

**AGENDA FOR AGENDA FOR BOARD OF EDUCATION MEETING
COMMUNITY HIGH SCHOOL DISTRICT #154
HELD AT THE COMMUNITY HIGH SCHOOL DISTRICT #154 AT 7:00 PM
MONDAY, AUGUST 12, 2024**

- A. Call to Order
- B. Introduction of Guests
- C. Public Comments (3-5) minutes.
- D. Consent Agenda
 - 1. Read and approve the minutes of the regular and executive session of the July 29, 2024, board meeting.
 - 2. Recommend approval of the following Intergovernmental Agreements between the City of Marengo through its Police Department and Marengo Community High School District #154:
 - School Resource Officer Program
 - Reciprocal Reporting Agreement
 - Parking Lot Control Agreement
 - Truancy Ordinance
 - 3. Recommend appointing Susan McGuire Marengo Community High School District #154 Treasurer for the 2024-2025 school year.
- E. New Business
 - 1. Recommend approval of the tentative FY2025 budget and to place it on display for thirty days for the public to view starting August 13, 2024, at 7:45 AM in the district conference room located at 110 Franks Road, Marengo, IL 60152.
 - 2. Approve the Transportation Employee Handbook.
 - 3. Recommend approval of the personnel report as presented.
 - Jesse Gibbs, Asst. Groundskeeper/Custodian - \$17.53/hour
 - Jenesis Hernandez, Translator/Paraprofessional - \$19/hour; \$21/hour upon completion of Translator Certification Program
 - Amy Pankow, Paraprofessional - \$18.50/hour
 - 4. Recommend passing a resolution certifying serious safety hazards still exist.
 - 5. Recommend approval of the proposed changes and additions to Board policies.
- F. Executive Session to discuss Litigation. 5 ILCS 120/2(c)(11), Student disciplinary cases. 5 ILCS 120/2(c)(9), Personnel 5 ILCS 120/2(c)(1). The purchase or lease of real property. 5 ILCS 120/2(c)(5)The setting of price for sale or lease of property owned by a public body. 5 ILCS 120/2(c)(6).
- G. Return from Executive Session at

H. Recommend possible action as a result of executive session.

I. Superintendent Report

Upcoming Dates:

- August 13 - Freshman Orientation
- August 14 - Teacher Institute Day
- August 15 - First Day of School
- August 21 - NHS Induction Ceremony
- August 26 - BOE Meeting
- August 28 - Early Dismissal 11:25am
- August 28 - Back To School Fall Conference Night

J. Adjournment

Date August 12, 2024

To: Regional Superintendent of Schools
of McHenry County

NOTICE OF APPOINTMENT OF SCHOOL TREASURER

Please be advised that the Board of Education of Marengo Community High School
School District No. 154 of McHenry County, Illinois has this day in compliance with
the provisions of 105 ILCS 5/8.1 of the School Code of Illinois appointed
Susan McGuire whose address is 21105 Peggy Court
Marengo, Illinois, as our School Treasurer for a term of 1
year(s), beginning July 1, 20 24, and ending June 30, 20 25.

Complying with the provisions of 105 ILCS 5/8.2 of the above mentioned Statutes,
we have fixed the amount of bond for the treasurer in the amount of
\$ 6,000,000.00 which said bond being a surety bond, we have duly approved
and one copy of said bond is herewith transmitted to you for your approval and files.
Second copy to be approved and returned to school district.

President

Secretary

School District No. 154, McHenry County, Illinois

Name of firm or persons acting as Surety on Bond: Ohio Casualty Insurance

Term of bond: From Upon Cancellation, 20 24 to , 20 .

Name and address to which checks are to be mailed:

Ms./Mrs./Mr.

Susan McGuire
110 Franks Road
Marengo, IL 60152

PUBLIC NOTICE
Notice of Public Hearing

NOTICE IS HEREBY GIVEN by the Board of Education of School District Number 154, in the county of McHenry, State of Illinois, that the tentative budget for said School District for the fiscal year beginning July 1, 2024 will be on file and conveniently available to the public for inspection at 110 Franks Road, Marengo, Illinois in this School District from and after 7:45 A.M. on the 13th day of August, 2024. Notice is further hereby given that a public hearing on said budget will be held at 7:15 P.M. on the 23rd day of September, 2024 at the Community High School District Number 154 at 110 Franks Road, Marengo, Illinois, dated this 13th day of August, 2024. Board of Education of School District Number 154, in the County of McHenry, State of Illinois.

Jodie Kanaly
Secretary, Board of Education
Community High School
District #154
McHenry County
Marengo, Illinois 60152

TRANSPORTATION



Department of Transportation Handbook

RILEY CONSOLIDATED SCHOOL DISTRICT #18

**MARENGO COMMUNITY HIGH SCHOOL
DISTRICT #154**

**MARENGO-UNION CONSOLIDATED SCHOOL
DISTRICT #165**

DEPARTMENT OF TRANSPORTATION
TRANSPORTATION EMPLOYEE HANDBOOK

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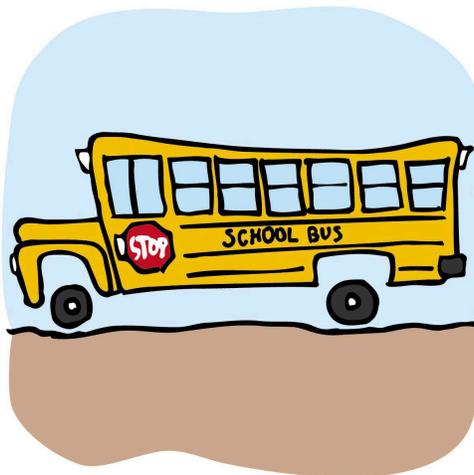
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PREFACE

This handbook outlines general policies for the operation of
the Transportation Department of
Riley Community Consolidated School District #18
Marengo Community High School District #154
Marengo-Union Consolidated School District #165

This handbook is designed to acquaint you with safe and efficient transportation of students by incorporating safe driving practices, basic guidelines governing the transportation of students and policies regarding district employees. Nothing in this manual shall be contrived as to relieve any driver from using sound judgment. As different situations present themselves throughout the year or legislation changes there may be a need to review and revise the handbook for specific situations by the Superintendent or his/her designee, Transportation Director, or Administrative Personnel for each School District. Remember, as a driver for the Transportation Department you are a direct representative and are expected to act as such. Know the rules of operation and if you have any questions concerning any of these instructions or if you desire additional information, consult the Director of Transportation.



This handbook replaces all previous handbooks not dated or dated prior to this revision. This handbook is for the Transportation Department Employees. If you have any questions please check with the District office.

INTRODUCTION

The Director of Transportation reports directly to the Superintendents and Assistant Superintendent. Regardless of who the Director of Transportation may be, the administration of Marengo-Union Consolidated School District #165, Marengo Community High School District #154 and Riley Community Consolidated School District #18 will always retain the right to develop and administer a transportation program to meet all the requirements of the daily instructional program and athletic/extracurricular activities of Marengo-Union and Riley Students. A primary goal of the Transportation Department is to provide the most efficient and safest means of transportation for pupils to and from school. The Transportation Director acts as liaison with parents and school administrators regarding complaints and special requests. As employees of Marengo-Union Consolidated School District #165, Marengo Community High School District #154 and Riley Community Consolidated School District #18, we need to keep in mind that we provide a service to our community. Hereto, Marengo-Union Consolidated School District #165, Marengo Community High School District #154 and Riley Community Consolidated School District #18, shall be identified in the handbook as the Marengo Area School Districts.

EMERGENCY NUMBERS

During the regular school day (5:45 AM - 4:30 PM) call the Transportation Office to obtain help in case of breakdown, unable to work or other difficulties you may encounter.

Always try to reach someone via your radio before telephoning.

A list of emergency telephone numbers are to be carried in each bus. If your bus does not have these numbers, notify the Transportation Director.

AM Coverage: 6:00 am – 6:45 am
Lori Thorson Hours: 5:30 am – 3:30 pm
Wendy Leuth Hours: 7:00 am – 3:30 pm
Sarah Nichols Hours: 3:30 pm – 5:00 pm (PM Dispatch)

DAYTIME TELEPHONE NUMBERS:

• Transportation Office	815-568-0778
• Lori Thorson	847-770-8559
• Wendy Leuth	815-236-8817
• Vince Long	815-540-7470
• District 165 Office	815-568-8323
• Locust School Office	815-568-7632
• Grant Intermediate Office	815-568-7407
• MCMS Office	815-568-5720
• District 154 Office	815-568-6511
• District 18 Office	815-568-8637

AFTER HOURS, CALL:

• Lori Thorson	(Cell) 847-770-8559
• Lea Damisch	(Cell) 815-690-7258

IF YOU ARE UNABLE TO WORK – PROCEDURE TO BE FOLLOWED:

- If you are unable to work your **Mid-day or PM** shift, call Lori or Wendy at the office phone number, or their cell phones if they cannot be reached in the office.
- **After school hours (evenings/early morning)** call Lori's cell phone. All A.M. absence calls must be made by 5:30 AM.
- Transportation will determine the driver to do your route. Do **not** notify any other driver about driving your route. **You must receive confirmation for your absence or you will be expected to be at work.**

DRIVER JOB DESCRIPTION

TITLE: Bus Driver (School buses, vans)

QUALIFICATIONS: Must meet all Department of Transportation requirements Including maintenance of valid Commercial Driver’s License (CDL)
Must meet all current applicable state license/permit requirements for school bus transportation

REPORTS TO: Transportation Director

GOAL: By providing safe and efficient transportation so those students may enjoy the fullest possible advantage from the District’s curriculum and extracurricular program

PERFORMANCE RESPONSIBILITIES / EXPECTATIONS

Drivers will:

1. Obey all traffic laws.
2. Drive safely and defensively according to state and federal regulations.
3. Observe all mandatory safety regulations for school buses.
4. Maintain discipline in accordance with the District Bus Conduct Policy and Disciplinary Procedures. Ensure students are seated and demonstrating safe behavior at all times while on a school bus. Determine when a student’s behavior warrants further action and inform the Transportation Director.
5. Perform pre-trip inspection by visually checking parts and components as directed under Federal, State and District guidelines. Determine if the bus is acceptable to drive based on a pre-trip inspection. Record all defects and report immediately as directed. Pre-trip form **MUST** be in the designated drop box **before leaving the bus barn or school property.**
6. Transport only authorized students, and it is **very important to learn the names of those students riding the bus.** Know where each child is to be picked up in the morning and dropped off in the afternoon. **Maintain seating assignment charts for all students, and maintain documentation of charts in the driver’s binders.**

7. Fuel bus when needed – a minimum of ½ at all times.
8. Keep to the assigned schedule and do not deviate from the route without proper authorization. **NO UNAUTHORIZED STOPS MAY BE MADE DURING YOUR ROUTE!** Ensure safe loading and unloading procedures are followed at all times. *The 8 way lights shall be activated at the schools for all loading and unloading of students.* Contact Transportation via 2-way radio when operating the bus.
9. Unassigned Riders: parents must contact the school to request their child get off at another location. Students may get off (with prior permission) at a different bus stop so long as the stop is on the students regular bus route. Some emergency exceptions may occur authorized by a school administrator or the transportation department only. Drivers must radio dispatch for permission of any unauthorized students to ride.
10. Exhibit professional, courteous behavior in all interactions with students, parents, school officials, co-workers, supervisors, and general public.
11. Attend all required safety and in-service training programs as directed by the Transportation Director. All drivers must participate in at least one scheduled school bus evacuation drill per school year.
12. Ensure the interior of the bus is clean at all times, and the aisle is kept clean and clear for safe access to the emergency exits.
13. Bus evacuation drills are required by law to be performed by every driver each year. Drills will be conducted on school sites and the drivers will be notified of the dates and times. These will be recorded and filed with the transportation department.
14. Complete various other required pieces of paperwork, including student incident/accident reports and stop arm violation reports, as they occur.
15. Report to work free from the effects of alcohol and illegal drugs, and prescription/non-prescription drugs such as, but not limited to, cough syrups including codeine and alcohol, which might impair ability to perform duties safely. A doctor's note is required if any medication is being administered.
16. Immediately report any changes in license status that could infringe on qualifications or safe operations of required vehicle class license. Your employing **district must have a copy of your license after every license renewal.**
17. A child check walk-through inside the bus to insure no students remain in the vehicle **MUST** be made at the end of every route prior to continuing onto the next route or returning to the bus barn. A “clear” after the walk-through is to be called in (ie: 305 clear 305) before continuing on. The procedure: turn on hazards, secure the bus, shut down the bus and walk to the back checking for students, items left behind, and

- garbage. Press the child safety alarm button at the rear of the bus. Look for damages to the seats on the way back up to the front of the bus. Note damages immediately.
18. School key cards are issued to each driver at the beginning of their employment. Drivers are *responsible* for these. Do not lend your key card to anyone. Notify the Director of Transportation immediately if you lose your key card.
19. All incident reports must be done **immediately** following routes.
- 20. Drivers are to refrain from requesting time off during the first two weeks when school starts and the last two weeks when school ends.** Multiple drivers may not be off for more than 2 days at the same time unless previously approved.

