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Policy Manual

Section: (E) Support Services
Title: Policy & Handbook for School Bus
Drivers

Adopted: ????

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Employee Guidelines And Information

I. Published Documents

- A. Transportation Department Employees Handbook
All drivers will receive a copy of the Transportation Department Employees Handbook. It is your responsibility to make yourself aware of its contents and Keep it handy for further reference.
- B. Laws, Regulations and Polices
All drivers must have a working knowledge of the following:
 - 1. Nevada Department of Education School Bus Drivers Training Manual (NSBDTM)
 - a. Drivers are tested annually for recertification before the beginning of each school year. For any driver employed after that time, he/she will be tested before being assigned to driving. (Ref. NSBDTM)
 - 2. Nevada's Commercial Driver's License Handbook. (CDL)
 - 3. School Bus Drivers Handbook. (SBDH)
 - 4. The above information can be obtained from the Transportation Office.
- C. Bulletins, Regulations and Policy Changes
 - 1. The bulletin board is located in the drivers lounge.
 - 2. All drivers are required to read the bulletin board twice daily, once before their morning run and again before afternoon run, for any changes in the following:
 - a. Route assignments
 - b. Route changes
 - c. Time changes for morning and /or afternoon runs
 - d. Rules, regulations or polices that may occur
 - e. Office memos
 - 3. Contact the Transportation Coordinator for any needed clarification about any changes.
- D. District Policies and Regulations
 - 1. Evaluation Procedure
 - a. Among the items the Transportation Department evaluates will be: driving habits, ability to control students, rapport with other drivers, reliability and punctuality, personal habits and appearance, interaction with the public and public contacts, and care and consideration shown the Storey County School District equipment.

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2. Probation Period
 - a. Normally, each new driver will demonstrate satisfactory competence in all areas under consideration by the end of twelve (12) months.

II. GENERAL INFORMATION

- A. All school bus drivers must be a minimum of 21 years of age and meet the Commercial Drivers License requirements.
- B. Documents Required By Law (Ref. NSBDTM)
 1. A valid Nevada Commercial Driver's License, Class B, with passenger endorsement.
 2. A current Nevada State Department of Education School Bus driver certificate which must be renewed each year.
 3. A current physical exam certificate with the date of the examination.
- C. Physical Examinations (Ref: NSBDTM)

The State Department of Education requires that all school bus drivers pass a physical examination every two (2) years. Forms supplied by the Department of Motor Vehicles must be used for this purpose. One copy is to be kept on file in the Transportation Office: the other copy is to be given to the Department of Motor Vehicles. The physical exam certificate card must be kept in the driver's session at all times while operating a school bus.

 1. The Storey County School System reimburses employees for physical exams as follows:
 - a. All employees will have the cost their physicals paid for after being employed three (3) years.
- D. Semi-Annual Driver's License Check
 1. The Storey County School District Transportation Department will check the driving records of all school bus drivers semi-annually. This check will be made with the Nevada Department of Motor Vehicles. It will be a condition for continued employment that bus drivers maintain not only a good work driving record but a good personal driving record as well. This policy is necessary for the following reasons:
 - a. The safety and welfare of all passengers being transported.
 - b. Eliminating costs of insurance and/or possible insurance cancellation because of employees high risk records.
 - c. Liability issues for the Storey County School District.
 2. Driver's license checks will be made semi-annually in the Fall and Winter. Any driving record reflecting convictions for the following offenses will be subject to disciplinary action up to and including immediate termination:
 - a. Three (3) or more moving traffic violations within the past two (2)

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- year period.
 - b. Driving under the influence of intoxicating liquor or controlled substances.
 - c. Reckless driving
 - d. Careless or imprudent driving.
 - e. Passing a school bus while loading or unloading passengers with red lights flashing.
 - f. Speed contest, drag racing, or exhibition of speed.
 - g. Hit and run, leaving the scene of an accident, failure to stop in the event of any accident.
 - E. Regular Route Selection
 1. A regular route that is not assigned to a driver is considered "open".
 2. To provide the most fair approach for assigning "open routes" to bus drivers, the following will apply:
 - a. "Open" routes will be posted for three (3) school days before they are assigned.
 - b. The assigned daily hours for any route are approximate and are subject to change at any time.
 - c. Drivers may bid on more than one route at the same time, indicating their preference.
 - d. A driver's route will be held for them when they are on approved leave.
 - e. All bus routes will be chosen by seniority.
 3. At no time is it allowable for a driver with more seniority to displace (bump) another driver from a route/run that they currently hold.
 4. Final approval on all assignments will be made by the Transportation Coordinator.
 - F. Extra Regular/Run Selection
 1. An "extra route/run" is an addition to a regular school route that has not been attached or added to a regular route/run that transports students to and from school on a regular basis. All routes/runs which are temporary and exceeds two (2) weeks will be posted.
 2. All "extra route/runs" will be declared "open" and reassigned at the beginning of each school year on the basis of seniority. Any driver may bid on these extra "routes/runs."
 3. "Extra route/runs" which become open after assignment at the beginning of the school year will be assigned as follows:
 - a. Selection will be made by seniority. Any bus driver may bid on the "extra route/run."
 - b. Drivers may have only one "extra route/run."

