



# CISD Transportation Employee Handbook 2020-2021



**CONROE**  
INDEPENDENT  
SCHOOL DISTRICT



# CISD TRANSPORTATION EMPLOYEE HANDBOOK

The Conroe Independent School District (District) is an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

Information about the complaints and grievances process can be found here: <http://www.conroeisd.net/department/legal/public-complaints/>

For information about Title IX rights or Section 504/ADA rights, contact the Title IX Coordinator or the Section 504/ADA coordinator:  
3205 W. Davis  
Conroe, Texas 77304  
(936) 709-7752

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## ACKNOWLEDGMENT STATEMENT

I acknowledge receipt of my personal copy of the 2019-2020 Conroe Independent School District Transportation Employee Handbook and the Conroe Independent School District Employee Handbook.

I agree to read the Handbook and abide by the standards, policies, and procedures defined or referenced in this document. I understand that this Handbook does not constitute or create a contract of term of employment. I further understand that as an At-Will Employee, my employment with the District may be terminated at any time.

The information in this Handbook is subject to change. As policies and procedures change, I understand that I will be given updated information, and I accept responsibility for reading and abiding by those changes. I also understand that I am responsible for updating and maintaining this Handbook as updates are provided to me.

I understand that I have an obligation to update any changes in personal information; such as name, phone number, address, etc. in Employee Access Center on the District's website. I also accept responsibility for contacting my supervisor if I have any questions, concerns, or require further explanation.

I hereby certify that I have received and read Conroe Independent School District Transportation's Alcohol and Controlled Substance Policy for Employees with Commercial Driver's License.

I understand that the signed copy of this certificate of receipt shall be maintained in my personnel file.



# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## FOREWORD

The Transportation Employee Handbook has been designed with the purpose of providing useful and relevant information to all employees. Much of the information will be familiar; however, there have been changes and updates. I expect all Transportation employees to read the Handbook and become familiar with all our policies/procedures. A copy of the Handbook will also be available to all schools and departments.

The Transportation Employee Handbook, like any other comprehensive document, will continue to evolve as information and situations change. This new copy of the handbook will replace all previous years. Updates will continue to be provided to each transportation employee, as needed.

If you discover areas of the Handbook that you believe can be improved upon, please submit your recommendations to your Manager, drop a note in the employee suggestion box, or call my office. We appreciate your feedback and each suggestion will be reviewed.

Our Transportation Department has undergone important and vital changes these past several years. I would like to acknowledge the dedication and commitment of all drivers, monitors, mechanics, trainers and staff whom have proven time and time again, your passion and caring attitude for the students and each other.

I would also like to thank everyone who helped with the writing, editing, updating and providing of valuable feedback. It is never a small undertaking to revise such a comprehensive and living document.

Let's have another great year and **“Be there for the kids.”**

Samuel X. Davila, Director  
Conroe Independent School District  
Transportation Department

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

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# SECTION ONE

District Statements

2020 – 2021 CISD School Calendar

Department Directory

Transportation Management Team

Transportation Staff Chart



# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## GENERAL NON-DISCRIMINATION STATEMENT

The Conroe Independent School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment matters, in its admissions policies, or by excluding from participation in, denying access to, or denying the benefits of district services, academia and/or vocational and technology programs, or activities as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the First Amendment of the United States Constitution, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, as amended, and Title II of the Americans with Disabilities Act.

For information about **Title IX rights**, contact the Title IX Coordinator, 3205 W. Davis, Conroe, Texas, 77304; (936) 709-7700. For information about **Section 504/ADA rights**, contact the Section 504/ADA Coordinator, 3205 W. Davis, Conroe, Texas, 77304; (936) 709-7670.

## EMPLOYEE NON-DISCRIMINATION STATEMENT

The Conroe Independent School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment matters as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the First Amendment of the United States Constitution, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, as amended, and Title II of the Americans with Disabilities Act.

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## STUDENT NON-DISCRIMINATION STATEMENT

The Conroe Independent School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment matters as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the First Amendment of the United States Constitution, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, as amended, and Title II of the Americans with Disabilities Act.

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# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## TELEPHONE DIRECTORY

|  |                    |
|--|--------------------|
| Conroe Transportation Center .....                           | 936-709-7940       |
| 108 Gladstell Street   | 936-709-7916       |
| Conroe, Texas 77301  |                    |
| East County Transportation Center .....                      | 936-709-7940       |
| 13688 FM 1485  | 936-709-5976       |
| Conroe, Texas 77306  |                    |
| Oak Ridge Transportation Center .....                        | 936-709-7940       |
| 27125 Geffert Wright   | 832-592-8850       |
| Spring, Texas 77386  |                    |
| Woodlands Transportation Center.....                         | 936-709-7940       |
| 12208 Sawmill Road   | 832-592-8800       |
| The Woodlands, Texas 77380                                   |                    |
| Transportation Department Safety Office .....                | 936-709-5986       |
| CISD Police.....   | 936-709-8911       |
| Landline.....  | 936-756-3842       |
| Railroad Crossing Malfunction .....                          | 1-800-772-7677     |
|  | 1-800-848-8715     |
| Pinnacle Medical Management .....                            | 1-800-743-8342     |
| 645 N. Sam Houston Pkwy. E. #189                             | 281-405-TEST(8387) |
| Houston, Texas 77060   |                    |
| Human Resources .....  | 936-709-7958       |
| 3205 W. Davis  |                    |
| Conroe, Texas 77304  |                    |
| Conroe ISD Employee Health and Wellness Center (South) ..... | 281-465-2873       |
| At Oakridge Elementary                                       |                    |
| 19675 1-45 South, Suite 100                                  |                    |
| Conroe, Texas 77385  |                    |

# CISD TRANSPORTATION EMPLOYEE HANDBOOK



**CONROE**  
INDEPENDENT  
SCHOOL DISTRICT

# 2020-2021 School Calendar

1/21/2020

|   |  |   |   |
|---|--|---|---|
| <b>August 2020</b><br>S M TU W TH F S<br>1<br>2 3 4 5 6 7 8<br>9 10 11 12 13 14 15<br>16 17 18 19 20 21 22<br>23 24 25 26 27 28 29<br>30 31 | <b>September 2020</b><br>S M TU W TH F S<br>1 2 3 4 5<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30     | <b>October 2020</b><br>S M TU W TH F S<br>1 2 3<br>4 5 6 7 8 9 10<br>11 12 13 14 15 16 17<br>18 19 20 21 22 23 24<br>25 26 27 28 29 30 31 | <b>November 2020</b><br>S M TU W TH F S<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30 |
| <b>December 2020</b><br>S M TU W TH F S<br>1 2 3 4 5<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30 31  | <b>January 2021</b><br>S M TU W TH F S<br>1 2<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30<br>31 | <b>February 2021</b><br>S M TU W TH F S<br>1 2 3 4 5 6<br>7 8 9 10 11 12 13<br>14 15 16 17 18 19 20<br>21 22 23 24 25 26 27<br>28         | <b>March 2021</b><br>S M TU W TH F S<br>1 2 3 4 5 6<br>7 8 9 10 11 12 13<br>14 15 16 17 18 19 20<br>21 22 23 24 25 26 27<br>28 29 30 31 |
| <b>April 2021</b><br>S M TU W TH F S<br>1 2 3<br>4 5 6 7 8 9 10<br>11 12 13 14 15 16 17<br>18 19 20 21 22 23 24<br>25 26 27 28 29 30        | <b>May 2021</b><br>S M TU W TH F S<br>1<br>2 3 4 5 6 7 8<br>9 10 11 12 13 14 15<br>16 17 18 19 20 21 22<br>23 24 25 26 27 28 29<br>30 31     | <b>June 2021</b><br>S M TU W TH F S<br>1 2 3 4 5<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30       | <b>July 2021</b><br>S M TU W TH F S<br>1 2 3<br>4 5 6 7 8 9 10<br>11 12 13 14 15 16 17<br>18 19 20 21 22 23 24<br>25 26 27 28 29 30 31  |

|                                      |  |  |
|--------------------------------------|--|--|
| <b>Holiday</b>                       | <b>Workday for staff (No students)</b> | <b>Staff development (No students)</b> |
| <b>Inclement weather day (Staff)</b> | <b>Early release (Students)</b>        |  |

**Report Cards**  
Individual campuses will report distribution date for report cards after each grading period.

### Days of Instruction

|                   | Students   | Teachers   |
|-------------------|------------|------------|
| 1st Semester      | 84         | 92         |
| 2nd Semester      | 91         | 95         |
| <b>Total Days</b> | <b>175</b> | <b>187</b> |

### Grading Periods

| 1st Semester   |             |
|----------------|-------------|
| Grading period | Ends        |
| 1st            | October 8   |
| 2nd            | December 18 |
| 2nd Semester   |             |
| Grading period | Ends        |
| 1st            | March 11    |
| 2nd            | May 26      |

### Students

|               |           |
|---------------|-----------|
| Starting date | August 12 |
| Ending date   | May 26    |

### Staff

|               |          |
|---------------|----------|
| Starting date | August 4 |
| Ending date   | May 27   |

### Student Holidays

|                             |                  |
|-----------------------------|------------------|
| Labor Day                   | September 7      |
| Holiday                     | October 9 - 12   |
| Holiday                     | November 3       |
| Thanksgiving                | November 23 - 27 |
| Winter Break                | Dec. 21 - Jan. 5 |
| Martin Luther King, Jr. Day | Jan. 18          |
| Holiday                     | February 12      |
| Presidents' Day             | February 15      |
| Spring Break                | March 12 - 19    |
| Holiday                     | April 2          |
| Memorial Day                | May 31           |

### Student Early Release

|             |
|-------------|
| December 18 |
| May 26      |

### Teacher Work Days

|           |
|-----------|
| August 11 |
| January 4 |
| May 27    |

### Staff Development

|                           |
|---------------------------|
| August 4 - 10             |
| October 9                 |
| November 3 (Election Day) |
| January 5                 |
| March 12                  |

### Staff Make-up Day

Make-up day for inclement weather (if needed), is:  
**Staff:** February 12

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# CISD TRANSPORTATION EMPLOYEE HANDBOOK



**Sam Davila**  
Director of Transportation



**Tiffany Hartwell-Young**  
Secretary to the Director



**Robin Hancock**  
Manager  
Routing & Scheduling



**Jennifer Stafford**  
Manager  
Supply & Accounting



**Peggy Miller**  
Supervisor  
Safety & Training



**Carl Klein**  
Fleet Manager



**John Hall**  
Shop Foreman  
North



**Raul Barrera**  
Shop Foreman  
Oak Ridge



**Troy Garrison**  
Shop Foreman  
Woodlands

# CISD TRANSPORTATION EMPLOYEE HANDBOOK



**Aric Taylor**  
Asst. Director North



**Tawana Salinas**  
Operations Manager  
North



**Greta Flynn**  
Supervisor  
Conroe



**Tijuana Nolen**  
Supervisor  
Conroe



**Veronica Rhodes**  
Supervisor  
East County



**Juan Melendez**  
Asst. Director South



**Frances Karcher**  
Operations Manager  
South



**Jaqueline Money**  
Supervisor  
Woodlands



**Kevin Gaskill**  
Supervisor  
Woodlands



**Kendrick Thomas**  
Supervisor  
Oak Ridge



**Dena Weaver**  
Supervisor  
Oak Ridge





# **SECTION TWO**

## **General Operating Procedures**

## **Special Needs Operating Procedures**



# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## GENERAL OPERATING PROCEDURES

