

**TRANSPORTATION SUPERVISOR - RESPONSIBILITIES**

1. To coordinate usage of all St. Maries Joint School District No. 41 vehicles and school buses thus providing maximum efficiency and preventing unauthorized usage;
2. To assist the Superintendent and the Board of Trustees in establishing routes and loading/unloading stops for school buses;
  - A. Must consider traffic hazards;
  - B. Must consider student safety; and
  - C. Must consider bus load capacity.
3. To cooperate with bus drivers in forming new or upgraded practices and policies regarding safe bus operation and report such to the Superintendent;
4. To organize bus drivers' training sessions preceding each school term to inform bus drivers of state, local, and District policies and emergency first aid care;
5. To accept discipline citations on students from bus drivers and submit such to the appropriate principal;
6. To report lack of disciplinary control and vehicle mistreatment to the Superintendent when the bus drivers are negligent;
7. To ensure that loading and unloading areas at or near schools are supervised; and
8. To provide emergency training and evacuation drills for students.

**MECHANIC - RESPONSIBILITIES**

1. Assists Transportation Supervisor in all maintenance duties, changing tires, greasing, oil changing, etc;
2. Maintains such work records as shall be required; and
3. Performs other duties as prescribed by the Transportation Supervisor.

**PRINCIPAL - RESPONSIBILITIES**

1. To supervise personally or by delegated authority the loading and unloading of students in school loading/unloading zones;

- A. Maintain a restricted loading/unloading zone allowing no vehicle movement of any kind during loading/unloading times;
- B. Prevent any student from entering the school bus until the bus drivers are present;
- C. Coordinate class dismissal times to provide maximum safety and efficiency while loading/unloading;
- D. Restrict riding eligibility to those students receiving discipline citations from the bus drivers; and
- E. Collaborate with the Transportation Supervisor to facilitate safety and resolution of any issues.

**SUPERINTENDENT - RESPONSIBILITIES**

- 1. To oversee all transportation practices insuring maximum safety and operational coordination; and
- 2. To act on all reports from the Transportation Supervisor concerning bus drivers' lack of discipline, control, and/or improper operating practices.

**BUS DRIVERS - RESPONSIBILITIES**

**GENERAL POLICIES**

- 1. The bus drivers' main responsibilities are to insure the safety of their passengers. The school bus drivers have complete responsibility for the operation of their bus and the care of their passengers.
- 2. The bus drivers must stop at all railroad crossings and have visual and audible proof that it is safe to cross the railroad before doing so.
- 3. The bus drivers must make proper use of the "Stop Arm" which governs the stopping of traffic traveling past the school bus.
- 4. The bus drivers must maintain discipline on the school bus at all times. They should establish a working relationship with the students by being "firm, fair, and friendly." A bus driver has the same authority on the school bus as a teacher in the classroom. Included in the "Duties and Responsibilities of Bus Drivers Handbook" are suggestions on how to maintain student discipline. The suggestions work and should be incorporated in maintaining discipline on the bus.

5. The bus drivers must eliminate excessive noise and commotion inside the school bus as it can prevent the drivers from hearing warning signals either inside or outside the school bus.
6. Each passenger on the school bus must be seated. No one should be allowed to stand and no one may be seated in front of a line parallel to the back of the drivers' seats.
7. The bus drivers must report all accidents to the local school authorities, the State Department of Law Enforcement, and the State Department of Education. The uniform School Bus Accident Report form shall be completed by the bus drivers or Transportation Supervisor and sent to the Idaho State Department of Education within fifteen (15) days of an accident.
8. It shall be the duty of every bus driver to report the license number of any vehicle which violates any law, thus endangering students, to the Transportation Supervisor.
9. The bus drivers will make judgment decisions about the operation of the bus under hazardous conditions and not driving when such conditions prevail.
10. The bus drivers' time begins when the pre-trip check is started. (Fifteen (15) minutes is allowed.) Bus drivers are required by law to conduct a pre-trip inspection before leaving the bus lot. This is a federal law and failure to conduct this inspection may result in a citation being issued if an officer stops the bus drivers. Procedures for completing the pre-trip inspection and for reporting school bus defects are explained in the Transportation Manual. If deficiencies are found when making the pre-trip inspection daily, the bus drivers should complete a "Driver's Request for Bus Repair" form in the Transportation Office. If the problem does not pose a safety hazard, the Transportation Supervisor may give permission to take the bus on the route. If the decision is made that the bus shouldn't be driven, the bus driver will be assigned a substitute bus to take on the route. Bus drivers should never take a school bus without prior approval from the Transportation Supervisor.
11. Bus drivers should start the motor and allow the bus to warm slowly. Bus drivers should not race the engine and keep warm-up time to a minimum to conserve fuel. Bus drivers must stay in or near their bus while it is warming. Bus drivers should not turn on heaters, fan, or lights while bus is warming, except to do the pre-trip inspection. Most of the buses are not equipped to handle all the lights and heaters running at the same time. During the winter when it is dark during the morning routes, headlights, marker lights, and warning lights are necessary. Therefore, heaters should be limited. Usually front heater and defroster are sufficient. If too many accessories are running at the same time, the battery will eventually run down and the school bus will quit.