UNDER HOOD JOB DESCRIPTION

On a daily basis / or within a 24 hour period prior to a school bus being used, the following inspections must be made in the engine compartment (under hood) of the school bus:

1. Leaks/hoses:
 - a. Look for puddles on the ground
 - b. Look for dripping fluids on underside of engine and transmission
 - c. Inspect hoses for condition and leaks
2. Oil level:
 - a. See that oil level is within safe operation range
 - b. The oil level must be above refill mark, if it is not, add oil to the full marking
3. Coolant level:
 - a. Inspect reservoir site glass, or
 - b. (If engine is not hot), remove radiator cap and check for visible coolant level
4. Power steering fluid:
 - a. Check for adequate power steering fluid level
 - b. Power steering level must be above refill mark
5. Brake fluid level:
 - a. Confirm level is in safe operation range
 - b. Add brake fluid, if necessary
6. Washer fluid level:
 - a. Confirm adequate washer fluid is in washer fluid chamber
 - b. Add fluid, if necessary to fill chamber

7. Engine compartment belts: Check the following belts for snugness (up to $\frac{3}{4}$ inch play at center of belt), cracks or frays
 - a. Power steering belt
 - b. Water pump belt
 - c. Alternator belt
8. Check the battery terminals for any corrosion
9. Check for any loose or broken wiring
10. Check air inflation in tires

Responsibility of the person assigned to do the Under Hood inspections is to keep the fluid replacement bottles full and report to the Director of Transportation the need to reorder any necessary fluid inventory.

After completing the Under Hood inspection, indicate in the bus pre-trip book, that the inspection has been completed, by checking off all the boxes, signing and dating, in the open hood section of the pre-trip sheet.

If any of the items inspected are not satisfactory, indicate this on the pre-trip sheet and notify the Transportation Director or mechanic of the problem. Sign and date the bus pre-trip sheet and leave the pre-trip book in the bus.

Drivers are to perform their own under hood inspection on days the designated person for under hood inspections wasn't available.

DISPATCH JOB DESCRIPTION AND REQUIREMENTS
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Marengo Area School Districts:

1. Check phone messages for any parent notifying the district that transportation is not required:
 - a. If a parent called in – make a note and give to transportation director or Wendy so that they can notify the driver as well (leave on the desk)
2. Monitor bus/van radio and maintain the morning and afternoon daily log sheet.
3. Assist drivers with parent calls and student matters.

CONDITIONS OF EMPLOYMENT

Drug – Alcohol Testing: see Federal Drug & Alcohol Testing Regulations pamphlet

Each employee must meet all the necessary requirements as per the Marengo Area School District's Board Policy, State of Illinois and Federal Government regulations. The Transportation Department will pay the cost of the required bus driver physical examination, pre-employment drug and alcohol test, post-accident drug and alcohol tests, random drug and alcohol tests, reasonable suspicion drug and alcohol tests, the return-to-duty drug and alcohol tests, and one follow-up drug and alcohol test. The drug screening for bus driver personnel is mandated by federal law and is the responsibility of the Employer. The Transportation Department has a contract with Northwestern Medicine to administer the program. The Transportation Department confirms with Northwestern Medicine the names of eligible drivers. The Transportation Department has the flexibility to not send a driver if there is a conflict (employee is absent, medical leave, etc.) *The supervisor does have the authority to ask a driver to return to work.* In the event, a driver has a midday route and is unable to return to drive their route, a sub will be called in to drive the route and the driver will be paid for that route. Drivers are to report to Northwestern Medicine **immediately** upon hearing from the Transportation Department they have been selected for a drug/alcohol test. Drivers will be compensated: Drivers will be paid 90 minutes (this would be listed on the driver's time card under the misc. column and noted on the back of the time card.) Drivers will be reimbursed for their mileage (transportation will give drivers a mileage expense report to sign/date and return to the transportation department for processing.) *See the enclosed Federal Drug & Alcohol Testing Regulations pamphlet included with this handbook.*

Physical Examination:

The Physical Examination for Illinois School Bus Driver form should be completed and given to the doctor for processing. Please familiarize yourself with this form. The form must be accurately and completely filled out or it will be rejected. In the event a driver should fail to pass a physical examination relative to the issue or reissue of your school bus driver's permit, a driver will be subject to immediate termination by the School District, notwithstanding the fact that the driver continues to hold a valid school bus driver's permit expiring at a later date.

TB Test:

A current TB test is required upon initial employment by the Marengo Area School Districts. Results must be on file in the Administrative Office. Payment of salary can be withheld for failure to comply with the Illinois Statute regarding TB test.

Fingerprinting and Background Investigation:

As per the State of Illinois effective July 1, 1995, any driver not already in possession of a valid State of Illinois School Bus Driver's Permit will be required to be fingerprinted as part of the process for obtaining a Driver's Permit. Marengo Union CSD #165 will pay for this required expense.

Permit Renewal/Fees and Required Refresher Class:

A driver of Marengo-Union CSD #165 with a valid Driver Permit must apply for renewal of this Permit on an annual basis and it must be completed within the State of Illinois required time limits prior to the Permit expiration date; a 30-day grace period, however, may be honored by the State of Illinois. It is the driver's responsibility to pay the required \$4.00 fee for their yearly permit renewal. Once a driver's permit has lapsed for more than the 30 days past the expiration date, it cannot be renewed. A driver then must make a new permit request and will be required to be retested, of which the cost will have to be paid by the driver. All drivers must attend the required yearly refresher class; after completion of refresher class, drivers will be paid \$50.00. **A copy of the driver's annual permit renewal letter from the SOS must be copied and given to the Transportation office.**

GENERAL INFORMATION

In order to operate a successful Transportation Department, we must have a team effort, that means everyone must work together to make our Department highly efficient.

1. Consumption of alcoholic beverages and/or illegal substances by a driver is prohibited prior to, during or between routes and/or athletic/extra-curricular trips.
2. All School District buildings and property including buses are designated as NO SMOKING areas.
3. Drivers are not to use profanity.
4. As a bus driver for the Marengo Area School Districts, you are not allowed to physically touch a child (strike, pull hair or ears, pinch, etc.). The only time a child can be physically touched is to restrain the child from behavior that may cause injury to himself/herself or another student.
5. Please help keep the driver's area in the bus, the driver's room in the office and the bus lot clean. Dispose of garbage and paper in the proper containers. All documentation or papers with student names and information must be shredded.
6. It is a State law that bus drivers **MUST** wear their seat belts when operating a school bus. Every bus has turn signals. Use them!
7. If backing up is deemed necessary, notify dispatch and please use all safety regulations and precautions.
8. At no time is the capacity of a bus to be exceeded. If you have an extra student at a stop, radio dispatch. The Transportation Director or designee should be notified immediately if you are over capacity so that alternative measures can be taken.

9. Prior approval **must** be obtained from the Transportation Director to use district vehicles at any time other than when transporting students to and from school.
10. Crossing guards are hired through District 165. The crossing guards provide an important service in helping our students, and in **some** cases, helping our buses through intersections in heavy traffic areas. **However it is the sole responsibility of the bus driver to proceed through any intersection safely.**
11. **SLOW DOWN** WHEN ENTERING OR LEAVING THE BUS LOT AREA IN ALL VEHICLES (BUSES, VAN, TRUCKS, PRIVATE VEHICLES, ETC.) You never know when someone may be backing out of a parking space, or walking across the lot. We need to be extremely careful and cautious to avoid possible accidents.
12. The aisle and emergency exits are to be kept clear of any objects that would hinder their use. This is a State Law. If there are no empty seats available to store items, such as musical instruments, sports equipment, etc., students should hold these items on their laps. Drivers are not to proceed on a trip or route if this safety regulation is not followed.
13. Absolutely no one is to be sitting in the aisles, on the floor or standing in the stairwell. Everyone is to face forward with their feet on the floor in front of them. It is advised to leave the last seats of the bus open if it is not at capacity.
14. Windows must not be lowered below the line. Keep head, hands and feet inside the bus at all times. Do not throw anything out of the bus window.
15. Drivers are assigned a bus to be used on their regular routes. The Transportation Director may at any time reassign a driver to a different bus.
16. The Director of Transportation will communicate with drivers on an individual basis regarding problems, concerns, etc. If you have any questions, problems or concerns regarding any aspects of the Transportation Department, an appointment may be scheduled with the Director of Transportation to discuss these issues.
17. Prior to leaving the bus lot on any route or extra-curricular trip it is the driver's responsibility to report to the bus office to check for and/or obtain any messages having been left for him/her on the "driver message board" or in their mailbox.
18. Balloons, live animals, skateboards, boom boxes, large cumbersome objects or anything deemed to be a weapon such as archery equipment, are not to be taken on the bus. Exceptions to this rule can only be made with one week advance notice, approved by the Superintendent or Transportation Director.

MISCELLANEOUS

1. DRIVE WITH YOUR HEADLIGHTS ON DURING DAYLIGHT HOURS. However, upon reaching your destination or returning to the bus lot, be sure all lights are turned OFF.
2. Strobe lights on a school bus shall be used always in inclement weather.
3. State law indicates that buses may not idle longer than 10 minutes in one-hour.
4. **Bus engines cannot be running if the driver is outside of the bus; NO EXCEPTION** (per Illinois School Bus Drivers Training Curriculum).
5. It is the *driver's responsibility* to secure the bus when the route or trip is completed. Close all doors, windows, roof hatch. Be sure all switches are in the off position.
6. SLOW DOWN when going over speed bumps at schools. Students should not be thrown from their seats.
7. Drivers shall employ fuel-efficient driving techniques while operating a district vehicle. A successful fuel conservation program consists of the avoidance of excessive and unnecessary engine idling, making smooth starts and stops, and other practices that reduce fuel consumption.
8. A request for any parts needed on your bus shall be made through the Transportation Office.
9. All electricals (fans, radio, lights, etc.) are to be turned off before you exit the bus.

Overtime beyond the 40 hour workweek should receive prior approval from the Transportation Director and/or Superintendent (s).. Full-time support staff will receive additional compensation/compensatory time for pre scheduled overtime work or for work performed on a day other than a normal workday, beyond their 40 hours worked that week. The district prefers to use compensatory time (trade time) of 1 ½ hours for each hour that is worked overtime. Pay for work will be at the employee's regular rate until the total number of hours worked reaches forty hours (40) for the week. Beyond forty (40) hours will be calculated at a rate of one and one half time the individual's regular hourly rate of pay (daily rate divided by the number of hours per day (8) = hourly rate). Support staff employed by the District for more than one position (example – custodian/bus driver) on a permanent basis shall not be approved for a workweek in excess of forty hours, and therefore shall not be eligible for the overtime rate of pay. The official workweek for all employees begins at 12:01 a.m. on Sunday and ends at 12:00 midnight the following Saturday.

ABSENCES

In case of illness, employees are to call the Transportation Office or designated person by 5:30 AM and at least one hour before starting your midday or afternoon route or present the number of days to be absent in writing to the Director of Transportation. Generally the District may request for a signed doctor's note after three consecutive days or five incidents of absences. Employees unable to produce a medical reason for excessive absenteeism may be subject to progressive discipline. Excessive absences will also be addressed in the employee's performance evaluation. An employee who has been off for an extended illness should call the office the day prior to returning to work.

Drivers requesting time off for any reason other than illness are to do so in writing to the Director of Transportation. A driver's first responsibility is to drive and necessary time off must be planned between routes or on school holidays and during the summer.

ACCIDENTS

In all cases, drivers should immediately call dispatch using the two way radio. If it is after regular hours call the Transportation Director, then the District Administration or designee by using the emergency contact numbers provided. Drivers are to have a copy of the Accident Report Form in their bus at all times. The report includes all instructions and should be filled out completely, regardless of the severity of the accident. The form is to be turned in to the Transportation Director as soon as possible. A report will be made orally and finalized in writing to be submitted to the Superintendent. All accidents when students are present, regardless of severity, must be reported to police or appropriate authority and a written report must be obtained through that agency. This is essential!

If you and your bus are involved in an accident, your first duty is to give aid and assistance or someone else of qualified ability gives such aid. You must also take the necessary precautions (setting out reflectors, extinguishing fires, etc.) to see that further injury or damage does not occur because of the original accident. Thirdly, obtain as much information as possible for your report on the accident. Remember that sooner or later you will have to tell the whole story of what happened from beginning to end. Accidents happen so fast that it may be hard to remember the details. This article, therefore, is concerned only with what you, as a driver should do about getting information and reporting the facts. Please read carefully and follow these instructions as closely as district orders. This procedure is important to you for your own protection, for the District's protection, and the public's in any accident involving personal injury, death, or large property damage. Regardless of who is responsible for the accident, proceed as follows:

1. Stop and secure the bus immediately. Render aid, set reflectors, and if possible, post a person to warn traffic. Remain calm; protect students and or

passengers from further injury. If the bus is in a dangerous position unload passengers, move them out of danger.

