATOR'S RESPONSE. THE SUPERINTENDENT SHALL MEET WITH ALL PARTIES INVOLVED, FORMULATE A CONCLUSION, AND RESPOND IN WRITING TO THE COMPLAINANT WITHIN TEN (10) BUSINESS DAYS.

##### **STEP 3**

IF THE COMPLAINANT REMAINS UNSATISFIED, S/HE MAY APPEAL THROUGH A SIGNED WRITTEN STATEMENT TO THE SCHOOL BOARD WITHIN FIVE (5) BUSINESS DAYS OF HIS/HER RECEIPT OF THE SUPERINTENDENT'S RESPONSE IN STEP TWO. IN AN ATTEMPT TO RESOLVE THE GRIEVANCE, THE SCHOOL BOARD SHALL MEET WITH THE CONCERNED PARTIES AND THEIR REPRESENTATIVE WITHIN TWENTY (20) BUSINESS DAYS OF THE RECEIPT OF SUCH AN APPEAL. A COPY OF THE BOARD'S DISPOSITION OF THE APPEAL SHALL BE SENT TO EACH CONCERNED PARTY WITHIN TEN (10) BUSINESS DAYS OF THIS MEETING.

##### **STEP 4**

IF AT THIS POINT THE GRIEVANCE HAS NOT BEEN SATISFACTORILY SETTLED, FURTHER APPEAL MAY BE MADE TO THE U.S. DEPARTMENT OF EDUCATION, OFFICE OF CIVIL RIGHTS, 401 SOUTH STATE, ROOM 700, CHICAGO, ILLINOIS, 60605-1202

## **USE OF TOBACCO PRODUCTS BY SUPPORT STAFF ON SCHOOL PREMISES**

The School Board recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the non user and is, therefore, of concern to the School Board.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter of substance that contains tobacco.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the board cannot, even by indirection, condone the use of tobacco, the board prohibits the use of tobacco by support staff members in school buildings at all times. Such prohibition also applies on school grounds, on school vehicles, and at any school-related event.



## **DRUG AND ALCOHOL TESTING OF CDL LICENSE HOLDERS**

The School Board entrusts the safety of students being transported to and from school and school activities on school buses to the drivers of those buses. To be worthy of the School Board's continuing trust, each school bus driver must be mentally and physically alert at all times while on duty. The School Board therefore establishes this policy and directs the Superintendent to transmit administrative guidelines as needed to fully implement Department of Transportation requirements for drug and alcohol testing of these employees of the School Board.

The School Board requires all CDL license holders to comply with Board Policy 4122.01 on Drug Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times. To implement this requirement, it is the policy of the School Board that all CDL license holders are to be free of any impairment from the use of alcohol or controlled substances while on duty.

The School Board directs the Superintendent to establish a drug and alcohol testing program pursuant to an administrative guideline that requires each employee who is employed as a regular or substitute bus driver or performs safety sensitive functions on school buses such as bus mechanics, and contractors who drive school buses pursuant to a transportation contract, to be subject to testing for the presence of alcohol in his/her system as well as for the presence of the following:

- A. Marijuana metabolites
- B. Cocaine metabolites
- C. Opiate metabolites
- D. Amphetamines
- E. Phencyclidine (PCP)

The School Board believes that quality education is not possible in an environment affected by drugs and alcohol. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance.

The School Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, and any drug paraphernalia, by any member of the corporation's support staff at any time while on corporation property or while involved in any corporation-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with corporation guidelines and the terms of collective bargaining agreements.

## **DRUG-FREE AND ALCOHOL-FREE WORKPLACE**

The superintendent shall establish guidelines that ensure compliance with this policy and that each staff member is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed, which comply with the terms of any negotiated agreement.

## **CONTROLLED SUBSTANCE & ALCOHOL**

For the purpose of this policy, a school bus driver is defined as an employee, permanent or temporary, who

holds a public transportation cdl license and has been hired to transport students.

