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INTRODUCTION

This booklet has been prepared as a resource manual for school transportation personnel. It is the bus driver’s responsibility to be thoroughly familiar with all sections of this handbook. The constant goal of the Rochester Community School Corporation is to transport our community’s most precious cargo efficiently, economically, and safely.

It is not possible to prepare a booklet that will cover all incidents, which occur while transporting students. Therefore, the success of a school transportation system depends on your good judgment. Your good judgment may not be the same as a parent, administrator, superintendent, or board member. It is recommended when time permits, that you talk situation(s) over with, the Director of Transportation, the Transportation Secretary or an Administrator.

A. JOB DESCRIPTION-SCHOOL BUS DRIVERS

Summary: To drive school buses and other school vehicles to transport students, faculty and administrative staff by performing the following duties.

Essential functions include the following:
• Pick up and deliver students to and from school at the appointed stops at the scheduled time.
• Abide by all State and Local motor vehicle laws and statutes pertaining to the safe operation of a bus.
• Follow local policies such as who is authorized to ride, limitations on the use of the bus, procedures for making changes in bus routes, and etceteras.
• Operate defensively and be observant of other drivers not only when the bus is moving but also when it is stopped. Especially when loading or unloading.
• Cultivate good habits regarding appearance, language, and good attitude toward others.
• Monitor student behavior and maintain orderly bus conduct on the bus, at bus stops, and on the bus lot.
• Report and document incidents of misbehavior to the building principal according to the flow chart.
• Complete and submit all required paperwork in a timely manner, including accident reports.
• Fuel the bus, check/add oil, and cleans the inside of the bus on a weekly basis.
• Clean the outside of the bus a minimum of one time per month.
• Report any mechanical malfunction to the Transportation Office who will arrange for repairs.
• Provide the Transportation Office with a telephone number where s/he can be reached when weather is questionable.
• Other duties as assigned.

Qualification Requirements: To perform this job successfully, individuals must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Indiana Statute 20-27-8-1 (28-5131) School Bus Drivers Standards: A person must not drive a school bus for the transportation of school children unless he/she is of good moral character, does not use intoxicating liquor during school hours, does not use intoxicating liquor to excess at any time, and is not addicted to any narcotic drug.

The Corporation shall require that: A driver shall not be under the influence of alcohol or narcotic drug, or have any measured alcohol or narcotic drug concentration or detected presence of alcohol or narcotic drug, while on duty, or operating, or in physical control of a school bus. No driver shall consume alcoholic beverages of any kind, at any time within six (6) hours of the operation of a bus. Such an offense is a dischargeable offense, and a crime, which shall be reported.

Education and/or experience: Must be at least twenty-one (21) years of age. Must have a high school diploma or a G.E.D.

Language skills:
• Ability to read and comprehend simple instructions, short correspondence, and memos.
• Ability to write clear and understandable sentences.
• Ability to read and prepare maps.
• Ability to accurately complete forms.
• Must complete the application form with permission to perform background and records check.

Mathematical skills:
• Ability to add, subtract, multiply, and divide all units of measure using whole numbers, common fractions, and decimals.
• Ability to tell time.
Reasoning ability:
• Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
• Ability to deal with problems with bus equipment, traffic, and safety.
• Ability to orient him/herself with or without the aide of a compass.

Certificates, licenses, and registrations:
• Must hold a valid state commercial driver’s license, with school bus endorsement.
• Must successfully complete the driver’s training course of the Rochester Community School Corporation.
• Must Pass Physical Performance test

All drivers are required to comply with State Safety requirements by viewing materials at the ASM (Annual Safety Meeting) to maintain his/her State Certification. This is to be completed by October 31st of each year.

The employee’s driving record for the past five (5) years must be free of the following charges:
1. Driving under the influence of alcohol or drugs.
2. Leaving the scene of an accident.
3. Reckless driving.
5. Manslaughter.
6. Driving with a suspended license.
7. License restrictions or points, which jeopardized his/her ability to drive.

Substance Abuse Policy
Employees shall comply with the current Substance Abuse Policy for CDL license holders, beginning on page 38 of this Handbook. This covers employees with CDL’s for compliance with 49 CFR Part 382.601 and 49 CFR Part 40.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.) The employee must:
• Pass a physical examination every two (2) years.
  1. This exam can only be performed by a Certified Medical Examiner on the NRCME List (as of July 1, 2014).
  2. This exam cannot be performed by a physician assistant, nurse practitioner, or chiropractor.
• Pass random drug screening test as required by federal law.
• Be able to observe an object 36 inches high placed ten (10) feet in front of the bus while sitting in the driver’s seat.
• Be of sufficient height so the legs are able to reach the brake and accelerator pedals without altering the seat adjustment as provided by the manufacturer.
• Possess physical ability to exit the rear door of the school bus during routine drills for emergency evacuation or during an urgent evacuation.
• Have full normal use of hands, arms, feet, legs, eyes, and ears.
• Be free from any mental, nervous, organic or functional disease, which might impair his/her ability to properly operate a school bus.
• Have visual acuity, with or without glasses, of at least 20/40 in each eye and a field of vision with 150 degrees minimum and with depth perception of at least 80%.
• Be able to walk forward, unhindered, down the aisle of the bus. When seated behind the steering wheel no part of the body other than the hands should come in contact with the steering wheel.
• The employee is occasionally required to stand, stoop, kneel, crouch, crawl, and use their sense of smell.

**Work environment:** The characteristics described are representative of those an employee encounters while performing the essential functions of this job. (Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.) While performing the duties of this job:

• The employee is frequently exposed to vibration.
• The employee occasionally works near moving mechanical parts and in outside weather conditions.
• The employee is occasionally exposed to fumes or airborne particles.
• The noise level in the work environment is usually loud and is sufficient to cause marked distractions or possible hearing loss.
• There are no environmental hazards indicated for this position.

**Terms of employment:** All student days, the annual bus driver safety meeting, and the corporation-wide opening day meeting. Student days will be paid at a rate calculated by the daily rate plus mileage and shuttle allowances, if applicable. The meetings will be paid at a flat rate of $70. If the driver attends bus inspection day, he/she will be paid at the $70 rate. Bus cleaning and extra-curricular/athletic trips will be paid according to the established schedule.

The Superintendent and/or designee may reschedule the above days as deemed necessary.

**B. PROBATION OF DRIVER**

To help insure safety and to help maintain the lowest possible operational cost the following will be observed in the probation, dismissal, or mid-term termination of contracts for bus drivers:
a. All accidents, no matter how minor, will be subject to review by the Superintendent and the Board of Trustees and will be entered into the driver’s permanent record and may result in one or more of the following:
   1. No additional action.
   2. In case of an accident, a driver may be suspended for an indefinite period of time, pending completion of the investigation of the incident. (Suspension may be with or without pay.)
   3. The driver’s agreement shall be placed on probation for a minimum of one calendar year.
   4. The driver’s agreement shall be placed on probation until the end of the agreement.
   5. The driver’s agreement shall not be renewed at the end of the school year.
   6. The driver shall be dismissed immediately.

b. While on probation during the school year, the driver:
   1. Will be closely supervised.
   2. May be expected to complete a retraining program.
   3. May be expected to complete the CDL – Skilled Driving Course Test given by a State of Indiana tester or,
   4. May be required to complete other improvements as established by the Superintendent, the Board of School Trustees, and the communicated expectations of the School Administration.

C. BUS DRIVER EVALUATION:

   All drivers are expected to perform their duties in accordance with the existing policies of the State of Indiana as well as the Rochester Community School Corporation Board of School Trustees.

   All bus drivers will be evaluated two times in a school year. During the first half of the school year and at the end of the school year

   Cases where a driver is convicted of a serious driving violation; is found to use drugs/alcohol on the job; any case where the safety or welfare of students is endangered, will result in disciplinary action, including potential termination.

D. SUBSTITUTE DRIVERS:

   Substitute drivers must meet all of the requirements expected of a regular driver and will be the first considered for new driver positions. Substitute drivers are to be contacted as soon as possible when needed to fill in for regular drivers.
F. NEW DRIVERS:

Each new driver, regular or substitute, must meet all requirements for school bus driving as required by law. Requirements include:

- Pre-service training, three (3) days.
- Pass the pre-employment drug test.
- Pass a background check.
- Obtain permit.
- Meet the physical examination requirements.
- Must pass the Physical Performance test.
- Bus observation of four (4) hours.
- Bus driving of eight (8) hours.
- Attend the school bus drivers’ Annual Safety Meeting.
- Participate in random drug and alcohol testing.
- The Rochester Community School Corporation may require additional training and instruction depending on the degree of experience and the capabilities of the prospective driver.

G. MEETINGS AND IN-SERVICE TRAINING:

A part of any program for training and instruction must include periodic meetings and in-service programs. Drivers will be notified and required to attend.

H. RATE OF PAY AND OTHER BENEFITS:

- The Board of School Trustees shall determine the salary of all non-instructional personnel compensation of all bus drivers for daily routes, and for extra activities.

- A diesel plug-in fee will be paid to each driver for plugging in his/her bus during the winter months. Deduction of pay will occur when a driver does not plug in his/her bus and it results in the bus not starting the next morning. If the bus is equipped with a Pro Heater, no plug in is needed therefore no fee will be paid.

- The individual principals or the Athletic Director will work with the Transportation Secretary to make arrangements for activities such as class trips, ball games, field trips, and etceteras. The School Board has the power to set the driver’s rate of pay and it will be reflected in the non-certified salary schedule.

- Snow days will be paid only if the employee is on their route and they are instructed to return the students to their home.
I. PERSONAL LEAVE:

1. Each bus driver is allowed four (4) days of personal leave per school year for conducting personal business or civic affairs.

2. Drivers are paid for four (4) holidays each year:
   a. Labor Day
   b. Thanksgiving
   c. Christmas
   d. New Years Day

For further information, please refer to the Terms and Conditions of Employment for Support/Classified Employees.

3. Approval must be obtained by application through the Superintendent or designee at least three (3) days prior to the leave except in the case of emergency where the Superintendent may give verbal approval.

4. The use of personal leave to extend vacations is discouraged. No more than two (2) drivers may be allowed days off at any time unless an exception is granted by the Superintendent and only if substitutes are available.