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4. At no time is it allowable for a driver with more seniority to displace (bump) another driver from a route/run that they currently hold.
 5. Final approval on all assignments will be made by the Transportation Coordinator.
- G. Personal Appearance/Dress Code
1. The reasons for this section are to reduce the chance of accidents and to enhance the driver's image. While on duty it is imperative that you, the driver, be neat and clean.
 - a. All standard work pants (including jeans) and shorts that are not more than four (4) inches above the knee are acceptable. Pants and shorts should be presentable in appearance, with no holes, tears, or frays.
 - b. Shoes, including work boots and tennis shoes, must be worn at all times. Shoes shall completely cover the foot, and heels must not interfere with the operation of the bus pedals.
 2. The following are not appropriate:
 - a. Hats that impair vision.
 - b. Shoes which do not completely cover the foot. Examples of unacceptable shoes include: spike heels, clogs, high wedge, thongs, open-toed or, any shoe where the shoelaces exceed a bow length of five (5) inches.
 - c. Hair rollers
 - d. Hair, beards, and mustaches which are not neatly trimmed.
 - e. Tank tops, halter tops, leotard tops, bathing suit tops, see-through or midriff-revealing blouses or shirts, mini-skirts and cut-offs.
 - f. Leggings, warm-up pants, sweat pants, spandex/lycra pants or shorts.
 - g. Any questions about the above items should be discussed with the Transportation Coordinator, who has final approval regarding the personal appearance of the driver.
- H. Bus Driver Conduct
1. Drivers will always use language that is proper and appropriate around children. The use of profane language by drivers is strictly forbidden.
 2. Smoking is not permitted in any school vehicle. On school property, smoking is permitted in designated areas only.
 3. THE USE OF ALCOHOL OR DRUGS, EITHER BEFORE REPORTING FOR DUTY OR WHILE ON DUTY IS ABSOLUTELY PROHIBITED.
 4. Drivers are expected to conduct themselves in a manner that does not reflect adversely on either themselves or the School District. All drivers are expected to use sound judgment when dealing with students and parents.
 5. Drivers will not argue with anyone regarding School District policies

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and procedures. Explain courteously that you have to follow instructions and schedules. Be pleasant and sincere in your explanation. Refer them to the Transportation Supervisor if the situation has not been corrected.

6. If at any situation arises while out on your route/run, contact the Transportation Supervisor by radio for resolution.
- I. Address and Telephone Number Changes
Bus drivers must inform the Transportation Department office and Human Resources immediately of any change in their address or phone numbers.
- J. ALL DRIVERS ARE REQUIRED TO CHAIN THEIR OWN BUS, NO STUDENT OR RELATIVE MAY ASSIST IN THE PROCESS.

OPERATING PROCEDURES

I. REPORTING FOR DUTY

- A. All drivers are expected to report thirty (30) minutes before their morning run and thirty (30) minutes before their afternoon run to complete the required pre-trip inspection on their bus. In severe weather, drivers are to report to work thirty (30) minutes earlier than normal.

II. BUS INSPECTIONS

The Commercial Drivers License Handbook requires that school bus drivers perform a pre-trip inspection of their bus and report, in writing, any defects.

- A. Our district requires that you perform this inspection before any route/run or field trip. You will be required to keep a daily vehicle inspection log and turn a copy in at the Transportation Office on a daily basis to verify you have performed the required inspection.
- B. ANY SAFETY OR MECHANICAL DEFECT MUST BE REPORTED IN WRITING THE SAME DAY AND IF ANY SAFETY DEFECT IS FOUND IT MUST BE REPORTED VERBALLY TO THE TRANSPORTATION COORDINATOR BEFORE YOU LEAVE THE YARD.
- C. Headlights
 1. As a safety measure, when you are transporting passengers aboard your bus, it is required that you have your headlights turned on.
 2. State law requires you turn on your headlights ½ hour before sunset and to leave them on ½ hour after sunrise. Drivers should use

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headlights when weather conditions make your visibility and the visibility of the bus poor.