The Whitko Community School Corporation, hereafter referred to as the corporation, believes it is vital that students and the community have the right to expect that students are transported to and from school or school related activities in the safest manner possible. The corporation further believes that a school bus driver cannot safely operate a school bus while under the influence of any controlled substance as defined in the controlled substance act (21 u.s.c. 812) and the code of federal regulations (21 c.f.r. 1308. 11-1308.15) or while under the influence of alcohol. It is for this purpose that the corporation has implemented the following substance abuse policy which includes testing for the presence of drugs and alcohol:

## **CONTROLLED SUBSTANCE AND ALCOHOL POLICY**

It is the purpose of this policy to encourage an enlightened viewpoint toward alcoholism and other drug dependencies as behavioral/medical problems which can be treated. At the same time, the board of trustees of the Whitko Community School Corporation is concerned about the adverse effects of alcohol or other drug use on employee performance, health and safety. Bus drivers are expected and required to be in suitable mental and physical condition while at work, performing their jobs satisfactorily and behaving appropriately. When the use of alcohol and other drugs interferes with such expectations, a driver's failure to meet these basic expectations will result in disciplinary actions.

This policy applies to all Whitko Community School Corporation drivers who are required to hold a Commercial Drivers License (CDL) to perform their job function. The use, possession, sale, purchase or transfer of unauthorized or illegal drugs or substances, or the abuse or misuse of legal drugs on school property, while on school business, or while operating school vehicles and equipment, is prohibited. Drinking alcoholic beverages during working hours, 18 hours before reporting to work, or having any measurable amount of alcohol in his/her system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited

\*\*\*To the extent it affects a driver's attendance or performance and his/her ability to pass required dot alcohol and controlled substance tests. Any violation of this policy is grounds for termination as a driver for the School Corporation and possible legal prosecution.

Since physician-directed use of drugs can affect behavior and performance, drivers are encouraged to advise their supervisor whenever they are taking drugs for medical reasons. When such use of drugs adversely affects job performance or safety, it is in the best interest of the driver, co-workers and the school corporation that the driver take emergency days, or, if necessary, unpaid leave, in accordance with the school corporation's leave policies.

Whitko Community School Corporation reserves the right to terminate any driver who violates the school corporation's drug and alcohol abuse policy for CDL drivers. Employees who are convicted for alcohol or drug-related charges may be subject to school corporation disciplinary action, up to and including termination. The School Corporation may offer the driver, at the driver's expense, the opportunity to receive appropriate treatment. Where the school corporation makes a commitment of time to overcoming the problem and achieving a satisfactory level of performance, attendance or behavior, then failure to achieve a satisfactory level will result in termination.

Any information concerning a driver's drug or alcohol abuse will be available only to members of the administration whom the school corporation believes should be aware of this information. Unless otherwise required by law, this information will not be disclosed by the school corporation to any other employer, organization or individual without the driver's written consent.

## **THE FOLLOWING SIX SITUATIONS WILL REQUIRE DRUG AND ALCOHOL TESTING:**

Tests are to be conducted pursuant to Whitko Community School policy and Federal regulations:

### **1. PRIOR TO EMPLOYMENT (FOR CONTROLLED SUBSTANCES ONLY)**

Pre-Employment: 382.301 Pre-Employment testing. <382.215> <382.303>

(a) prior to the first time a driver performs a safety-sensitive function for an employer, the driver shall undergo testing for controlled substances as a condition prior to being used, unless the employer uses the exception in paragraph (b) of this section. No employer shall allow a driver, who the employer intends to hire or use, to perform safety-sensitive functions unless the employer has received a controlled substance test result from the MRO or C/TPA indicating a verified negative test result for that driver.