J. INSURANCE:

1. The School Board maintains liability and property damage for the driver of the school bus.

2. The School Corporation also covers the drivers with a Workman Compensation Policy.

3. The Board offers health, vision, dental, long-term disability, and life insurance for qualified bus drivers.

4. Due to insurance policies, Drivers are not to use personal motorcycles for business purpose.
STANDARD PRACTICES

A. REGULAR DRIVERS:

All drivers are required to meet all of the job descriptions and the following in the Standard practices as outline below. This list is not intended to be all-inclusive.

- Bus drivers are expected to be clean and presentable while driving the bus.
- Bus drivers and aides are expected to wear appropriate street clothes, including covered shoes. If there is a question about appropriate dress, please contact the Director of Transportation.
- All buses will be parked at the bus driver’s home or the north side of the high school when they are not being used in transportation of students.
- Drivers are to wear their seat belts properly when operating the bus.
- Drivers are not allowed to carry people other than Rochester Community School students during the route unless assigned by an administrator.
- Bus drivers are not to use the buses for personal use such as shopping, etceteras without specific permission.
- Cell Phones should be used in case of emergency only and only when the bus is stopped. Drivers shall not use cellular devices, including hands-free and ear pieces (Blue-tooth) or text while the bus is in motion. If an emergency arises requiring the use of such a communication device, the driver shall pull the bus off the traveled portion of the roadway in a safe place and park with the brake set before calling. Violation is a termination event for drivers. Personal calls should not be made when drivers or bus aides are supervising students (for example in the mornings while waiting on a bus tardy bell). Drivers or bus aides found to be in violation may be subject to disciplinary action of a written reprimand, or suspension. Drivers using interactive personal communication devices while the bus is in motion will result in termination from the position. Drivers found to be in violation of Cell Phone shall be disciplined in accordance with the violation. Such discipline may range from reprimand to termination.
- Beverages will not be consumed while students are on the bus, and will be kept from student’s sight when not in use. If consumed, the bus will be stopped.
- The Bus Driver is required to fill out a listing of students, contact names, phone numbers and provide changes to this list as they occur. The list will be given to the Transportation Secretary who will compare with School data. All Students who enter and depart from the bus shall be logged in a daily attendance form, with departures at any site other than the home address noted on the report. The reports shall be turned in to the Transportation Secretary as needed due to some event or no less often than weekly.
- Each Driver will maintain a seating chart for all students on his/her bus. A copy will be maintained on the bus, and copy will be provided to the Transportation Secretary.
• A mileage report will be completed and turned into the Transportation Secretary by the end of the 1st week of school.
• No route changes will be made unless coordinated with and approved by the Transportation Secretary. In case of route disputes, they will be resolved by the Director of Transportation.

B. CHECK FOR STUDENTS AT END OF TRIP

• A driver shall visually inspect each seat within the interior of the school bus at the end of each trip during which students or passengers are transported to determine that no student or passenger has remained on the school bus.
• This check must be performed at the conclusion of each trip during which students or passengers are transported.
• This check must be performed before the driver exits the school bus.
• A student is considered to have been left on the school bus if
  1. The bus driver has reached the end of a trip during which students or passengers are transported and exited the school bus, and
  2. A student or passenger remains inside the school bus.
• The bus driver shall report all instances of a student or passenger being left on the school bus to the superintendent or superintendent’s designee immediately after the incident occurs.
• The superintendent or superintendent’s designee shall report all instances of a student or passenger being left on the school bus to the Department of Education not later than five (5) working days after the incident occurred.
• A driver shall affix a “NO STUDENTS ON BOARD” to the rear door window of the bus at the end of each trip after checking the bus for students.

C. BUS PASS PROCEDURE

• A Bus Pass Form is required for any student desiring to change a pick up or delivery location for a one-day change.
• Permission to ride is subject to available seating and the stop must be on your regular route.
• This form must be signed by the School Location office.
• For permanent changes, the Transportation Office will provide details for students on your route.

D. RADIO OPERATION

• Radio transmission shall be brief and concise. Profanity or obscene language is not permitted at any time. Unit numbers and bus numbers are to be used thus avoiding use of names as much as possible.
• Foundation of a good base station operator rests upon reliability and promptness. Speed is of equal importance, but reliability should never be sacrificed for speed.

• Radio courtesy can be more aptly expressed by the tone of voice and manner of presentation rather than by words. Eliminate all unnecessary talking. Be absolutely impersonal while on the air and avoid familiarity.

• Do not use the term “Over” or “Come In.” It is traditional in the radio services to give the name of the calling station first than the name of the station or numbered unit being called. This helps in complying with FCC Regulations. (Example: You are bus No. 1 and want to talk to bus No. 2 – give your number first – Unit 1 to Unit 2.)

• Know what you want to say, speak distinctly, be brief, be concise, and be impersonal.

• **Do not try to transmit while someone else is transmitting.** At the termination of mobile unit transmission, each mobile unit involved shall clear signifying that message has been completed.

• Currently we are asking all units to sign on at the beginning of the day prior to entering public roads, and off at end of the day after leaving public roads.

• Common call numbers will be provided. We ask you to study and have them available in your bus. They are an aid in avoiding lengthy transmission. Radio time is valuable. It can save a life – maybe yours.

**E. REGULARLY CONSTITUTED ADMINISTRATIVE CHANNELS**

• Problems or issues regarding school buses or any school related function should be resolved through the regular channels within the school system.

• The Board shall serve as the final authority within the school system to settle any issue, which cannot be resolved through the regular administrative channels.

• Problems should be first presented to the Director of Transportation, School Safety Resource Office then the Superintendent and finally to the School Board.

• If any employee still feels strongly about an issue after going through the proper channels, they may at any time contact the office for a meeting with the School Board.
Chain of Command
COMPLAINTS AND COMPLIMENTS

Staff Member
↓
Teacher (IA)
↓
Head Teacher / or
↓
Principal
↓
Superintendent
↓
School Board

Director
↓
Process/Procedure
↓
Administrative Assistant
↓
Process/Procedure

Building Manager
↓
Process/Procedure

Director
↓
Process/Procedure

Instructional Student/Parent

Extra-Curricular
↓
Non-Athletic
↓
Athletic

MS/HS AD

CC will be made to the immediate supervisor for information purposes
NO ACTION IS TO BE TAKEN

BUS DRIVER

↓
Building Administrator

↓
Director of Transportation

↓
School Resource Office

↓
Superintendent
F. ESTABLISHMENT OF ROUTES AND REPORTS

- Drivers are expected to complete reports and return them to the Transportation Office. This is considered a part of this job. Failure to do so will result in disciplinary action.

- Mileage reports may be taken each August. If a +/- 4-mile change in the mileage occurs drivers should report it to the Transportation Office.

**Note:** Any report not turned in on the day it is due may result in the withholding of the employee’s paycheck until the report is turned in.

- Due to individuals moving, it is impossible to establish routes that will not occasionally change.

- If no agreement can be reached the Transportation Office will be considered final authority on route changes s/he feels is in the best interest of the Corporation.

- Any overload, which the drivers have, shall be reported to the Transportation Office, which will check on the situation and make any necessary adjustment.

G. STUDENT COUNT and MILEAGE REPORT

- Every year in August each driver is required to fill out complete seating chart, which lists student riders and mileage data.

- Additional data may be requested throughout the school year.

H. BUS ASSIGNMENT POLICY

Buses will be assigned by the Transportation Department.

I. CAMERA OPERATION

- The cameras are for the safety and well being of the students and the driver.

- Cameras should be running at all times when students are present. Failure to comply with this requirement may result in disciplinary action.

- It is the bus driver’s responsibility to check the recorder and video to see if it they are working properly. Recorder should be checked daily. If the video recorder is not working contact the Transportation Office for service on your camera or recorder.
• If the recorder is out of service, a spare bus with a working recorder should be utilized.

• If a problem arises on the bus, drivers should view the video, have the video positioned to the portion of the video of concern, and be prepared to show and discuss the video with their building principal. Make sure to have the proper paperwork completed before meeting with the principal.

J. USE OF STROBE LIGHTS

• The strobe light must operate during inclement weather.

K. BUS IDLING

• Bus warm up:
  o At 32 degrees or above, busses will be allowed to idle for up to five (5) minutes
  o From 20 to 32 degrees, busses will be allowed to idle for up to fifteen (15) minutes
  o From 20 degrees and below, buses will be allowed to idle for up to thirty (30) minutes; or until front windows are defrosted and all safety equipment is operable.
• Loading/Unloading at bus lot or school
  o All busses arriving at school to load or unload students that will remain at the location for more than three (3) minutes, will turn off engines and remain off until it is time to depart.
• When extreme temperatures require idling of the bus to maintain a reasonable level of comfort inside the bus, the above may not apply. Limiting of idling time is always encouraged to limit fuel consumption.

LOADING/UNLOADING WHEEL CHAIR STUDENTS

Only the bus driver shall operate the wheel chair lift during the loading and unloading of wheel chair bound students. The driver shall secure the wheel chair by locking the wheels and ensuring the chair and child are positioned properly on the lift. During the lift/descent from the bus the driver should hold onto the chair to monitor the lift.

The bus aide shall be located within the bus to assist the student on or off the lift and assist in securing the wheel chair.
Before operation of the bus, the driver shall check seats and ensure that all wheelchairs are properly secured.

For field trips, the classroom aide will deliver the student to the bus driver at the curb. Other students will remain off the school bus until all wheelchair students are loaded and
secured on the bus. During unloading, the wheel chair bound students will be unloaded only after all other students have exited the bus.

**STUDENT MANAGEMENT AND CONTROL**

- All rules and regulations concerning student behavior should be handed out on the first day of school and well known and clearly understood by bus drivers, students, parents, teachers, and administrators and shall be held to them.

- Bus drivers must accept the responsibility for supervising and controlling students while on the route.
  a. Discuss the rules with students. (Bus rules are listed on page 36 of the handbook.)

- Drivers are responsible for the health, safety, and welfare of those who ride on their bus. **To do this the driver must be in control.**
  a. The bus driver will assign seats and expect student to sit in assigned seat. No student may change seat without driver’s approval.
  b. Students will not be allowed to stand up while the bus is in motion, nor move in the aisles while the bus is in motion.