2. Phone / Radio the School Transportation or Administration Office immediately or as soon as possible using the appropriate 10-CODE. 10/50
3. Reference the “Immediate Post-Accident Procedures” information sheet in your bus found in the pocket of the driver's seat for procedures and instructions.
4. If possible, get names and addresses of witnesses. If no eyewitnesses, get the name and address of the first person to arrive on scene. Ask persons for their names and addresses. If names are refused, take their license numbers. Do not ask them to be a witness or if they saw the accident.
5. Draw a rough diagram of the scene of the accident: position of vehicles or pedestrians, or skid marks.
6. Do not move equipment. Wait for the police to note their position.
7. Do not give statements except to the appropriate police department.
8. In an accident involving death or injury, do not talk or give statements until you are represented by an attorney or an official of the School District. You have this right by law. Do not admit to responsibility or agree to pay for anything.
9. Do not argue responsibility for the accident. Be courteous; politeness helps.
10. Any time a student that has been reported to you as having been thrown from the bus seat to the floor or against any wall or window of the bus with enough force to cause the child to complain of a bump, bruise, or cut to the body (bleeding), must be reported by radio immediately to the Transportation Department Base. A decision will be made at that point if there is a need for further medical assistance. An incident report must be filled out and turned into the Transportation Department upon completion of your route.
11. In the event a student has fallen or tripped while boarding or exiting the bus, or been caught, snagged or dragged by any portion of the bus, also must be reported to the Transportation Department Base and definitely before the driver continues on his/her route. A decision will be made at that point in regard for immediate procedures to be taken. An incident report must be filled out and turned into the Transportation Department upon completion of your route.

12. Immediately upon arrival back at the school, sit down, and fill out a complete report, which will be submitted to the Superintendent.
13. After any accident, drivers may be required to submit to a drug test.

VOLUNTARY TERMINATION

If, for any reason, you consider resigning your employment, we suggest you discuss this matter with your Supervisor or the Superintendent. If after your meeting you decide to resign, we request that you give your Supervisor two weeks advance, written notice.

INVOLUNTARY TERMINATION

Involuntary termination of your employment may occur, within the discretion of the administration, based on work performance, misconduct, failure to adhere to District policy, procedures or guidelines, or other circumstances where the administration believes termination is appropriate.

REDUCTION IN FORCE (RIF)

The District reserves the right to reduce staff when in its judgment the best interests of the District are served by such action. Dismissals will be determined by seniority within an assigned category and are based on, but not limited to, lack of work, position elimination, work volume decrease, reorganization or downsize of the workforce or the unavailability of a position upon return from an extended leave of absence. Dismissal for reduction in force requires 30 days.

EXIT INTERVIEW

On or before your last day of work, you may have an exit interview with your administrator. At that time you must turn in any District property in your possession such as your ID/access card and keys. You will also be informed of your right to continue medical and dental coverage through the Consolidated Omnibus Budget Reconciliation Act (COBRA).

All other District equipment (computers, cell phones, etc.) must be returned to the supervisor or District Office on or before the last day of work.

BUS APPEARANCE

The interior of the bus must be swept regularly and garbage emptied regularly by the driver. This is not an optional activity and must be performed so give yourself enough time to maintain your working environment with pride. If you find that a vehicle you drive is not being maintained or has been left in disarray, report it that same day preferably or within 24 hours, either in writing or through other forms to the Director

of Transportation. (This should not be done using the radio). Since the rules and regulations define that the duties of a school bus driver shall include the cleaning of the vehicle, we will enforce this and the following regulations:

1. Students should be instructed NOT to throw paper, etc. (on the floor).
2. All windows and mirrors should be kept clean. Remember clean windows for clear visibility. In case of an accident, the driver can be cited for vision obstruction. This is the responsibility of the driver as it is a safety related issue.
3. Seat conditions should be checked each time your bus is unloaded. By doing so, any damage can be pinpointed more effectively.
4. A driver who maintains a clean bus inside and outside will have the respect of the students he/she transports and they will take pride in helping to keep a bus clean. Pride in your bus or vehicle as demonstrated by the driver will go a long way with students.

There are several very good reasons why the school bus driver should want to keep his/her bus clean. A clean bus is more healthful than a dirty one, and an unsanitary bus may lead to spreading of diseases. From the safety standpoint, a messy bus is hazardous. Things lying in the aisle can cause pupils to trip and get hurt or slide under the driver seat and interfere with driving.

If the bus is dirty in the morning when pupils board, it could cause an attitude of carelessness on their part, and the moment either the pupils or the driver become careless, it becomes easier to have an accident. Check the interior of the bus between each run even if the next group of students have to wait to board.

The community will have more respect for the driver who maintains a clean bus. Parents have a right to demand that the bus used to transport their children to school be clean as a protection to children. Both the parents and the school officials will be more willing to cooperate with and respect the driver who maintains a clean bus. The buses are a part of the school system, and the officials know that they will receive a certain amount of criticism if there are buses operating from the school that are not always clean and well maintained.

PRE-INSPECTION---A LIFE MAY DEPEND ON IT!

BUS INSPECTION

Your bus is a special vehicle. It is expensive and designed with many special safety features to protect the children you transport. You must be sure that your bus is in safe condition and ready to do the job at all times.

1. Each driver shall conform to the Illinois Department of Transportation's pre-trip and post-trip inspection requirements.
2. Drivers must practice a daily procedure in the pre-trip inspection of the bus they drive.
3. Outside your bus: clean window, mirrors, and lights. Check tires, wheels, lug nuts & under the bus for fluid leaks along with other items on the inspection form.
4. Adjust the mirrors. Check Emergency equipment so that it is in working condition and in the proper place. Are Emergency door(s) or windows operational?
5. Check the fuel gauge. NO passengers on the bus while filling the fuel tank. Tanks are to be refueled when they are at or about half level to the full level, so buses are available if needed. This may become especially important if emergencies present themselves.
6. Adjust the driver's seat, and fasten your seat belt.
7. Listen to your engine; gauges should be operational and auxiliary equipment in working order.
8. While driving the bus, check engine response to acceleration and brakes ability to stop and hold. Does the steering feel proper?

REMEMBER: Defects cannot be repaired if they are not reported. The bus driver is responsible for initiating the preventive maintenance program by completing the proper form. Repair request forms are available in the bus barn and should be placed in the Bus Mechanics' mailbox.

BUS ASSIGNMENTS

The Transportation Department shall have the responsibility for establishing routes, assigning buses, trips and drivers. Assigned buses will remain with the route and driver as much as possible; however, the district will reserve the option to make adjustments as deemed necessary.

BUS STOP BEHAVIOR

The driver is responsible for teaching the students bus stop citizenship. He/She should train the students to follow school rules. Instruct pupils:

1. Where to stand while waiting for the arrival of the bus; Students must remain at least six (6) feet away from the road when the bus is going to stop.
2. To be punctual and wait quietly.
3. To stay off the main traveled portion of the roadway.
4. To avoid disturbing private property.
5. To recognize the hazards of poor conduct at the stop.
6. To move to the stops in an orderly fashion. On discharge, pupils should not scatter, but should leave in an organized orderly fashion, avoiding the danger zones around a school bus. Students who must cross the street **must** cross in front of the bus. They are to wait 10 feet in front of the bus past the cross arm extension bar for the driver to signal them to cross.
7. To walk facing oncoming traffic. If walking conditions are poor, pupils should walk on the safest side of the roadway.
8. Students who must cross the road to be picked up must wait until the bus has stopped and the driver motions them to cross. Enforce this rule!

POINTS ON LIABILITY

A school employee may be held responsible for damage/injury if he/she does not take the steps a responsible person would to insure safety. All four of the following essential elements for negligence must be present:

1. A legal duty to conform to a standard of conduct for the protection of others against unreasonable risks.
2. A failure to conform to a standard.
3. A driver and the district are both accountable for maintaining a safe vehicle.
4. Most cases involving accidents while boarding and alighting from a bus use the factors of “reasonable care” and “safe places” in determining negligence.

The courts will use those considerations in determining driver negligence. A driver and the district are both accountable for maintaining a safe vehicle and reasonable passenger control. A driver will have the opportunity to refute any charges by proof that proper care was used. The school carries insurance to protect drivers, passengers and the school district.

DEFENSIVE DRIVING

School bus drivers are to be defensive drivers. A “defensive driver” is defined as one who is careful to commit NO driving errors, one who makes allowances for lack of skill or improper attitude on the part of other drivers and who does not allow weather or road conditions, or actions of pedestrians and other drivers, to involve him/her in an accident. Drivers shall be continuously on the alert, and recognize an accident-producing situation far enough in advance to apply whatever action is necessary to avoid an accident. Preventative action may include precautions such as slowing down, stopping or yielding the right of way.

SPEED

You may operate at the legal speed limit in the area or location where your unit is operating at any given time. You at all times should be reasonable and prudent, with due consideration given to weather and number of intersecting side roads and highways.

1. Legal speed limits must be obeyed in all city and rural areas.
2. School grounds and playground areas rate a special warning as to the governing of operating speeds.
3. Never hesitate to reduce operating speed at times of poor visibility and hazardous operation under slippery road conditions.

PASSING VEHICLES

Never, under any circumstance, attempt to pass another vehicle at an intersection, on a hill, on a curve, or near a railroad crossing. Under no circumstance, take a chance in passing where your view of the thoroughfare is totally or partially blocked. As it is difficult under any condition to estimate the speed of an approaching vehicle, be sure of adequate space and time to return to your proper lane. General safe practice would be to never pass another vehicle in a school bus save for occasionally farm equipment, or large machinery, etc.

PASSING OR MEETING ANIMALS

Reduce your speed and use extreme care when meeting an animal on the highway. Use caution when wildlife is visible or the roadway is marked with wildlife caution signs.

FOLLOWING OTHER VEHICLES

Always keep ample space between yourself and the next vehicle. The State law requires a minimum of 300 feet. An excellent method of assuring yourself of proper following distance is to use the four (4) second interval. To properly use this method, pick out a

roadside object; as the rear of the vehicle in front of you passes this reference point start counting: 1001, 1002, 1003, 1004; at the end of this interval your front bumper should be even with the same reference point. This method applies at any road speed. Use it. It will assure you of sufficient stopping distance under an emergency. Adequate following distance applies to the city as well as rural traffic.

SUDDEN STOPS

When preparing to stop, never fail to check the position of possible vehicles behind your unit. Make it a habit to reduce your speed enough in advance, so the driver behind you will have no doubt as to your intentions. This action not only prevents accidents, but saves excessive tire and brake wear.

RAILROAD CROSSINGS

The 4-way flashers must be activated 200 feet in rural areas and 100 feet in urban areas prior to stopping for a railroad crossing and kept on until the bus is 200 feet (100 feet in town) beyond the railroad crossing. **DO NOT ACTIVATE THE 8-WAY FLASHERS AT RAILROAD CROSSINGS.**

School buses are required by law to stop at the railroad crossing when empty (no students) or when students are on the bus. If crossing arms are down or other signaling devices are active but no train is apparent, contact the Transportation Office to request the police and to advise you how to proceed. If the police department is not responsive the Transportation Department or School administration can advise the driver, however, the driver is critical in this situation and may be asked to use their professional judgment as they are on site whereas the administrator may not be.

Before crossing any railroad track, come to a complete stop no further than 50 feet, but no closer than 15 feet from the nearest rail. You are not to proceed until you have opened the door and the driver's window to look and listen that no train is approaching. If, for any reason, visibility or hearing is restricted or any other factor makes you doubtful, contact the Transportation Office for instruction. Under no circumstance is a driver to maneuver a school bus through a railroad crossing when at such time the crossing signals are activated unless directed to do so by proper authorities. When at a double track or series of tracks waiting for a train to pass, be sure to allow sufficient time after the first train has passed to be certain another train is not approaching on another track.

A driver or student passenger should never get out of a bus to go and see if the tracks are clear. If you are out of radio contact, it may be necessary to back up and turn around (if this can be done safely) and back-track on the route.

INTERSECTIONS AND UNLOADING

Give sufficient advance warning of your intentions to both following and approaching traffic by signals and position of your unit, especially when making right hand turns. All school bus units are equipped with both right hand and left hand mirrors to enable you to see alongside your vehicle. It is your obligation to watch these mirrors and be sure that before making a right hand turn the motorist has not crawled between your unit and the curb. Always check your mirrors before executing any turn.

Never block an intersection or roadway with the bus for the purpose of unloading. Unloading passengers at intersections should be avoided when possible and alternative safe locations must be found. If this is determined to be the only method then it is not safe and an alternative location must be found. Remember that not all drivers are aware of what the different lights and signals on a bus mean and at an intersection they can easily be misunderstood where other drivers may try to go around or beside a bus. This can create a dangerous situation for students. Blocking an intersection or roadway for unloading is not only unsafe for that specific student; it can create a hazard for all the occupants of the bus. Don't do it!

STOPPING AND PARKING ON THE HIGHWAY

Never stop or park your vehicle on the traveled portion of the highway if it is possible to pull off at a suitable area out of the line of traffic. If you find it impossible to stop off the highway or entirely out of the line of traffic, every effort must be made to leave as much as possible of the roadway clear for other traffic. Place emergency warning devices (reflectors) if possible, at once, and turn on four-way (emergency) flashers. If you must shut down your bus for any reason consider the location and the safety of students. Do not compromise student safety.