Attention to detail, knowing, understanding, and following policies and operating procedures sets the stage for professionalism and success in a school transportation operation. The driver/monitor, **more** than any other department position, is the **critical link** in following through with those essential elements that ultimately provide exemplary service to children. Drivers and monitors are certainly publicly visible in the District. How drivers operate and maintain their buses are the basis for the formation of public opinion on the quality of the transportation operation, as well as, the District as a whole. **We are counting on you as CISD Professional Bus Drivers and Monitors to make certain that the impression you give is always a favorable reflection on our department and our District.**



1. **Standards of Conduct:** All employees are expected recognize and respect the rights and property of co-workers and students, maintain confidentiality in all matters relating to co-workers and students, and create and maintain a professional working environment by adhering to standards of conduct in this handbook, the CISD Employee Handbook and CISD School Board Policy.
2. **Employee Conduct**
  - I. No employee shall possess, use, or be under the influence of alcohol or drugs while on school property or while working in the scope of assigned duties or while attending any school or district sponsored activity.
  - II. Employees shall demonstrate a cheerful attitude and cooperative working relationship while on duty.
  - III. Gossiping, bullying, intimidation or using coercion, using vulgar language, profanity, and the spreading of rumors are prohibited.
  - IV. All employees shall control their temper and display self-discipline while on duty- being disrespectful to office staff, school personnel, parents or management will not be tolerated. Any employee refusing to follow a directive or assignment by a Supervisor will be considered insubordinate and may be subject to termination.
  - V. Tampering with, removing, disabling, or rendering inoperable any district equipment including but not limited to safety equipment, seatbelts, video cameras, DVR units and AVL/GPS systems is prohibited.
  - VI. Altering, falsifying, or fabricating documentation including electronic documentation, data or records with an intent to hide, cover-up or defraud will be subject to disciplinary action up to and including termination.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

3. **District Business:** Use district time, funds, and property for authorized District business and activities only. Employees shall not use or attempt to use their position or status of employment with Conroe ISD for personal gain.
4. **District Property:** Personal use of District property is prohibited. Questions are often asked regarding employee's personal use of District property and the disposal of outdated or unusable District property. Conroe ISD employees are not authorized to give away or discard obsolete equipment or materials. Such items must be either sold at auction or disposed of as approved in accordance with District policy. Any other means of disposal is prohibited. Fixed asset items will stay where they are located. No one will move anything until the Transportation Center Manager approves it.
5. **Accident Reporting:** School Bus Drivers **MUST** report accidents **IMMEDIATELY** via radio or cellular phone to the appropriate transportation center. If you are not able to contact either transportation center, stop two separate motorists and give them a road call card with the center's telephone number, location of the accident, and any injuries. If the accident occurs after hours, out of town or on weekends you are to contact CISD Police. This is critical so that assistance can be dispatched to you as quickly as possible in order to determine the condition of students by trained responders. It is also very important to determine the factors involved in the accident. It is **NOT ACCEPTABLE** to leave an accident scene. **DO NOT** wait to notify transportation officials upon return to the transportation center. Drivers who fail to report accidents immediately as required may be terminated.
6. **Notification of Arrest:** An employee who is arrested, indicted, convicted, no contest or guilty plea, or other adjudication for any felony or any offense involving moral turpitude shall report, in writing the arrest to the Director of Human Resources within three (3) calendar days of the arrest, as well as, notifying the Director of Transportation in like manner. An employee who is convicted of or receives deferred adjudication for such an offense shall also report in writing, that event to the Director of Human Resources (and Director of Transportation) within three (3) calendar days of the event. See District Policy DH (Local) Failure to provide such notification may result in termination of employment.  
Moral turpitude includes but is not limited to the following: **Dishonesty, Fraud, Deceit, Deliberate Violence, Misrepresentation, Drug or alcohol related offenses, Theft, Acts constituting abuse under the Texas Family Code, Base; vile or depraved acts that are intended to arouse or gratify the sexual desires of the actor.**
7. **Motor Vehicle Record:** An employee is required to immediately notify the District, through their Manager, any changes, including convictions or suspensions, to their driver license. A driver who operates a district owned vehicle with a suspended or revoked license is subject to immediate termination.

## CISD TRANSPORTATION EMPLOYEE HANDBOOK

8. **Fines:** Employees are responsible for all civil and/or criminal fines imposed for any type of violation received while operating a district vehicle, including but not limited to parking violations, red light camera violations and toll road violations.
9. **Confidentiality:** The Federal Education Rights and Privacy Act (FERPA) prohibits anyone from giving out student information to anyone other than that students' legal guardian. Do not share any student information with anyone, other than the students' parent or school personnel. (Example: Do not share one student's information with another parent. Even sharing the names of the students on your route to anyone who does not have a legal need to know is in violation of FERPA.)
10. **Parent Interaction:** It is important to maintain a good working relationships with the parents of our students. Please be courteous and professional at all times. Do not allow parents to board the bus. If a parent wishes to conference with the driver while at the stop, ask the parent to remain on the ground or at the driver's window, or encourage them to contact your center to arrange a better time to meet.
11. **Communication with Parents & Students:** Any written communication (including electronic communication) with parents or students regarding bus procedures and/or protocol must be approved by a Transportation Manager or Supervisor. Drivers failing to receive this approval will be subject to appropriate disciplinary action. Distribution of unauthorized materials (including electronic communication) to students is prohibited.
12. **Responsibility for Students:** Drivers must be present and supervising students as they load/unload or are on the bus. In the event of an emergency, the driver will not leave students unattended until another responsible person is present to supervise students.
13. **Seat Assignments:** Make seating assignments for all runs, no later than the third week of school. Use the seating chart form, have one copy on file in the office and three (3) copies on the bus at all times. Re-assign seats and update your seating chart anytime your load is adjusted. Failure to have this done will result in disciplinary action.
14. **Pre- Kinder & Kinder Students:** At NO TIME shall a Pre-K and/or Kindergarten student be released from your supervision without an authorized adult present to receive the child. If you are unclear or have any doubt that a student is Pre-K or Kinder, look for their grade tag and ask them. Require them to point out the adult that is there to meet them, and have the adult come to the loading door to receive their student.
15. **Employee Children:** Transportation employees are not allowed to leave their own child(ren) unattended at the Transportation Center. Drivers/Monitors should not expect other employees to watch their child(ren) at any time during the day. Children are only allowed to be in either the dayroom or on their parent's or guardian's bus. Disruptive children will not be allowed to stay in the dayroom. Violation of this policy will result in losing this privilege. Employee's break room shall be kept neat and clean at all times. Remember, this is a place of business for all CISD employees.

## CISD TRANSPORTATION EMPLOYEE HANDBOOK

**16. Parking:** Employees shall park their personal vehicles in assigned parking areas. Drivers are not to park in spaces not designated for them. Drivers shall park their buses in the designated parking space.

**17. Authorized Personnel Only:** Employees must stay in areas designated for them. Driver should not enter the Shop area unless authorized. Employees should not “visit with” or distract other employees when those employees are engaged in work and/or “on the clock”.

**18. School Use:** Use of a school’s facility for any reason is at the discretion of the building principal and permission for the use of the facilities should be obtained to insure that your use of the school’s facility does not interfere with the normal operations of the school.

**19. Cell Phones:** State Law prohibits the use of Cell Phones by drivers while the vehicle is in motion. **DO NOT** use your cell phone for any reason while you are driving. In the case of an emergency please pull your bus to a safe location and secure your vehicle before using your cell phone. Monitors are also prohibited from using their phone while students are on board the bus with the exception of emergency communications with your transportation center, police or 911.



**20. District Email:** Every employee is issued a district email account when hired. Critical work related information will be sent to you using this account. You are required to monitor this email account no less than once per week. Failure to monitor and maintain this account (including the mandatory password resets) will be reflected on your evaluation and may include additional disciplinary action. If you need assistance accessing your email account contact your supervisor. Please note that the use of this email account as well as other electronic media, communication systems, and technological resources are covered under the acceptable use policy in the Conroe ISD Employee Handbook.

**21. Professional Identification & Documentation:** All employees are required to carry with them their CISD employee identification. Additionally all bus drivers are required to have on their person; their current, valid Commercial Driver License, their current, valid Texas School Bus Driver Safety Training Certificate (Cert) Card, their current, valid Medical Examiner’s Certificate (physical card) and their current, valid CPR certification (Special Needs Drivers only). Making sure that these items have not expired is your responsibility. These item will be checked periodically by the department. Any employee who knowingly operates a commercial motor vehicle with an expired license or certification will be subject to disciplinary action up to and including termination.

## CISD TRANSPORTATION EMPLOYEE HANDBOOK

**22. Personal Hygiene:** All employees are required to follow acceptable standards of good grooming and personal hygiene. Cleanliness, personal neatness and professional appearance are expected at all times. Proper personal hygiene including periodic hand washing can prevent the spread of germs and disease. Care should be taken to prevent reporting to work with noticeable body odor and/or bad breath. Perfumes and colognes should be used sparingly to minimizing the impact on your co-workers and students. By starting each day clean and fresh you promote a positive image of yourself and the district, as well as helping to maintain your health, and the health and happiness of your co-workers and family.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## SPECIAL NEEDS PROCEDURES

1. **Documentation:** Special Needs students often exhibit behaviors and actions that are different from their peers. These behaviors or actions may or may not be part of the students Individual Education Plan (IEP) or Behavior Intervention Plan (BIP). The Driver/Monitor Team should document in a journal any incidents that occur on your bus and share these with your Supervisor. What you observe and record may be valuable in meeting your students' educational needs.
2. **Communication with Parents:** A few days before school starts, please call EACH parent and go over the Transportation Form with them. For Example:
  - a. Pick-up and drop-off times
  - b. Student information
  - c. Special Equipment
  - d. Health Factors (ask the parent/guardian if there are any other medical concerns or training you need to know)
  - e. If they can be left home alone or not, and/or who will be there to accept them off the bus.

Since the use of a cell phone while the bus is in motion is against the law, it is recommended that drivers encourage parents to call the transportation centers to report when their students are not going to ride.