- Each bus driver is expected to cooperate closely with the building principals. The principals bear final responsibility for the conduct and discipline of the students.
  a. The principal will reinforce the driver’s authority.

- The following items are recommended for drivers in meeting their responsibilities of student supervision and control:

  - When students fail to cooperate with the bus driver and conform to the rules after being warned, the driver shall:
    a. Have a chat with said student and document the chat in the logbook.
    b. If the student doesn’t conform after the first chat the driver shall have another chat with the student **and notify both of the parents. It is the driver’s responsibility to contact the parent and have this conversation. Do not expect the administrator or Transportation Office to perform your duties.**
    c. If chatting with the student on two separate occasions doesn’t rectify the issue, the bus driver needs to provide a complete written and accurate description of the incident to the students building principal. *(McGrath – Chat, Chat, Chat and Write)*. **The seriousness of the offense may require this process to be modified, but for most students, this process should be followed.**
    d. If a problem arises on the bus that requires administrator attention, drivers should view the video, have the video positioned to the portion of the video of concern, and be prepared to show and discuss the video with their building principal. Make sure to have the proper paperwork completed before meeting with the principal.
e. If having trouble with many students at one time, the best course of action is to pull the bus over at a safe place, and announce to the students that the bus will remain stopped until they obey the bus rules.

f. It is permissible to return to a school location and have the student taken to the Administrator’s office for discipline.

- If the parents of the student desire to alter the student’s pick up or delivery location for the day, the student must present a signed “Bus Pass” from the school office.

- More permanent changes must be communicated through the school office to the Transportation Office to the Bus driver. The drivers are not allowed to change routes or pick up points for students.

- The driver is in no case allowed to put a student passenger off the bus except at his regular stop or at the school.

- Students are not allowed to change from bus to car or car to bus. Any student riding a bus to/from the school must use corporation transportation for the entire trip. (Exception: If a parent delivers or picks up a student at the bus lot.)
  a. No FOOD or DRINKS without the driver’s permission on any regular route.
  b. Food and drink may be allowed on the bus for field or ECA trips.

- The bus driver should:
  a. Be friendly, fair, firm, and consistent.
  b. Keep your cool and control your temper.
  c. Be friendly to the children who ride the bus but above all, be their respected leader.
  d. Never reprimand a child in the presence of others when it can be avoided.
  e. Understand that each child is an individual and therefore different.
  f. Avoid dictatorial statements and escalating confrontations.
  g. Be consistent – do not put on an act – be yourself. Lack of consistency will leave the students bewildered and unable to know what is expected.
  h. Work closely with transportation supervisors and school administrators on matters concerning pupil discipline.

L. POINTS OF LAW:

- The driver is responsible for the safety of his/her student riders. The driver is to safeguard a child from harm but not at the jeopardy of his/her own life. However,
the driver cannot just ignore nor do nothing. The driver must call for help to assist the offended person if s/he is unable to intervene in any other way.

- The driver must look after his/her rider while the student is riding, boarding, or alighting from the bus, and is safely placed off the roadway before boarding or after getting on or off of the bus.

- The driver having so cared for his/her rider before, during, and after the ride is only responsible for the safety of the child to that degree which an ordinary prudent person would exercise under similar circumstance.

**EVACUATION DRILLS and PROCEDURES**

Each bus driver, in conjunction with the Transportation Office, shall conduct at least two (2) bus drills with students. Drills must be held within 45 days of the start of school and within 45 days of the start of the second semester. In an emergency it is possible the children will try to get out of the emergency door all at once and jam the exit. To help avoid this situation, you should organize and conduct Emergency Exit Drills for all students who ride school buses.

- There are several ways to evacuate:
  a. Everyone exits through the rear emergency door.
  b. Everyone exits through the front entrance door.
  c. Front half exits through the front door and rear half exits through the rear door.

Explain to all students who ride the bus the procedures to be followed if it is necessary to evacuate. All drivers should conduct an Emergency Evacuation Drill at least two (2) times per year. Drills should be held on school property and not on the bus route. The bus driver and Transportation Department conduct the evacuation drills and document the drills per law.

All drivers must explain the proper use of seatbelts to all students on buses that have seat belt(s). (IN Statue 575IPC 1-10-1.)

**SELECTION OF STUDENT SAFETY HELPERS**

- Each school bus will have five (5) student safety helpers.
  a. Two (2) safety helpers should be assigned the seats near the front exit.
  b. Three (3) safety helpers should be assigned to the seats near the rear exit.

- Safety helpers should be students who are:
  a. Mature.
  b. Physically and mentally capable.
  c. Respected by other students.
d. One of the first students to board the bus in the morning and one of the last to disembark in the evening.

- Written parental permission should be obtained for each student safety helper.

**TRAINING STUDENT SAFETY HELPERS**

- Safety helper training should be conducted during school hours.

- **Safety helpers will not be used in the daily routine of maintaining discipline on the school bus.**

- Safety helper training will be provided with a written outline of evacuation procedures with specific duties noted.

- Safety helper training should be detailed so helpers function effectively with driver supervision or in the event the driver is unable to give instructions due to illness or injury.

- Safety helpers should become thoroughly familiar with the exact location and use of fire extinguishers. Knowledge of the various types of fires would be helpful.

- Helpers should be instructed that the evacuation of the bus and protecting students from injury is their only priority.

- In the event the driver is incapable of providing instructions, safety helpers should be instructed on the procedures for:
  a. Removing the driver from the driver’s seat.
  b. Steering (NOT DRIVING) the bus to a stop, preferably to side of the road.
  c. Turning off the ignition switch.
  d. Applying the emergency brake and stopping the bus safely.
  e. Activate the flashing warning lights and the stop arm.
  f. Proper use of the two-way radio in order to alert the Transportation Office.

**BOTH EXITS AVAILABLE:**

- Upon the driver’s command one rear safety helper should open the rear emergency door and all three rear helpers will disembark. The two front safety helpers should also disembark at the front exit.

- Upon the driver’s command the student in the rear section of the bus should exit one row at a time to the rear emergency door exit. Students in the front section should exit one row at a time to the front door exit.

- One front helper should assist the students in leaving the bus. The other front helper should lead those students away from the vehicle at least 100 feet off the roadway or other safe location.
• The two rear safety helpers should station themselves on each side of the rear door and hand-assist students to the ground. The other rear helpers should lead those students away from the vehicle, at least 100 feet off the roadway or other safe location.

• The driver should supervise the student evacuation and ensure all students have left the vehicle prior to self-evacuation.

• If necessary, the driver should designate two helpers to go for assistance.

FRONT DOOR ONLY ACCESSIBLE:

• Upon the driver’s command, the two front safety helpers should disembark.

• Upon the driver’s command, students will exit one row at a time through the front door.

• One front safety helper should assist students in leaving the bus. The other helper should lead the students away from the vehicle, at least 100 feet off the roadway.

• The rear safety helpers should assist the driver in supervising the orderly evacuation of students and ensure all students have left the vehicle.

• The driver should supervise the student evacuation and ensure that all students have left the vehicle.

• If necessary, the driver should designate two helpers to go for assistance.

REAR DOOR ONLY ACCESSIBLE:

• Upon the driver’s command, one rear safety helper should open the rear emergency door and all three of the rear helpers will disembark.

• Upon the driver’s command, students should exit one row at a time through the rear exit.

• The two rear safety helpers should station themselves on each side of the rear emergency door and hand-assist students to the ground. The other helper should lead the students away from the vehicle, at least 100 feet off the roadway.

• The two front safety helpers should assist the driver in supervising the orderly student evacuation and ensure all students have left the vehicle.
• The driver should supervise the student evacuation and ensure all students have left the vehicle.

• If necessary, the driver should designate two helpers to go for assistance.

INCLEMENT WEATHER and EMERGENCY PROCEDURES

A. FOG

Everyone realizes the difficulties of being unable to see due to fog. Unfortunately, it is treated too lightly because the road surface is clear. To determine when not to run buses due to extremely poor visibility is exceptionally difficult because fog tends to localize rather than blanket the entire school system area.

• Our “rule of thumb” for closing or delay is the ability to see at least a distance equal to two (2) telephone poles ahead of the bus.

• When you feel your visibility is too impaired to drive, delay for a time to wait for clearing. No driver can drive blind when s/he can hardly see the road. If you feel you cannot see far enough ahead, especially at crossroads, wait to be safe, and notify the Transportation Office.

• On foggy days and slippery roads, keep bus riders out of the back seats for as long as possible to avoid student injury in case of rear-end collisions. (Be sure to use your strobe light on foggy days.)

• **Bus drivers are advised not to drive in unsafe conditions.**

B. TORNADO ALERTS

• A **“Tornado Watch”** is a forecast of the possibility of one or more tornados in a large area. You may continue normal driving activities, but watch for tornados.

  • You should be planning where you might perform emergency evacuation procedures in case of the “Watch” being upgraded to a “Warning”.

  • Let a responsible student help watch, particularly to the southwest.

  • Have the radio turned to WROI 92.1.
• A “Tornado Warning” means that a tornado has been detected and may be approaching. It will be announced over the radio, either by local Emergency Management or by the Transportation Office. The Transportation Office will monitor local conditions on local radio and TV stations to determine what routes may be affected.

• If in the Bus Lot, or near one of the schools, evacuate students to the school nearest to your location.

• If on your route away from town, you should immediately plan where you will evacuate the bus in case of your actual sighting of the tornado.

• If you sight a tornado:
  a. Stop the bus and immediately place students in a ditch or culvert. Do not move students to an underpass or beneath a bridge.
  b. If you do not have time for this, have everyone assume the tornado position by squatting with hands locked behind the back of the neck or holding books or clothing over the back of the neck.
  c. Get down on the floor of the vehicle.

• **Never try to out run a tornado.**

C. **HIGH WATER**

• Only drive through standing water if you can see the roadway through the water.

• When the bus has passed through as much as 12 inches of water, water gets on the brakes and they will not hold. To remedy this, apply light pressure on the brake for a short distance. This creates enough heat to dry the lining.

• Never drive through running water.

• Obey “Road Closed” signs posted by the County

• Contact the Transportation Office and notify them of any students that cannot be transported due to high water conditions.

D. **EVACUATION OF SCHOOLS**

If it becomes necessary to evacuate a school during the school day, the bus drivers will be called upon to aide in the evacuation of the school to a safe location. The
Transportation Office will maintain a listing of phone numbers for contacting the bus drivers.