PARKING A BUS IN THE LOT OR GARAGE

Whenever it becomes necessary to park a bus, treat it as you would your own car by putting up all the windows and shutting the doors to avoid rain or other weather, dirt or debris from blowing in. Also, see that the ignition switch is turned off and all lights and accessories are off. Use caution and be careful of mirrors and other attachments on the bus. Repeated damage of mirrors or other components of the bus when parking, may indicate a lack of ability to safely operate the vehicle and may result in administrative action.

PROPER BACKING

Drivers must avoid backing a bus whenever possible and only when safe to do so. If a driver feels they need to back up they are to radio dispatch and request permission to do so. Some routes may require backing and these will be approved as per routing directions. Backing should be the last resort and when able to do so the bus should not be

backed. An example of this is if a bus can go around a block or other area instead of backing then this should be done for safety reasons.

The driver shall not back a bus at a school while students are in the vicinity unless a responsible person is present to guide the bus driver. If a driver is in a position that they need to back up their bus under these conditions, they need to follow the procedure as described in the IL state bus driver-training curriculum. You are never relieved of your responsibility by depending on someone else to guide you in backing. Remember you alone are responsible. Back only when safe to do so.

STRIKING FIXED OBJECTS

When operating your bus, remember that fixed objects including but not limited to bridges, abutments, parked cars, loading docks, overhead pipes, and heavy tree branches are classified as fixed objects. Striking a fixed object is always preventable.

INCLEMENT WEATHER PROCEDURES

The following procedures will be initiated when tornado watches or tornado warnings are in effect:

TORNADO WATCH

1. Buses will proceed to their respective school.
2. Students will be released at regular times.
3. Bus drivers should monitor for weather alerts on two-way radios.
4. Bus drivers will be alerted to any change in weather forecast from base stations.
5. DRIVERS SHOULD KEEP THEIR BUSES RUNNING, AT ALL TIMES, DURING A WEATHER ALERT IN ORDER TO BE ABLE TO RECEIVE RADIO MESSAGES.
6. USE GOOD JUDGMENT DURING EMERGENCY WEATHER CONDITIONS!
Don't let students off the bus in the middle of an extremely heavy rain/hail storm, etc.

TORNADO CONDITIONS

If a tornado is sighted in an area and poses an immediate threat, all units will be alerted by radio (tornado sighted, take cover).

1. Use school, public buildings, or any structure offering proper protection to protect students and yourself.

2. If “1” above is NOT available, look for a ditch, culvert, or ground area away from the bus and other structures.

TORNADO WARNING

If a tornado is sighted in an area and poses an immediate threat, all units will be alerted by radio (tornado sighted, take cover).

1. Buses will not leave the bus lot when a tornado warning is in effect.
2. Students will not be released to get on buses until after tornado warning has been lifted.
3. All schools will be alerted to tornado warnings.
4. Bus drivers will be alerted via two-way radio announcement of tornado warning that goes into effect after leaving the bus lot.
5. DRIVERS SHOULD KEEP THEIR BUSES RUNNING, AT ALL TIMES, DURING WEATHER ALERTS TO MAXIMIZE COMMUNICATIONS.
6. IF YOU ARE IN ROUTE AND YOU SEE A TORNADO, GET ALL STUDENTS OFF THE BUS (EMERGENCY EVACUATION PROCEDURE).
7. USE GOOD JUDGMENT DURING EMERGENCY WEATHER CONDITIONS.

RAIN AND SNOW

The professional driver adjusts their driving to road and weather conditions. When driving in rain and snow, two (2) principals must be followed:

1. Reduce speed.
2. Be mindful of how and when to apply your brakes.

FOG

In fog, be sure to turn ON all available vehicle lights. Keep headlamps on low beams to avoid reflection of the beam back into your eyes. The strobe light helps traffic to identify a bus and should be used.

FREEZING CONDITIONS

You are faced with conditions on the highways daily that test your judgment and we expect you to recognize honestly and sincerely your ability to cope with freezing

conditions. Be extra cautious when the temperature is just below 32 degrees (freezing point) when you are approaching or crossing bridges.

A bridge is one of the most dangerous approaches to the highway in winter months, be very cautious. Winter conditions are just as bad the last part of the season as the first. Good driving and clear conditions tend to build up the attitude that it is impossible to have an accident during dry weather.

EMERGENCY EVACUATION PROCEDURES

In an emergency, it is possible to harm the emergency door by too many people trying to get out the door at the same time. To help avoid this situation, you should organize and conduct emergency exit drills for all students who ride the school buses. There are several ways to evacuate a bus:

1. Everyone exits through the rear emergency door.
2. Everyone exits through the front door.
3. Front half exits through the front door and the rear half exits through the rear door.
4. Exit through the side door or in combination with 1-3 above.
5. It is NOT practical to practice exits through the roof hatches, nor the emergency side windows.

Explain to all students the procedure to follow if it is necessary to evacuate a bus.

BOTH DOOR EVACUATION DRILL

The first determination should be whether it is necessary to evacuate. Children are usually safer and easier to control if they are kept in the vehicle. If circumstances justify evacuation (such as: fire, tornado, or unsafe positioning of bus), the following procedure is one option:

1. Stop the bus, set the parking brake, turn off the engine and activate the emergency flashers.
2. Driver remains in the front of the bus while giving instructions to the children.
3. When using both doors, the driver should name two older children to open the rear door and to help children seated near the rear of the bus to exit quietly from the rear door. The driver should open the front door and instruct children seated in the front half of the bus to exit quietly via the front door.

Children are to proceed to the ditch along the roadside to a point away from the danger of the vehicle.

4. If involved in a tornado, have children lie down in a ditch. While performing drills, instruct children to stand by a definite object.
5. When all children are off the bus and in the ditch, the bus driver should pull the bus ahead, shut everything off and then join the children.
6. After the drill is over, the children will board the bus through the front door only.
7. If this is a drill and not an emergency, the buses will have a second drill. This will be the same as the first except children will disembark from the rear door only.
8. The successful drill is not only how quickly the children evacuate the bus, but also how well they listen to instructions and then are able to follow them. The bus driver must have his/her children under control at all times. He/she is the one who has to determine the exit plan or if it is necessary to exit.

REMINDER: TURN ENGINE OFF AND SET EMERGENCY BRAKE.

FRONT DOOR EVACUATION DRILL

In the interest of safety, all drivers should conduct an emergency evacuation drill through the front door. Following these steps:

1. Stop the bus, set the parking brake, and turn off the engine (remove key).
2. Stand, open the door, face the children, and get their attention.
3. Give the command: “Emergency drill, remain seated, front evacuation.”
4. Advise bus captain or designated student to guide passengers to assigned place of safety.
 - a. A helper or a bus captain can be appointed each month to assist the driver in leading the students to a designated location on the grounds.
 - b. A second helper can be appointed to stand outside the front door to count and assist passengers as they leave the bus.

5. Standing between the first occupied seats, you will then turn and face the front of the bus.
 - a. Starting with the right-hand seat, tap the shoulder of the student nearest the aisle to indicate that those occupants shall move out. Say, "Walk – Don't Run. Use the handrails."
 - b. Hold your hand before the occupants of the left-hand seat in a restraining gesture.
6. When the pupils in the right-hand seat have moved forward far enough to clear the aisles, dismiss the occupants of the left-hand seats.
7. Continue evacuation procedure as described, right and left seats alternately, until the bus is empty.
8. When the last seat is empty, walk to the front of the bus checking to see that everyone is out.
9. After you leave the bus, go to the students and advise them of improvements to be made or tell them of the job well done.

REAR EMERGENCY DOOR OR SIDE DOOR EVACUATION DRILL

Rear emergency door evacuation or side door evacuation works in reverse of the one just explained. Explain how the doors work and instruct students not to open them until you give the command to do so.

FACTORS IN EVACUATION DRILLS

Safety of children is of the utmost importance and must be considered first.

All drills should be supervised by the Transportation Supervisor / Principal or by persons assigned by him/her to act in a supervisory capacity.

You are responsible for the safety of the pupils; however, in an emergency the driver might be incapacitated and not able to direct the pupil's emergency evacuation. School appointed pupils or adult monitors should assist in these drills. Adult monitors include teaching staff, coaches or chaperones on a field trip, and it is important that they be instructed to know how to:

1. turn off the engine and accessories
2. set the emergency brake
3. summon help when and where needed

4. operate side emergency and roof escape hatches
5. set reflectors
6. open and close doors, and account for all pupils passing the driver's station
7. help small children off bus
8. perform other assignments

“Emergency drills” for school buses should be organized beforehand in a manner similar to fire drills held regularly in schools. School bus drills should be held more often during fall and spring months, preferable when the bus arrives at the school building with pupils.

Drills should be held on school property and not on bus routes.

Types of bus drills held should be varied.

Driver(s) should stay in the bus during evacuation drills. Be sure that the emergency brake is set, ignition off, keys removed.

Do not permit children to take lunch boxes, books, etc., with them when they leave the bus. Getting the child off safely in the shortest time possible and in an orderly fashion is the objective of a school bus drill.

The pupils should go to a distance of at least 100 feet from the bus in an “emergency drill” and remain there in a group until given further directions by the leader.

All children should be required to participate, including those children who only ride on special trips.

Each pupil should be instructed on the proper safety precautions while riding the bus and in drill procedure.

FIELD TRIPS

Assignment of field trips will be awarded by the Director of Transportation.

Bus drivers shall remain at the location or within short distances of the activity, event, or designated parking area. This simply means that drivers will be accessible to the faculty/activity advisor in the event alternate transportation plans are required. Alternate plans will be coordinated with the faculty/activity advisor.

The above procedure is necessary for reasons of liability, safety, accessibility and reasons of communication.

Drivers assigned to trips should arrange with the Transportation Office for directions, parking, or other special directions prior to field trip departure. Drivers are to use the most direct route to the event location. Many times sport trips have to be at the location within a certain timeframe, therefore the most direct route is best.

RIDER ATTENDANCE

A list of all students/coaches that will be riding the bus should be kept by the teacher, coach or sponsor to check attendance when entering the bus before leaving the school and then again when the bus is loaded to come home.

If a student is not on the bus, a parent/student contact should be made by the teacher, coach or sponsor to make sure the student is ok and is not going to be on the bus.

All coaches should also have the emergency contact/medical releases with them at all times.

This same list should be used to have parents sign their students out to ride home with them. Reminder, students can only ride home with their parents unless other arrangements are made and approved by the Athletic Director, Asst. Principal or Principal.

ASSIGNMENT OF ROUTES, EXTRACURRICULAR TRIPS & SPECIAL RUNS

1. Regular route drivers will be given first opportunity to drive for extracurricular trips with the exception of when a faculty/activity advisor chooses to drive the trip bus. The availability of the driver will also be taken into consideration.
2. Substitute drivers will be assigned to drive A.M., P.M., or events on an as needed basis by the Transportation Director.
3. Assignments of buses for all routes and trips will be the responsibility of the Transportation Director.
4. Drivers will be given an opportunity to view routes prior to the beginning of school and bid on routes. Routes will be assigned by Seniority.
5. Driver's concerns with regard to buses, trips, routes, personal days, pay, and assignments will be channeled first through the Director of Transportation.
6. All regular route drivers will be expected to drive extracurricular trips and special routes as needed. The Transportation Director or Route Coordinator will take into consideration an individual driver's request not to drive a given

trip, but the final decision will be that of the Director of Transportation.
(example: 9/11 day, farm day, etc.)

7. All requests for reimbursement of expenses (parking, tolls, etc.) shall be submitted within a 30-day period. A bus driver while driving the bus on a sanctioned trip during a bona-fide meal period will be reimbursed at a set rate per meal. Meal reimbursement approval shall be based on time of day as well as length of driving assignments. Trips of less than 4 hours may not be eligible for meals, please plan accordingly.

FUELING

It is each Driver's responsibility to refuel his/her own bus. Buses are to be refueled when the tank gauge reads 1/2 full, and **before leaving on any extra-curricular trip**. Fueling information is to be recorded on the Pre-Trip form for Dist. #165 buses in the area indicated. Buses are to be fueled at their designated pumps.

1. Fuel before route time starts or after route time ends
2. Fuel tank hours: MON-FRI 6 AM to 5 PM - NO SATURDAY OR SUNDAY
3. **No fuel between 7- 8:20 A.M. & 2 - 3:30 P.M.**
4. Drivers **must** drain hose after fueling to avoid spilling
5. If there is a spill, use the oil-dry that is provided
6. Do **NOT** top off tank
7. NO cell phone usage when fueling
8. NO passengers on the bus while fueling

HUMAN RELATIONS

A. The bus driver and the pupils

Although it is generally understood that the chief responsibility of the school bus driver is to transport the pupils to and from school in a safe and efficient manner, there are other important aspects of the job that should not be overlooked.

1. Drivers can “set the educational tone” of the day for the student.
 - a. The first contact the student has with a school official in the morning.
 - b. Last contact at night.