(b) an employer is not required to administer a controlled substances test required by paragraph (a) of this section if:

(b)(1) the driver has participated in a controlled substances testing program that meets the requirements of this part within the previous 30 days; and

(b)(2) while participating in that program, either:

(b)(2)(i) was tested for controlled substances within the past 6 months (from the date of application with the employer), or

(b)(2)(ii) participated in the random controlled substances testing program for the previous 12 months (from the date of application with the employer); and

(b)(3) the employer ensures that no prior employer of the driver of whom the employer has knowledge has records of a violation of this part or the controlled substances use rule of another dot agency within the previous six months.

### **2. BASED UPON REASONABLE SUSPICION**

Reasonable suspicion: conducted anytime a trained supervisor observes behavior or appearance that is characteristic of drug or alcohol misuse.

### **3. UPON AN EMPLOYEE OR CONTRACTOR'S RETURN TO DUTY AFTER ANY ALCOHOL OR DRUG REHABILITATION**

Return to duty and follow up: conducted when an individual violated the prohibited conduct regarding alcohol and drug misuse. The driver must test negative on a drug test and below a .02 for breath alcohol. Over the next 12 months, that driver must be tested a minimum of 6 times. Follow up testing will be in accordance with dot regulations and the recommendations of the substance abuse professional.

### **4. AFTER AN ACCIDENT UNDER CIRCUMSTANCES DESCRIBED IN THE SUPERINTENDENT'S ADMINISTRATIVE GUIDELINE**

Post-accident: both drug and alcohol testing will be performed following any accident involving a fatality, or any accident in which the driver receives a citation under state or local law for a moving traffic violation arising from the accident. (an accident is defined as an incident involving a vehicle in which there is a fatality, an injury treated away from the scene, or a vehicle is required to be towed from the scene)

Post-accident: both drug and alcohol tests are required under the following situations: (s 382.303 (a) and (b))

type of accident involved:	citation issued to cmv driver	test must be performed by employer:
*****		
human fatality	yes	yes
	no	yes
^		
bodily injury with immediate medical treatment away from the scene	yes	yes
	no	no
^		
disabling damage to any motor vehicle requiring tow away	yes	yes
	no	no
^		

Non DOT test following as soon as practicable following an accident involving a corporation vehicle, the corporation *may* test for alcohol and controlled substances.

**5. ON A RANDOM BASIS**

Random: conducted on a random unannounced basis, the minimum annual rate for drug testing will be 50% of the average number of drivers and at a 25% minimum annual rate for alcohol. Drivers selected must proceed immediately to the testing site upon notification. A driver shall only be tested for alcohol just prior to, while on duty, or immediately after the performance of a safety sensitive duty.

Diluted specimens: If a specimen is reported diluted by the laboratory, the MRO will report this information to the DER. The school policy will require an immediate recollection for another test. The result of this test will stand as the final result.

**6. ON A FOLLOW-UP BASIS**

A driver who tests positive on a test described above shall be prohibited from driving a school bus or performing a safety sensitive function on a school bus. The employee shall also be subject to discipline, up to and including discharge and a contract driver shall be prohibited from driving on the same basis as if the driver was an employee of the Board.

The School Board directs the Superintendent to comply with Department of Transportation regulations requiring that the School Board provide educational materials that explain the requirements of drug and alcohol testing according to Federal regulations and the School Board's policies and procedures for compliance with those regulations to school bus drivers and any organization of these employees. After the initial distribution of materials to each driver employed at the time of the distribution, the Superintendent or a designee shall see that each employee subsequently hired or transferred into one of these positions receives the materials required by this policy.

