

**CALHOUN CUSD #40**  
**BUS DRIVER**  
**HANDBOOK**  
**2017-2018**



## **Bus Routes**

Routes are based upon location, time, miles, road conditions, and of course the number of students to be transported. Drivers are encouraged to provide input about routes with supervisor. A team approach is best for determining routes that provide the most safety.

The routes are evaluated at the conclusion of each school year. Each driver will be notified as soon as possible if his/her route will have to change. However, in some instances it may be right before the beginning of the next school year. The District reserves the right to change the assigned route at any time without notice.

*Each bus driver should carry a list of all students with their physical addresses and a contact number on each bus. This should be on the bus at all times.*

## **Extra-Curricular Trips**

During the course of the school year, there will be a need for drivers to provide transportation for extra-curricular and co-curricular activities and events. Drivers will be assigned based on a first-come, first-serve basis. If a driver turns down a trip, then the next driver in line will be afforded the opportunity to take the trip. The Transportation Supervisor has the authority to switch trips among drivers to decrease the expense of substitute drivers and as he sees fit.

## **Daily Mileage log sheets**

Each driver is given a log sheet to track daily mileage. Each driver is to complete his/her daily log and turn it in to the District secretary on the 1<sup>st</sup> and 15<sup>th</sup> of each month. This is a MUST!!!

## **Backing the Bus**

Do not back your bus without knowing the path is absolutely clear. Under no circumstances will you back your bus up to pick-up a student. You are considered guilty by Insurance Companies in almost all back-up accidents.

## **Re-applicant – School Bus Driver Permit**

This guideline applies only to current drivers with valid school bus driver permits and the checklist must be successfully completed. Drivers must complete the required physical examination and sign the renewal application before their license or permit expires in order to be a re-applicant.

## **Two-Way Radios**

Each bus is equipped with a two-way radio for communication with each school and the District Office. The radio should be used ethically and efficiently. Bus drivers are to use the radio for emergency situations, to receive or give information that is pertinent to the duties and responsibilities of a bus driver, or anything else that is job related. Do not use the airwaves to broadcast confidential or inappropriate information at any time.

Drivers are prohibited from misusing the radio (i.e. talk to other drivers just to make conversation). PLEASE remember...no unnecessary comments or chatter. Proper radio etiquette should be used:

- 1) Contact each other using the radio when needed.
- 2) Do not talk over another driver.
- 3) Please speak clearly and with enough volume for people to hear you but not too loud.

**AM/FM Radios**

Each bus is equipped with an AM/FM radio. Each driver is permitted to play this radio and control the volume. Students are not to be allowed access to these radios. Unacceptable language and topics on radios and CD's are not permitted on Calhoun CUSD #40 buses.

**First Aid Kits**

A student should be shown how to open the first aid kit and given instructions on the contents in the event of an accident. Drivers are expected to be familiar with opening the first aid kit and knowledgeable of the contents. Replacement contents are available from the Transportation Supervisor. List the items needed and let the Transportation Supervisor know so he can provide you with the items needed.

**Evacuation Drills**

The Transportation Supervisor will conduct evacuation drills/procedures with all Calhoun CUSD #40 students the first couple of days of school. Both school administrators will be present during these drills too.

**Cell Phones**

The use of a cell phone in any capacity while the bus is in motion is illegal. If a driver needs to use a cell phone in an emergency situation, the bus must be safely pulled off of the road and the bus put into neutral and parking brake applied before using a cell phone. Disciplinary action will be taken if a driver fails to comply with this policy

**Bus Driver Absence**

Occasionally, drivers will need to be absent from their duties because of illness or an unforeseen emergency. As soon as a driver knows he/she will be absent, a call should be made to the Transportation Supervisor. If you have an unplanned absence and you are assigned a trip, your trip will be assigned to another driver or a sub unless worked out otherwise between you and the Transportation Supervisor.

**School Cancellation Procedure**

Inclement weather may cause school to be cancelled. The Transportation Supervisor will try to call you before 6:00 a.m., if at all possible. If school should be called off during the day, you will be contacted via phone. Please be alert for possible "school closing" weather updates on the local television stations and through the School Messenger which will be sent out by the District Superintendent.

**Missing Students**

If there becomes a situation where a student is missing, please contact the schools or District Office by radio immediately. Provide as much information on the student as possible (ex. name, attending school, etc.). The secretaries have access to the student database and can contact the school, parents, or whomever to locate the individual.