2. Driver must maintain good control of the students while they ride the bus. This is necessary for safe school bus operation. Some guiding principles for the behavior and control are:
 - a. Recognize responsibilities and identify yourself as a staff member of the school system.
 - b. Know the policies and regulations relating to bus driver duties.
 - c. Explain to the pupils at the beginning of school the rules that govern their conduct on the bus.
 - d. Conscientiously obey rules governing drivers; setting a good example will create respect.
 - e. Teach respect by showing respect.
 - 1) Students address the driver by proper name such as Mr. Brown...Mrs. Brown, Ms. Mary, etc.
 - 2) The bus driver should address the student by proper name.
 - f. Let students know obedience is expected, correct in positive terms, such as “do this.”
 - g. Take a personal interest in each pupil.
 - h. Listen and observe carefully for trouble making situations.
 - i. Prevention forestalls real trouble when conditions causing trouble are found; correct them as soon as possible.
 - j. Assigning front seats to unruly pupils aids in control.
 - k. Delay punishment when angered or upset.
 - l. A problem child on the bus may be a problem in the classroom. A talk with his/her principal might help.
 - m. Give authorized punishment where it is merited. In most cases, a warning is sufficient but do not threaten unless prepared to carry out the threat. You are provided with bus discipline forms to aid in the control of unruly students. There must be a copy for the student’s file.
 - n. Private personal contact or discussion with problem students may help. DO NOT humiliate the student.
3. The three (3) “F’s” in dealing with pupils are:
 - a. Be **Friendly** but not familiar
 - b. Be **Firm** but not unduly strict
 - c. Be **Fair** and not partial
4. Be courteous to all students. A “good morning”, a “good bye” and a smile go a long way.
5. Word of warning, however, friendliness can be carried too far. The driver should never joke with a student to the extent that he/she becomes over familiar.

6. Proper behavior is learned; not inherited. Teach pupils proper school bus behavior at the beginning of the school year.

B. The Three (3) “NO’s” of Handling School Children

Because we consider the pupils transported on our school buses to be the “world’s most precious cargo”, violation of the following three (3) regulations will mean automatic review of your position:

1. The use of profanity to or in the presence of schoolchildren.
2. The use of derogatory terms toward children e.g. stupid idiots, maniacs, etc.
3. The striking of any child or the use of physical force to inflict the driver’s will is NOT permissible.

C. The Driver and Parents

1. Parents of pupil passengers on each bus expect a safe trip to and from school each day for their children.
2. Drivers should create a feeling of security in these parents by establishing and maintaining safe driving procedures and effective pupil control on the bus.
3. Parents hear pupils talk about their experiences on the school bus, and all too often, may form opinions as to the driver and the school on this basis. Remember most students have cell phones and will use them to record everything.
4. The driver should become acquainted with as many of the parents as possible.
 - a. Drivers should get to know their parents under pleasant conditions. It may help later when he/she needs their cooperation and help on discipline matters.
 - b. Drivers should make parents feel that he or she is genuinely interested in their comments and suggestions.
5. Time schedules are important to parents.
6. Pitfalls to be avoided for all school bus drivers:
 - a. Never argue with parents
 - b. Never lose temper when discussing matters with parents
 - c. Never attempt to discuss or handle pupil problems with a parent through the open door of the school bus.
 1. make arrangements to have the parents contacted

2. refer the parents to the person in charge of the transportation program for a conference.
 3. do not allow a parent on the bus
7. If the driver has built good human relations with the parents of his/her passengers, much can be accomplished when the driver needs parental help and cooperation.

D. Community Relations

Every business and industry is constantly concerned about its “public image.” Any company, which prints the name of the firm on the side of a truck, trailer or auto, must realize that the company’s image is created in the minds of thousands of motorists on the highways each day. So it is with a school bus. A school bus driver is moving a yellow and black sign, thirty-five feet long and eight feet wide, down the community’s highway morning and afternoon. Community relations is the opinion people have of us individually or of us as part of the entire school system.

The school bus driver must realize that he/she is a representative of the school district. A careless, thoughtless driver creates harmful impressions. The school bus that fails to conform to traffic laws and good driving habits attracts more attention and more comment than one, which observes proper driving procedures and conforms to speed limits. One discourteous, irresponsible act reflects an unfavorable image on other members of the transportation team. Courtesy, tolerance and fair play must determine the mental attitude for the school bus driver as he/she deals with students and parents.

Each driver is important in the community relations picture and must create a favorable image.

1. Each driver, as does every other school member, represents his system before the public. How he/she acts is reflected in public opinion on school matters.
2. Drivers running their daily routes have more contact with the public than does any other school group since:
 - a. large numbers of student riders are involved
 - b. large number of other motorists view the school buses
3. Observers expect proficient driving, take good performance for granted and are quick to complain about poor performance.

Some citizens in our community have no other contact with the school system except the school bus, which they see each day as it travels up and down their street or road. The driver, the vehicle, and the pupils on that particular bus route are their only basis to judge the school system.

The school bus driver should observe all local and state traffic laws, regulations and courtesy on the highway. Routes should be scheduled to allow ample time for buses to complete the scheduled route while complying with all traffic rules and regulations.

The term “community relations” is misleading because it suggests good relations with only people outside the school or external community. Good relations within one’s organization or internal community are essential, also. The good opinion of fellow workers, drivers, teachers, administrators, supervisors, and board members is needed. An organization whose members have mutual friendliness, interest and respect has met a major requirement for good public relations. Offer the motoring public every courtesy of the road. Take the time to be nice because we sure hear about it when you do not.

Most drivers do much to promote good relations within the school system because they prefer working under pleasant conditions. This includes a clean bus. The vehicle need not be new, just well kept, clean, and in good working condition.

Building desirable community relations is a continuous process. It depends much on the attitude each person brings to his/her work each day. The driver who is proud of their part will not intentionally hurt his/her system’s reputation, but will add to it. This sustains community relations – the good opinion of the public and of fellow workers.

STANDARDS OF CONDUCT POLICY

As an employee of the Marengo Area School Districts , you must exercise good judgment in your dealings with the Marengo Area School Districts and its constituents (students, parents and community members) consistent with the high degree of trust and confidence that is placed in you by theMarengo Area School Districts. The need for the stringent application of this principle is heightened by the necessity that the Marengo Area School Districts, in turn, exercises the highest degree of ethical conduct in its dealings with its students, parents and community members. This can be accomplished only through your individual commitment to the District’s Values: Integrity, Respect, Teamwork and Professionalism.

The Marengo Area School Districts’ standards of conduct are necessarily strict because they are intended for the benefit and protection of the District and its employees. No attempt to delineate guidelines for proper conduct can hope to cover every potential situation which may arise during your service with the Marengo Area School Districts. Any questions concerning the standards of conduct should be referred to the Board of Education, Superintendent or his/her designee. Violations of the standards of conduct policy are grounds for disciplinary action, including dismissal. The standards of conduct set forth herein must be applied fully and fairly.

KEYS

Keys for buses are to be kept in designated locations whenever the bus is not in use. When the bus needs service or repair, a substitute bus is assigned and the keys will be located in the bus. Drivers are to use the bus assigned by the Transportation Office. Any

variation / changes should be cleared with the Transportation Office. When keys are available to lock buses, drivers should do so when away from school.

LOADING STUDENTS

The Superintendent or designee will assign locations for the loading and unloading of students and/or on school property. When other districts are involved with a cooperative busing plan, the district Superintendent and administration of districts shall cooperatively agree to specific locations.

A uniform spacing of buses shall prevail in order to provide for a safe loading and unloading of students. Bus drivers shall be parked in such order as to reduce effects of exhaust fumes. When parked directly behind a bus, all buses shall be turned off to reduce exhaust fumes from coming into the bus behind them.

Drivers must wait in the loading area at school or designated loading area for the bell to dismiss buses for afternoon routes. Drivers are to be in their assigned bus prior to dismissal time in order to line the buses for afternoon routes.

MECHANICAL PROBLEMS

If a problem occurs during a route, which could affect the safety of or cause damage to the vehicle, the driver should park the bus, follow the emergency procedure, and contact the Transportation Office.

All mechanical problems must be reported to the Transportation Office and/or Mechanic, upon return to the bus barn. The driver shall write up the mechanical problem and place it in the mechanics mailbox.

Mechanical problems, which occur during field trips, which cause the bus to be out of the district or radio range, shall be addressed as follows:

1. Call the school or follow the order of names on the Emergency sheet, describing the nature of the problem.
2. If unable or unpractical to reach the emergency numbers, the driver shall contact the local police for assistance.

MAINTENANCE OF BUS

All buses will be cleaned, inside and out, prior to the first day of school by transportation personnel.

Drivers are required to keep their buses clean! There are cleaning supplies on the bus. Additional supplies can be located in the bus room.

Buses will be routinely inspected by designated personnel.

Every bus is equipped with (a supply list) and the following supplies. **ALL ITEMS NEED TO BE PROPERLY SECURED!**

1. Vomit absorbent material. This should be applied immediately to the area of where a passenger has vomited, in an attempt to keep the mess contained. This material should be replaced, as needed.
2. Every bus has a broom in it, **use it**. Route buses are to be swept out regularly. When you sweep your bus, do not push the litter out the door onto the ground. Collect all litter in the wastebasket, then dispose of it properly in the dumpster.
3. There are enough wastebaskets for every bus. Please use them instead of cardboard boxes, etc. **WASTEBASKET LINERS ARE AVAILABLE AND SHOULD BE USED.** Keep an extra supply on the bus. Drivers should make sure they have additional large garbage bags for use when going on athletic/extra-curricular trips.
4. Paper towels/tissues
5. Scrapers/snow brush
6. Every bus should have a first aid kit, a body fluid mess clean up kit and seat belt cutters. Drivers are to keep an inventory of these and replace items, as needed.
7. Cleaning solution
8. Window cleaner
9. Extra pair of disposable gloves

Whenever a bus is used on an athletic/extracurricular trip, it is the responsibility of the bus driver to make sure the bus is clean after the trip has been completed. You may ask a coach or teacher for help in making sure the bus is clean, but ultimately, the cleanliness of the bus is the responsibility of the driver. If you arrive back late in the evening, be sure to return the following day to do the clean up.

All lost items and other items that accumulate on buses are to be removed after 72 hours. These items are to be brought into the school and put into their lost and found. Items having a substantial dollar value such as cell phones, eye glasses, musical instrument, backpacks should be reported to dispatch immediately and turned in to the Transportation Office. They will be held for parent identification. Do not give these items to a student unless it is clearly marked with the student's name and you are returning it directly to such student.

It is State law that there can be **NO** alteration of the exterior or interior of a school bus. This means that it is illegal to have hooks, pictures, bumper stickers, ribbons, signs, decorations of any type, etc. on the inside or outside of the bus. **Do not place any additional items on your bus without getting prior approval from the Transportation Office.**

PROPER HANDLING OF UNIT

It is your duty at all times to handle safely and properly district equipment in your charge. Route buses are to be checked out as soon as the driver arrives. This allows maintenance personnel time to make minor repairs, if necessary, before the bus is due out.

VEHICLE RESPONSIBILITIES

1. Fuel the unit as required and stated earlier in this handbook.
2. Leave the interior of the bus clean each night. The interior of the bus is the responsibility of the driver and should be maintained and cleaned regularly.
3. Park the unit in its properly assigned stall each time the unit is brought into the lot. Anytime you are issued a different bus, you are still expected to clean and fuel the bus as soon as you return.
4. Anytime a student becomes sick or bodily fluids or other related waste is present the driver must clean the bus before leaving for the day or starting a different route with the bus. It is not the responsibility of the mechanic or other personnel besides the driver to clean the bus.

BUS STARTING PROCEDURES

The following are some suggestions for starting a school bus:

1. Turn off all switches including clearance lights, heater switches, dome lights, headlight switch, etc. Do not turn heater switches on before the engine coolant is warm. The heater fans will only blow cold air around inside the bus. This action results in keeping the coolant cold longer because cold air is blowing across the antifreeze that is trying to heat. The alternator has to work twice as hard to keep cold heater motors running that are not serving any purpose. This is one reason you may hear fan belts squealing in the morning and not later after the engine is warm. The result is a domino effect: The fan belts wear out twice as fast, the alternator burns up prematurely, along with heater motors.

2. During cold weather diesel buses require the “heating grid” be allowed to warm up before starting which can be indicated by the heat grid indicator light on the dash. Some buses may display “wait to start” in cold weather.

CARE OF UNIT AT START OF WORK ASSIGNMENT

Before leaving the garage on your work assignment, secure vehicle, start engine, accelerate to high idle speed (during cold weather conditions), and check the following:

1. Oil pressure gauge: If oil pressure is extremely low or nonexistent, immediately shut down the engine and report to the Mechanic or designated person.
2. Temperature gauge: Be sure the gauge indicates the engine is warming. Anytime the temperature goes above 210 degrees, shut off the engine and notify the Transportation Office or designated person.
3. Ammeter: To see that the alternator is charging. In the case of units with indicator lights, light should go out when the engine is accelerated.
4. Engine sound: Check sound of your engine and other working parts for peculiar sounds. Any unusual noises should be checked by a mechanic before the bus is taken from the yard.
5. Lights: Turn on all light switches, get out of the vehicle and make visual inspection to be sure all lights are working.
6. Exterior: While walking around the unit, make visual inspection such as tires, lugs, oil spots, other leaks, and any body damage.
7. General condition: Likewise, make visual inspection of new damage to the vehicle not previously noticed by you.