The materials to be provided to drivers pursuant to this policy shall include a detailed discussion of the following:

- A. the identity of the person designated by the Superintendent to answer employee questions about the materials
- B. the categories of drivers who are subject to drug and alcohol testing
- C. sufficient information about the safety-sensitive functions performed by those employees to make clear what period of the employee's workday the employee is subject to this policy
- D. specific information concerning employee conduct that is prohibited by this policy

- E. the circumstances under which an employee will be tested for alcohol and/or controlled substances, including post-accident testing
- F. the procedures that will be used to test for the presence of alcohol and controlled substances, protect the employee and the integrity of the testing processes, safeguard the validity of the test results, and ensure that test procedures are attributed to the correct person, including post-accident information and procedures and instructions required by Federal regulations
- G. the requirement that an employee submit to alcohol and controlled substances tests administered in accordance with Federal regulations
- H. an explanation of what constitutes a refusal to submit to an alcohol or controlled substances test and the consequences of refusal to submit a sample
- I. the consequences for an employee found to have violated this policy, including the requirement that the driver be removed immediately from driving or performing any safety-sensitive function, and the procedures for seeking the assistance of substance abuse professionals and the return-to-duty process found in 40 C.F.R. 40.281 to 313
- J. the consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04
- K. information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or co-workers); and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to the Superintendent

The Superintendent shall ensure that each driver is required to sign a statement certifying that he or she has received a copy of these materials described in this policy. The original of the certificate signed by the employee shall be maintained in a file on the employee or contractor. An employee required to sign a certificate certifying that he or she has received a copy of the materials described in this policy who refuses to sign the certificate shall not be permitted to drive or perform any safety sensitive function until the certificate required by this policy is signed.

The Superintendent shall arrange for the required amount of training for appropriate staff members in drug recognition, in the procedures for testing, and in the proper assistance of staff members who are subject to the effects of substance abuse.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide services for implementation of the Department of Transportation rules including the following services:

- A. testing of all first and second test urine samples
- B. clear and consistent communication with the Board's Medical Review Officer ((MRO)
- C. methodology and procedures for conducting random tests for controlled substances and alcohol
- D. preparation and submission of all required reports

## **RESPONSIBILITY TO THE EMPLOYEE**

The corporation accepts the following responsibilities for bus drivers:

1. The corporation will provide the appropriate drug and alcohol testing of bus drivers

at no cost to the employee.

2. The corporation will insure the fairness and accuracy of the testing by contracting with an independent agency properly certified to perform such tests.
3. The corporation is responsible for ensuring the confidentiality of all employee's medical records in the diagnosis of drug or alcohol abuse. All records concerning alcohol and drug testing are part of that record.
4. The corporation will provide information on drug and alcohol use and treatment resources, the corporation policy, and the testing requirements.
5. The transportation supervisor will receive at least one hour of training for drugs and one hour of training for alcohol on the signs and symptoms of abuse and indicators used in making determinations for reasonable suspicion testing.

### **RESPONSIBILITIES OF THE EMPLOYEE**

Bus drivers are expected to arrive at work fit for duty. Arrival at work with performance altering drugs or alcohol in their system is prohibited.

Bus drivers are expected to perform their job in a safe manner. Use of a chemical substance that would interfere with personal safety or the safety of others is prohibited.

Bus drivers and potential bus drivers are expected to cooperate with the third party administrator directed to conduct any testing.

### **PENALTY FOR VIOLATING THIS POLICY**

Bus drivers found in possession of an illegal substance or alcohol on corporation property or while performing their duties will be subject to discharge.

Bus drivers who are found positive through urinalysis for an illegal substance in their system will be immediately removed from their duties and will be subject to disciplinary procedures which may include termination of employment. Removal will take place after the medical review officer has determined that the positive drug test was the result of unauthorized use of a controlled substance. After a positive test, drivers will be referred to a substance abuse professional and will be subject to disciplinary procedures which may include termination of employment. Follow up testing will be in accordance with dot regulations and the recommendations of the substance abuse professional.

Bus drivers tested for breath alcohol indicating a blood alcohol level of *.04 or greater* will be considered positive and will be immediately removed from duty. Removal from duty from an alcohol test will take place as soon as a bat (breath alcohol technician) has determined the breath alcohol test indicates a blood alcohol concentration of *.04 or greater*. After a positive test, drivers will be referred to a substance abuse professional and will be subject to disciplinary procedures which may include termination of employment. . Follow up testing will be in accordance with dot regulations and the recommendations of the substance abuse professional.