### **Bus Maintenance**

All bus maintenance is done by or at the direction of our Transportation Supervisor. Please do not attempt to repair your bus or attempt to tell the Transportation Supervisor how to repair your bus. Please ask for work to be done rather than demanding work to be done. Our Transportation Supervisor is very knowledgeable about the buses. He may and will suggest driving habits or procedures to assist you. Please follow his requests of operation. Please try to only allow your bus to idle for a minimum amount of time unless the outside temperature is 30 degrees or below.

### **Illinois Administrative Code – Operating a School Bus**

Calhoun CUSD #40 school bus drivers are expected to follow the laws of the State of Illinois. Drivers should refer to and follow the guidelines stated in ILCS 625 for the safe operation of a school bus.

### **Drug and Alcohol Testing – Criminal Background Investigation – Using Tobacco Policy**

Calhoun CUSD #40 prohibits the use of tobacco on School District property by all persons at all times. This shall include school buses and school owned vehicles. The School District shall adhere to federal law and regulations requiring a school driver drug and alcohol testing program.

### **Driver/Administrator Communication**

It is the bus driver's responsibility to initiate communication with the building administrator regarding bus conduct referrals. Problems are efficiently handled when drivers communicate student behavior problems to school administrators.

All conduct referrals go to the principal where the student attends school. You will be supported by the Principals, Director, Superintendent and the Board of Education. The driver is expected to be able to control the students. Safety is #1.

### **Student Confidentiality**

Bus drivers and bus aides must maintain student confidentiality. Bus drivers and aides are not to discuss student discipline or other student issues with anyone other than the bus supervisor and/or building administrators. Bus drivers and aides are encouraged to use the chain of command when dealing with these issues and let the bus supervisor and transportation director speak with the administrator.

### **You must keep the inside of your bus clean.**

A clean bus invites the students to help the driver keep the bus clean. If something is nice, people tend to keep it nice. All buses are to be swept/cleaned daily. Bus washing is done at the bus garage.

### **Driver's Pay, Sick Leave, Leave of Absence**

All drivers are allowed fifteen (15) sick days per year and three (3) personal days. Any unused days will be added back to the employee's cumulative sick leave. Drivers that are asking for any Leave of Absence must file a Personal Leave with the Director of Transportation, which will be forwarded, to the Unit Office. The Board of Education determines the pay rate.

### **IMRF Eligibility**

All employees who work 600 hours or more, and are considered eligible, shall participate in the IMRF. For the purpose of determining IMRF eligibility, within the first week of school, the

employer shall post two (2) lists in the bus garage – “Available for extra duty runs” and “Not available for extra duty runs.” Employees who sign the “Not available...” list and who work less than 600 hours per year shall not qualify for IMRF. Drivers who work more than 600 hours or who sign the “Available...” list may qualify for IMRF. Eligibility to participate for continuing employees will also be determined every year based on actual hours worked from the previous school year. If more employees apply for extra duty runs than there are runs available, extra runs shall be assigned by district seniority.

## **Holidays**

A 12-month ESP employees will receive the following as paid holidays if the day of the holiday falls within his/her normal work year. All other/school year ESP employees will receive the following as observed holidays if the day of the holiday falls within their normal work year. When a holiday falls on a weekend, it is the discretion of the Superintendent to designate if the holiday will be taken immediately before or after the holiday:

Martin Luther King Day

President’s Day

Casimir Pulaski

Friday of Spring Break

Monday of Spring Break

Memorial Day

July 4

Labor Day

Columbus Day (as Board directs)

Veterans Day

Thanksgiving Day

Friday following Thanksgiving Day

Christmas Eve Day

Christmas Day

New Year’s Eve Day

New Year’s Day

### **Post Trip Walk-Through**

Just as important as your pre-trip inspection is your post-trip walk through. At the end of each trip you must physically walk from the front of the bus to the rear and look in every seat. Double check, as you return to the front. This activity is a must due to the high seat backs that “hide” students. Students of any age are capable of falling asleep and remaining on your bus. If you perform this visual inspection at the end of each trip, you will eliminate possibility of inadvertently leaving a student on the bus. You must accept this responsibility as part of your continued employment because this is law. It is a Class 4 Felony to leave a child on a bus.