Make an immediate report of this damage by writing on the vehicle repair form and submitting it to the supervisor. Your failure to do so will make you responsible. While making visual inspection, be sure all safety equipment is in place and usable. The practice of checking this equipment at the garage is required. Reporting troubles with such items at some distance from the terminal is usually the result of failure to check your unit before leaving the garage.

WATCH OIL PRESSURE

The oil pressure gauge must be watched carefully while your unit is in operation. If oil pressure drops below normal, STOP and radio dispatch or the Bus Mechanic.

WATCH ENGINE TEMPERATURE

Normal engine temperature should be between 150 – 180 degrees. If your gauge indicates higher temperatures, STOP and check and correct difficulty before proceeding. If you cannot find the difficulty, call the Transportation Office or designated person for further instructions. Do not, under any circumstances, add cold water to a hot engine.

LIGHTING SYSTEM FAILURE

Failures in the lighting systems are generally caused by a blown fuse, loose connection, or broken wires. Take immediate corrective measures. Your unit must be lighted properly or taken off the road. If the problem cannot be corrected by you on the road, you are to call the Transportation Office or designated person for further assistance.

TRANSMISSION OR DIFFERENTIAL NOISES

If unusual noises occur en route, pull the unit to a safe place and call for further assistance.

FRONT SUSPENSION AND STEERING MECHANISM

Make periodic checks of your front tires for unusual wear. Report difficulties on the Repair forms. If difficulties occur while you are on the road and you feel it is unwise to continue, call the Transportation Office or designated person for further assistance.

BRAKES

Before starting any trip, check your brakes to see that you have sufficient brakes for an emergency. If at any time your brakes become ineffective to the extent that you question the possibility of safely continuing your run, stop at once and call the Transportation Office or designated person. Come to a complete stop and set your parking brake and place your bus in neutral position.

WHAT EVERY BUS DRIVER SHOULD KNOW ABOUT BRAKE PROBLEMS

There are several indications that a driver can look for prior to a brake failure.

The most obvious problem is the loss of the brake pedal. Anytime the brake pedal goes down past the midpoint of travel, a ticket should be written for brake adjustment. On buses with the brake indicator light in the instrument panel, whenever the brake light comes on, a brake problem exists and proper action should be taken. If the loss of pedal occurs suddenly, park the bus and call in.

INSPECTION SYSTEM

Any fleet of buses must be mechanically maintained on a system of periodic maintenance. To keep these units on the road as many hours of the week as possible, report all defects on the vehicle repair form. Be as specific as possible to give the mechanic an accurate lead. Critical items will be taken care of as soon as possible. To save time, all other repairs will be made as the vehicle becomes available or comes in for regularly scheduled preventative maintenance. Preventative maintenance works cooperatively with the shop and drivers. We hope to prevent costly breakdowns and below-normal operation of our vehicles by this method.

REPORTING ROAD FAILURES

If road trouble occurs and you have made a complete investigation but cannot locate the trouble, call the Transportation Office or designated person. Drivers will need to relay their exact location, what you think the trouble could be, what you have done, etc. With accurate information, your Director of Transportation, through one call, may be able to instruct you as to the necessary or advise you on how the trouble may be handled.

SUSPENSION

Buses are equipped with a spring type of suspension. Caution should be used to avoid hitting bumps or waves in the highway or speed bumps in a driveway at excessive speeds as this may cause breakage of the springs. Springs are designed to only bend and give in one direction and bending them backwards, by the upward motion of the bus body, may break the leaves in the springs.

TIRES

The current tire pressure is 85 to 95 pounds per square inch. The following are recommended practices for tire maintenance:

1. Make regular checks of your tires daily by visual inspection.
 - a. Make a visual inspection of your entire unit at this time.
 - b. Running tires flat for an excessive distance will produce a definite fire hazard. Tires damaged in this manner will be thoroughly investigated and action taken where negligence appears.
 - c. Avoid ruining tires because of frozen or sticking brakes. Carelessness in such occurrences will not be tolerated.

RADIO USAGE

The buses are equipped with two-way radios. The school is licensed by the F.C.C. and improper use or mistreatment of radios can result in serious fines to the school district

and/or possible suspension of the license to operate radios. Radios are to be on at all times while you are driving. Check your radio each morning to make sure it is properly adjusted (squellch, volume level, proper position to receive and send messages). If your radio is not working properly, it should be reported **immediately** to the Transportation Office. A radio check to Base should be done before each pre-trip. (We will log calls and confirm radio on.)

Drivers should comply with the following procedures:

1. Radio should be turned “on” and set to channel #6 for normal use, with the volume adjusted so the driver can hear radio communications.
2. To use the radio the driver needs to remove the Mic from the holder and listen for other radio traffic, when no one else is talking the mic button “key” shall be depressed and the driver needs to hesitate before talking. The microphone needs to be held near your mouth. Speak clearly and slowly into the microphone with enough volume to be heard on the receiving radio.
3. When the transmission is completed, the driver releases the mic key and awaits their reply.
4. Call in to base “**clear**” after every route completed. You will call in your “**ROUTE NUMBER-clear-ROUTE NUMBER**” (example: 301 clear 301)
5. Always respond to a call on the radio. If you are given a message, we need to know that you have heard it.
6. The utmost discretion needs to be used when communicating over the radio. The radio is for business related conversations and emergency use only. Unnecessary talking or noises on the radio can cause confusion for the other drivers and even scare the students.
7. Avoid giving out full names or addresses of students on the radio unless absolutely necessary.
8. In an emergency, notify dispatch with the proper 10 code. When the emergency 10 code is announced on the radio, all other drivers are to stay off the radio. Remain calm and in control of the situation. When describing the incident do not elaborate or exaggerate the facts. This only adds to the confusion to the situation and may scare the students.
9. Calling from one bus to another is permissible as long as it is done properly.
10. Channel “2” is the talk around channel, for communication with another bus when the vehicles are in close convoy and outside of the repeater range. Be

sure to return the radio to channel 6 when returning within range of the repeater.

OPERATION OF A SCHOOL BUS WHILE USING A CELL PHONE

1. Using a cellular radio telecommunication device (cell phone) means talking, texting or listening to or dialing a cell phone.
2. To “**operate**” means to have the vehicle in motion, or parked at its destination while unloading or loading students.
3. **School Bus Drivers may not operate a School Bus while using a cell phone.**

This section does not apply: (exception to the rule)

1. To the use of a cellular radio telecommunication device for the purpose of communicating with any of the following regarding an emergency situation:
 - a. Emergency response operator;
 - b. Hospital;
 - c. Physician’s office or health clinic;
 - d. Ambulance service;
 - e. Fire Department, Fire District, or Fire Company; or
 - f. Police Department
2. To the use of a cell phone to call for assistance in the event that there is a mechanical breakdown or other mechanical problem that impairs the safe operation of the school bus.
3. When the School Bus is parked in a safe area off of any roadway.

WORK HOURS

1. **DRIVERS MUST BE ON TIME!** Drivers are required to report to the bus lot:
 - a. **MINIMUM OF 15 MINUTES PRIOR TO DEPARTURE TIME**
 - b. **Drivers are to remain with their buses while waiting for the school’s dismissal.**
2. Excessive absenteeism may lead to the dismissal of a driver. A one week advance notice is required for any absence with the exception of illness or emergency.
3. Arrangements for substitutes **MUST** be made through the Transportation Office.
 - a. When a substitute is needed, contact the Transportation Director as soon

as possible **on the cell phone**. Calls should be made by 5:30 AM for AM routes, and no later than 1:00 PM for PM routes. Drivers not showing up for work without calling will be given **ONE** warning only. If a second offense occurs, disciplinary action will be taken.

4. Procedure for requesting time-off is as follows:
 - a. Complete revised form and place it in the transportation office mailbox
 - b. List your time-off on your time card clearly indicating: sick, personal or unpaid. Personal time and sick time will be used whenever possible
 - c. See current union contract or employee handbook, as to what constitutes a sick/personal day
5. Drivers can be compensated (with prior approval of the Transportation Director) for additional hours incurred for bus maintenance that cannot be completed during daily routine cleaning.
6. Routes will be assigned to drivers at the beginning of the school year.
 - a. Drivers will be given written confirmation of their times for their routes after the routes have been established (first few weeks of school)
 - b. Any changes in the total route time, exceeding 5 minutes, due to a student being dropped or added, stops or pickup/drop off locations will be given to the driver in writing
 - c. Routes are subject to change at any time by the Transportation Department
 - d. Random route checks will be made to confirm accuracy of route times
 - e. No changes will be made on the driver's timecard without first notifying the employee
 - f. Time cards not properly filled out will be returned to the driver for corrections.

DAILY PRE-TRIP INSPECTION SHEETS/BOOKS

1. Anytime a bus goes out for the first time by a specific driver, a pre-trip inspection must be completed and the form handed in at the bus barn **PRIOR** to departure. If you are departing after regular work hours or on a weekend or holiday, the inspection slip is to be put into the designated file in the bus barn.
2. Books can be obtained at the Transportation Office. Write the bus number, the starting month and year on the front cover. All completed books, mark the ending month and year and put it in the designated box located in the bus barn.
3. Only two (2) pre-trip books are to be in the bus:
 - 1-current book being used
 - 1-previous months book with at least 30 days completed in it
4. The pre-trip inspection sheet is a legal document. It must be filled out completely,

signed and dated. Each box must be individually checked.

BUS BARN / PARKING LOT RULES

1. **SLOW DOWN** when entering or leaving the bus lot area **in all vehicles** (buses, vans, private vehicles, etc.) **5 MPH in the bus lot (NO Exceptions)**.
2. **Be alert when backing up.** Be aware of what other vehicles are doing and what other people are doing (i.e. walking). Wait a few seconds after putting the bus in gear, honk your horn, announce on the radio your bus number and you are backing and your bus number again, then proceed in a cautious manner.
3. A bus that is backing has the right-of-way.
4. Every bus has an assigned stall. Buses are to be parked in their assigned stalls at all times.
5. Do not run your bus in the barn with the door down.
6. Do not park personal vehicles anywhere in the bus barn parking lot for any reason or length of time. Park personal vehicles in the personnel lot.
7. All buses have a remote that is designated for your specific door. Do not trade remotes.
8. Get up from your seat and check to be sure your bus has cleared the yellow pylons before exiting your bus. Please close the garage door after you've parked.

ROUTES

According to State regulations, student transportation shall be provided for students who reside 1 1/2 miles or more from school or to areas under 1.5 miles from school, with an IDOT approved "Serious Safety Hazard Finding."

Requests for transportation from a babysitter's address may be honored, on a yearly basis, if both the babysitter's address and the home address qualify for transportation. If granted, the student will only be assigned to an existing bus stop. The school district is under no obligation to vary the regular route to accommodate students going to a babysitter's location.

1. Permanent bus routes, stops, and approximate pick up/drop off times have been established. **BUS DRIVERS ARE NOT PERMITTED TO DEVIATE FROM THIS MASTER PLAN WITHOUT PROPER AUTHORIZATION FROM THE DIRECTOR OF TRANSPORTATION OR ROUTING SUPERVISOR.** If you have any suggestions about your route, please present them to the Routing

- Coordinator using the "Route Change Request" form. A driver can reroute if needed, due to traffic or missing students, call into base, it will be logged.
2. Students must be picked up and dropped off at the same location, Monday through Friday. A student riding your bus cannot get off at another stop on your route unless previously authorized by the transportation department. Parents must make a call to the transportation department or school administrator to authorize any changes for their child. Transportation will advise drivers on any changes in a student P/U or D/O. Drivers should not make any student changes to a route without official notification from the transportation department.
 3. Parents who need their child to ride a bus other than their child's regular bus must have prior authorization from the transportation department or school administrator. This is approved on an emergency basis only. Drivers may not approve.
 4. We do not allow anyone other than School District Personnel on our buses. If you find yourself in a situation where a parent, a member of the community, etc., wants to board your bus, inform them politely of the district policy. Take their name and telephone number so that the Director of Transportation can contact them regarding the incident. You may also give them the office telephone number. Do not get in a verbal debate or use physical force to keep them off the bus, but call immediately via radio for help. The exception to this rule is a parent or designated adult that will need to board the bus to secure and unsecure their child in a star seat or seat belt or safety harness.
 5. All students are to be seated and remain in their seats while the bus is in motion. Students **MUST** remain seated until the bus comes to a complete stop. **DO NOT PROCEED UNTIL ALL STUDENTS ARE SEATED.**
 6. Students are not to crowd or charge the bus when boarding. Do not open the door until they have moved back from the curb and are lined up single file.
 7. From time to time, there may be situations beyond your control (traffic, weather, trains, student illness) that may cause you to be late on regular routes and athletic/extra-curricular trips. Please report this to the Transportation Director or the transportation office via radio/telephone. Remember, safety comes first. Never try to make up time by speeding or taking short cuts.
 8. All information pertaining to students is strictly confidential and is **not** to be discussed or given out to anyone.
 9. An inspection (walk through) of your bus is to be completed after **every** route or trip. Bus seats and floors should be inspected for sleeping children and for vandalism. Report any findings immediately to the Transportation Office.