3. Out of town field trip drivers should be aware that California State Law requires all buses to drive with headlights on at all times.

D. Draining of Air tanks

All drivers are required to drain their air tanks completely at the end of each day.

E. Cleaning of Buses

It is responsibility of the bus driver to keep the bus clean. The following items are to always be kept clean.

1. All lights, front and rear, outside lenses front and rear. If inside of lenses are dirty, note it on your pre-trip inspection log.
2. All mirrors
3. Entire dash area including instruments.
4. Inside and outside of front and rear windows.
5. Stop arm lights clean on both sides.
6. Interior of bus
 - a. Floor of bus is to free of all debris and swept as required.
 - b. Check the interior of the bus after each run for seat damage, etc., and note on your pre-trip inspection log any damage of any kind.
 - c. Notify the Transportation Coordinator if your bus does not have a fire extinguisher or first aid kit, or if either one has been tampered with or used.
7. If you drive a bus other than your own, you are required to keep it clean.
8. Regular Route/Run buses will not display any decals, stickers, or posters that are not Transportation Department approved.

F. On-the-Road Inspection

While driving, you are expected to make a habit of checking for unusual sounds, smells, or vibrations coming from the bus. If anything major develops you are to stop the bus, investigate, and radio the Transportation Coordinator your situation and wait for instructions.

III. BACKING THE SCHOOL BUS

Backing a school bus is a very dangerous maneuver and should be avoided if at all possible. If you find yourself in a situation that absolutely requires backing, use extreme caution. It is required that you get out of the bus and check behind you for unseen objects and, if possible, have someone assist you in backing. When backing, you are required to turn on your flashing AMBER lights and honk your horn.

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IV. INCIDENT PROCEDURES

- A. An incident is defined as a minor occurrence that precipitates a crisis situation in which there is no personal vehicle and/ or property damage. Your primary responsibility is to your passengers. Therefore, your first duty is to remain calm and reassuring at all times. The following procedure is recommended:
 - 1. Be sure that the vehicle is in park.
 - 2. Contact the Transportation Office immediately by radio or regular/cellular phone.
 - 3. Standby for instructions.
 - 4. Do not move the bus and place warning devices if necessary.
 - 5. Evaluate surroundings for any hazards to the passengers and/ or the bus.
 - 6. Check for any injuries to the passengers then complete a seating chart with the names, addresses, phone numbers, and seating of the passengers.

- B. Keep passengers on the bus unless the following conditions exist:
 - 1. If the bus is in the path of a train or next to the railroad tracks so that a danger exists if a train utilizes the tracks.
 - 2. If stopped by a cliff or body of water with the possibility of the bus rolling toward the hazard.
 - 3. If the bus is stopped near a hill crest or turn in a road which visibility is 300 feet or less in both directions.
 - 4. If an electrical line is touching the bus but not obstructing the exits. If no immediate danger exists, keep the passengers on the bus until help arrives.
 - 5. A traffic situation exists which presents an immediate danger to passengers by keeping them on the bus.

- C. Do not admit liability or responsibility for the incident. Do not discuss the facts of the incident with other motorists. Give information only to investigating officers and/ or School District officials. Give only factual information to the investigating officer. Do not express any opinion at this time as to responsibility for the incident. You are not required to answer questions from other people.

- D. Driver Fault Incidents, verified upon investigation, will result in a required four (4) hour Safety Training at the driver's expense, without pay. Repeated Driver Fault incidents will result in progressive discipline.

V. ACCIDENT PROCEDURES

- A. Your primary responsibility is to your passengers. Therefore, your first responsibility is to remain calm. If you are unable to physically perform your duties, direct others to do them for you. Ask your oldest student or most capable passenger to help. The following procedure is recommend.