12. If the bus has an engine heater, the bus drivers should be sure to unplug the heater cord from the bus.
13. The lights and stop sign must be clean and visible at all times.
14. Bus drivers are required to check all gauges for the proper reading and be sure there is adequate fuel.
15. Bus drivers are expected to keep windows clean and free of frost. During the winter, the bus drivers should not leave until the front windows, rear windows, side view mirrors, crossover mirrors, and side windows back as far as the front passenger seats are free of frost. Bus drivers should not use windshield wipers to clear frost off the front windows.
16. Bus drivers are responsible for installing their own tire chains.
17. Bus drivers are responsible for keeping their buses clean. This includes picking up papers every day, sweeping when necessary, dusting the dash ledges, cleaning windows, etc.
18. Bus drivers must keep the Transportation Office informed of their current address and telephone number. Bus drivers are encouraged to have a home telephone or cell phone.
19. Bus drivers are expected to arrive for work fifteen (15) minutes before the scheduled departure time. If a bus driver does not show up for their route on time, a "substitute" driver may be assigned to their route. If the regular driver shows up late, they will not be allowed to complete their bus route unless the Transportation Supervisor determines otherwise in the best interest of students.
20. Bus drivers need to request substitute drivers through the Transportation Supervisor who will make all final decisions and arrangements for substitutes.
21. Bus drivers are expected to drive any route or any bus upon request.
22. Bus drivers are expected to read any bulletins that are posted. Any pertinent information concerning road closures, route instructions, meetings, etc., will be posted or bus drivers will be verbally notified. It is up to the bus drivers to be alert to these bulletins.
23. Bus drivers are not allowed to use the bus as a personal vehicle. If a driver has a special problem, prior permission must be given to deviate from their regular duties.
24. Bus drivers should check the seats before and after every route so that any vandalism can be identified to the group responsible, and any lost items returned to

- the Transportation Department's "Lost and Found". All vandalism should be reported to the Transportation Supervisor immediately. Additionally, bus drivers should check the bus at the end of every route or trip to make certain that all passengers have exited the bus.
25. After parking, the bus drivers should make sure all lights, heaters, radios, etc., are turned off.
  26. Buses are usually fueled every day. If the bus is in the shop or out on extra duty when busses are being fueled, bus drivers must check to see if the bus is in need of fuel before leaving the bus garage. Fuel levels on all buses shall be maintained at a minimum of one-half (1/2) tank full.
  27. Passengers shall not be permitted to remain in a school bus while the fuel tank is being filled.
  28. Only authorized persons may ride the school bus. The Superintendent and the Transportation Supervisor must give prior approval for persons other than students, staff members, coaches, and chaperones to ride the bus. Bus driver applicants and/or trainees may receive permission from the Transportation Supervisor to ride the bus.
  29. All information necessary for the proper guidance of bus drivers with respect to routes and schedules will be given to the bus drivers by the Transportation Supervisor.
  30. It is very important that bus drivers maintain their schedules. At no time should a bus leave a stop ahead of the scheduled time without authorization, or in case of an emergency. When a situation arises not covered by instructions, bus drivers are expected to use their best judgment as to the best course to follow.
  31. A student picked up in the morning must be returned to their home bus stop unless other arrangements have been made. This should be addressed via the "Request for Two Address Busing," Board Policy 702.12.
  32. Bus drivers are expected to check bus passes for all students who do not normally ride the bus.

**BUS DRIVERS SHOULD COMPLETE THE FOLLOWING LOADING/UNLOADING PROCEDURES:**

1. Bus drivers must load and unload passengers only from the right hand side of the road with clear vision of at least one hundred (100) yards in both directions.