A breath alcohol indicating a blood alcohol level of *.02 or greater, but less than .04* will be immediately removed from duty until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following the administering of the test. Removal from duty from an alcohol test will take place as soon as a bat (breath alcohol technician) has determined the breath alcohol test indicates a blood alcohol

concentration of .02 or greater. Before returning to duty, the driver must test negative on a follow up breath alcohol test.

Bus drivers who are diagnosed as having a mind altering substance in their system while at work will be subject to discharge.

Bus drivers or potential bus drivers refusing to submit to urinalysis or breath analysis will be considered in violation of their employment agreement and will be subject to disciplinary action which may include termination or the withdrawal of an employment offer.

## **PROCEDURES**

An independent agency will perform all the tasks related to drug screening and/or breath analysis. Potential bus drivers or drivers involved in an accident while in the performance of their duties may be tested by locally trained personnel or local law enforcement agencies.

All selected drivers will fill out and sign a urine drug test release form and an alcohol testing release form. All drivers will strictly adhere to the instructions and direction of the testing agency.

The refusal to take the required tests will be treated the same as a positive result from testing in regard to administering discipline.

Testing will be performed by an independent third party in accordance with all dot rules, procedures and standards as stated in the federal register.

## **EMPLOYEE ASSISTANCE PROGRAM**

The corporation will provide the names and addresses of public or private agencies who may assist an employee who tests positive on a drug or alcohol test. The corporation does not assume any responsibility for payment of fees for assessment and/or treatment of drug or alcohol addiction problems.

## **SUBSTANCE ABUSE**

The School Board recognizes alcoholism and drug abuse as treatable illnesses.

A staff member having an illness or other problem relating to the use/abuse of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to staff members having any other illness.

The responsibility to correct unsatisfactory job performance or behavior resulting from a substance abuse problem rests with the staff member. Failure to do so, for whatever reason, will result in appropriate corrective or disciplinary action as determined by the board.

No staff member will have his/her job security or promotion opportunities jeopardized solely on the basis of his/her request for counseling or referral assistance.

Staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

Please refer to School Board policy 4122.01 on drug-free workplace for additional requirements for staff members.

The Superintendent shall also propose that the Board select the agency or persons who will conduct the alcohol tests, provide the School Board's MRO, and the drug collection site(s) in accordance with the requirements of the law.

I.C. 20-27-5 (driver qualifications – transportation contracts)

I.C. 20-27-8 (driver standards)

49 C.F.R. 40.85 (drugs to be tested for)

49 C.F.R. 382.107 (safety sensitive function defined)

49 C.F.R. 382.301 (pre-employment testing)

49 C.F.R. 382.303 (post-accident testing)

49 C.F.R. 382.305 (random testing)

49 C.F.R. 382.307 (reasonable suspicion testing)

49 C.F.R. 382.601 (employer obligation to promulgate a policy on the misuse of alcohol and use of controlled substances)

Revised 10/21/02

Revised 10/18/04

Revised 5/20/13

Revised 1/19/16

## **INTERROGATIONS AND SEARCH AND SEIZURE**

No bus driver has permission to search a student or their belongings at any time. Any safety concerns should be directed to the Director of Transportation or building principal.