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1. Do not move the bus unless instructed by law enforcement officials or Storey County Transportation Coordinator.
 2. Turn off ignition switch and remove keys.
 3. Set the brake.
 4. Remain calm and reassure passengers.
 5. Evaluate your surroundings and contact the Transportation Coordinator immediately.
 6. Be alert for a fire or a chance of a fire.
 - a. Check for ruptured or leaking fuel tanks and fuel lines.
 - b. Check for electrical fire.
 - c. Look for smoke
 - d. Check for hot tires. These may catch fire.
 - e. IF THERE IS A FIRE OR DANGER OF FIRE, EVACUATE THE PASSENGERS TO A SAFE LOCATION.
- B. After evacuating the bus, extinguish the fire.
1. All buses are equipped with a dry chemical extinguisher. This extinguisher contains materials that are not poisonous and non-conductive.
 2. To use the extinguisher, detach it from the rack and break the seal by removing the lock pin.
 3. Hold the extinguisher in an upright position. Due to the construction of the cylinder, the extinguisher should not be operated on its side.
 4. Point the nozzle at the base of the fire and squeeze the hand grip of the extinguisher.
 5. Approach the fire with the wind at your back. This will help you to get close and will allow the powder to drift over the fire.
 6. Use a sweeping motion to try to cover the burning surface with the powder. Don't use all the chemical at once since you will need some in case of a back flash.
 7. Replace safety pin when done. Regardless of the extent of the use of the extinguisher, it should be recharged or replaced with a substitute immediately after use.
- C. Check for Injuries
1. If passengers are injured, follow first aid procedures. Severe injuries must be attended to immediately– but, remember, do not move injured persons unless you must to prevent further injury. Always wait for an ambulance in case of severe injury.
 2. Account for all passengers. Complete a seating chart with the names, addresses, phone numbers and seating positions.
- D. Keep all passengers on the bus, unless the following conditions exist:

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1. If your bus is in the path of a train or next to the railroad tracks so that a danger exists if a train utilizes the tracks.
 2. If you are stopped by a cliff or body of water with the possibility of the bus rolling toward the hazard.
 3. If the bus is stopped near a hill crest or turn in a road which visibility is 300 feet or less in both directions.
 4. If an electrical line is touching the bus but not obstructing the exits. immediate danger exists, keep the passengers on the bus until help arrives. Do not exit if arcing is evident.
- E. Use of Warning Devices
Protect the passengers and the bus from further accidents and injuries. Protect the scene from traffic and people so evidence is not destroyed. Place triangle reflectors, found inside the bus, in accordance with the state law.
- F. Communications
In the event your 2-way radio is unusable, ask an adult or send two (2) responsible passengers to call the Transportation Coordinator. Try to be calm and talk clearly. The following information should be provided:
1. Exact location of the accident, to include direction of travel.
 2. If there is a need for an ambulance, fire truck, or another bus.
 3. Description of the accident.
 4. Bus number, how many passengers are on board, and if there are injuries.
- G. Do not admit liability or responsibility for the accident.
Do not discuss the facts of the accident with other motorists but give the information only to the investigating officers and/or School District officials.
Give only factual information to the investigating officer. You are not required to answer questions from other people.
1. Provide necessary information to law enforcement officers and/or School District officials.
 2. While being interviewed, be patient, evaluate questions and give clear answers.
 3. A driver involved in an accident is required to give his/her name, address, driver's license number and vehicle information. Be ready to give this information to the other driver and also write down the same information regarding him/her.
 4. If a witnesses were present, other than your passengers, get their names, addresses and license numbers.
 5. As referenced in the Storey County School District Alcohol and Drug Testing Policy, a drug and/or alcohol test may be required.
- H. All accidents and Injuries are Reportable.

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You are required to fill out an accident report the same day. The Accident Report Form is located in your accident packet. The following information is needed to fill out the report.

1. Names, addresses and phone numbers of the other people involved.
2. Names, address, phone number, and driver's license number of all drivers involved.
3. Name, address and phone number of owners of property damaged.
4. Policy number and the name of the driver's insurance company.
5. License numbers of the other vehicles involved.
6. Makes and models of the other vehicles involved.
7. Names, addresses and phone numbers of the witnesses.
8. Location and time of accident.
9. Visibility.
10. Using the disposable camera located in your accident packet, take pictures of the damage to all vehicles involved and the surrounding area.
11. Make a sketch of the position of the vehicles or damaged property. This is to supplement the pictures taken with the camera.
12. Make a physical inventory of damages to the other vehicles and/or property involved.

- I. Cooperate with School District Administration and the Transportation Coordinator.

During the investigation of the accident, do not release any of your students to anyone unless told to do so by School District Administration or Transportation Coordinator.

- J. After you have been given instructions to do so, continue transportation of the students by your present bus if it has been released, or by another bus if necessary.

- K. Driver Fault Accidents

Driver fault accidents, verified upon investigation, if no students are on board will result in progressive discipline and a required four (4) hour Safety Training at the driver's expense, without pay. Repeated driver fault Accidents will result in further progressive discipline up to and including termination.

VI. MECHANICAL FAILURE/BREAKDOWN PROCEDURES

(REF. NSBDTM)

Despite good design, engineering and/or preventive maintenance programs, you may occasionally have mechanical failures.