3. **Special Equipment:** Please DO NOT change the seat equipment for a student per a parent's request or campus personnel. There are procedures we must follow. The Transportation Form is a legal document that is part of the student Individual Education Plan (IEP) as determined by the ARD committee. If there is a safety concern, please take this issue to your Supervisor. Conroe ISD would be liable if the student is not using the equipment required by the ARD committee.
4. **Alternate Addresses:** Do not transport a student to an alternate address that is not on the Transportation Form. If the parent wants the student picked-up or dropped-off at an alternate address, this request **MUST** be done through the campus Diagnostician. There are steps that Routing & Scheduling and the campus take prior to any address change being approved. **\*\*\*Also the alternate address has to be located within the student's home campus school zone or the attending campus zone. Have the person that is at the alternate address show some form of ID before releasing the student to that person.**
5. **Malfunctioning Wheelchair:** If there is a malfunction on a student's wheel chair and you feel it does not meet safety requirements, please notify Operations ASAP. At this point, transportation may not be able to transport the student safely. CISD is required to provide transportation for students if required by their IEP, but must be able to insure the safety of the student during transportation. The Special Education office will be contacted about the situation. Every effort will be made, by working with the district Special Education. Department, to provide an alternative means of transportation to the student.

## CISD TRANSPORTATION EMPLOYEE HANDBOOK

6. **Safety Concerns:** Any safety concerns on your bus must be reported to your supervisor as soon as possible. These can include but are not limited to; malfunctioning equipment, behavior/or activities that are harmful to themselves or others and student interaction that may not be exhibited at the school.
7. **Student Protection:** DO NOT allow anyone on your bus other than the driver, monitor or school personnel. Do not allow parents to board the bus unless it is part of their child's IEP documentation.
8. **Student Safety:** Both the Driver and Monitor are responsible for the safety of the students, and the safe use of the equipment on the bus. Do not allow parents or other students to assist you in monitoring, loading or securing a student on your bus. School based officials and teachers can assist you in the loading and unloading of students but it is recommended that the driver and monitor double check that all equipment is properly secured.
9. **Non-Riders:** If a student has not ridden the bus after three (3) day, notify Operations and do not go by for the student until called. Make sure you log every time a student does not ride the bus.
10. **Non-Rider Long Term:** After two weeks the student has not ridden for any reason complete a Route Change Request Form, signed by your Manager or Supervisor, and submit it to Routing & Scheduling, they will contact the campus.



# SECTION THREE

## Personnel Policies



# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## PERSONNEL POLICIES

1. **Change of Address:** It is imperative that office personnel be able to contact every employee, especially in the event of an emergency. All transportation employees must inform their Supervisor and/or Operations staff of any changes in name, home address, or telephone number. Additionally, all employees are required and responsible for updating their personal information using the Employee Access Center on the district's website.
2. **Mandatory In-service Training:** Transportation employees are required to attend compulsory in-service meetings. Employees will be compensated for these times.
3. **Changes to Driving Assignments:** All duties and responsibilities associated with driving assignments, following routes, adhering to designated times, reporting to designated work locations, etc., are subject to change. Due to the sensitive nature of our mission and the importance of providing safe, consistent and on-time service, Managers have the discretion to remove or reassign any employee (with written justification) from any assignment of duty if deemed in the best interest of Conroe ISD. The employee may appeal this decision to the Director of Transportation.
4. **Annual Evaluations:** All Transportation Employees shall be evaluated on a yearly basis. Evaluation will be placed in the employee's personnel file and a copy will be given to each employee.
5. **Retraining:** Any CISD school bus driver or monitor is subject to re-training based on the Transportation Center Manager's recommendation.
6. **Training hours:**
  - A. **New Drivers:** New bus drivers to the District, must complete a minimum of twenty (20) hours of behind the wheel training.
  - B. **Returning Drivers: Off work 30 to 90 days:** Will receive an evaluation and up to ten (10) hours of behind the wheel training.
  - C. **Returning Drivers: Off work more than 90 days:** Will receive an evaluation and up to twenty (20) hours of behind the wheel training.
7. **Employee Dress Code:** Transportation employees shall dress appropriately for their positions and should reflect the professional standards of the District. Transportation employees shall dress appropriately Identification badges must be worn and visible at all times while on duty.

### **Appropriate clothing includes, but is not limited to:**

- Slacks, jeans, walking shorts (no more than 2 inches above the knee)
- Polo-type shirts; approved bus t-shirts
- Suitable undergarments shall be worn.
- Shoes which have both heel and toe closed
- Soles should be slip resistant

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## **Inappropriate appearance and clothing includes, but is not limited to:**

- Inappropriate tattoos will not be visible (must be covered). (those promoting alcohol, drugs, sex or those using inappropriate language)
- Low cut tops or dresses and tops or dresses with spaghetti straps
- Halter tops, tube tops and/or clothing revealing the midriff area
- Muscle shirts, tank tops or sleeveless shirts.
- Body hugging or see-through clothing including spandex, yoga pants or Fabletics and clothing that allows undergarments to be clearly seen.
- Excessively short dresses, skirts or shorts. Must be no more than 2 inches above the knee while standing.
- Any clothing that promotes tobacco use, alcohol, drugs, sex or inappropriate language.
- Clothing that attempts to draw attention to certain parts of the body or highlights physical traits- i.e. pants with writing across the back side of the garment.
- All facial piercing must be covered or removed while on duty. (No Size Exemptions)

**All employees MUST be in dress code when clocking in and for the entire duration of scheduled work time. Violations of the dress code may lead to disciplinary actions. Managers/Supervisors may use their discretion in determining if any employee is adhering to the standards of expected dress.**

8. **Tobacco Use:** Smoking, electronic cigarettes, vaping or using tobacco products is prohibited on all District-owned property and at school-related or school sanctioned activities on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of District-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all district buildings. (See District Policy-DH, FNCD, GKA)

**Violators of the tobacco use policy will be subject to:**

- Verbal Warning
- Written Warning
- Termination

9. **Drug-abuse Prevention & Drug-Free Workplace Requirements:** CISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. Any confirmed cases of illegal use of drugs will be reported to the Department of Public Safety.

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

or employee-assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution.

Compliance with these requirements and prohibitions is mandatory and a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Within ten days of receiving such notice from the employee or any other source, the District shall notify the granting agency of the conviction.

Within 30 calendar days of receiving notice from any source of a conviction for any drug statute violation occurring in the workplace, the District shall either; (1) take appropriate personnel action against the employee, up to and including termination of employment or referral for prosecution, or (2) require the employee to participate satisfactorily in a drug- and alcohol-abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

- The District shall not permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions.
- It is also the District's policy to conduct random alcohol and drug testing (a refusal for drug and or alcohol test will be considered an automatic positive).

\*See Section 12 – Alcohol and Controlled Substance Testing Policy Regarding Regulations for Employees Who Hold a Commercial Driver's Licenses or Who Perform Safety Sensitive Functions

## **Sexual harassment is illegal and will not be tolerated by the Conroe Independent School District.**

10. **Sexual Harassment-Employee-to-Employee:** Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct under the following conditions:
  - Submission to such conduct is explicitly or implicitly a term of condition of employment.
  - Submission to or rejection of such conduct is used as the basis for employment decisions.
  - The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe that they have been sexually harassed by another employee are encouraged to come forward with complaints. The District will promptly investigate all allegations of sexual harassment and will take prompt appropriate disciplinary action

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

against employees found to have engaged in conduct constituting sexual harassment of other employees. The District's policy outlining the process of filing complaints of sexual harassment is reprinted below:

11. **Sexual Harassment - Student-to-Student:** Student-to-student sexual harassment is an area where school district employees, bus drivers and monitors, have critical responsibilities.

When gender-based peer harassment takes place in a context subject to the District's control, and that District exercises substantial control over the harasser, it shall take appropriate action in light of the known harassment. (See Board Policy FNCJ – Legal) A 1999 decision of the Supreme Court held that school districts can be liable for the sexual harassment of one student by another. This increases the importance of bus drivers and monitors being prepared to recognize and act on such incidents.

Students shall not engage in sexual harassment toward another student or a District employee. A substantiated charge of sexual harassment against a student shall result in disciplinary action. Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors. (See Board Policy FNCJ – Local)

12. **Sexual Harassment - Employee-to-Student:** District employees are prohibited from sexually harassing or sexually abusing students. Romantic relationships between students and employees are prohibited. (See Board Policy FNCJ – Legal) A 1999 decision of the Supreme Court held that school districts can be liable for the sexual harassment of one student to another. This increases the importance of bus drivers and monitors being prepared to recognize and act on such incidents.

13. **Zero Tolerance:** We are responsible for transporting the District's most precious resource, our children. Because of this, certain unacceptable behaviors shall have swift and lasting consequences. The following actions will result in immediate termination from bus driving positions:

- A. Crossing Railroad Tracks with Malfunctioning Lights or Arms
- B. Leaving a Child on the Bus unattended
- C. Unauthorized Use of a School Bus
- D. Removing a Child from the Bus without Proper Authorization
- E. Leaving the Scene of an Accident
- F. Testing Positive for Drugs or Alcohol

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

***“Be there for the kids!!!”***

14. **Attendance Policies:** It is imperative to the smooth operation of the Transportation Department that employees have excellent attendance and are punctual. Employees are expected to be at work on time every day and fulfill their assigned duties to the best of their ability.

Employees must allow sufficient time to deal with unexpected delays on the way to work in order to arrive at the Transportation Center with sufficient time to clock in and perform a thorough pre-trip inspection before departure.

If you are ill and cannot be at work, it is your responsibility to notify and speak personally to the Operations Staff for A.M. runs (**1 hour before scheduled departure**), Midday runs (**1 hour before scheduled departure**), and P.M. runs (**before 1:00 P.M.**).

15. **Clocking in and Out:** Transportation employees will be paid for the time they are actually on duty. Any time worked over the route classification time must be authorized by a manager or assistant supervisor. It is the responsibility of the employee to maintain an accurate time record. Falsification of this time record is a serious infraction that gives cause for immediate termination. Employees shall not clock in or out for another employee.

You will be expected to clock in before/after each run and when performing additional work with your Employee ID. Failure to clock in may result in disciplinary action. Do not clock in for anyone else. Clocking in for another employee may result in serious disciplinary action. Each driver/route has an assigned time. This applies to monitors as well. This time schedule shall be maintained. The Transportation Center Manager can approve a deviation from the scheduled time.