- Bus drivers will report to the assigned school location
- Students will be transported to a designated area.
- Follow the instructions given to you by Administrators.

E. DRIVER IN DISTRESS

- Distress Signal shall indicate that the bus driver is in a hostage, hijacking, or other situation where immediate help is required. State that this is a Distress Call if at all possible.

- Communicate as much information as possible via the radio or a cell phone. Try to provide such information as the location, nature of the problem/issue and any other information that would be helpful.

- This call should be used only in dire situations.

F. CLOSING OF SCHOOL

- The decision to close school because of emergency or weather conditions will be made by the Superintendent. If the Superintendent is not available, the Business Manager will consult the Director of Transportation and the Director of Maintenance to make a decision on closing. The announcement will be made on the following radio and television stations.

  WROI (92.1 FM) Rochester  WSBT Channel 22 South Bend
  WNDU Channel 16 South Bend  WSJV Channel 28 Elkhart
  Zebra Website  Schoolreach

- An attempt will be made to notify the bus drivers by Schoolreach or telephone before they leave home.

- Drivers shall have all alternate telephone numbers on file in the Transportation Office should it become necessary to send students home before the scheduled time during the school day.

- Drivers must be alert to weather conditions and must stay near a telephone and listen to the above radio stations in threatening weather conditions in case school must be dismissed early. It is the responsibility of the driver to keep the Transportation Office notified of where they can be located during the day. Drivers must be where they may be contacted.
G. ACCIDENT PROCEDURES FOR DRIVERS

In spite of all precautions, the possibility of accidents cannot be entirely eliminated. If and when an accident should occur, the following procedures are suggested to the drivers:

• Stop and turn off the ignition. Do not move any vehicle unless they are in a hazardous position, may cause a further accident or ordered by the police to do so.

• Notify the Transportation Office immediately by radio or telephone after assessing injuries, damage, and the need for emergency or other assistance.

• If evacuation of the bus is deemed necessary, initiate the bus evacuation procedure:
  a. Front door only
  b. Rear door only
  c. Both front and rear door
  d. Roof Hatch

• Put out triangles, if appropriate, and put on the 4-way flashers.

• Keep calm, do not argue or try to place the blame for the accident. Do not make any statements as to fault.

• Do not allow the pupils to leave the bus unless absolutely necessary for their safety and comfort. (Check for leaking fuel from either vehicle.)

• If necessary, send a responsible pupil for the kind of help needed. Radio for help first.

• Get the license number and other pertinent information about all vehicles and drivers involved.

• No school bus driver shall give assistance to any other vehicle on the road, but will notify the Transportation Office.

• Be sure to have an up-to-date seating chart on the bus. The State Police will require this information upon arriving at the scene of the accident.

• The bus driver will be required to make a full report within 24 hours to the State Police and complete an accident report and other necessary forms at the Transportation Office.

• Driver will be required to submit to a drug and alcohol test.
Discuss accident details only with the police and your supervisor. In talking with the police, politely and accurately answer their questions, but do not volunteer any information.

Do not discuss the accident with bystanders or media personnel.
   a. Beware of “hot mike” and remember there are no “off the record” comments.
   b. Refer all media inquires to the lead administrator or Corporation spokesperson.

H. EMERGENCY EQUIPMENT USE

When an emergency or accident happens it is too late to learn how and where to use the emergency equipment. Drivers should know the location and operation of Reflectors, Hazard Flashers, First Aid Kit, and the Fire Extinguisher.

Red reflectors as warning devices:
   a. Three red reflectors are located in the driver’s compartment.
   b. Placement of reflectors:
      1. Place one reflector beside the bus on the roadway side. Place a safe distance from the bus and oncoming traffic.
      2. Place the second reflector approximately forty paces or 120 feet to the rear of the bus.
         ➢ Placement distance should be greater if the bus is on a hill or curve.
         ➢ Should not exceed three hundred feet.
      3. Place the third reflector forty paces or one hundred feet to the front of the bus, again using greater distances if conditions warrant.

Use good judgment when using the four-way flashers.

First Aid Kit
   a. The first aid kit should be located in the driver’s compartment, be dust proof, well labeled, and conform to federal standards. (Standards require a 10-unit kit for buses.)
   b. Replace any item used from emergency equipment supplies as soon as possible.

Fire Extinguisher
   a. A fire extinguisher is located in the driver’s compartment.

Seat Belt Cutting Tool
   a. Tool should be permanently located with in reach of the driver.
   b. If you must cut the belt, remember to cut at an angle.
BUS CARE and OPERATION

A. BUS CARE

As a bus driver you have the responsibility to keep your bus clean and ensure it is in good operating condition. You can do much to influence the attitude of the students riding the bus by keeping it neat and clean.

- Objects on the floor can increase the possibility of an accident caused by students slipping or tripping.

- A clean bus will bring about better student attitudes and habits. If the driver takes pride in keeping the bus clean, the students will respond in a more positive manner.

- The bus is the main contact with the school. To many parents and taxpayers, their impression of the entire system can be established by what they see of the school bus.

- Cleanliness can add to the life of the school bus. Regardless of other factors, it cannot continue to deliver maximum safety, economy, and dependability unless it is properly maintained.

- Bus driver care activities are to be recorded on the “BUS CARE RECORD”,
  a. Check items completed
  b. Initial at end of day
  c. Turn sheets into Transportation Office at the end of the month.

CLEANING OF BUS

- The following list should aid in the DAILY CARE of your assigned bus. Record completion on the “Bus Care Record”. Actual condition of the bus may dictate a more rigorous cleaning.
  a. Check inside the bus for books and clothing. Keep them for return to the owner on the following trip.
  b. Check bus seats for damage. Check inside walls and the backs of the seats for pencil and pen marks. If any are present, clean them off. Notify the Transportation Department of any damage to seats, immediately.
  c. Empty Wastebasket

- The following list should aid in the WEEKLY CARE of your assigned bus. Record completion on the “Bus Care Record”. Actual condition of the bus may dictate a more rigorous cleaning
  a. Sweep floor
b. Clean Front Windows  
c. Clear Rear Windows  
d. Wipe off seats.

- The following list should aid in the **MONTHLY CARE** of your assigned bus. Record completion on the “Bus Care Record”. Actual condition of the bus may dictate a more rigorous cleaning
  a. Wash outside of bus.
  b. If cold weather prevents cleaning of outside, make sure that headlights, taillights, warning lights are clean and visible.

**B. REQUIRED PRE-TRIP INSPECTION**

Before starting your daily route or trip a pre-trip inspection will be performed on the bus. A listing of items required is on the “BUS CARE RECORD” and items should be checked off as inspected. Any discrepancies should be reported to the Director of Transportation or Transportation Office and be taken care of as soon as possible.

- Headlights: should turn on and operate on high and low beam, no cracked or broken lenses.
- Tires; should be inflated, with 4/32” tread depth on front tires, and 2/32” tread depth on rear tires. Check also for abnormal wear.
- Turn Signals; should operate correctly, no cracked or broken lenses.
- Brake Lights: Should come on when brake pedal is depressed, and go off when brake pedal is released, no cracked or broken lenses.
- Flashers: both yellow and red flashers should operate properly, no cracked or broken lenses.
- Stop Arms, should operate properly, lights should flash with no cracked or broken lenses.
- Emergency Exits: Doors/Windows/Roof Hatch should open properly, warning buzzers should signal opening properly.
- Windshield Wipers: Should operate properly.
- Heater/Defroster: Should operate properly
- Gages: Should operate properly.
- Mirrors: Should be set so that you can view all zones as required. See CDL Manual for more information. This is especially important when using a spare bus, or if you are substituting for another driver or, your bus has been used by a substitute driver. Mirrors should not be cracked or broken.
- Horn: Should operate properly
- Perform a “Walk Around” of the bus. As you perform this inspection each day, you should look at body panels, suspension components, exhaust pipes, and be aware of outward appearance of the bus.
C. POST TRIP

• At the end of the trip or route, perform the same items above to ensure the operational condition of the bus. Check for students.

D. FUEL AND OTHER FLUIDS

• Drivers are responsible for filling fuel tanks on the buses at regular intervals, making sure the tank is at least half full at all times. (Buses are to be fueled at our tank at the north of the High School. The Good Oil station located at the junction of Main and Fourth Street may be used in CASE OF EMERGENCY ONLY.)

• Fuel tanks shall not be filled while students are in the bus.

• Enter the amount, mileage, and date in your log book or on the fuel ticket each time the fuel tank is filled.

• If oil or anti-freeze is added, indicate when and how much on the fuel record sheet.

• If more than two quarts of oil are added per week, tell the Transportation Office.

E. OIL CHANGES

• Oil changes need to be done at 6000 miles.

• Have kingpins greased every 3000 miles.

F. COLD WEATHER

• Buses shall be plugged in when it is 30 degrees Fahrenheit or lower.

G. BREAKDOWNS

• Help to avoid breakdowns by reporting any of the following deficiencies as soon as they are detected:

• Brake pedal goes down more than half way to the floor before stopping the bus or has to be pumped to stop the bus.

• Accelerator sticks causing the motor to race.

• Engine idles too slowly and dies.

• Turn signals fail to work.

• Flashing lights fail to work.

• Any grinding or unusual noises about the bus.
• Continued odor of exhaust gases in the bus.
• Emergency door coming open or failing to close.
• Broken or torn seats in the bus.
• Broken glass in the bus.
• Horn fails to work or does not work properly.
• Headlights or signal lights fail to turn on.
• Heater fails to work or does not work properly.
• Windshield wipers do not work properly.
• Steering gear is too tight or too loose.
• Brakes grab when applied.
• Speedometer fails to work.
• Rims or wheels appear to be loose.
• Bus sags on one side.
• Motor misses or backfires.
• Temperature gauge shows more than 190 degrees while the bus is moving along the road. Any time the water temperature gauge shows 210 degrees or more while the engine is running, the bus should be stopped.
  a. Overheating can cause serious damage to the motor.
  b. DO NOT DRIVE A BUS WITH A STEAMING RADIATOR.
  c. NEVER POUR COLD WATER INTO A HOT Radiator
• Oil pressure gauge fails to show pressure or shows very low pressure when the motor runs.
• Any time a bus is operating in an unsafe manner the driver should pull the bus to the side of the road or street and stop. Than call the Transportation Office.