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- A. The following is the procedure for mechanical failure:
 - 1. Stop the bus as far to the right of the road as possible, or on the shoulder of the road to prevent accidents with other vehicles.
 - 2. Secure the bus by removing the key and setting the brake.
 - 3. Activate the four-way hazard lights as a precaution until the red warning devices are set up on the roadway.
 - 4. Account for all passengers. Keep the passengers on the bus if possible. Evacuate the passengers from the bus in the event of a fire or unsafe location. Otherwise, keep them in the bus.
 - 5. Do not leave your bus. Radio the Transportation Office immediately. In the event that your 2-way radio is unusable, ask an adult or send two (2) responsible passengers to the closest available phone to call the Transportation Office. In remote areas, flag traffic for assistance.
 - 6. Give the bus location, cross streets, bus numbers, description of breakdown, and the number of students on the bus when reporting the accident.
 - 7. And then place triangle reflectors in accordance with state law.

VII. BUS EVACUATION DRILLS/PROCEDURES

- A. State and Federal law requires School Bus Drivers to practice a bus evacuation with the students they transport a minimum of twice a year.
- B. When you drive a field trip, you must also conduct an emergency evacuation drill with all passengers before departing on the trip (front door only). The only exception to this will be sporting events in which the participants have already undergone an evacuation drill at the beginning of the season.
- C. Evacuation drills are to be done only at the schools and witnessed by a teacher principal, aide, or transportation designee.
- D. You should evacuate the bus in following situations
 - 1. If your bus is in the path of a train or next to the railroad tracks so that a danger exists if a train utilizes the tracks.
 - 2. If you are stopped by a cliff or body of water with the possibility of the bus Rolling toward the hazard.
 - 3. If the bus is stopped near a hill or crest or turn in the road where visibility is 300 feet or less in both directions.
- E. Evacuation Procedures
 - 1. Before departing, explain and demonstrate the following:
 - a. Select leaders and helpers

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- i. At least one leader and two helpers per door.
 - ii. At least two to secure the (the driver and one helper)
 - b. Secure the bus
 - i. Ignition of
 - ii. Brake set
 - iii. Gearshift in neutral
 - c. Emergency equipment
 - i. Fire extinguisher
 - ii. First Aid kit
 - iii. Reflectors
 - d. Evacuation Routes
 - i. Doors
 - ii. Windows
 - iii. Windshields
 - iv. Top hatches
- 2. Form below must be filled out.

STOREY COUNTY SCHOOL DISTRICT

BUS EVACUATION DRILL REPORT

I _____, CONDUCTED AN EVACUATION DRILL
(name of driver)

OF BUS NO. _____ ON _____
(Licence number) (date)

PRIOR TO A FIELD TRIP TO _____

(signature of driver)

(signature of teacher)

Approved Date: _____

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VIII. GENERAL INFORMATION

- A. **Unsupervised Elementary Students**
Kindergarten thru 5th grade students will not be allowed off the bus without a parent/guardian waiting for their child. In the case of no parent at the bus stop, driver will then contact the Transportation Coordinator, the school will then be notified and the child will be brought back to school.
- A note with permission from the parent/guardian, on file at the school and a copy in the transportation offices, will allow drivers to release the students. After the student is brought back to school 3 times, riding privileges may then be suspended.
- B. **Overloaded Buses**
State law requires that ALL passengers on school buses MUST be sitting in a seat.(Ref. NRS 392.400 1B). If all your passengers cannot be seated in a seat, you are required to advise the Transportation Office. If necessary, additional transportation will be arranged.
- C. **Seat Belts**
Drivers must wear their seat belts fastened when driving. NO EXCEPTIONS.
- D. **Unauthorized Bus Riders**
Transportation Department policy prohibits unauthorized persons riding on school buses or other district vehicles. This includes the bus driver's relatives or friends. This policy applies to both regular bus runs and field trips.
- E. **Unauthorized Stops**
After completion of your school bus route, you are expected to return immediately to the bus yard. If your route has a layover between schools, this layover will be at the bus yard or another location approved by the Transportation Coordinator.
- F. **Operation of buses on school property**
All buses operating on school property and in loading areas will use a speed NO GREATER THAN 5MPH
- G. **Handouts**
Drivers are not allowed to hand out any material to bus students without prior approval from the Transportation Coordinator.
- H. **Speed limits**
1. Traveling on the highway or freeway, the MAXIMUM speed limit for a Storey County school bus is 55 MPH. Obey all posted speed limit signs. Reduce your speed during inclement weather to maintain safe driving.
 2. When driving in town, if there is no speed limit sign posted, the MAXIMUM speed limit will be 25 MPH. The speed limit in all school zones is 15 MPH.
 3. All drivers not adhering to posted speed limits will be subject to disciplinary action.