**The employee must use all state personal leave prior to using any state accumulated sick leave.**

16. **Scheduled Absences/Discretionary Leave:** The employee must request in advance to schedule discretionary leave. The request must be made in writing using a Discretionary Leave Form and turned into their Manager/Supervisor. Please refer to the table below to insure that your leave request is submitted in time to be considered.

| Type of Absence                                     | Minimum Advance Notice Required  |
|---|--|
| Vacation (Shop Personnel only)                      | 5 days unless extenuating circumstances                                |
| Jury Duty / subpoena's                              | 1 week   |
| “Non-emergency” Personal Business                   | 5 days   |
| Scheduled Doctor Appt., family or personal absence  | 5 days in advance or as soon as appointment/absence date(s) are known. |
| Off Duty (Administrative Staff only)                | 5 days unless extenuating circumstances                                |
| Offsite School Business (Administrative staff only) | As soon as trip is confirmed   |

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

**Please note that based on open routes and other absences it may not be possible for your requested leave to be approved.**

*Discretionary leave may not be taken on the following key days:*

- *The day before a school holiday*
- *The day after a school holiday*
- *Days scheduled for end-of-semester or end-of-year exams*
- *Days scheduled for Mandatory tests*
- *Professional or staff development days*
- *Times determined by the director or manager.*

17. **Absence Notification:** If you are ill and cannot be at work, it is your responsibility to notify and speak personally to the Operations Staff for A.M. runs (1 hour before scheduled departure), Midday runs (1 hour before scheduled departure), and P.M. runs (before 1:00 P.M.). Excessive absenteeism and/or tardiness even with a doctor's excuse may result in disciplinary action. Any long term illness and/or major surgery will be reviewed on an individual basis.

## **Two Classifications of Absences:**

- A. **Absent with Communication:** The employee notifies the need for an absence with the transportation center as far in advance as possible, but absolutely no later than the specified times.

|           |                                   |
|-----------|-----------------------------------|
| AM Routes | 1 hour before scheduled departure |
| Midday    | 1 hour before scheduled departure |
| PM Routes | Before 1:00 PM                    |

**Excessive Absenteeism:** Employees who are absent in excess of accumulated state and local leave days will be subject to the following disciplinary consequences:

|                                  |   |
|----------------------------------|---|
| <u>1<sup>st</sup> Occurrence</u> | Warning Letter*   |
| <u>2<sup>nd</sup> Occurrence</u> | Conference and Warning Letter about Suspension without Pay for next Absence                             |
| <u>3<sup>rd</sup> Occurrence</u> | Suspended without pay for one (1) day; conference and warning letter about termination for next absence |
| <u>4<sup>th</sup> Occurrence</u> | Termination from Employment   |

\* Upon reaching the 1st occurrence, an employee will be considered to have excessive absenteeism for that school year. Such occurrences will be indicated on the employee's yearly evaluation and could affect whether or not the employee receives a letter of reasonable assurance for the following school year.

- B. **Absent without Advanced Communication (or No Call/No Show):** Absent without previous arrangements or without contacting the transportation center within the specified time frames. An employee arriving for duty, after another employee has been assigned to cover their route will be considered "Absent without Advanced Communication" and will not be paid.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

An employee's failure to call in an absence within sufficient time has a direct negative impact on our ability to provide quality transportation services for students. Therefore, failing to communicate absences within the designated time frames is considered a serious offense and appropriate disciplinary action will result.

- 1<sup>st</sup> Occurrence      Warning Letter
- 2<sup>nd</sup> Occurrence      Suspended Without Pay for One Day
- 3<sup>rd</sup> Occurrence      Termination from Employment

**Employees who are "Absent without Advanced Communication" three times within a school year or for three consecutive days will be subject to termination.**

As soon as an employee returns from an unscheduled absence, he/she must fill out the Absence from Duty form and submit it to operations. The Manager/Supervisor will send the original to the Payroll Specialist for the department.

18. **Tardiness:** Arriving for work on time is extremely important for all transportation employees. The success of our operation is dependent upon our ability to transport students on time. Our students depend on transportation employees reporting to work when required so that routes operate according to established schedules. If you are unclear as to the time you are required to report for duty, check with your Manager.

- If you arrive to work 5 or more minutes late, you will be counted as tardy for that work shift.
- A Bus Driver/Monitor arriving late to the extent that other arrangements have been made to cover their route will be considered "Absent without Advanced Communication"
- Any employee more than 15 minutes late to work is subject to being suspended from duty for the remainder of the day without pay, this includes any field trip work that the driver is scheduled to work.
- Tardiness shall be documented throughout the current school year. Excessive tardiness during any year shall lead to disciplinary action as follows.

**First Tardy** – Counseling session will be held and a verbal warning will be issued with written documentation.

**Second Tardy** – Written reminder documented and place in employee's file.

**Third Tardy** – The employee will be placed on a 30 work-day probationary period and will be required to provide a written plan, to their Operations Manager, regarding how they will eliminate the causes of the tardiness.

If the employee is not tardy during this probationary period, they will go back to the First Tardy action.

If the employee is tardy during this probationary period, they will be terminated.

**Fourth Tardy** – Further disciplinary action up to and including termination.

19. **How Absences Affect Extra Assignments:**

- **Jury Duty:** Absences for Jury Duty will not be counted for the assignment of extra work. Documentation verifying the date and time of this service must be submitted to your Operations Manager.

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- **Other Court Appearances:** Absences required to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding regardless of whether or not the matter is related to school business will not be counted for the assignment of extra work. Documentation verifying the date and time of this service must be submitted to your Operations Manager.
  - **FMLA, W/C, Bereavement, Extended Leave, or Assault Leave:** Absences while on Family Medical Leave, Workers Compensation, Bereavement, District approved Extended Leave, and/or Assault Leave will be counted against the employee for the assignment of extra work.
  - **Union Training:** Absences to attend Labor Organization/Union training (ATPE, TSTA, TWU, etc.) will be counted against the employee for the assignment of extra work; such training is regarded as ‘personal business’.
  - **Yearly State & Local Sick Days:** Use of the compensated leave days (State & Local) will be counted for the assignment of extra work. Follow current District policy for the submission of a doctor’s excuse.
  - **Legal Days:** Absences for purposes including, but not limited to non-district related, custody issues, court appearances (non-subpoena), lawsuits, etc., will be counted for the assignment of extra work. Justification (no details please) must be submitted to your Operations Manager.
20. **Extra Work Assignments:** Extra Work Assignments will be posted, on an as-needed basis. Any employee may sign up for the extra assignment when posted. There is no guarantee that an employee signing up will be assigned the extra duty. When the signup sheet is taken down, Operations personnel will notify the employee to confirm the extra assignment. Assignment of extra work will be based upon absentee record. If there is more than one employee with the same absentee record, then the assignment will be based upon seniority. Overtime may be considered when selecting an employee for an extra assignment. Employees will be contacted in order of sign up.
21. **Summer School:** Summer school routes will be offered based on the following criteria:
- A. Fewest Absences. (Days donated will not count as days taken).
  - B. Date of hire in CISD.
- Because of the limited days of the Summer School a driver is only allowed to miss **one** day. The summer school route may be reassigned after more than one absence.
22. **Resignations & Retirement:** Employees must give two (2) weeks notice before separating from the district. Employees are expected to be at work during the two-week period. An employee who fails to give a two (2) week notice, gives notice then fails to show for work or is absent without leave during those two weeks may be considered ineligible for rehire for the Transportation department. Employees may ask for to take existing leave time during the two weeks at the discretion of the Manager based on the same criteria used for reviewing all leave requests.
23. **Eligibility for Rehire:** Depending on the circumstances of an employee’s separation from employment, the employee may be designated ineligible for rehire.
- Termination for a Zero-Tolerance offence.

## CISD TRANSPORTATION EMPLOYEE HANDBOOK

- Job abandonment or failure to give notice of resignation.
- Termination for an action, inaction or failure to follow policy which results in harm to a student or another employee.
- Violation of any Federal or State rules regarding the use and or maintenance of a commercial driver license and the operation of a commercial motor vehicle.

Consideration will be given to all employees concerning sensitive issues. Transportation Managers have the responsibility for discipline. Exceptions to these procedures can be made **ONLY** with the prior approval of the Director of Transportation.



# **SECTION FOUR**

## **Payroll Procedures**

### **Kronos Time Clock Procedures**

#### **Standard Hours**



# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## KRONOS TIME CLOCK PROCEDURES

### Purpose

This section is intended to explain the requirements for use of the electronic time clocks and employee ID badges and outlines some basic payroll policies and procedures. Failure to use the time clocks, as required, will result in disciplinary action, as detailed in the following pages. The time clock rules and procedures may be modified as needed, and employees will be informed of changes prior to the effective date.

### Basic Rules

The following summary is intended to provide a brief overview of how employees are to utilize the electronic time clocks.

1. Employees shall clock-in when starting work and clock-out at the end of each scheduled work time.
  2. Employees shall **not** clock-in earlier than 5 minutes before their scheduled starting times unless authorized in **advance** by a Manager or Supervisor.
  3. Employees are not permitted to work “off the clock” (when not clocked in).
  4. Employees shall not clock-out later than 5 minutes after the end of their schedule unless authorized to do so by an Operations Manager or Supervisor.
  5. All hourly employees leaving their work site for any reason, including lunch during the work schedule must clock-out when leaving their work site, and clock-in when returning to campus unless otherwise authorized to do so by a Manager or Supervisor.
  6. Clocking in or out for another employee is strictly forbidden and will result in disciplinary action.
  7. In order to ensure fairness and consistency, all disciplinary procedures, including verbal warnings, are to be documented in writing and placed in the employee’s file.
  8. Employees should be ready for duty as soon as they clock in. Employees need to park their vehicles and/or take care of any other personal business before clocking in.
- \* Note: The terms “clock-in”, “punch-in” and “swipe-in” (or-out) mean the same thing.

### Detailed Rules

**I. Proper use of Electronic Time Clocks:** It is a job requirement to clock in and out using the Employees ID badge and the Kronos electronic time clocks or badge ‘readers’. Failure to comply with these requirements shall be grounds for disciplinary action. This includes all dual assignment employees who must punch the clock at their secondary campus.

**Offenses include, but are not limited to:**

- **failure to clock in or out and/or missing punches**
- **clocking in or out too early**
- **clocking out late without permission for overtime**

|                |  |
|----------------|--|
| First offense  | Verbal reminder                                  |
| Second offense | Verbal warning from supervisor/leader/principal  |
| Third offense  | Written warning from supervisor/leader/principal |
| Fourth offense | DWP and 1 day suspension without pay             |
| Fifth offense  | Termination of employment                        |

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

**2. Timesheets:** Home bus drivers or those classified as ETC drivers are held to the same standards that all other Department employees are required to adhere. Because of the wide spread area that CISD Transportation services, some employees have the responsibility of having a ‘home bus’. Since there is not a Kronos Clock available to these employees they are required to use the Zonar System to clock in and out daily. To effectively process payroll, it is the employees’ responsibility to turn these time sheets in by the time specified for the current pay period. Failure to do so, can and will result in a delay in payment for that pay period.  
**Failure to use Zonar System accordingly, shall be considered an offense relating to the previous chart and will be grounds for disciplinary action.** The period for cumulative offenses is throughout the current school year.