H. DRIVING PRACTICES
• Drivers should observe practices that keep buses in better operating condition, reduce maintenance, cut repair expense, and help provide safer service to the students. Please practice these points daily.
• The motor should never be raced just after starting. Lasting damage can be done by this practice.

• The proper way to bring a bus to a stop is to release the accelerator and press on the brake pedal until bus comes to a complete stop.

• A driver should observe the gauges on the instrument panel frequently to see that the motor is properly functioning.

• Any time the oil pressure gauge fails to show pressure when the engine is running, the engine should be immediately stopped.
  a. Do not drive in this condition since serious damage will result.

• When roads are wet, covered with ice or snow, or are slippery, drivers should slow down and use caution. Drive according to conditions. It is better to arrive late than put the students and/or bus in an unsafe condition... Radio the Transportation Office if your bus is running over 5 minutes late on your route.

• Drivers should make sure that all electrical switches are turned off before leaving the bus. Sometimes this can be done with the master switch.

• Drivers are expected to take good care of transportation equipment. Those that do not: will not be retained. (This includes not only the mechanical parts of the bus, but also a regular cleaning schedule for the bus.)

• In case of an accident or breakdown, the driver should contact the Transportation Office in regard to the breakdown.

I. SPARE BUSES

• All spare buses will be parked on the north side of the high school where they will be plugged-in during the winter.

• Anytime it is necessary to use a spare bus, make sure that it has been refueled and that there are no papers, trash, or refuse on the floor or seats when it is returned.

• You should have approval to use a spare bus from the Transportation Office.

• The driver is responsible to perform pre-trip and post trip inspections

• When finished with a spare bus – turn off the two-way radio and all switches.

• Keys to spare buses are located in the left side pocket next to the driver’s seat or the cup holder.
SAFETY and GENERAL RULES FOR DRIVERS

The following rules are to be observed by bus drivers of the Rochester Community School Corporation:

• Bus drivers shall comply with all laws, rules and regulations governing the operation of motor vehicles on the highways in the state of Indiana.

• Drivers shall observe all posted speed laws on roads and highways. In no event shall any bus be operated at a speed greater than sixty (60) miles per hour on any federal or state highway or greater than forty (40) miles per hour on any county road.

• No driver is to leave the bus while it is running and occupied by students.

• Bus drivers are to enforce the state law prohibiting a passenger to occupy a space forward of the rear of the driver’s seat.

• School buses are not to be used to tow, push, or assist other vehicles. Bus drivers shall only be assisted by school personnel, or by a private towing service directed by school officials.

• Bus drivers shall not permit any other person to drive his/her bus, occupy his/her seat, or tamper with the engine or any controls unless directed by properly authorized school officials.

• All school buses shall stop at the following:
  a. All stop signs.
  b. Preferential highway intersections.
  c. Railroad crossings whether or not the bus is loaded.
  d. When railroad flashers are flashing due to a malfunction.
     1. Cross only after you have radioed the Transportation Office.

• Before crossing any railroad track or tracks the school bus driver shall bring the bus to a complete stop, within fifty (50) feet but no less than fifteen (15) feet from the nearest rail of such railroad.
  a. While stopped the driver shall listen through an open door and look in both directions for approaching trains and signals indicating the approach of a train. The driver shall not proceed until it is safe to do so.
  b. When the driver does proceed across the tracks s/he shall have the bus in a gear that does not necessitate changing during the crossing and shall not shift gears until having crossed the tracks.
  c. The only time a driver of a school bus does not have to stop for a railroad crossing is when a police officer is directing traffic.

• Drivers shall not permit students to bring pets or animals on the bus.
• All school children who are required to cross a highway or road to board the school bus shall be instructed to wait until the bus is completely stopped with the stop arm out and lights flashing before crossing the road.
  a. When loading or unloading from a school bus all students are required to cross the road in front of the bus and shall wait to cross until signaled by the driver. Students are to check for traffic in other lanes before crossing.

• The yellow flashing warning lights shall be turned on at least 200 feet before stopping on the traveled portion of the highway in order to warn approaching traffic of the driver’s intentions.
  a. Keep the warning lights on until the bus resumes moving.

• The arm signal on the bus shall be used before the bus actually comes to a stop and remains in use until the bus begins to move after the stop.

• Directional signals shall be used to indicate a change of direction not less than 100 feet before the driver actually makes the turn.

• Traffic shall never be held up for an unreasonable length of time. Bus stops should be grouped so a minimum number of stops inconvenience traffic patterns.

• No person shall operate or permit the operation of any school bus upon any highway or road for any private purpose or for any reason other than the transportation of students except as allowed by law.

• It is necessary for bus drivers to maintain a telephone in their residence to facilitate effective communication.
School Bus Driver Physical Performance Standards and Measurements
575 IAC 8 Requirements

All School Bus drivers of the Rochester Community School System Shall perform to the Following Standards:

Sec. 1. Exiting the bus

(a) Driver shall demonstrate the ability to exit the bus from a seat belted position in the driver’s seat and exiting from the rearmost emergency door.
(b) The measurement is pass/fail.

Sec. 2. Quick reaction time between accelerator and service brake

(a) Driver shall demonstrate quick reaction between accelerator and service brake.
(b) In a seat belted position, driver shall with the right foot, alternately depress the accelerator and service brake ten (10) times in ten (10) seconds or less.

Sec. 3. Climbing and descending bus service door steps

(a) Driver shall demonstrate the ability to climb and descend the bus service door steps in a forward facing position two (2) times without stopping.
(b) The measurement is pass/fail.

Sec. 4. Opening and closing bus service door

(a) Driver shall demonstrate the ability to open and lose the bus service door two (2) times without stopping from a seat belted position.
(b) The measurement is pass/fail.

Sec. 5. Operating hand controls or steering wheel

(a) Driver shall demonstrate the ability to operate on (1) hand control on each side of the steering wheel while the bus is in a safe forward motion.
(b) The measurement is pass/fail.
STATE POLICE INSPECTIONS

A. STATE POLICE ANNUAL INSPECTION

Each year, in the summer or early fall, all school buses operated by Rochester Community Schools will be inspected by the Indiana State Police.

- Each driver will be expected to be at the inspection and stay with the bus until inspection is completed.
- The bus must be clean inside and out with all equipment functioning properly. Prior to this inspection, drivers should keep bus mechanics aware of any and all problems so the buses can all meet proper regulations.
- All drivers must be prepared to display the following items as required by the Indiana State Police:
  a. School bus driver certificate card (yellow card).
  b. Medical Examiner’s Certificate
  c. CDL
  d. First Aid Kit
  e. Fire Extinguisher
  f. Reflectors
  g. Brake Inspection Sheet

B. STATE POLICE SPOT INSPECTION

At some time during the school year, the State Police will perform a spot inspection. The bus should be maintained for this inspection at all times. While it is important for a bus to be in perfect mechanical condition for the inspection, it is important all the time.

- It is the driver’s responsibility at all times to see that attention is called to the needs and repairs of the buses as they become necessary.
- Be prepared at all times for this inspection.
- All items required for the annual inspection will be required at this spot inspection.
- Any bus not meeting State safety criteria may be taken out of service at this spot inspection.
EXTRA-CURRICULAR and FIELDTRIPS

In all cases drivers will be contacted by the Transportation Office concerning the availability for trips.

• PROCEDURE
  
a. The Transportation Office will give notification of a trip to the bus driver which should include addresses, maps, contact name(s), phone numbers, etc. will be obtained from the person requesting the trip.
  
b. The driver will obtain the trip sheet from the Transportation Office. It is the driver’s responsibility to make sure that he/she has all the information required before the day of the trip. If unsure, ask.
  
c. Coaches who have a CDL license will have the first right to drive buses to their ECA events.
  
d. **Arrive 10-15 minutes prior to leave time. The Bus will not move if there is not a chaperone/coach on the bus.**
  
e. Instruct students and chaperones/coaches about their responsibilities concerning the trip. Give a copy of “Responsibilities of Chaperones/Coaches” to the chaperone/coach.
  
f. Take the trip.
  
g. Return completed trip(s) information on a log sheet along with your trip sheet to the Transportation Office.
  
• AT THE END OF THE BUS TRIP:
  
a. Fill the fuel tank.
  
b. Check for any damage to the bus
  
c. See that the bus is clean
  
d. Turn off the two-way radio and all switches.
  
e. Perform a post-trip inspection of the bus and report any discrepancies to the Transportation Office
  
ACTIVITY BUS:

• The requirements for driving the activity bus are:
  
a. Moodle testing
  
b. Drivers driving record
  
c. Training with Director of Transportation
BUS RULES FOR YOUR SAFETY

[Bus riding is a privilege, not a right]

Be respectful of the bus driver and others – speak kindly and no use of profane language or obscene gestures. Keep hands and feet to yourself. FACE THE FRONT OF THE BUS AT ALL TIMES.

Students are to arrive at their bus stops ten minutes before the scheduled time. Wait safely away from traffic at the bus stop and do not walk towards bus until bus is stopped and stop arm is out. NO HORSEPLAY.

Students are to go to their assigned seats, NO STANDING OR CHANGING OF SEATS WHILE THE BUS IS IN MOTION. Keep hands, arms and head inside the bus at all times. No objects of any kind are to be thrown in, out, or at the bus.

No FOOD/DRINKS/GUM are allowed on the bus. No smoking, no chewing of tobacco, no drugs of any kind, are allowed on the school bus.

A Rochester Community Schools Bus Pass signed by the school office is required for any student transportation change, pick up or drop off.

Place all trash in the wastebasket in the front of the bus. Keep the bus aisle clear at all times. Animals, reptiles and large boxes, including skateboards are prohibited on the school bus.

Students will not tease others or take part in (NAME CALLING), hitting, kicking, fighting, biting, pushing, or any other unwanted physical contact.

Students will speak in normal (INSIDE) voice levels and will not yell or make loud noises.

Do not open or use the emergency exits except in an emergency.

No taking of pictures/videos with cell phones.
Any vandalism to seats or other parts of the bus will result in suspension and damage will be paid for by the student’s parents or guardians.