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- I. Following too closely (Ref. NSBDHB)
 - 1. For every 10 feet of vehicle length you are driving, use a one-second count. Pick a fixed object along the roadway and when the vehicle in front of you passes that object, start counting 1001,1002,1003,1004. If your vehicle passes that same object before you say 1004, you are following too closely to be safe.
 - 2. The minimum following distance is a four (4) second delay on all streets, highways and freeways.
 - 3. All drivers not adhering to the prescribed following distance will be subject to disciplinary action.

- J. Severe weather procedures
Before leaving the yard, make sure ice and snow are removed from the front, back, driver's side and door windows.

- K. Leaving the Bus at Locations other than the bus yard.
When a driver leaves a bus, the keys must be removed and the brake set. A bus will never be left at any location that has not been approved with the Transportation Coordinator.

- L. Unattended Buses
Drivers shall not leave their buses unattended while loading and unloading student. Flashing red lights will be utilized at all times when loading and unloading students.

- M. Passing other Buses
Drivers are not allowed to pass other buses that have their red flashing lights operating. Drivers will not pass other buses in school loading zones.

- N. Operation of windows, doors, etc.
The driver has full responsibility for operation of all the windows, doors, radios, and other things about the bus. The 2-way radio is to be turned off at the end of each run. It is the driver's responsibility to close all windows in the bus at the end of day.

STUDENT MANAGEMENT

IX. STUDENT CONDUCT

The driver should not allow the actions of one or more students to distract his/her attention from their driving duties. This could be the cause of an accident.

- A. Authority and Responsibility of the Driver
 - 1. Students transported in a school bus shall be under the direct authority of and be responsible directly to the school bus driver.
 - 2. The driver of each school bus will be held responsible for the orderly conduct of the students transported
 - 3. Disorderly conduct or refusal to submit to the authority of the bus driver shall be sufficient reason to be denied transportation in accordance with the regulations of the STOREY COUNTY SCHOOL DISTRICT.

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4. Storey County School District policy does not allow a student to be removed from the bus in route to or from school by a bus driver. Drivers who violate this policy will be subject to disciplinary action up to and including termination.
 5. All drivers are expected to establish and maintain effective pro-active relationships with those contacted in the course of the day.
 6. All students transported in Storey County School District cars are under the direct authority of the driver of the car.
- B. **Bus Misconduct Reporting**
The Transportation Department realizes that the majority of students adhere to and practice self discipline. However, on occasion, some student's behavior must be modified to ensure the safety of themselves and their fellow passengers. The following procedures will be utilized in such cases: See Storey County School District Policy number # EEACA (reporting student misconduct)
1. Discipline will begin with a verbal warning between driver and student.
 2. The first written notice will be a warning; such notice will be given to the student after a conference with the driver and the Transportation Coordinator, followed by an attempt to contact the parents/or guardians.
 3. The second notice will require a conference with the Student, Parent, Site Administrator, and Driver/Transportation Coordinator. In which case, detention or having riding privileges revoked for up to five (5) days, may occur.
 4. Should a third misconduct report be issued, the student will lose all their riding privileges on all buses revoked for not less than ten (10) days up to the rest of the school year.
 5. Students who are caught fighting at any time will automatically have their riding privileges on all buses revoked for ten (10) days.
 6. No unsatisfactory conduct notice be issued prior to discussing the situation with the Transportation Coordinator.
 7. See form below for bus misconduct:
- C. **Pupil Responsibilities**
One of the important aids in establishing good discipline is defining good, sound rules. The following rules were made with SAFETY IN MIND and this fact should be explained to the students. Other rules may be made to fit a specific problem. What would work with one group may not be applicable to another. The basic rules that must be in effect on all buses are (REF.NSBDTM):
1. All students shall:
 - a. Upon entering the bus, go directly to their seats and remain seated.
 - b. Be orderly while entering or departing the bus or while waiting at the bus stop. Students should be at their assigned bus stop a minimum of five (5) minutes before their pick-up time.
 - c. Enter or leave the bus only when the door is fully opened and the bus has come to a complete stop.
 - d. Refrain from loud conversation or singing.
 - e. Refrain from all boisterous conduct.
 - f. Keep all parts of the body inside the bus.