**3. Falsification or Tampering**

The following are considered serious offenses:

- Interference with the operation of the time clocks or related computing equipment
- Interference with another employee’s use of a time clock
- Unauthorized alteration of Kronos electronic data
- Clocking in or out for someone else

**4. Lost or Missing Identification Badge: Employees are required to wear their badges at all times while on duty.** Lost badges must be reported immediately to the Operations Manager or Supervisor. The Supervisor will advise the how a replacement badge can be acquired.

If an employee fails to bring his/her badge to work for two (2) consecutive workdays, the badge shall be deemed lost and a new badge required, unless the employee can produce the badge.

**Frequent forgetting or losing of badges will be cause for disciplinary action as follows:**

|                   |   |
|-------------------|---|
| First lost badge  | Replaced                                    |
| Second lost badge | Counsel with Manager/Supervisor             |
| Third lost badge  | Written Reprimand from Manager/Supervisor   |
| Fourth lost badge | Written Reprimand and counsel with Director |
| Fifth lost badge  | Subject to Unpaid time off or termination   |

The cumulative period for lost badges shall be throughout the current school year.

**5. Damaged Identification Badge:** If your badge is damaged and cannot be read by the electronic time clock or reader, you must immediately inform your Manager/Supervisor and turn in your damaged badge to the Supervisor for the department in order to obtain a replacement ID card.

Damaged badges will be replaced free of charge to the employee. As noted above, badges cannot be replaced until the damaged badge has been turned in.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

6. **Clock Problems:** If any employee is unable to punch in or out because of a time clock malfunction, it is the employee's responsibility to immediately inform the Operations Manager/Supervisor for their department by completing an Exceptions/missed swipe form. The Payroll Specialist for the department will “manually” clock the employee in or out in the Kronos system.

## Documentation Procedures

It is essential to the proper operation of the electronic time keeping system that all employees use the clocks properly. It is the responsibility of each department to maintain complete and accurate records of all violations of the time clock rules. Written documentation is essential to provide a basis for disciplinary action in the event an employee is unwilling or unable to comply with the time clock rules.

1. **Paydays and Timesheets:** All employees are paid semi-monthly (twice per month) according to the published district payroll schedule. All employees' (part- or full-time) are required to have their pay directly deposited. This is a condition of employment with Conroe ISD. Any disagreements with the official time clock data shall be reviewed with the employee's Manager/Supervisor or Director, who shall authorize any changes to time keeping data.

## Types of Pay

### **Regular (Applies only to paraprofessionals & all shop personnel)**

- The normal workday for full-time employees is 8 hours based on their scheduled work hours, with two paid 15-minute breaks and one unpaid ½-hour lunch break. This does not include drivers or monitors.
- Part time employees will be paid for actual hours worked and will receive an unpaid lunch break and two 15 minute breaks.
- The lunch break normally is taken at the work place. If the employee chooses to drive to another location for lunch, the traveling time will be counted as part of the ½-hour lunch break. As noted elsewhere, the employee must clock-out and back in from lunch if he/she leaves campus.
- Starting and ending times are as specified in each employee's normal schedule, as assigned by the supervisor.
- Two 15-minute breaks are provided during an 8-hour \* workday. The breaks are voluntary and are used at the discretion of the employee's Manager/Supervisor based on need and workload. The two 15-minute breaks are a paid benefit provided by CISD.



### **Breaks and Lunches:**

|                        |                                |
|------------------------|--------------------------------|
| First 15 minute break  | Must work a minimum of 2 hours |
| 30 minute unpaid Lunch | Must work a minimum of 4 hours |
| Second 15 minute break | Must work a minimum of 6 hours |

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## Overtime (non-exempt employees)

### 1. Earned

- Overtime is earned on a weekly basis and can only be earned after 40 hours of actual work hours have been accumulated within a given week. Approved vacation, personal local days, and personal state days will not count towards the 40-hour calculation.
- Overtime must be **approved in advance** and put in writing by the employee's Manager/Supervisor and is paid at 1.5 times the employee's base hourly rate. Employees are prohibited from working overtime without having received **prior written approval**. Any work performed in excess of 40 hours per week **without having received prior written approval**, will be **considered unauthorized and the employee will be disciplined**.
- Since overtime or extra hours are calculated when recorded work hours exceed 40 per week\*, employees must not clock-in early or clock-out late without supervisory approval.
- Employees are not guaranteed overtime work.

\*Note: CISD considers Sunday through Saturday a completed workweek.

### Holiday Compensation

Employees required to work on Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Easter Sunday, Memorial Day or July 4<sup>th</sup> will receive the overtime pay rate for any hours worked on that day regardless of the number of hours the employee worked that week if the day is an established district holiday or falls on a weekend.

### Procedures for Missed Swipe

If an Employee has missed a swipe for their regularly schedule hours, the employee will report to their Operations Manager or Supervisor to advise of time error and complete the appropriate missing punch/exception request form. Both the Supervisor and Employee must sign the form before it can be turned into the Payroll Specialist. The Payroll Specialist will correct the time in Kronos. If the employee wants a copy one can be made for them on the copier. Please refer to the CISD Transportation Department Payroll Information procedures concerning Proper use of Electronic Time clocks.

### Procedure for Supplemental Time Sheet

While CISD understands that working over regular scheduled hours is sometimes unavoidable (example: a break down, taking a child back to school, weather issues, drug testing, etc.), all time worked over the employees scheduled hours must be accounted for by the employee and approved by the Manager/Supervisor prior to the work being done. Time that an Employee works over their regularly scheduled hours must be reported on a Supplemental Time sheet form. This pertains to all non-exempt employees.

In the event that an employee goes over their regularly scheduled time, please see your supervisor for approval for extra time worked. For an employee to receive proper credit for time worked, the Supplemental Time Sheet form must be turned into the Payroll Specialist

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

for the department from the employee's Manager/Supervisor the day after the extra time is worked. Please refer to the CISD Transportation Dept. Payroll Information procedures concerning Proper use of Electronic Time clocks. Below is a sample copy of the form to be used.

## Annualized Pay and Standard Hours

Annualized Pay and the Standard Hours Memos are revised and provided annually; please see your Supervisor or Manager for the current copies of those documents.

Conroe Independent School District

Transportation Department

ROUTE #: \_\_\_\_\_

### SUPPLEMENTAL TIME SHEET

All Supplemental time must be PRE-APPROVED by MANAGER OR SUPERVISOR

Employee Name: \_\_\_\_\_ Emp ID #: \_\_\_\_\_ Date Requested for: \_\_\_\_\_

Which Run time added to: Check One:  a.m.  midday  p.m.  other

Time Started (In): \_\_\_\_\_ Time Finished (Out) : \_\_\_\_\_

Reason for extra time: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

approved  denied

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Signature of Management Personnel Date  
(Could be any Manager/Supervisor or Shop Foreman)

- Supplemental time is any amount of time over your scheduled route time.
- This form is to be turned into Payroll the same day that the extra time is worked.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## Conroe Independent School District Transportation Department

### Request to Take Discretionary Personal Leave

Discretionary state personal days may be taken at the employee's discretion upon request with supervisory approval. Requests for leave must be made **at least (5) five days** in advance. The department reserves the right to deny leave requests when the number of employees scheduled to be absent will negatively impact the department's ability to meet our responsibilities.

Discretionary leave may not be taken on the following key days: The day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for state assessments or professional or staff development days.

I (Print Name) \_\_\_\_\_ request discretionary personal leave for the following date(s): Route #: \_\_\_\_\_  
 Circle all that apply: Type of Leave Using? (Circle One)

|           |              |    |     |    |         |            |       |       |
|-----------|--------------|----|-----|----|---------|------------|-------|-------|
| Monday    | ___/___/2018 | AM | Mid | PM | Shuttle | Field Trip | Local | State |
| Tuesday   | ___/___/2018 | AM | Mid | PM | Shuttle | Field Trip | Local | State |
| Wednesday | ___/___/2018 | AM | Mid | PM | Shuttle | Field Trip | Local | State |
| Thursday  | ___/___/2018 | AM | Mid | PM | Shuttle | Field Trip | Local | State |
| Friday    | ___/___/2018 | AM | Mid | PM | Shuttle | Field Trip | Local | State |

Reason for Leave: \_\_\_\_\_  
 Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 \*If no option is chosen Local Days will be used first.

### Conroe ISD Transportation Missed Punch/Exception Request Form

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Employee ID#: \_\_\_\_\_ Pay Period: \_\_\_\_\_

| Missed Punch |    |     | Check Reason |            |              |            |       | Explanation/Comments |
|--------------|----|-----|--------------|------------|--------------|------------|-------|----------------------|
| Date         | In | Out | Forgot Punch | Lost Badge | Double Punch | Field Trip | Other |                      |
|              |    |     |              |            |              |            |       |                      |
|              |    |     |              |            |              |            |       |                      |
|              |    |     |              |            |              |            |       |                      |
|              |    |     |              |            |              |            |       |                      |
|              |    |     |              |            |              |            |       |                      |

I authorize the correction of my KRONOS timecard selected above.

\_\_\_\_\_  
 Employee Signature Date  
 This form must be returned to payroll immediately in order to insure correct time is recorded

\_\_\_\_\_  
 Managers Signature Date  
 \*\*\*\*\* For Office Use Only \*\*\*\*\*

Adjusted by: \_\_\_\_\_

**Complete all necessary paperwork on a timely basis to make sure your times are correct in order to process your supplemental payroll.**

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## HOW TO FIGURE THE STANDARD HOURS AND THE SUPPLEMENTAL PAY FORMULA (need to change to 6 hours)

| Figuring your Standard pay formula: |          |                                   |   |   |
|-------------------------------------|----------|-----------------------------------|---|---|
| <b>6</b>                            | <b>x</b> | 180                               | = | <b>1080</b>   |
| Standard Hours per day              |          | How many days a year worked       |   | Hours worked per year   |
| <b>1080</b>                         | <b>÷</b> | 24                                | = | <b>45</b>   |
| Hours worked per year               |          | How many checks received per year |   | Hours paid per pay check  |
| <b>45</b>                           | <b>x</b> | <b>\$16.75</b>                    | = | <b>\$753.75</b>   |
| Hours paid per pay check            |          | Your rate of pay                  |   | Standard pay<br>This is what you should receive every pay check |

The **Standard Hours** Pay amount will appear on the left side of your check under Earnings as **STAND HRLY- W/** in hours first and then under Amount as monies. To use this formula input your own Standard hours and your own Rate of Pay.

| Figuring your Supplemental pay formula:   |          |  |   |   |
|---|----------|--|---|---|
| <b>5</b>                                  | <b>x</b> | <b>10</b>                                      | = | <b>50</b>   |
| Standard Hours per day                    |          | Number of days in pay period<br>This will vary |   | Standard hours which is what you have to work for that pay period |
| <b>58</b>                                 | <b>-</b> | 50   | = | <b>8</b>  |
| Hours actually worked for this pay period |          | Standard Hours for this pay period             |   | Supplemental Hours for this pay period                            |
| <b>8</b>                                  | <b>x</b> | <b>\$12.68</b>                                 | = | <b>\$101.44</b>   |
| Supplemental Hours                        |          | Your rate of pay                               |   | Supplemental Pay for this pay period                              |