### **Student Conduct**

In the interest of the student’s safety and in compliance with State law, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Keep the bus neat and clean.
11. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
13. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
14. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
15. Eating is not permitted on the bus (It is the law too!)
16. Parents will be liable for any defacing or damage students do to the bus.

Drivers are encouraged to maintain good student behavior and be consistent. To help be proactive, all bus drivers must have a seating chart at all times. If a student refuses to comply with any bus driver expectation, then you are encouraged to write the student a bus conduct referral. The referral should be given to the appropriate school administrator. Even though there are consequences listed on the referral, it is the administrator’s discretion what consequences the student receives.

### **Effective Bus Discipline**

There are many ways to maintain discipline on a school bus. Experienced drivers use many different methods to successfully control student behavior. Some of these effective methods are listed below. It is never appropriate to swerve the bus or slam on the brakes as a method to control student behavior. There are two critical things to remember regarding discipline.

**When one student is being disruptive:**

1. Talk to him/her when he/she leaves the bus (if the misbehavior is minor)
2. Use the intercom to call out his/her name and tell him/her what to do
3. Pull the bus over to the side of the road in a safe location and have a firm conversation with the student face to face (Do not yell/discipline them in front of the entire bus).
  - Identify the behavior that is unacceptable
  - Ask the student to explain his side of the story
  - Remind the student of the disciplinary process and the possibility of administrative/parental contact.
4. Fill-out the bus referral and give it to the school administrator

**When many students are being disruptive:**

1. Turn the AM/FM radio off until the behavior improves.
2. Give a verbal reminder/warning over the intercom.
  - Identify the undesired behaviors
  - Give instructions for how the students are to behave
  - Review the bus conduct referral process
  - Remind the students that a parental phone call is a possibility
  - Pull the bus over to a safe place and have a firm conversation with the students
  - Fill out bus referrals for the students who are misbehaving and warn the others that you are going to continue filling out referral forms if the misbehavior continues.

**Tips:**

- Begin noting which students are misbehaving early so that appropriate action can be taken.
- Remind the students occasionally of the bus referral process.
- Remind the students occasionally that the bus camera is operating when the students are unaware of it.
- Ask the appropriate school administrator to view the contents of the video where a student misbehaved and ask them to have a conversation with that student about what they did. This might be a deterrent for future misbehavior
- Point out good behaviors that you see. Reinforce those behaviors with compliments and words of appreciation.

## **Calhoun CUSD #40 Accident Procedures**

The information given below should be used following an accident.

1. Check thoroughly for student injuries.
2. Call for medical assistance immediately if there are injuries.
3. Have the students leave the bus and gather in a safe area (at least 100ft by law) away from the bus.
4. If there is no safe area near the bus and there is no danger of students being harmed by staying on the bus, then the driver may choose to have the students stay on the bus.
5. If there are no injuries, the crash does not involve another vehicle (e.g., backed into a telephone pole), you are not required to call the police-but you do need to notify the Transportation Supervisor.
6. Notify Transportation Supervisor and/or the District Office about the accident – make EVERY effort to notify the Transportation Supervisor or superintendent immediately – this is VERY important.
7. List the names and seat location of all students at the time of the accident.
8. The bus must be inspected by a mechanic before students can be transported.
9. If another vehicle was involved:
  - Check for injuries, call for medical assistance, if necessary
  - Call for police assistance
  - Gather the following information:
    - Driver's name
    - Description of vehicle (get VIN number, if possible)
    - License plate number
    - Name(s) of witness(es)
    - Name of other driver's insurance company
  - Notify the transportation department as soon as possible

Complete all necessary paperwork



**CALHOUN CUSD #40 2017-2018**

**Bus Driver Handbook Acknowledgement**

Dear Bus Driver,

Please complete the following form before or on Monday, August 21, 2017.

Board of Education and Superintendent:

I have read and reviewed the Bus Driver Handbook in an effort to promote a better understanding of the Calhoun CUSD #40 bus rules, regulations and expectations. My signature below acknowledges my receipt and understanding of the Bus Driver Handbook, and my agreement that I follow the rules as written, including the complete description of the Administrative Procedures-Drug and Alcohol Testing for School Bus Commercial Vehicle Drivers in Appendix A.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all bus drivers upon the implementation of any change. The administration will notify all bus drivers in writing, where possible, of any changes/modifications to the handbook should they occur during the 2017-18 school year.

\_\_\_\_\_  
**Bus Driver Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_, 2017  
**Date**