10. The aisle and the emergency door area of a bus are not to be blocked. These areas are to be kept open and free of equipment, coolers, supplies, etc. Items such as these must be placed in a seat or on the floor in front of a seat. Drivers are not to proceed if this safety regulation is not followed.
11. No eating or drinking is allowed on any bus at any time. **ALL DRIVERS ARE EXPECTED TO ABIDE BY AND ENFORCE THIS RULE.**
12. Due to legal liability, it is not permissible to transport students for anything other than the regularly scheduled route or District sponsored activity. There is to be absolutely no exception concerning this matter.
13. Bus drivers must assign seats for all routes. When doing so, turn in a copy of the "Bus Assigned Seat" form to the Transportation Director showing the student's name, and seat assigned. Also place a copy in your route binder. Students that are assigned a seat by the School Administrator or Director of Transportation are not to be released from this seat without the consent of the Director of Transportation. However, if you feel a student should be moved to a different area of the bus, you should make this recommendation to the Director of Transportation prior to any change in seat assignment.
14. As an opening in a regular route occurs, it will be offered by seniority, and then to substitute drivers as a means of filling this route. In the best interest of the Transportation Department, the Transportation Director shall reserve the right to make the final decision as to when an opening is to be offered and who shall fill any and all vacancies. Routes available for bid will be posted for 48 hours.
15. At the beginning of the school year, ROUTES will be made available to all District drivers for two working days (6:30 am – 3:00 pm). During those two days the drivers will have the opportunity to come in and look through all the available routes. Drivers will be assigned a time slot on the day of route bidding by seniority. The drivers will come in at their designated time and select their route choice from what is available. Routes will be assigned by seniority per the driver's "request" at that time.
16. Van only drivers will follow the same procedures as bus drivers for route picks. Bus drivers may not bid on any open van only routes prior to the van only drivers bidding. (Some van only routes may be bundled with bus routes out of necessity due to lack of drivers/time).
17. Route drivers are to only transport authorized students, and learn the names of those students riding your bus. Know where each child is to be picked up in the morning and dropped off in the afternoon.

18. Preschool/Early Childhood runs will be offered to drivers by using the posted seniority list.
19. All summer school routes and/or student extra-curricular driving will be offered to drivers by seniority and last for the duration of the route or trip.
20. Non-regularly scheduled transportation needs will be filled or incorporated into the driver's route best suited to the requirement.
21. **NEVER ASSUME ANYTHING!** If you are unsure about something, ask before proceeding.
22. Keep an open mind. Personal feelings cannot be reflected in our daily job.
23. Any door-to-door drop off involving:
 - Special Ed IEP
 - Pre School
 - Kindergarten

The driver can only allow students off the bus when a parent/guardian meets the bus. These children should be highlighted on the route sheet.
24. Drivers must write up stop arm violations, as they occur. Let dispatch know of the write up and place the form in the mailbox marked for the police.
25. All route binders must be kept neat and contain a ***listing of all students and route sheets***. As changes occur, drivers must update the route sheets, as needed. Route sheets would not be reprinted. The only time route sheets will be reprinted for the driver is if a stop was ***removed*** or ***added*** to their route.
26. Bus drivers are NOT to make any unauthorized stops!
27. Routing of any students new or otherwise will be added to routes at the discretion of the transportation department.
28. Drivers will give in writing their "clear" location in the PM (and mid-day for select drivers with preschool routes). Your clear location should be noted on the driver's route sheet.

BUS ROUTE DEFINITIONS

Regular Route: (Route Pay)

A route that stops at a student's home or designated bus stop for the purpose of loading or unloading any student going to or from Marengo-Union, Riley District schools. AM, PM and Preschool/Early Childhood are each considered one regular route which runs from approximately 30 minutes to 65 minutes each in length.

Shuttle Route: (Route Pay)

Transporting students from one building to another in District with no student home stops and when not consolidated with a regular route. This route is run just prior to the start and/or immediately upon dismissal of school each day. Each run is approximately 15 - 20 minutes in length.

Special Routes: (Route Pay)

Routes that are exclusively for the purpose of transporting Special Education students that are required by their I.E.P.'s to attend an Out-Of-District Special Education Placement on a daily basis. Length of time for each of these routes varies greatly due to distance traveled and the inconsistent number of drop-offs and pick-ups.

Extra Driving: (Trip Pay)

Any extra-curricular activity, sports events, field trips, music or academic event, etc. whether waiting is required or not, is all considered EXTRA DRIVING. Length of time for any of these trips varies greatly. Time begins when the driver is preparing the bus for the trip and ends when the bus has arrived back at the bus lot. Please arrive at the pickup location at least 5 minutes prior to the departure time.

Magic Routes: (Route Pay)

Magic routes are temporary routes for students that become homeless. If possible these students will be included into existing routes, but if necessary, a separate route will be created for their transportation.

Sub Route: (Route Pay)

A sub route occurs when a regularly assigned (employed) driver cannot drive. If this route is driven by an employed driver of the District, they shall receive their regular route pay rate. Otherwise it will be assigned to a sub driver and they shall receive sub pay.

ROADS TO AVOID

Drivers will be notified if roads cannot be used during part of their route as the road closings become available to the Transportation Office. Roads may be closed for a number of reasons, including: construction, accidents, frost, flooding, etc. Alternate routes will be used in the event of road closings.

ROUTE MANAGEMENT “Seldom Late / Never Early”

1. Follow the time schedule for each trip as closely as possible.
2. Do not speed to make up for lost time. Several minutes late is better than not arriving at all. When running more than 5 minutes late to your drop off/pick up points, radio dispatch to inform them you are running late.

3. Be on time for all pick-ups. Afternoon schedules need not be followed quite so close, but do not exceed the speed limit to make up lost time.
4. There will be no change in buses or routes without the consent of the Transportation Director or designee and changes have been recorded in the transportation office.
5. Should you have mechanical difficulty or an accident, contact the Transportation Office via the radio using the proper 10 code.
6. Please notify the Transportation Director as soon as possible, if you cannot make an assignment.
7. Do not start your route early even if the roads are bad, because the first pick-up will not be ready. Use extreme caution when roads are hazardous. When the weather is extremely bad, listen to the radio for instructions, bus drivers will be called by the Transportation Office if school is to be canceled.
8. A driver is required to wait 7 minutes after school is dismissed before starting the pm route, a bell will signal classes to release time and buses may leave 7 minutes from that point.

The driver is responsible for establishing good student morale on his/her bus. In addition to being fair, firm, and friendly – BE CONSISTENT. At the start of a new year or when a driver is assigned to a new route, he/she should take the time to establish acceptable discipline procedures with the students. A strict time schedule must be maintained without sacrificing safety.

SAFETY BELTS

Illinois Vehicle Code specifies each school bus driver must wear a seat belt when operating a school bus. If students assigned to a bus need to use a seat belt be sure to familiarize yourself with the use of this specialized equipment and be sure that it is secure and safe for the student. This is especially important for wheelchairs and special education related safety belts. Know your bus equipment and the proper use of all items. Your understanding and proper use is your students best safety feature.

STOP ARM VIOLATION

Unfortunately, when loading or unloading students from your bus with all lights activated and stop arm extended, a motorist will disregard your signals and pass your stopped school bus. Fill out the appropriate report found in the bus barn and place it in the police mailbox where it will be forwarded to the police department. The location of violation, direction of travel, color of car, make of the car, time of day, name of highway, license

plate number, and driver description is the most helpful information required for a violation conviction. The police can work with just a license number as well.

STROBE LIGHTS

Strobe lights are used to warn other motorists of the location of a school bus under conditions of poor visibility or other road conditions, which might foster a vehicle accident. Poor visibility might be fog, snow, rain or other conditions that might limit visibility.

Strobe lights are to be activated only under the following conditions:

1. The school bus must be carrying one or more passengers.
2. The bus must be in use as a school bus.
3. The vehicle must be:
 - a. stopped or coming to a stop to load or unload passengers.
 - b. traveling at a speed below the minimum posted speed
 - c. traveling less than 30 mph – outside a municipality where traffic is proceeding at a reduced speed, (i.e. – farm machinery, funeral procession).

STUDENT DISCIPLINE AND EXPECTED BEHAVIOR

Each year we have many new pupils who ride on our school buses. Review, and clarify our policy regarding discipline of children while riding on the school bus.

Pupils should obey the driver respectfully and promptly. The right of all pupils to ride on the bus is conditioned on their good behavior and observance of the rules and regulations. Safety demands cooperation. Should any pupil persist in violating any of the rules and regulations, it shall be the driver who notifies the school administrator, and after due warning has been given to the pupil, the school administrator may then forbid such pupil the privilege of riding the bus until permission to ride is given by the “School Board”, or its authorized representative.

We have adopted the following practices and procedures. The school bus driver is responsible for maintaining discipline on the school bus just as a teacher is responsible in their classroom. The driver should make clear to each child the rules, which must be followed in order to ensure the safety of all the children on the bus.

Students:

1. Be on time at the designated bus stop – help keep the bus on schedule
2. Staff off the road at all times while waiting for the bus

3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop. When boarding and disembarking the bus, move quickly and quietly without shoving.
4. Do not leave your seat while the bus is in motion.
5. Sit in the seat assigned by the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out the windows.
8. Remember that loud talking or unnecessary confusion diverts the driver's attention and could result in an accident.
9. Be quiet when approaching a railroad crossing stop.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times. No eating, drinking or chewing gum is allowed on the bus.
12. No animals, pets or loose glass containers are allowed on the bus.
13. Keep books, packages, coats, and all other objects out of the aisles.
14. Leave no books, lunches, or other articles on the bus.
15. Be courteous to fellow pupils and the bus driver.
16. Help look after the safety and comfort of smaller children.
17. Do not ask the driver to stop at places other than the regular bus stop; they are not permitted to do this except by proper authorization from the school official.
18. Observe safety precautions at discharge point. Where it is necessary to cross the road, proceed to the point at least ten (10) feet in front of the bus just past the extension of the crossing arm on the right shoulder where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.

19. Observe the same rules and regulations on the other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
20. The seat each student occupies and the back of the seat in front of the student are the responsibility of the student. Careless damage to school property will be that student's financial responsibility.
21. The bus driver is in complete command of the bus at all times and has the right to enforce all bus regulations. He/she may also issue any other instructions, deemed necessary for efficient and safe operation of the bus.
22. Repeated misconduct while riding on the school bus will result in a suspension of riding privileges for a specified period of. The parents will be notified by the school principal, Superintendent, or Transportation Director of misconduct. Cooperation of parents can help to provide safe transportation for all students on the bus.
23. No smoking or vaping allowed on the school bus.
24. Windows are not to be lowered below the stop mark.
25. Inappropriate bus behavior and all actions, which could endanger the safe transportation of students, will result in suspension of transportation privileges. The Board of Education authorizes the building principal or assistant principal to suspend students from the school bus.

THE SCHOOL ADMINISTRATION (PRINCIPAL / DEAN / ETC) ARE THE ONLY PEOPLE HAVING THE AUTHORITY TO REMOVE A STUDENT FROM THE BUS.

Inappropriate bus behavior and all actions, which could endanger the safe transportation of students, will result in suspension of transportation privileges. The Board of Education authorizes the building principal or assistant principal to suspend students from the school bus.

BUS DRIVER RESPONSIBILITIES:

1. All bus students are under the immediate jurisdiction of the driver while on the bus.
2. When minor infractions of bus safety rules occur, the bus driver shall:
 - a. Talk to the student and explain the problem
 - b. Bring the offender to the front seat for a period of time
 - c. Report deliberate or continued misconduct to the Transportation Director or administrators which may result in further disciplinary action

3. When repetition of minor infractions occur, or when deliberate or continued misconduct occurs, such as fighting, pushing, tripping, throwing objects of any type, vandalism, obscene gestures, swearing and obscene language, any type of harm to others, including bullying or disregarding the driver, including repeated violations of bus safety rules, the driver shall:
 - a. Bring the problem immediately to the attention of the Transportation Director in person
 - b. Write up a Bus Conduct Report on the individual(s) involved, stating **specific facts only – no opinions!** And submit the Bus Conduct Report and any other pertinent information or items to the Transportation Director. There must be a copy of any write up for the student's file.

BUS CAMERAS

1. On occasion, the Transportation Director or other administrator may need to review a bus tape for the purpose of student discipline. The driver may be notified prior to viewing the tape.
2. The purpose of viewing the tape is specifically for student discipline and is not to be considered evaluative of a driver's performance.