The **Supplemental Pay** amount will appear on the left side of your check under supplemental hours and then under Amount in monies. To use this formula input your own **Standard, Days, Hours in Kronos** and your own **Rate of Pay**

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

| <b>CONROE INDEPENDENT SCHOOL DISTRICT OFFICIAL<br/>PAYROLL DUE DATES<br/>FOR 2020-21 SCHOOL YEAR</b> |                               |                         |            |
|--|-------------------------------|-------------------------|------------|
| <b>Pay Schedule for Employees</b>  |                               |                         |            |
| <b>Pay Date</b>  | <b>Paperwork<br/>Due Date</b> | <b>Dates Included**</b> |            |
| 09/01/20   | 08/10/20                      | 07/26/20                | - 08/08/20 |
| 09/15/20   | 08/25/20                      | 08/09/20                | - 08/22/20 |
| 10/01/20   | 09/08/20                      | 08/23/20                | - 09/05/20 |
| 10/15/20   | 09/21/20                      | 09/06/20                | - 09/19/20 |
| 10/30/20 (for 11/01/20)  | 10/05/20                      | 09/20/20                | - 10/03/20 |
| 11/13/20 (for 11/15/20)  | 10/19/20                      | 10/04/20                | - 10/17/20 |
| 12/01/20   | 11/02/20                      | 10/18/20                | - 10/31/20 |
| 12/09/20 (for 12/15/20)  | 11/16/20                      | 11/01/20                | - 11/14/20 |
| 12/16/20 (for 01/01/21)  | 11/30/20                      | 11/15/20                | - 11/28/20 |
| 01/15/21   | 12/14/20                      | 11/29/20                | - 12/12/20 |
| 02/01/21   | 01/07/21                      | 12/13/20                | - 01/02/21 |
| 02/11/21 (for 02/15/21)  | 01/25/21                      | 01/03/21                | - 01/23/21 |
| 03/01/21   | 02/08/21                      | 01/24/21                | - 02/06/21 |
| 03/11/21 (for 03/15/21)  | 02/22/21                      | 02/07/21                | - 02/20/21 |
| 04/01/21   | 03/08/21                      | 02/21/21                | - 03/06/21 |
| 04/15/21   | 03/29/21                      | 03/07/21                | - 03/27/21 |
| 04/30/21 (for 05/01/21)  | 04/12/21                      | 03/28/21                | - 04/10/21 |
| 05/14/21 (for 05/15/21)  | 04/26/21                      | 04/11/21                | - 04/24/21 |
| 06/01/21   | 05/10/21                      | 04/25/21                | - 05/08/21 |
| 06/15/21   | 05/24/21                      | 05/09/21                | - 05/22/21 |
| 07/01/21   | 06/14/21                      | 05/23/21                | - 06/12/21 |
| 07/15/21   | 06/28/21                      | 06/13/21                | - 06/26/21 |
| 07/30/21 (for 08/01/21)  | 07/12/21                      | 06/27/21                | - 07/10/21 |
| 08/13/21 (for 08/15/21)  | 07/26/21                      | 07/11/21                | - 07/24/21 |

\*Absences in pay period may vary by work schedule

\*\*Absences, Substitute Days, Part-time Hours, Extra Duty and Adjustments

4/9/2020



# **SECTION FIVE**

## **Student Management**



STUDENT MANAGEMENT

## 101 Ways to Praise a Child

Wow · Way to go · You're special · Outstanding · Excellent · Great · Good · Neat · Well done · Remarkable · I knew you could do it · I'm proud of you · Super Star ★ · Nice work · Looking good · You're on top of it · You're catching on · Now you've got it ☀

How smart · Good job · That's incredible · Hot dog · Remarkable job · You're Beautiful · You're a winner · You make me happy · Hip, Hip Hooray · You're important · Magnificent · Beautiful · Fantastic · You're on target · You're on your way · How nice · You're Spectacular · You're Darling 💕 · Super · Super job · Beautiful work 🌱 · Good for you · Nothing can stop you now · Dynamite 💣 · You're fantastic · Awesome · You're precious · Fantastic job · You've discovered the secret · Bingo · Great discovery · You are responsible · You are exciting · You are fun 🎉

You're a real trooper · Marvelous · Terrific · You're growing up · Outstanding performance · You tried hard · You figured it out · What a good listener · You're a treasure · You mean a lot to me · You're a good friend ♥ · That's correct · A big hug · What an imagination · You learned it right · You're incredible · Now you're flying · Bravo · Beautiful · I like you · I respect you · You're Sensational · Phenomenal · A+ job · Hooray for you · You're unique · You care · Creative job · You belong · You brighten my day · Super work · That's the best · You made my day · Say I love you! ♥ · Beautiful sharing · You mean the world to me · You're important · You've got a friend · You're a joy · You make me laugh · You're A-OK-my buddy · I trust you · You're perfect · You're wonderful · A big kiss · Exceptional performance · p.s. Remember, a smile is worth 1000 Words!

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## STUDENT MANAGEMENT PROCEDURES

As the bus driver, you are the key component in providing a safe and successful bus ride for your students. The whole bus riding experience starts and ends with you. Your job plays a very important role in the students' daily education.

1. The first contact a student has with our District each day is YOU, the bus driver. Be positive and consistent as you deal with your students.
2. You should be friendly with your students; however, there is a difference in being friendly and being familiar. Show an interest in each of your students by learning their name and being concerned for them. Sometimes the key is to learn an interest they have and build on it.
3. Never discipline the entire group for the action of an individual student. If individual students cannot be identified, it is better to wait and see if you can identify the individual student(s) after further investigation (i.e. view the tape, talk to the school, etc.) and then take action.
4. Become informed with the procedures (i.e. sequence of events) used in disciplining students. This knowledge should decrease misunderstanding and should help to change unacceptable behavior.
5. Never back students into a corner. If you do, they may act in an unpredictable manner or respond negatively. Treat your students with respect, and they will generally return it. Look for good qualities in children; they all have some.
6. Do not judge misconduct on how it annoys you. Screaming or yelling at students is NOT an effective method of dealing with them and will not be condoned in this department. Maintain poise at all times. Do not lose your temper. **Never hit a student.** Never touch a student when correcting them. Always be professional in correcting students.
7. Do Not use students as patrols or monitors on your bus.
8. Plan for the possibility of disciplining your students. Post rules that help prevent inappropriate behavior. Intelligence in handling youth consists of thinking ahead and considering all possible consequences. Look for possibilities that provide positive results. These are some traits of good leadership.
9. Develop an assertive discipline plan with clear consequences and positive rewards.
  - a. Communicate your plan clearly so students know what you expect.
  - b. Communicate to the students their responsibilities to other passengers which will allow for a safer and more pleasant trip for all.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

10. Students Shall Not:
  - a. Behave in a disruptive manner or make excessive noise.
  - b. Put any part of their body outside a bus window.
  - c. Throw objects out bus windows or on the floor.
  - d. Touch the emergency doors or tamper with any part of the school bus.
  - e. Use unsafe items such as school supplies on the bus (i.e. pencils, compasses, etc.).
  - f. Eat or drink on the bus without prior permission from the Transportation Department.
  - g. Use or possess tobacco products, drugs, drug paraphernalia, or alcohol on the school bus.
  - h. Disassemble, destroy, damage or render inoperable and part or safety device on the bus.
  
11. Be clear and up front about what is and is not acceptable on YOUR bus and why.
  - a. Establish your bus rules from day one and review periodically.
  - b. If you have too many rules students will not remember them.
  - c. The more you encourage and recognize appropriate behavior, the less often you will have to deal with inappropriate behavior.
  - d. Basic rules should focus on safety, respect, cleanliness, and courtesy towards others; vandalism, and harassment (i.e. gang or sexual in nature) shall not be tolerated.
  - e. Be consistent, don't establish a rule you do not intend to enforce every time and with every student.



# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## DRIVER-STUDENT RELATIONSHIP

The relationship between the bus driver and the student is a very important part of the total school experience. You are the first school representative the students come in contact with each day. Each driver must strive constantly to achieve good student relations. The relationship between the bus driver and the student has a strong impact on maintaining proper discipline. Proper behavior is learned, not inherited.

### 1. TIPS TO REMEMBER:

- a. Earn student respect by showing respect and this will aid in proper discipline.
  - Drivers should address the student by proper name.
  - Students should address the driver by proper name (i.e. Mr. Smith, Mrs. Jones, Miss Green).
- b. Be courteous and cheerful.
- c. Be pleasant and reserved; never lose your cool.
- d. Avoid shouting and using a negative voice.
- e. Greet students: “Good Morning” and “Good-bye”.
- f. It is your responsibility to inform students of the rules that they should follow on your bus and to administer these rules consistently.
- g. Listen and observe carefully to avoid, as much as possible, problem situations.
- h. Refrain from making derogatory remarks. Do not use abusive or vulgar language.
- i. Avoid reprimanding a student in the presence of other students.
- j. Avoid using threats; threats only antagonize students and often cannot be carried out.
- k. Get to know your students.
  - Listen to the students – suggestions, complaints, concerns
  - Give commands – “Do This” instead of “Don’t Do That”
  - Make reasonable request
- l. Praise Good Behavior.
  - Show an interest in things that interest them.
  - Compliment positive behavior and attitudes.
  - Be honest in what you say or do.
- m. Non-Verbal Behavior.
  - Be aware of your body language. This includes posture, movements, gestures, and facial expressions.
  - Be mindful of the students’ personal space.
  - Be familiar with your students’ normal behavior, watch for body language cues that might tell you a student is anxious or upset.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## 2. SEATING CHARTS

- a. You shall establish a Bus Seating Chart for these basic reasons:
  - Safety
  - Proof of vandalism
  - In the event of an Accident
  - Accountability
  - Discipline
- b. The following guidelines should be considered when making seating assignments:
  - Allow students to choose their own seats, if possible. Make sure they understand assignments will be for the entire school year.
  - If problems arise after students have chosen their seats, the driver should make changes as necessary.
  - Male and female students should only be segregated by seating assignments if the situation dictates.
  - Completed copies of seating assignments shall be included with the route maps located at the transportation center.
  - Seating charts must be updated if any changes are made.
  - Drivers are to check the bus for vandalism after each run. Damage caused by inappropriate student behavior (i.e. cut or torn seats, broken windows, etc.) should be reported to a Transportation Center Manager. The following paperwork should be completed.
    - School Bus Safety Report (when student can be identified)
    - Vehicle Repair Work Order
- c. A copy of the Seating Chart Form is located in the appendix section of this handbook and is also available from the Operations staff at your center.