WHEN IN DOUBT ABOUT ANY OF THESE RULES, PLEASE ASK YOUR BUS DRIVER!

RESPONSIBILITIES OF CHAPERONES/OACHES

Although the bus driver is legally responsible for the discipline of students on a bus, his/her primary responsibility is to operate the bus in a safe and efficient manner so that the students may arrive at their destination promptly and safely. The driver may be driving at night on unfamiliar roads and needs to concentrate on driving. The driver may leave rear inside lights burning on the bus at night if it is felt to be necessary.

- Chaperones/Oaches are responsible for supervising student conduct on the bus. They should:
  a. Sit in a part of the bus where students can be observed.
  b. Insist that students stay in seat. Assign seats if it is felt necessary for any particular problem.
  c. Do not let students place head, hands, feet, or any article outside the windows.
  d. Maintain an atmosphere that does not distract the driver’s attention. The noise level should not be so high that the driver cannot hear ambulance or emergency vehicles.
  e. Do not let the students damage the bus. Report any damage to the driver and provide the student’s name.
  f. Insist that students enter in an orderly manner and exit from the front door of the bus. The back exit is for emergencies only.
  g. When the students leave the bus they should take all refuse with them and leave the bus as clean as when they started the trip. Spilled liquids must be cleaned up thoroughly.

CHAPERONES/OACHES SHOULD EXPECT THE FOLLOWING BEHAVIOR ON THE PART OF THE BUS DRIVER:

- The driver should:
  a. Be courteous to everyone.
  b. Drive in a competent safe manner.
  c. Be on time. **Arrive 10-15 minutes prior to leave time.**
  d. Have the bus clean and operational at the start of the trip.
e. Be available at all times needed while the activity is in progress, make sure Chaperones/Coaches have a number where you can be reached.

Chaperones/Coaches should notify the driver of any specific needs they may have at the start of the trip.

Chaperones/Coaches and/or bus drivers are to notify the Transportation Director of any special problems encountered.

SUBSTANCE ABUSE POLICY FOR EMPLOYEES WITH COMMERCIAL DRIVERS LICENSES, FOR COMPLIANCE WITH 49 CFR PART 382.602 and CFR PART 40

STATEMENT OF PURPOSE AND POLICY

Employees are an extremely valuable resource for Rochester Community Schools’ business. Their health and safety is a serious concern. Drug or alcohol use may pose a serious threat to employee health and safety. It is therefore, the policy of the Rochester Community Schools to prevent substance use or abuse from having an adverse effect on our employees. Rochester Community Schools maintains that the work environment is safer and more productive without the presence of alcohol, illegal or inappropriate drugs in the body or on Rochester Community Schools’ property. Furthermore, employees have a right to work in an alcohol and drug-free environment and to work with employees free from the effects of alcohol and drugs. Employees who abuse alcohol or use drugs are a danger to themselves, their coworkers and the Rochester Community Schools’ assets.

The adverse impact of substance abuse by employees has been recognized by the federal government. The Federal Motor Carrier Safety Administration ("FMCSA") has issued regulations which require Rochester Community Schools to implement a controlled substance testing program. Rochester Community Schools will comply with these regulations and is committed to maintaining a drug-free workplace. All employees are advised that remaining drug-free and medically qualified to drive are conditions of continued employment with the Rochester Community Schools.

Specifically, it is the policy of the Rochester Community Schools that the use, sale, purchase, transfer, possession or presence in one’s system of any controlled substance (except medically prescribed drugs) by any employee while on company premises, engaged in company business, while operating company equipment, or while under the authority of the Rochester Community Schools is strictly prohibited. FMCSA states that mandatory testing must apply to every person who operates a commercial motor vehicle in interstate or intrastate commerce and is subject to the CDL licensing requirement.

The execution and enforcement of this policy will follow set procedures to screen body fluids (urinalysis), conduct breath testing, and or search all employee applicants for

July 2018
alcohol and drug use, and those employees suspected of violating this policy who are involved in a U.S. Department of Transportation (“DOT”) reportable accident or who are periodically or randomly selected pursuant to these procedures. These procedures are designed not only to detect violations of this policy, but to ensure fairness to each employee. Every effort will be made to maintain the dignity of employees or applicants involved. Disciplinary action will, however, be taken as necessary.

Neither this policy nor any of its terms are intended to create a contract of employment or to contain the terms of any contract of employment. The Rochester Community Schools retains the sole right to change, amend or modify any term or provision of this policy without notice. This policy is pending Board approval. It will supersede all prior policies and statements relating to alcohol or drugs. Any changes will be copied, distributed, and new acknowledgment forms will be obtained and kept on file.

**Administration Guide to Rochester Community Schools’ Personnel Alcohol and Drug Testing Procedures**

I. **Purpose**

This purpose of this administrative guide is to set forth the procedures for the implementation of controlled substance and alcohol use and testing of employee applicants, current employees and employees pursuant to the Rochester Community Schools’ Alcohol and Drug Abuse Policy. These procedures are intended as a guide only, and are in no way intended to alter any existing relationship between Rochester Community Schools and any employee.

Rochester Community Schools’ alcohol and drug program administrator designated to monitor, facilitate, and answer questions pertaining to these procedures is the RCSC School Resource Officer.

II. **Provisions**

A. **Application**

This policy applies to all Rochester Community Schools’ employees that utilize a Commercial Employees License (CDL) in the course of their employment. A valid CDL is required to operate the type of equipment listed below:

1. A vehicle having a Gross Vehicle Rating (GVWR) as assigned by the manufacturer of 26,001 pounds or more; or
2. A combination vehicle having a Gross Combination Weight Rating of 26,001 pounds or more.
3. A vehicle that is designed to transport 16 or more passengers, including the driver; or
4. A vehicle requiring a placard to transport hazardous materials.
B. Prohibited Conduct

The following shall be considered “prohibited conduct” for purposes of this policy.

1. No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcoholic concentration of .04 or greater. An employee is considered to be performing a safety-sensitive function if he/she is actually performing, ready to perform, or immediately available to perform any of the following on-duty functions:
   a. All time spent at a facility waiting to be dispatched;
   b. All time inspecting, servicing, or conducting any commercial motor vehicle at any time;
   c. All driving time or time spent at the driving controls of a commercial vehicle in operation;
   d. All time spent loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, including completion of any related paperwork; and remaining in readiness to operate the vehicle;
   e. All time performing those duties required of an employee involved in a vehicle accident; or
   f. All time spent repairing, assisting, or attending to a disabled motor vehicle;

2. No employee shall be on duty or operate a commercial vehicle while the employee possesses alcohol.

3. No employee shall use alcohol while performing safety-sensitive functions.

4. No employee shall perform safety-sensitive functions within six (6) hours after using alcohol.

5. No employee required to take a post-accident test shall use alcohol for eight (8) hours following the accident or until he or she undergoes a post-accident test, whichever occurs first.

6. No employee shall refuse to submit to a post-accident, random, reasonable suspicion, return-to-duty, or follow-up alcohol or drug test.

C. Prescription Medication and/or Other Medication Use
1. An employee is prohibited from reporting for duty or remaining on duty when the employee uses any controlled substance, except when the use is pursuant to the written instruction of a physician who has advised the employee that the substance will not adversely affect their ability to safely perform their duties. The employee must provide Rochester Community Schools with proof of such medical advice. Rochester Community Schools can decide if the employee can remain at work or on company premises and what work restrictions, if any, are deemed necessary.

2. Any employee who is using a prescribed drug or other medication, which is known or advertised as possibly affecting or impairing judgment, coordination or other senses, (including dizziness or drowsiness), or which may adversely affect the employee’s ability to perform work in a safe and productive manner, must notify the Rochester Community Schools prior to starting work or entering any company premises. Rochester Community Schools will decide if the employee can remain at work or on the company premises and what work restrictions, if any, are deemed necessary. Bus drivers who are prohibited from driving shall not be available for other duties.

3. Ingestion of products that contain hemp will not be an acceptable explanation for testing positive for marijuana.

D. Refusal to Test

Refusal to submit to the types of drug and alcohol tests employed by the Rochester Community Schools will be grounds for refusal to hire employee/applicant(s) and to terminate existing CDL employee(s). A refusal to test would include any of the following situations:

1. Failing to appear for any test within a reasonable time after being directed to do so.
2. Failing to remain at the testing site until the testing process is completed.
3. Failure to provide a breath sample, saliva sample or urine sample as directed.
4. Failure to permit, if the situation requires, the observation or monitoring of providing a urine specimen.
5. Failure to provide a urine, breath or saliva specimen within required time frames may be considered a refusal. If an employee cannot provide a sufficient quantity of urine or breath, he/she will be directed to be evaluated by a physician of the Rochester Community Schools’ choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen (either breath or urine), it will be considered a refusal to test. In that circumstance the employee has violated one of the prohibitions of the regulations.
6. Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of a “shy bladder” or “insufficient breath” situation.
7. Failing or declining to take a second test as required by DOT regulations.
8. Failure to cooperate with any part of the testing process and/or conduct that would obstruct the proper administration of a test. (e.g., refusing to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process)
9. Refusing to sign step two (2) of the alcohol testing form.
10. A report from the MRO that you have a verified adulterated or substituted test result.

E. Types of Tests

Pursuant to regulations promulgated by the Department of Transportation (DOT), the Company has implemented six circumstances for drug and alcohol testing:

1. Pre-employment (drug testing only);
2. Post-accident testing;
3. Random testing;
4. Reasonable suspicion testing;
5. Return-to-duty testing; and
6. Follow-up testing

Tests 5 & 6 shall only be available for employees who are eligible for second chances, and not for bus drivers.

F. Pre-employment Testing

As a condition of employment, the employee applicant shall provide the company with a written authorization for all previous employers within the past two (2) years to release drug and alcohol testing records as the regulations require. Within thirty (30) days of performing a safety-sensitive function, DOT regulations require that the Rochester Community Schools obtain, to the extent available, certain drug and alcohol testing records from the employee’s previous employers for the previous two (2) years. All applicants who are required to have or obtain a CDL must submit to a urine drug test unless a qualifying pre-employment exemption can be documented.