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- g. Keep their hands off other students and their possessions.
 - h. Face forward and keep their feet on the floor in front of their seats.
 - i. Keep books, lunch boxes, and other possessions out of the aisle.
 - j. Refrain from pushing or hitting other pupils or otherwise engage in rough behavior while in the bus.
 - k. Refrain from any unnecessary noises.
 - l. Not use profanity. This is unacceptable.
 - m. Be absolutely quiet while the bus is stopped at a railroad crossing.
 - n. Shall not have any tobacco or tobacco products on the bus.
2. a students must have a note from his/her parent, guardian, or school principal to ride a different bus or to leave the bus at any stop other than their own. They must give the note to the driver when they board the bus.
3. Whenever it is necessary for a student to walk across a street or highway, the crossing must be done at the direction of the driver and after a signal from the driver indicating it is safe to do so.
4. The following are not allowed on any school bus.
- a. Any animals, weapons or any item which could interfere with passenger safety.
 - b. Smoking, or the use of any tobacco product, alcohol or drugs.
 - c. Athletic footwear equipped with metal cleats or spikes.
 - d. Eating or drinking unless permitted on a long trip and complete cleanup occurs.
 - e. Large objects that take up a seat needed for students or that would block the aisle or emergency exit.
 - f. Large instruments that would take up student seating such as base clarinet, saxophone, baritone horn, tuba, sousaphone, cello, string bass, drums, etc. Only those instruments which the student can hold in their lap will be allowed unless special permission is granted prior to pickup on uncrowded busses.
 - g. Skateboards, roller blades, skates shoes, snow boards and skis are not allowed on buses unless on a skiing trip.
5. Never throw any object out of the bus windows or inside the bus.
6. Never tamper with the emergency door, windows, or vents. Students will not exit through the emergency door or windows unless an actual emergency exists or during an evacuation drill.
- D. TWENTY FIVE TIPS ON MAINTAINING DISCIPLINE (NSBDTM)
- 1. Never give an order that you do not mean to enforce.
 - 2. The response of the student is in action. Give your command to stimulate action, not to check it. Say "Do this" rather than "Don't do that." Suggest an action which can be successfully completed.
 - 3. Give a student time for reaction.
 - 4. Have a reason for what you ask a student to do.
 - 5. Be honest in what you say and do. A student's faith in you is a great help.
 - 6. Be fair. It isn't punishment but injustice that makes a student rebel against you.

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7. Be friendly. Always show an interest in what the student is doing.
8. Compliment good qualities and actions of your passengers.
9. Try to be constructive, not repressive, in all dealings with students.
10. Remember that a sense of humor is extremely valuable.
11. NEVER STRIKE A STUDENT. It may seem to be the easiest way, but it only aggravates the problem.
12. Do not judge misconduct on how it annoys you.
13. Do not take your personal feelings and prejudices out on the students.
14. Maintain your composure at all times. Do not lose your temper.
15. Remember, "The tongue is the only keen-edged tool which grows sharper with constant use. Do not nag, bluff, or be meddlesome. Do not use profanity when dealing with the students.
16. Look for all good qualities—all students have them.
17. Do not pick on every little thing a child does. Sometimes it is wiser to overlook some things.
18. Bear in mind that misbehavior is seldom willful. There is a cause and it may be you or some other influence outside of the student.
19. Listen for suggestions and address complaints from the students.
20. Follow-up with all students who have been disciplined. Be certain that you still have the respect and confidence of the student.
21. Be sincere in your work.
22. Set a good example yourself.
23. Intelligence in handling youth consists of thinking faster than they do. If they can out think you, you are not using your maturity and the advantage of your greater education.
24. Defiance of established procedure comes from failure in a driver to keep the situation in hand.
25. Never ridicule a student. It is the surest way of creating a discipline problem.

X. DRIVER CONDUCT IN RELATIONSHIP TO STUDENTS.

Every person working for the Storey County School District is here for one reason – to give the students of our district the finest education possible. As an adult and a member of our district, it is imperative that you try to set an example that you would like to see all the students emulate. To do less would be inappropriate.

- A. A driver must conduct themselves in a dignified and respectful manner. Interactions with passengers will be done respectfully and pro-actively.
- B. A driver should never become intimate with students, nor allow students to do so with them. A driver must maintain a friendly but firm relationship with all students.
- C. Unless a student needs help in boarding or alighting from a bus because of injury, physical handicap or in case of legitimate emergency, there is NEVER any reason for a driver to put his/her hands on a student. Any familiarity of this kind on the part of a driver or any attempt to discipline a pupil by slapping, shaking, etc.: will result in disciplinary action by the Storey County School District authorities. (Ref: NRS 392.465 Limits corporal punishment to teachers and or/ administrators only)
- D. In addressing students, please use their correct name. Please do not refer to students in any way that will tend to embarrass them before the others students.