## 3. Lost or Confiscated Items on the Bus

Any personal items belonging to students that are left on the bus at the end of a run are to be kept on the bus and returned to the student the next run or day, with the exception of valuable items, medication, or items specifically requested to be taken into the Transportation Center by Operations Specialists. Field trip items should be tagged with a note of identification and the Transportation Trip Coordinator notified the next day or as soon as possible.



# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## DISCIPLINING STUDENTS:

### BUS SAFETY REFERRAL GUIDELINES & CONSEQUENCES REPORT (Bus Referral)

1. **Deal with unacceptable behavior right away.**
  - a. Never hit a student. Do not touch a student when angry.
  - b. Do not argue with a student. You are the adult.
  - c. Single out the ringleader for discipline and isolate from the group.
  - d. Keep the situation under control. Only threaten with what you can do, not what you cannot.
  - e. Never use inappropriate language.
  
2. **Follow through.** If you say you are going to report misbehavior, do it!
  - a. Do what you say you are going to do. Complete a Bus Referral!
  - b. Be Specific. If it was important enough to report, it should be important enough to be accurate and precise. Avoid generalities and labels link. Report the actions not the attitude. (“beating the seats and refusing to sit down”, not “was being a hoodlum and acting crazy”)
  
3. **Only report misbehavior as a last resort.** Handling discipline problems yourself will gain your students’ trust and respect. It is important to resolve problems at the lowest level possible.
  - a. Be a positive role model.
  - b. Do not nit-pick
  - c. Save discipline for serious or safety-related behavior.
  - d. Try a change of seats.
  - e. Talk to the student away from the other students.

### **BUS SAFETY REFERRAL GUIDELINES & CONSEQUENCES REPORT**

- a. Forms need to be legible and self-explanatory.
- b. Describe what happened and be as precise and accurate as possible.
- c. Always keep your cool before turning it into the school.
- d. Keep all of your copies for future reference if needed.
- e. Inform your Supervisor if problems continue.

### **EMERGENCY DOOR**

Students are not permitted to exit through the rear emergency door except during evacuation drills or in the event of an emergency. Students who use the emergency door should be reported.

### **RUSHING THE BUS**

Students will sometimes “rush” the bus in order to be first on. Under NO circumstances should a driver allow this highly dangerous situation to persist. Students must be instructed in proper boarding procedure. If necessary, stop at a safe distance before the authorized stop and verbally address the problem with students. If students will not cooperate, identify the problem to the Supervisor immediately upon returning to the Transportation Center and follow up with necessary paper work.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## GUIDELINES FOR MAINTAINING CONFIDENTIALITY OF STUDENT INFORMATION

Education records are defined in 34 CFR Part 99, **Family Educational Rights and Privacy Act** of 1974 (FERPA). These include records directly related to a student and cover any information that would make the student's identity traceable. This includes the student's name, parent's name, student's address, student's disabilities and health condition. Disclosure of this information to school officials, including bus drivers and attendants, is made on a need-to-know basis. This Act covers both Special Education and Regular Education students.

All Transportation Department employees who have knowledge of confidential information related to a student **shall not** disclose the information to anyone not in a "need-to-know" position. Transportation administrative staff will make determinations of need-to-know status within the department.

**Be aware that "informal" discussions with family, friends, neighbors, other co-workers who are not in a position of "need-to-know", or across the restaurant table, that reference a student's disability or health condition or other protected information in a manner that identifies the student constitutes a violation under FERPA.**

At no time (except in the case of an emergency or "need-to-know") may a school official or transportation employee identify or provide information about a student to any individual other than the parent or legal guardian.

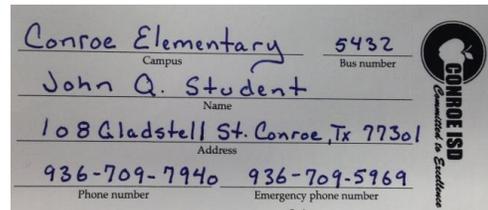
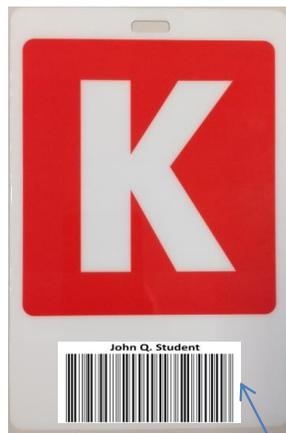
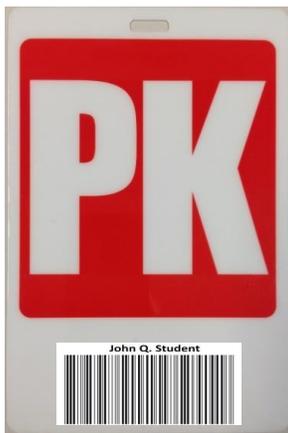
Information may be released to appropriate persons without parental consent in an emergency. This may be done if the knowledge of such information is necessary to protect the health and safety of the student or other person.

Also be aware that in addition to possible civil financial liabilities, if the federal government determines that an individual has improperly shared information that he/she has been given by virtue of a legitimate need-to-know, the school district is not permitted to disclose FERPA regulated information to that individual for at least 5 years. This would result in an employee losing his or her job.



# Look for the Tag!

New Backpack Tag program for identifying Pre-K and Kinder bus riders.



Pre-K and Kinder have White lettering on Red background. Red = Stop and look for Parent!

Every Tag has a bar code and name on the front and critical information on the back

1<sup>st</sup> Grade has Black lettering on Yellow background. Yellow = May proceed without Parent.



“PROTECT YOUR RIDING PRIVILEGE!”

## Bus Rider Rules and Expectations

### Be Safe:

- Follow School Rules
- Follow Driver/Monitor instructions
- Stay in your assigned seat
- Keep body and objects to yourself and inside the bus
- Keep aisle clear
- Wear your Seatbelt

### Be Respectful:

- Use inside voice and appropriate language
- No eating, drinking, or gum chewing
- Do not damage the bus

*FAILURE TO OBEY THE RULES MAY RESULT IN A LOSS OF BUS RIDING PRIVILEGES.*

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## Bus Safety Referral Guidelines and Consequences

### Conroe Independent School District

Conroe/East Center - 936.709.7916    Oak Ridge Center - 832.592.8850    Woodlands Center - 832.592.8800

Student name \_\_\_\_\_ Bus # \_\_\_\_\_ Grade \_\_\_\_\_

Campus \_\_\_\_\_ Date \_\_\_\_\_ Route \_\_\_\_\_

Field Trip \_\_\_\_\_ Late Run \_\_\_\_\_ Tutorial \_\_\_\_\_

|                                       | Class I Offenses <small>[check appropriate box(es)]</small>                           | Class II Offenses <small>[check appropriate box(es)]</small>   |
|---------------------------------------|---|--|
| <input type="checkbox"/> 1st referral | <input type="checkbox"/> Spitting   | <input type="checkbox"/> Hanging out of windows  |
| <input type="checkbox"/> 2nd referral | <input type="checkbox"/> Excessive noise  | <input type="checkbox"/> Throwing/shooting any object  |
| <input type="checkbox"/> 3rd referral | <input type="checkbox"/> Horseplay/Mischief   | <input type="checkbox"/> Physical aggression against any person  |
| <input type="checkbox"/> 4th referral | <input type="checkbox"/> Eating/drinking/littering on bus                             | <input type="checkbox"/> Possession/use of tobacco or any controlled substance   |
|                                       | <input type="checkbox"/> Leaving seat/standing without driver permission              | <input type="checkbox"/> Vandalism to bus (restitution will be made)   |
|                                       | <input type="checkbox"/> Use of any liquid container without driver permission        | <input type="checkbox"/> Holding onto or attempting to hold onto any portion of the exterior of the bus  |
|                                       | <input type="checkbox"/> Profanity, verbal abuse, harassment, obscene gestures        | <input type="checkbox"/> Lighting of matches, lighters, or any flammable object or substance   |
|                                       | <input type="checkbox"/> False identification   | <input type="checkbox"/> Unauthorized entering or leaving bus through emergency door/tampering with bus equipment  |
|                                       | <input type="checkbox"/> Riding unassigned bus or using unassigned bus stop           | <input type="checkbox"/> Possession or threat of weapons, explosives, or flammables  |
|                                       | <input type="checkbox"/> Riding or attempting to ride any bus during a bus suspension | <input type="checkbox"/> Possession/use of laser pens or pointers  |
|                                       | <input type="checkbox"/> Disobedience to the driver                                   | <input type="checkbox"/> Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc.) will carry a minimum penalty of a Class II 1st offense |
|                                       | <input type="checkbox"/> Possession of unacceptable material                          | <input type="checkbox"/> Refusal to wear seat belt   |
|                                       | <input type="checkbox"/> Other: _____   | <input type="checkbox"/> Other: _____  |

Driver's remarks: \_\_\_\_\_

\_\_\_\_\_  
*Driver's signature*

Administrator's comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*Administrator's signature*  
\_\_\_\_\_  
*Date*  
\_\_\_\_\_  
*Parent's/Guardian's signature*

| Campus Action - <i>Please indicate consequence taken</i> |   |   |
|--|---|---|
|  | Class I   | Class II  |
| <b>1st Offense</b>                                       | <input type="checkbox"/> To be determined by the campus administrator | <input type="checkbox"/> Minimum 5-day suspension from bus  |
| <b>2nd Offense</b>                                       | <input type="checkbox"/> To be determined by the campus administrator | <input type="checkbox"/> Minimum 10-day suspension from bus   |
| <b>3rd Offense</b>                                       | <input type="checkbox"/> To be determined by the campus administrator | <input type="checkbox"/> Minimum 10-day suspension<br><input type="checkbox"/> Possible loss of all bus service |
| <b>4th Offense</b>                                       | <input type="checkbox"/> To be determined by the campus administrator | <input type="checkbox"/> Loss of bus service  |



## **SECTION SIX**

**Routing Policies and Procedures**

**Vehicle Operations Policies**

**In-Transit Operations**

**Railroad Crossing Procedures**



# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## Route Policies and Procedures

1. **Route Changes:** **Conroe ISD Bus** Routes are designed based on the best available information and using the latest software to create the most effective and efficient routes for our students. **All routes are subject to change based on the needs of the students and schools we service.**

Drivers play an important role in the routing process. If a driver identifies an error in the route the driver is required to bring these errors to the attention of their supervisor immediately. Some examples of these error are:

1. Streets listed on the Via that do not exist.
2. Road that show as connected but do not.
3. Routes that starts on time arrives at the school before school is open.
4. Runs that run as scheduled but arrive at school late (less than 15 minutes before school start time)

No driver shall change his or her route without prior approval of a Manager/Supervisor. Employees shall not knowingly provide or create service where policy or practice does not allow nor shall they encourage gifts or favors for any unauthorized/undocumented services. Temporary changes due to emergency situations will be at the driver's discretion; however, the change shall be communicated to the transportation center via radio immediately.