TWENTY-FIVE TIPS IN MAINTAINING DISCIPLINE

1. Never give an order you do not mean or cannot enforce.
2. Give your command to stimulate action, not to check it. Say, "do this" rather than "don't do that". Suggest an action that can be obeyed successfully. The response of the child is in their actions.
3. Give a child time for reaction.
4. Have a reason for what you ask a child to do; then, when possible take time to give the reason – to aid them in seeing your point.
5. Be honest in what you say and do. A child's trust in you is a great help.
6. Be fair. It is not the punishment but it is an injustice that makes a child rebel against you.
7. Be friendly. Always show an interest in what students are doing.
8. Command good qualities and action.
9. Try to be constructive, not repressive, in all dealings with children.

10. Remember that a sense of humor is extremely valuable.
11. Corporal punishment is not allowed by the district. NEVER strike a child. It may seem to be the easiest way but it only aggravates the problem. Also, the parents can take legal action against you.
12. Do not judge misconduct on how it annoys you.
13. Do not take out your feelings and prejudices on the children.
14. Maintain poise at all times. Do not lose your temper.
15. Remember, the temper is the only keen edge tool that grows sharper with constant use. Do not nag, bluff, or be pompous.
16. Look for good qualities – all children have them.
17. Do not pick on every little thing a child does. Sometimes it is wiser to overlook some things.
18. Bear in mind that misbehavior is seldom willful. There is usually a cause.
19. Listen for suggestions and complaints from children.
20. Remember it is not the fear of punishment that changes behavior; it is the certainty of it.
21. Be sincere in your work.
22. Set a good example.
23. Think faster than the child does. If they can out-think you, you are not using your maturity and the advantage of your higher education. You should see possibilities before they become results. This is the secret of leadership.
24. Defiance to established procedure comes from the failure of some adults to keep the situation in hand. If there is danger of a direct break, the child should not be forced. An adult's will should never be pitted against that of a child. It is wiser to give some simple directions that will be obeyed mechanically and pick up the reins of control in a quiet way.
25. Never hold a child up to public ridicule. It is the best way of creating a discipline problem.

WEEKLY TIME CARDS

It is the driver's responsibility to fill out (use black or blue ink only) and **sign** their time cards. No highlighting on the time card is allowed. **Each section of the time cards must be completely filled out on each route or trip taken; if not, it will be returned to the driver for completion.** Time cards are to be turned in every Friday and at the end of a pay period and **must be received** in the transportation office within **24 hours**. Time cards not received in this designated time period, will be paid on the next pay period.

When you record your AM, Mid-day & PM route, just enter the route number in the appropriate square. Please know that a pre-trip is included in all AM route times. Include a pre-trip for any other start times if you have to pre-trip a bus prior to your field trip.

If you have additional time requirements, make certain that you note it on the back of your time card and that you have radioed dispatch so that your request is documented.

FIELD TRIPS/ATHLETIC TRIPS/ANY MISC. TYPE TRIP PAY

If you agree to drive on any field trip/athletic trip or any misc. trip, you are to use a trip slip. Please note your trip start time begins at the end of your route time. For example, if your route time ends at 3:15, your trip slip begins at 3:16. If you enter an earlier time, you lose your route pay for that time period. You cannot be paid for both. It is a technicality that will cost you money if you do it incorrectly. All start times given on a trip slip from the transportation office must be adhered to. No changing of start times is allowed. Please show up 5 minutes prior to the start time.

STAFF DRESS GUIDELINES

All District employees serve as role models for the students with whom they work. Consistent with these roles, staff will dress in a manner that is appropriate, professional, and non-disruptive in light of their job duties and the impressionable youth they serve. In general, clothing must be neat, well fitting and casual attire.

Appearances and Attire:

1. The nature for school bus driving allows for a more relaxed dress code than traditionally found in most business settings. However, a driver's appearance is extremely important, as it sets the image of the department and bus drivers in general in the eyes of the students and public. It is expected of drivers to always report to work dressed neatly and appropriately, and that they maintain a high standard of personal hygiene.
2. The following articles of clothing are **NOT** permitted:
 - **Tops** – no tight revealing tank tops, tube tops, body shirts, or

crop-tops, (no spaghetti straps - straps must be at least 3 inches wide, no exposed midriffs)

- **Pictures** – No apparel having pictures / slogans which could be offensive or against school policy (i.e. religious, political, sexual, alcohol/drug/tobacco related, etc.)
- **Spandex** – Spandex and other excessively tight articles are not permitted
- **Clothing that is torn** – apparel that is ripped, torn, or that inappropriately exposes the body or undergarments
- **Shoes** – Rubber “flip-flops’ ’, high heels, slip-ons, sandals, Crocs or clogs are not acceptable. It is strongly recommended that only gym shoes, loafers, or low-heeled dress shoes be worn. Bare or stocking feet are not acceptable. **Shoes must cover the toes and heels.**
- Coats intended as outdoor articles of clothing shall not be worn.
- Undergarments are not to be seen.
- Intentionally altered clothing, unbuttoned or unzipped attire, and ill-fitted garments are not acceptable. Shirts/tops and all dresses may not expose the midriff, back, or cleavage when sitting or standing.
- Dresses, skirts and similar clothing must be of appropriate length. Must be past the length of your fingers with your arms straight down at your sides.
- Items considered sleepwear or lounging pants shall not be worn.

3. All clothing should be clean and in good condition. All final decisions regarding the appropriateness of dress by staff will be at the discretion of the principal or his/her designee and the Transportation Director.

JURY DUTY, PAY PERIODS, SALARY

Please see the current contract between the Board of Education and the MESS.

PERSONAL INFORMATION

Any individual driver traffic violations received by an employee holding a valid CDL and school bus permit shall be reported by said driver immediately to the Transportation Director as per regulations set forth by the Illinois Secretary of States’ Office.

SUBDIVISIONS

Subdivisions shall be treated as mass stops and buses will not enter subdivisions without an intersection to use for a turnaround unless the subdivision street exceeds .3 miles in length. Students will need to walk, not to exceed .3 miles, to the designated bus loading location.

Where intersections are available, pick-ups will be made at these locations only. (rather than individual homes) An exception to the rule is the transportation of handicapped students. Handicapped students will be picked up at the end of the driveway.

Where turnarounds would be extremely difficult and/or unsafe, as determined by the Superintendent, Transportation Director or school administration, and the road is a township road (rather than county or state road), children will walk to the nearest corner. (Maximum of three-tenths (.3) of a mile).

TRANSPORTATION OF SPECIAL EDUCATION STUDENTS

The transportation of special education students is indeed a special situation in transportation. One of the most difficult situations to combat for both the driver and the teacher is the feeling of the parents and children that they are different from their peers. This special situation must therefore be attended to with the greatest consideration for the child and for his or her parents.

COMMUNICATION

The need to establish routes of communications for drivers, parents, teachers, and other personnel from the Pupil Personnel Services is based on the concept that effective communication increases the quality of services to the students and parents involved.

Requests for transportation service or changes in service will be sent to the Transportation Director and should include all the pertinent information. It should also include an indication of any special needs (IEP accommodations) a driver would need to be aware of for the safe transportation of the child.

Requests for special consideration should also be made to the Director of Transportation.

There should be open communication between the driver of a special education student and the teachers of these students so that either may advise the other to anticipate unusual behavior related to the students. The teacher will also notify the driver of specific conditions of a student that could affect student safety while on the bus: i.e.

- A. Long-term conditions – such as epilepsy, heavy medication, autism, or other conditions that would affect student bus behavior.
- B. Short-term conditions – such as having a bad day, traumatic experience, etc.

In cases of disciplinary incidents on the bus, the school district of the student involved should be notified by the driver, in writing, of the incident and who was involved. Where there is a continuous problem, the driver should also advise the Transportation Director and the school should notify their principal/dean/vice principal and Special Education director. They should work out the best possible solution to the problem. At no time

does the driver have the authority to eliminate a student from the bus without the expressed consent of the Director of Transportation. In emergencies, the Superintendent, Transportation Director or administration should be consulted.

Open and direct communication is the desired goal, but if at any time the driver wishes to involve the Superintendent, Transportation Director or the teacher wishes to involve his/her principal/dean/ or special education director, they should do so.

DRIVER CODE OF CONDUCT

The District Offices and Transportation Department believes that personal conduct is important in not only the lives of every person, but also in assuring that the district is able to provide reliable, safe and efficient student transportation. It is equally important to maintain a positive work environment. While it is not possible to list all forms of behavior that is considered unacceptable, the following are some examples of positive conduct expected of a driver.

1. Communication between the Transportation Department and Drivers is invaluable. The Transportation Director should be a driver's first contact when a substantial concern arises.
2. Cooperation is expected with a cheerful give and take between all individuals associated in any degree with the comprehensive program.
3. Leadership includes professionalism, honesty, a positive approach, attitude toward coworkers, and the transportation program.
4. Children and their safe transport are the heart of the transportation program. Always consider the child, their best interest and the interest of the program. At the end of each bus route, always check for remaining students onboard the vehicle. Never leave a child unattended on board the bus.
5. A positive work environment is one where employees can be comfortable and enjoy working alongside others while focusing on the task. Always contribute to a positive environment and never to a negative one.
6. Always follow transportation procedures and remember to be safe. Not only may your life depend on this but also you are transporting the most valuable cargo.

CAMERA SYSTEMS

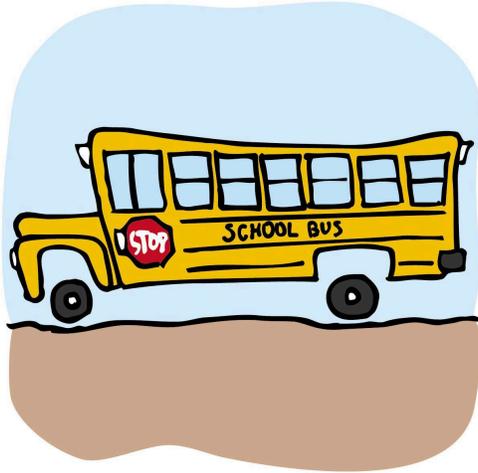
The buses are equipped with camera systems and require an additional inspection to see that function lights are lit and visible at time of bus start up. It is the driver's responsibility to see that the device appears to be functioning normally. Many buses are equipped with cameras that record video and audio. Check installed camera recorders when doing pre-trip inspections.

MEDIA RELATIONS PUBLIC INFORMATION PROGRAM – NEWS MEDIA RELATIONS (POLICY 8.10)

The media represent the public interest in reporting information concerning the District's schools. It is in the interests of both the educational community and the citizens/taxpayers that there is free and open communications with the media.

Individuals must channel outgoing information to the media through the Superintendent of Schools.

District employees should not answer, or attempt to answer, any questions posed to them by any media representative. Rather, all inquiries by the media **MUST** be directed through the Superintendent of Schools.



I have received the **Department of Transportation Handbook**, as well as the ***“Federal Drug and Alcohol Testing Regulations”*** pamphlet. I have read the guidelines and understand the policies and expectations described therein.

PLEASE NOTE: This form must be signed ***AND RETURNED*** within five (5) business days to the Transportation Director, Ms. Lori Thorson.

Employee

Date

Signature

cc: personnel file



MARENGO COMMUNITY HIGH SCHOOL

District #154

110 Franks Road Marengo, Illinois 60152

Phone 815-568-6511

www.mchs154.org

Fax 815-568-6510

David N. Engelbrecht, Ed.S.
Superintendent

Mr. Jay Mullens, Ed.S.
Principal

August 12, 2024

Facility Operations Supervisor, Don Swanson, and I would like to recommend to the Marengo Community High School District #154 Board of Education and Superintendent Engelbrecht the hiring of Mr. Jesse Gibbs as an Assistant Groundskeeper/Custodian & Maintenance at \$17.53/hour. He will primarily work the morning shift on Sundays, and the afternoon shift Mondays - Thursdays in this capacity. Jesse is a recent graduate of MCHS who was hired this summer with the student crew. During the summer he demonstrated that he is responsible, committed, and hard-working and someone we would like to have in a full-time capacity.

Sincerely,

Dr. Angela M. Fink
Assistant Superintendent
Marengo Community High School
District #154
110 Franks Road
Marengo, IL. 60152
(815) 568 - 6511 extension 1341
finka@mchs154.org

August 8, 2024

To: Board of Education
cc/ David Engelbrecht

Re: Recommendation of hire for Translator, Bi-Lingual Para-Educator and Qualified Interpreter for Special Education

From: Julie Amendt, Director of Student Services and Special Education

Dear Board of Education,

I am very pleased to recommend Jenesis Hernandez for the position of Translator, Bi-Lingual Para- Educator and Qualified Interpreter for Special Education at MCHS. Jenesis has agreed to complete the Special Education and Interpreter training to be considered as Qualified per the State's requirements.

Thank you,

Julie Amendt
Director of Student Services and Special Education

August 8, 2024

To: Board of Education
cc/ David Engelbrecht

Re: Recommendation of hire for Para-Educator - Amy Pankow

From: Julie Amendt, Director of Student Services and Special Education

Dear Board of Education,

I am pleased to recommend Amy Pankow for the position of Para Educator at MCHS. She has 20 years of experience and started her career at MCHS.

Thank you,

Julie Amendt
Director of Student Services and Special Education