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- E. A bus driver can be polite and considerate while also being firm. The latter is the only approved method of maintaining good discipline.
- F. A driver must be patient with students, especially with kindergarten students during the first few weeks of school. A small child entering school for the first time is entering an entirely new phase of their life and, in most instances, it is quite strange and often just a little frightening. The bus driver will be the student's first contact with that experience and, therefore, it is very important the driver create an impression in the student's mind that they are in safe hands and can place their trust in all personnel connected with this new business of school.

ACTIVITY AND FIELD TRIPS

XI. DRIVERS REQUIREMENTS FOR ACTIVITY AND FIELD TRIPS

- A. In-Town trips
 - 1. Driver must have driven successfully for one (1) month.
 - 2. Driver requests their name to be added to the rotation list.
 - 3. All in-town field trip drivers will be paid at regular bus drivers rates.
 - 4. Final approval will be by the Transportation Coordinator.
- B. Out-of-town trips
 - 1. Driver must have driven successfully for three (3) months.
 - 2. Driver requests their name to be added to the rotation list.
 - 3. Final approval will be by the Transportation Coordinator.
- C. Immediate field trip needs may be fulfilled with available qualified drivers, without going to or counting in field trip rotation.
- D. Passing Trips.
 - 1. Trading of field trips is permissible if a mutual agreement can be made between two (2) drivers with supervisory approval. No driver/trip may be traded more than one time during a single posting. If a driver cannot take their scheduled field trip, it is considered a pass.
 - 2. If any trip is passed, the trip is assigned to the next unassigned and available driver on the rotation list.
 - 3. Should a driver find that he/she must pass a trip after already accepting it, the driver will notify the Transportation Coordinator 48 hours before the trip's departure time.
 - 4. Any driver who passes three (3) trips in succession, will be deleted from either field trip rotation list.
 - 5. Any driver who must pass a trip for a reason other than absence (schedule or unscheduled), training, or being trained will have the field trip rescheduled and made up.
 - 6. Anytime a driver drops from either field trip list during the regular school year, he/she can not resume driving field trips (in or out of town) until the subsequent summer field trip rotation sign up

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- E. Driver's Responsibilities On Field Trips
1. Drivers should review the basic rules of bus safety with the students before leaving the school.
 2. Chaperones are expected to have direct control over the students' behavior while on the field trip.
 3. If discipline/safety problems occur, the chaperone shall take corrective action.
 4. Drivers are required by State Law to conduct an emergency evacuation drill on all educational field trips before leaving the school.(ref; NRS 392.375.2)
 5. Remind passengers not to leave anything on the bus because the bus cannot be locked. The driver and /or School District is not responsible for lost, stolen or damaged belongings.
 6. While on field trips or athletic trips, etc. the driver must remain at the event at all times.
 7. If the trip exceeds the allotted driving time, the driver is to utilize a motel room for off duty down time.
 8. Federal Commercial Drivers License Law states that a bus driver shall not operate a school bus for more than ten (10) hours in a fifteen (15) hour period. The time spent operating, inspecting, loading, unloading, repairing, and servicing the vehicle and waiting for passengers, must be included in determining the fifteen 15) hour period. After ten (10) hours of operating a vehicle, the driver must rest for ten (10) hours before he/she again operates the school bus. (REF; NRS 392.360.3)
 9. Never fuel a school bus while passengers are on the bus.
 10. Drivers must clean the bus they have driven upon returning to the yard.
- F. ACTIVITY/FIELD TRIP PAYROLL AND PER DIEM PROCEDURES
Payroll procedures
1. Drivers are responsible for filling out the field trip sheet and returning it to the Transportation Office at the end of the payroll cycle.
 2. To receive Per Diem, a driver must adhere to the following hours:
 - a. Breakfast:
Leaving prior to 7am
 - b. Lunch:
Leaving prior to 11:30am and not returning before 1:30pm
 - c. Dinner
Not returning before 6:00 pm
- G. Release of Liability
1. Teacher, Coach, or advisor shall give the driver a list of all passengers (students and adults) with their emergency telephone numbers. Driver will add his/her own emergency information to this list.
 2. If a parent would like to take their child home during/after the trip, a release form must be signed in order for them to take their child.
 3. Students may not go home with friends that are driving themselves.

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4. Drivers will have these release forms. They must be signed and returned to the driver.
- H. Extra Passengers
1. In the event that any driver, teacher, coach, advisor or chaperone would like to take their own child on the field trip, (**who is not participating in the actual event**) they must have written permission from the Transportation Coordinator who may confer with the Site Administrator.
 2. Storey County School District Buses are not equipped with seat belts. When parents of young children, not of school age, take their children on busses they do so with the parent maintaining responsibility and not the school district.
 3. Permission will not be given if there has been a problem with student in the past.