G. Random Testing

Rochester Community Schools conducts random drug and alcohol testing. Rochester Community Schools will submit all employees’ names to a random selection system. The random selection system provides an equal chance for each employee to be selected each time random selection occurs. Random
selections will be reasonably spread throughout the year. Rochester Community Schools will drug test, at a minimum, fifty (50) percent of the average number of employee positions in each calendar year or at a rate established by the DOT for the given year. Rochester Community Schools will select, at a minimum, ten (10) percent of the average number of employee positions in each calendar year for random alcohol testing, or at the rate established by the DOT for the given year. Random selection by its very nature may result in employees being selected in successive selections more than once a calendar year.

If an employee is selected at random, for either drug or alcohol testing, a Rochester Community Schools’ official will notify the employee. Once notified, the employee must proceed to the designated collection site immediately. If the employee does not go to the collection site as soon as possible after notification, such conduct may be considered a refusal to test.

H. Post-Accident Testing

Following any accident, the employee must contact the Rochester Community Schools as soon as possible. The employee must submit to a Federal DOT drug and alcohol test any time he or she is involved in an accident where 1) a fatality is involved; or 2) the employee receives a citation for a moving violation arising from the accident that involved:

- injury requiring medical treatment away from the scene, or
- one or more vehicles having to be towed from the scene.

The employee shall follow the instructions from the Rochester Community Schools or its representative to complete required testing.

For other accidents not covered by the DOT definition above, the Company may require a non-regulated drug and alcohol test when:

- The employee’s actions may have contributed or cannot be completely discounted as a contributing factor to an accident.
- In this case, an accident shall mean an incident which results in damage over $1000.00 or personal injury.
- An incident result in a lost time injury.

Any time a post-accident drug or alcohol test is required, it must be performed as soon as practical. If no alcohol test can be made within eight (8) hours, attempts to perform an alcohol test shall cease. If no urine collection can be obtained for the purpose of post-accident drug testing within thirty-two hours, attempts to make such collection shall cease. An employee is prohibited from consuming alcohol between the time of the accident and the test.

In the event that federal, state, or local officials conduct breath or blood test for the use of alcohol and/or urine tests for the use of controlled substances following an accident, employees must comply with law enforcement personnel requests. The Rochester Community Schools may request testing
documentation from such agencies, and may ask the employee to sign a release allowing Rochester Community Schools to obtain such test results.

In the event an employee is so seriously injured that the employee cannot provide a sample of urine, breath or saliva at the time of the accident, the employee must provide necessary authorization for Rochester Community Schools to obtain hospital records or other documents that would indicate the presence of controlled substances or alcohol in the employee’s system at the time of the accident.

I. Reasonable Suspicion Testing

Reasonable suspicion for requiring an employee to submit to drug and/or alcohol testing shall be deemed to exist when an employee manifests physical, behavioral, speech or performance symptoms or reactions commonly attributed to the use of controlled substances or alcohol. Such employee conduct must be witnessed by a supervisor who is trained in compliance with Part 382.603 of the Federal Motor Carrier Safety Regulations, or the Superintendent, Transportation Director, or a Principal of one of the school buildings, who may also witness the employee conduct.

A supervisor observing such conditions will take the following actions immediately:
1. Confront the employee involved, and keep under direct observation until the situation is resolved.
2. Secure the Designated Employee Representative (DER) concurrence to observations. After discussing the circumstances with the DER, arrangements will be made to observe or talk with the employee. If he/she believes, after observing or talking to the employee, that the conduct or performance problem could be due to substance abuse, the employee will be immediately required to submit to a breath test or urinalysis. If the employee refuses to submit to testing for any reason, the employee will be informed that continued refusal would result in disqualification from performing any safety-sensitive function.
3. Employees will be asked to release any evidence relating to the observation for further testing. Failure to comply may subject the employee to subsequent discipline or suspension from driving duties. All confiscated evidence will be receipted for with signatures of both the receiving supervisor, as well as the provider.
4. The DER shall, within 24 hours or before the results of the controlled substance test are released, document in writing the particular facts related to the behavior or performance problems that led to the reasonable suspicion test and maintain this documentation in appropriate DOT files.
5. The DER shall remove or cause the removal of the employee from the company-owned vehicle and ensure that the employee is transported to an
appropriate collection site and thereafter to the employee’s residence or, where appropriate, to a place of lodging. Under no circumstances will that employee be allowed to continue to drive a Rochester Community Schools’ vehicle or his/her own vehicle until a confirmed negative test result is received.

J. Controlled Substance Testing Protocol

Urine Collection Procedures:
1. The testing procedure starts with the collection of a urine specimen.
2. Collection procedures will follow the specific guidelines set forth by the U.S. Department of Transportation as outlined in the published collection procedures guidelines.
3. Employees will be directed to empty their pockets and display the contents to the collector.
4. Employees will be allowed privacy during the collection process except as noted in number 5 below.
5. Observed collections are required by DOT if:
   a. The specimen is determined invalid and there is no medical explanation.
   b. The collector observes evidence of an employee’s attempt to tamper with the specimen.
   c. The temperature of the specimen is out of range.
   d. The specimen appears to have been tampered with.
6. Observed collections may be required on return-to-duty and follow-up tests.
7. As part of the collection process, the specimen provided will be split into two portions; a primary specimen and a secondary (split) specimen.
8. If the employee is unable to provide 45 ml of urine, the DOT “shy bladder” rule will apply. The employee will have up to 3 hours to provide the required 45 ml, and may consume up to 40 ounces of fluids during this time period. The employee will be required to be monitored during the waiting period.
9. After collection, the specimen will be submitted to a SAMHSA certified laboratory for testing.

Laboratory Procedures:
Drug testing will be performed through urinalysis. Urinalysis will test for the presence of drugs and/or metabolites of the following controlled substances:
1. Marijuana;
2. Cocaine;
3. Opiates;
4. Amphetamines; and
5. Phencyclidine (PCP)
The SAMHSA certified laboratory will perform initial screenings on all primary specimens. In the event that the primary specimen tests positive, a confirmation test of that specimen will automatically be performed. If the confirmatory test is positive, it will be reported to the Medical Review Officer (MRO) as a positive.

Validity Testing:
The laboratory must also perform validity testing on each specimen received. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted. The following will be measured: creatinine level, specific gravity, and pH. In addition, all specimens will be tested for known adulterants. An initial validity test is performed first, followed by a confirmation test if required.

All laboratory results will be reported by the laboratory to a MRO designated by the Company or its agents.

MRO Procedures:
1. All test results will undergo a review process by the MRO.
2. Negative test results will be reported directly to Rochester Community Schools by the MRO.
3. Positive, adulterated or substituted results will be handled in the following manner by the MRO:
   a. Before reporting a positive, adulterated or substituted test result to Rochester Community Schools, the MRO will attempt to contact the employee to discuss the test result.
   b. The employee is required to discuss the result with the MRO. The employee will be allowed to explain and present medical documentation to explain any permissible use of a drug.
   c. For adulterated or substituted results, the employee must demonstrate that he or she did produce or could have produced urine, through physiological means, a specimen meeting the creatinine and specific gravity criteria of a substituted or adulterated specimen.
   d. If the MRO is unable to contact the employee directly, the MRO will contact the DER designated in advance by Rochester Community Schools, who shall, in turn, contact the employee and direct the employee to contact the MRO. Upon being so directed, the employee shall contact the MRO immediately or, if the MRO is unavailable, at the start of the MRO’s next business day.
   e. If, after failing to contact the MRO within 72 hours after being instructed to do so by the DER, or if the employee cannot be contacted at all within ten (10) days, or the employee expressly
declines the opportunity to discuss the test, the MRO may verify the test as positive or a refusal.

f. In the MRO’s sole discretion, a determination will be made as to whether a result is verified as positive, negative or considered a refusal.

g. After any verified positive or refusal to test determination, the employee may petition the MRO to reopen the case for reconsideration.

4. Diluted Specimens: If a specimen is reported diluted by the laboratory, the MRO will report this information to the DER. Rochester Community Schools’ policy will require an immediate recollect for another test. The result of this test will stand as the final result.

Medical Information Disclosure:
Pursuant to DOT regulations, if, in the MRO’s opinion, any information provided may mean a medical disqualification or represent a safety hazard, such as the use of certain prescription drugs, the MRO must disclose this to the employer. Individual test results for employee applicants and employees will be released to the Rochester Community Schools and will be kept strictly confidential unless consent for the release of the test result has been obtained. Any individual who has submitted to drug testing in compliance with this procedure is entitled to receive the results of such testing upon written request.

K. Split Specimen Testing Protocol

An employee may request that the “split” portion of his/her specimen be tested at a different SAMHSA laboratory if he/she was notified by the MRO that his/her test result was positive, adulterated or substituted. The request must be made to the MRO within 72 hours of being notified of a verified positive, adulterated or substituted result. The MRO will arrange for all procedures to be done in accordance with split specimen testing procedures.

The cost of a split specimen test will be the responsibility of the employee. Rochester Community Schools will withhold the amount of the cost of testing the split from the employee’s pay unless other arrangements are acceptable to both the employee and Rochester Community Schools. If the employee makes a timely request (within 72 hours) to the MRO for the split portion to be tested, the MRO shall immediately make arrangement with the laboratory to initiate the process.

L. Alcohol Testing Protocol

Alcohol tests will be conducted by a trained Breath Alcohol Technician (BAT) or Screening Test Technician (STT). Screening tests may be done using an evidential breath testing device (EBT) or non-evidential screening
device approved by the National Highway Traffic Safety Administration. Confirmatory tests will be done by a trained BAT using an evidential breath testing device. The employee shall report to the alcohol testing site as notified by the Rochester Community Schools. The employee shall follow all instructions given by the alcohol technician.

If the result of a screening test is a breath alcohol concentration (BAC) of less than 0.02, no further testing is authorized. Any initial test indicating a BAC of .02 or greater will be confirmed on an EBT operated by a BAT. The confirmation test will be performed no sooner than fifteen (15) minutes and no later than thirty (30) minutes following the completion of the initial test. In the event the confirmation test indicates a BAC of .020 to .039, the employee shall be removed from duty for twenty-four (24) hours or until his/her next scheduled on-duty time, whichever is longer. Employees with tests indicating a BAC of .04 or greater are considered to have engaged in prohibited conduct, which may result in disciplinary action up to and including termination. All alcohol tests shall be performed just prior to, during, or just after performing a safety sensitive function.