2. Bus drivers should assist traffic in getting past before loading or unloading on busy roads and highways. If several vehicles are coming from opposite directions, drivers should slow down and keep stop arm in until they get by. If there are a number of vehicles behind the bus, bus drivers should pull off and let them pass, if possible.
3. Bus drivers must signal intention to stop with alternately flashing overhead yellow warning lights at a distance of two hundred (200) feet before stopping.
4. Bus drivers must stop in the center of the traffic lane.
5. Buses must stay in a single line in the loading area – no passing.
6. Bus drivers must extend the stop arm and activate alternately flashing overhead red warning lights simultaneously.
7. Students are to remain seated until the bus comes to a complete stop.
8. Bus drivers should open the door only after all traffic has stopped.
9. Bus drivers must count students as they exit the bus and again as they move away from the bus.
10. Bus drivers must shut the door after students have exited.
11. Students who must cross the road must walk fifteen (15) feet beyond the front of the bus along the right edge of the roadway, and wait for the bus drivers' prearranged signal before crossing. Bus drivers may warn students of sudden danger by a long, steady horn blast.
12. After students have safely crossed the highway or road, the stop arm shall be retracted and the alternately flashing, red overhead warning lights shall be turned off.
13. Bus drivers should proceed to the next stop after all passengers have exited the bus and safely crossed the highway or road.

**BUS DRIVERS SHOULD COMPLY WITH THE FOLLOWING STATE BOARD OF EDUCATION REGULATIONS:**

1. At no time shall bus drivers exceed sixty-five (65) miles per hour or a lesser posted speed limit.
2. Bus drivers shall properly wear a seat belt whenever the bus is in motion.
3. Buses shall not turn around on the highway.

4. Substitute bus drivers shall meet all requirements prescribed for regular drivers. (Idaho Code Section 33-1509).
5. Bus drivers shall make reports to the Transportation Supervisor when necessary.
6. Backing of the school bus shall be done only when a responsible person is available for flagging.
7. If it is necessary for a bus to stop on the main traveled portion of the highway due to a breakdown, the bus should be pulled off the road if possible.
8. Bus drivers on a route should not leave their bus. In case of a breakdown, they should seek help via radio and/or cell phone contact with the Transportation Supervisor, ask a passing motorist for assistance, wait for help, or send an older student for help.
9. Whenever it is necessary for the bus drivers to leave an unoccupied bus or leave the drivers' seats, they shall shut off the motor, curb the wheels where appropriate, set the brakes, and remove the ignition key. Bus keys should be in the possession of the bus drivers at all times.
10. No passenger shall be permitted to operate the bus.
11. School bus doors shall remain closed while the bus is in motion. No bus shall start in motion before all passengers have been seated. The bus drivers shall require each passenger on the bus to be seated in a manufacturer's school bus passenger seat. No student shall be allowed to stand while the bus is in motion.
12. Safety being of paramount importance, the operation of a bus shall, at all times, be in the safest possible manner. This would include turning corners, stopping, and starting.
13. The first aid kit and the triangle warning kit are checked routinely by the Transportation Department with sealed kits placed on each bus. After any use, the bus drivers will return the kit(s) to the Transportation Department for restocking and resealing.
14. The bus drivers shall ensure the safe condition of the school bus by conducting an initial and thorough daily pre-trip school bus inspection. The District shall provide drivers with a pre-trip inspection form. The State Department of Education shall develop and maintain a model pre-trip inspection form using nationally recognized criteria for the school bus pre-trip inspection. Each subsequent trip shall require an additional pre-trip school bus inspection, which at a minimum shall ensure that all safety equipment is in working order, i.e., brakes, tires, lights, steering, and horn. All defects shall be reported by the bus drivers.

15. Only those students, coaches, chaperons, or other persons properly entitled to ride should be allowed on the bus.
16. The Board of Trustees, through its school officials, has sole authority to determine who shall ride on a school bus.
17. Bus drivers are responsible for the proper discipline of students on the bus and must exercise this function in accordance with written policies and instructions of the school authorities.
18. Bus drivers must perform such other closely-related duties as are assigned to them by school authorities.
19. The time schedule for pickup and delivery of students should be followed as accurately as possible.
20. No guns or weapons of any type, inflammable or explosive substances, such as gasoline, and no sharp potentially dangerous items shall be carried on the bus.
21. The District shall limit on-duty and driving time of school bus drivers similar to the limitations imposed by the Federal Motor Carrier Safety Administration (FMCSA) regulations for bus drivers of similar commercial motor vehicles. Bus drivers shall use FMCSA over-the-road hours-of-service trip logs, a trip agenda, or other trip documentation validating applicable driving hours on all out-of-district trips in excess of one hundred (100) miles (FMCSA Regulations, Hours of Service of Drivers).

**Policy Cross Reference:**

Board Policy 702.12                      Request for Two Address Busing

**Legal Reference:**

**Policy History:**

Adopted:	10/13/1975
Reviewed:	12/08/1986
Amended:	12/08/1986
Reviewed:	01/19/2009
Reviewed:	02/09/2009
Amended:	02/09/2009
Reviewed:	11/09/2015
Amended:	11/09/2015