# Whitko Community School Corp. Transportation Department Code of Conduct

The following are Transportation Department guidelines for conduct by all employees:

1. Follow all rules in the Whitko Transportation Handbook.
2. Follow the directives of supervisors.
3. Ask for approval if a variation to a directive is required.
4. Not use profanity while performing or discussing my job.
5. Show respect to others. The following are suggestions for (but not limited to) showing respect for others:
  - A. Attempting to be friendly to other employees.
  - B. Being punctual and considerate of others' times.
  - C. Not unfairly criticizing, condemning, or complaining about other employees.
  - D. Listening and showing courtesy to the person speaking.
  - E. Avoiding arguments.
  - F. Making other people feel important.
  - G. Telling the truth.
  - H. Discussing directly with the individual involved if I have an issue or concern with him/her, unless such issue or concern is addressed with the Transportation Director.
6. Comply with all local, state, and federal laws.
7. Violations to the Code of Conduct may result in (but may not be limited to) the following:
  - A. Verbal warning(s);
  - B. Written reprimand(s);
  - C. Probation or suspension; and/or
  - D. Termination of employment.

The Transportation Director will issue the appropriate discipline, with the following exceptions:

- A. The director is not available, or
- B. The director feels the discipline should be issued by the Superintendent, the School Board, or either of their designees.

A copy of the Whitko Community School's Transportation Handbook has been provided me as of this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Driver

\_\_\_\_\_

Jim Bumbaugh, Director of Transportation

# CONSENT AND AUTHORIZATION TO RELEASE MEDICAL INFORMATION

I, \_\_\_\_\_ do hereby give my consent to Whitko School Corporation, and any medical testing laboratory or clinic designated by the corporation to perform appropriate tests or examinations on me, to include, but not be limited to, urine, breath or blood testing for illegal, controlled, or unauthorized substances or alcohol. I also agree to take any physical examinations or medical tests now, or at a later time, that the corporation may require for the health or safety of its employees, including but not limited to, testing for illegal, controlled, or unauthorized substances or alcohol.

I also give my permission to any doctor, nurse, technician or medical clinic which administers tests or examinations to release the results of any tests or examinations to the corporation. I also give my permission for this information to be reported to the FMCSA Clearinghouse.

I understand that a determination by a medical testing laboratory or clinic designated by the corporation that any illegal, controlled or unauthorized substance or alcohol is present in my system may result in the termination of my employment. I also understand that refusing to submit to urinalysis or breath analysis will be in violation of employment and will result in immediate removal from safety sensitive functions and disciplinary action up to and including termination.

I agree to release and hold harmless the corporation, its agents and employees from any and all liability and damages resulting or arising from any medical tests or physical examination of the corporation in reliance upon such test or examination results, or from the release of the results of any such test or examination.

I understand that the test results will be treated by the corporation and the laboratories and persons involved in the testing, in a confidential matter.

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

Witnessed By: \_\_\_\_\_ Date: \_\_\_\_\_

## EMPLOYEE ACKNOWLEDGEMENT

I have received a copy of the policy, and understand the policy, procedures, and provisions described in it.

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

Witnessed By: \_\_\_\_\_ Date: \_\_\_\_\_

## Certificate of Receipt

(Acknowledgement of receiving materials required by 49 CFR Part 382.601)

Employee Name: \_\_\_\_\_

This is to certify that I have been provided educational materials that explain the requirements of 382.601 and my employer's policies and procedures with respect to meeting the requirements. This includes the following items.

- The designated person to answer questions about the material.
- The categories of drivers subject to Part 382.
- Sufficient information about the safety-sensitive functions and periods of the workday that compliance is required.
- Specific Information Concerning prohibited driver conduct.
- Circumstances under which a driver will be tested.
- Test procedures, driver protection and integrity of the testing processes, and safeguarding the validity of the test.
- The requirements that tests are administered in accordance with Part 382.
- An explanation of what will be considered a refusal to submit to a test and the consequences.
- The consequences for Part 382 Subpart B violations including removal from safety-sensitive functions and 382.605 procedures.
- The Consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04.
- Information on the effects of alcohol and controlled substances use on: an individual's health, work, personal life, signs and symptoms of a problem, and available methods of intervening when a problem is suspected.
- A copy of my employer's substance abuse policy.

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

Authorized Employer Representative: \_\_\_\_\_