M. Educational Materials

The Rochester Community Schools shall provide educational materials that explain the requirements of Part 382.601 of the Federal Motor Carrier Safety Regulations, consequences of violating the regulations, and Rochester Community Schools’ policies and procedures with respect to meeting these requirements. The materials supplied to the employees may include information on additional policies with respect to the use or possession of alcohol or controlled substances, for example, the consequences for an employee found to have specified alcohol or controlled substances level based on the Rochester Community Schools’ authority independent of Part 382.601 of the Federal Motor Carries Regulations. Materials will also be provided concerning the effects of alcohol and controlled substances use on an individual’s health, work and personal life.

Employees are required to attend an educational meeting(s) to discuss the Rochester Community Schools’ policies and procedures and to review all materials covered by this procedure. Each employee is required to sign a statement (certificate of receipt) certifying that he or she has received a copy of these materials described in Part 382.601 of the Federal Motor Carrier Regulations. Rochester Community Schools shall provide these materials to each employee prior to the start of alcohol and controlled substance testing and to each employee subsequently hired or transferred into a position requiring driving a commercial vehicle.

III. Disciplinary Procedures
Any employee testing positive for alcohol (.04 BAC or greater), or who has a positive controlled substance test, or has refused to test is considered in violation of this policy, and is not qualified to drive a commercial motor vehicle, and will be immediately removed from service and employment with Rochester Community Schools will be terminated.

IV. Substance Abuse Evaluation, Return to Duty, and Follow up Testing

Any employee who is removed from service is not qualified to perform safety-sensitive duties requiring a commercial employee’s license. Such employee shall be provided with the names, addresses, and telephone numbers of qualified substance abuse professionals (SAPs) who are approved by the Rochester Community Schools. To be able to be returned to duty, the following steps must be completed:

1. Complete an evaluation with a SAP
2. Complete any rehabilitation and/or education required by the SAP
3. Be re-evaluated by the SAP and obtain written confirmation of satisfactory completion of all recommendations
4. Complete a return to duty test that is issued with a negative result
5. As a condition of continued employment, the employee will be required to submit to a minimum of 6 unannounced follow up tests in the next 12 months after returning to work.

Follow-up testing is separate from and in addition to the Rochester Community Schools’ reasonable suspicion, post-accident, and random testing procedures. The schedule for follow-up testing shall be unannounced and in accordance with the instructions of the SAP. Follow-up testing may continue for a period of up to sixty (60) months following the employee’s return to duty. No fewer than six (6) tests shall be performed in the first twelve (12) months of the follow-up testing. The cost of any SAP evaluation, prescribed treatment and follow-up testing shall be borne by the employee.

V. Voluntary Disclosure

(If an employee discloses to supervisor that they have a problem Rochester Community Schools encourages personnel to seek help if they feel they have a problem with drug or alcohol misuse before it becomes a matter of discipline. Rochester Community Schools will assist any employee who voluntarily discloses that he/she believes that he/she has a drug or alcohol problem in seeking professional help to address their problem. This voluntary step of self-identification is the responsibility of the individual, and with the exception of certain conditions, will alleviate the requirement for disciplinary action if brought to the Rochester Community Schools’ attention prior to any testing conducted by the Rochester Community Schools. Upon disclosure of a problem to Rochester Community Schools’ personnel, the employee will be removed from all safety-sensitive duties without pay until completion of all steps outlined in
Section IV. of this policy. The employee will be responsible for all costs associated with this process. If the employee makes no commitment to overcoming the problem and achieving a satisfactory level of performance, attendance, or behavior, then termination of employment will result. Voluntary disclosure is adequate grounds for Reasonable Suspicion Testing, in accordance with the protocol above. Voluntary Disclosure is not allowed in the event of any cause for testing as provided above.

VI. Confidentiality and Release of Information

Under no circumstances, unless required or authorized by law, will alcohol or drug testing information or results for any employee or applicant be released without written request from the applicable employee.

Rochester Community Schools may release information as follows:
1. Copies of the results of alcohol or drug testing to an identified person provided the employee has provided written consent.
2. Copies of information requested by the Secretary of Transportation, any DOT agency, or any State or local official with regulatory control over the Rochester Community Schools or any of its employees.
3. The results of post-accident testing when requested by the National Transportation Safety Board as part of an accident investigation.
4. Legal proceedings to include:
   o Lawsuits (e.g., wrongful discharge action).
   o Grievances (e.g., an arbitration concerning disciplinary action taken by the employer).
   o Administrative proceedings (e.g., an unemployment compensation hearing) brought on by, or on behalf of, an employee and resulting from a positive DOT drug test or alcohol test or a refusal to test (including, but not limited to, adulterated or substituted test results).
   o Criminal or civil actions – to the decision maker in the proceeding (e.g., the court in the lawsuit)

Employees are entitled, upon written request, to obtain copies of any records pertaining to their use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substance tests.

VII. Responsibility

A. Employee - All Rochester Community Schools’ employees that hold a valid CDL are responsible for abiding by this procedure as a condition of their employment.

B. Management Officials and Supervisors
All supervisors and Rochester Community Schools’ officials are responsible for being alert to employee conduct that raises a reasonable suspicion that an employee is using or is under the influence of alcohol or controlled substances while on duty or otherwise performing Rochester Community Schools’ business.

This policy is not intended nor should it be constructed as a contract between the Rochester Community Schools and the employee. This policy may change at any time at the sole discretion of the Rochester Community Schools and/or to comply with changes in Federal DOT regulations.

APPENDIX A

Abbreviations and Terms

Abbreviations

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<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>BAT</td>
<td>Breath and Alcohol Technician</td>
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<tr>
<td>CDL</td>
<td>Commercial Driver’s License</td>
</tr>
<tr>
<td>CMV</td>
<td>Commercial Motor Vehicle</td>
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<tr>
<td>DER</td>
<td>Designated Employer Representative</td>
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<tr>
<td>DHHS</td>
<td>Department of Health and Human Services</td>
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<tr>
<td>DOT</td>
<td>Department of Transportation</td>
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<tr>
<td>EAP</td>
<td>Employee Assistance Program</td>
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<tr>
<td>EBT</td>
<td>Evidential Breath Testing Device</td>
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<tr>
<td>MRO</td>
<td>Medical Review Officer</td>
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<tr>
<td>STT</td>
<td>Screen Testing Technician</td>
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</tbody>
</table>

Definitions

Adulterated Specimen
A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

Alcohol
Intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Alcohol Concentration (or content)
Alcohol in a volume of breath (shown as grams of alcohol/210 liters of breath) as indicated by an evidential breath test.

Alcohol Use
Consumption of any beverage, mixture, or preparation, including medications, containing alcohol.
Breathe Alcohol Technician (BAT)
An individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing (EBT) device,

Confirmation Test
*In alcohol testing*: a second test, following a screening test with a result of 0.02 or greater, that provides quantitative date of alcohol concentration.
*In controlled substances testing*: a second test to identify the presence of a specific drug or metabolite. In order to ensure reliability and accuracy, this test is separate from and uses a different technique and chemical principle from that of the screening test.

Confirmation Validity Test
A second test performed on a urine specimen to further support a validity test result.

Controlled Substances
In this regulation, the term ‘drugs’ and ‘controlled substances’ are interchangeable and have the same meaning. Unless otherwise provided, these terms refer to:
- marijuana
- cocaine
- opiates
- phencyclidine (PCP)
- amphetamines, including methamphetamines

Designated Employer Representative (DER)
An employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer. Service agents cannot act as DERs.

Dilute Specimen
A specimen with creatinine and specific gravity values that is lower than expected for human urine.

EBT (or evidential breath testing device)
An EBT approved by the National Highway Traffic Association (NHTSA) for the evidential testing of breath and placed on NHTSA’s “Conforming Products List of Evidential Breath Measurement Devices” (CPL).

Employee
Any person, who operates a commercial vehicle (CMV), including:
- full time, regularly employed employees
- casual, intermittent or occasional employees
- leased employees
*independent, owner-operated contractors who are either directly employed by or under lease to an employer or who operates a commercial motor vehicle at the direction of or with the consent of an employer

**Evidential Breath Testing (EBT) Devise**
A devise used for alcohol breath testing that has been approved by the National Highway Safety Administration.

**Initial Validity Test**
The first test used to determine if a specimen is adulterated, diluted, or substituted.

**Initial Drug Test**
The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

**Medical Review Officer (MRO)**
A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer’s drug testing program. The MRO must have knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate an individual’s confirmed positive test, medical history and other relevant biomedical information.

**Performing (a safety sensitive function)**
An employee is considered to be performing a safety-sensitive function when he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.

**Primary specimen**
The urine specimen bottle that is opened and tested first by the laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of validity testing. The primary specimen is distinguished from the split specimen, defined in this section.

**Screening Test (initial test)**
*In alcohol testing:* a procedure to determine if an employee has a prohibited concentration of alcohol in his or her system.
*In controlled substance testing:* a screen to eliminate ‘negative’ urine specimens from further consideration.

**Split Specimen** means a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

**Substituted Specimen**
A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

**Substance Abuse Professional (SAP)**
A licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional or certified addiction counselor with knowledge of any and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.
FORM C
For CDL Employees

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

Employee Name: ______________________ Social Security #: _____________

Company/Corporation: _______________________________________________

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

_____1. The designated person to answer questions about the material
_____2. The categories of driver’s subject to Part 382.
_____3. Sufficient information about the safety-sensitive functions and periods of the workday that compliance is required.
_____4. Specific information concerning prohibited driver conduct.
_____5. Circumstances under which a driver will be tested.
_____6. Test procedures, driver protection and integrity of the testing processes, and safeguarding the validity of the test.
_____7. The requirements that tests are administered in accordance with Part 382.
_____8. An explanation of what will be considered a refusal to submit to a test and the consequences.
_____9. The consequences for Part 382 Subpart B violations including removal from safety-sensitive functions and 382.605 procedures.
_____10. The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04.
_____11. Information on the affects of alcohol and controlled substances use on: an individual’s health, work, personal life, signs and symptoms of a problem, and available methods of intervening when a problem is suspected.
_____12. A copy of my employer’s substance abuse policy

Employee Signature: __________________________________ Date: __________

Authorized Employer Representative: ___________________________________