No driver shall change or create bus stops or stop locations without prior approval of a Manager/Supervisor. Drivers who have a need to make changes to stop locations or stop order need to speak to their Supervisor so the request can be documented and reviewed by the Routing Department before implementation.

In the event that a stop change is necessary due to an immediate safety issue, Supervisors have the discretion to make such emergency changes with proper documentation. Such change must be submitted to the Routing Department for review and to be entered into the Route Via.

Non-Safety related route changes will be accepted after the 15<sup>th</sup> day of school. Changes will be made on the original route sheet and submitted to Operations for review. Supervisors will submit to Routing and Scheduling.

2. **Route Sheets:** Drivers must maintain an accurate and up to date route sheet, or VIA, in the operations office files. If your route sheet is not accurate, notify your Transportation Center Supervisor immediately and provide your recommendations in writing. Failure to do so may result in disciplinary action.
3. **Bus Stops:** Bus stops and routes are determined by the Routing and Scheduling Department. **Do not make any changes in bus stop locations or order of pickup/delivery unless approved by your Transportation Center Supervisor and Routing and Scheduling.** Every effort is made to establish school bus stops in the safest available location. If the

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

operator feels there is a safety problem at any stop, the Transportation Center Supervisor should be notified immediately so that corrective action can be taken.

4. **Route Schedules:** Drivers must abide by the route time schedule. *Do not vary more than 5 minutes* from the established schedule under normal circumstances. If you anticipate arriving at a stop more than 5 minutes before your scheduled arrival time, find a safe place to pull over and wait to proceed until you are within the acceptable arrival time. If you know that you will arrive more than 5 minutes late to a scheduled stop, notify your transportation center. If your entire route is running late, you only need to make an initial notification to your center.
5. **Departure Times:** Complying with departure times on route sheets, both initially from the transportation center and subsequently from campuses, is critical to our ability to provide quality service. It is the driver's responsibility to communicate with Transportation Center Supervisors if corrections need to be made.
6. **Extra Assignments:** Extra Assignments fall into several categories (Midday, late runs, and special). Long term assignments (several or more days) will be added to route sheets. Extra assignments on routes that become open may be moved to another route based on the criteria below.
  - Open extra assignments will be handled using the following process:
    - Priority given to routes that fall under 6 hours per day
    - Efficiency (depending on the number of routes that can service the request)
    - Employee attendance (excluding Jury Duty)
    - Seniority
7. **Dissolved/Consolidated Routes:** The following criteria will be used when a route has been dissolved or consolidated.
  - a. Drivers/Monitors will be given an opportunity to select from existing open routes (from any center). If there are no open routes, then the driver/monitor will temporarily be assigned as a standby driver/monitor (will be scheduled to work the same amount of hours as the route they were last assigned) and will be offered the first available route (that they qualify for).
  - b. A driver/monitor has up to 30 calendar days from the day they were offered an open route to either select a route or be released from their driving/monitoring duties as a CISD employee. During the 30 calendar days employees will be assigned duties as needed in order to fulfill their assigned time.
8. **Home buses:** Home bus routes will be evaluated according to the following criteria:
  - Only East County routes.
  - Driver must live within Conroe ISD boundary.
  - Drivers home must be 5 miles or 10 minutes from the first or last stop.
  - Driver must have safe and adequate space for the bus at their home.

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9. **Route Selection:** After summer route changes have been substantially completed, drivers and monitors will be given the opportunity to review changes to the route they held the previous year, and may either keep the route with changes or give up their route.

If the driver or monitor chooses to give up their route, that route will be added to open route selection, the driver/monitor will also be added to the list invited to open route selection to select a new route from the available open routes.

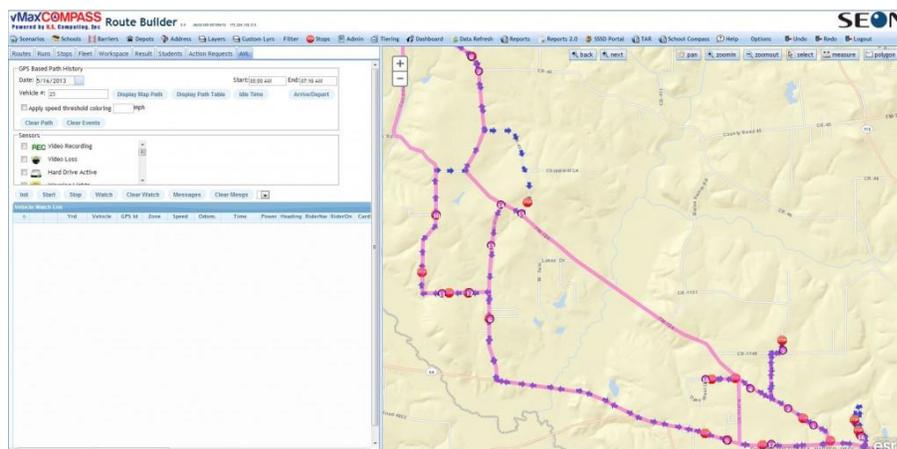
Open route selection order will be determined by:

1. Seniority (based on last hire date)
2. Absences (from the previous school year including summer school if worked)
3. Tardies

Drivers/Monitors hired during the summer and who have completed training prior to the open route selection date of that year, may select routes during open route selection based on the selection order listed above.

10. **Selecting a Different Route (after open route selection):** A driver/monitor will be allowed to change to a different route one time per school year.

- Administrative reassignment to a different route will not count against their one change for the year.
- Open routes are posted at all centers for three (3) working days to allow existing drivers to sign up for the open route.
- Employees must wait a minimum of six (6) months from date of hire prior to requesting a new route.
- If multiple drivers/monitors sign up for the open route the route will be given to the driver with the highest seniority.
- Driver Trainees may not select an open route until it has been posted for three (3) day selection process. If a route becomes open between open route selection and the start of school that route may be selected by drivers in training so long as they are able to drive the route the first day of school.



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## VEHICLE OPERATION POLICIES

1. **Operation of Buses:** Conroe Independent School District buses are to be operated **only** by employees authorized by the Transportation Department.
2. **Pre-Trip & Post Trip:** Prior to driving any bus, the operator is **required** to perform a thorough pre-trip check. (See Pre-Trip Inspection Procedures.) As the driver of the bus, **YOU** have the ultimate responsibility to ensure that you are operating a safe, mechanically defect-free vehicle. CDL School Bus Driver district policy, department policy, and federal regulations require you to perform a thorough pre-trip inspection **each time before you drive your bus.**



**Pre-Trip Inspection:** forms and Daily Inspection and Work Order forms shall be used to document the pre-trip check and also to request any needed repairs. (See forms in the Appendix Section). A bus operator is not, under any circumstances, to drive a bus that is not safe in every respect.

**Post-Trip Inspection:** Drivers shall check the inside of the bus at the conclusion of EVERY run. The purpose of this check is to discover the presence of sleeping children, seat damage, lost articles, etc.

***Failure to check the vehicle as prescribed will result in a recommendation for immediate termination.***

3. **Headlight Usage:** "LIGHTS ON FOR SAFETY," means that any time the bus engine is running, the clearance lights **and** headlights shall be on. Not only does this provide the obvious benefit of increased visibility when the vehicle is operating on the road, it is also a visible signal when buses are parked in close proximity that the engine in a particular unit is running. This helps protect our mechanics and other service personnel from accidental injury.
4. **Authorized Passengers:** The bus shall not be used to transport any person other than students, teachers or staff of the Conroe Independent School District without authorization from a Transportation Department Supervisor. This means that spouses, non-CISD enrolled children or grandchildren, friends, or unassigned students to your route are **not** allowed to "ride along" on your bus. A student with the designated permission form from his/her principal is allowed to ride the bus.
5. **Personal Use of District Equipment:** A school bus may **not** be driven on personal errands or home, unless approved by a transportation supervisor, as these vehicles are limited by law to serve school children and school employees on school business.
6. **Responsible Control:** Drivers are responsible for operation and upkeep of their bus. Drivers must maintain management over their vehicle by not allowing anyone other than the driver to use or operate the vehicle. The school bus driver or bus monitor is to be the

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

only person operating bus equipment (i.e. students **shall not** be allowed to operate the door controls, lifts, etc.)

- Unauthorized Stops:** The bus driver shall not make unauthorized stops at stores, fast food restaurants, or other places of business. The only exception would be if a driver has radioed for permission to make an “Emergency Stop”. Emergency Stops are intended to be utilized when the operator has an emergency restroom need and waiting until arrival at a campus or transportation center is not an option. It is expected that requests for Emergency Stops will not be a regular occurrence from any individual operator. Requests for Emergency Stops are never permitted while students are aboard which would leave students unattended. In every instance of an approved Emergency Stop, the bus shall be parked in a safe location and secured with the keys removed from the vehicle. Emergency Stops should be of minimal time duration.



- Student Safety at Stops:** In the interest of optimum safety for students, it is the driver’s responsibility to be extremely observant of the surroundings, especially at drop off times. If something appears “out of the ordinary”, gives you concern for the wellbeing of students, and you are unable to confirm their safety, radio or call your transportation center for assistance. Situations you should be alert for include absence of a parent who is usually at the stop to receive a child and you do not have confidence that the parent and child have previously planned for this occurrence.
- Assigned Seats:** Drivers will assign seats on all bus runs. At higher-grade levels, it might be preferable initially to allow students to choose their seats.
- Standees:** Drivers will not allow students to stand while the bus is in motion. **All students shall be properly seated while the bus is in motion.** Sitting on the floor or in the step well is not permitted.

- Railroad Crossings:** All CISD Bus Drivers must follow state law, which requires every school bus to **STOP** (whether transporting students or not) before crossing a train track.



- Idling in loading zone:** Drivers should **not idle** engines while in school loading zones or other public locations. In addition to the unnecessary fuel consumption and exposing students and fellow co-workers to unnecessary fumes, we must be sensitive to environmental concerns with exhaust emissions. As a general rule, if you will be sitting in one place for more than 5 minutes, turn the engine off.

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13. **Proper Fuel Levels:** Drivers should never allow the fuel level in a bus to drop below 1/2 tank. Running out of fuel on the road is an inexcusable oversight resulting in delayed service that would have otherwise been avoided.



14. **Food on Buses:** Students are not permitted to eat or drink on regularly scheduled routes. The only exception is drinking water in plastic containers during extremely hot weather. Drivers should not eat or drink or have food or drink visible when students are onboard.

15. **Windows:** Drivers must have all windows up, hatches closed and doors closed at the conclusion of the p.m. run. If the weather indicates rain, all windows, hatches, and doors should also be closed after the a.m. and midday runs. Otherwise, it is acceptable to close only the driver's window, the first two windows on each side behind the driver, and the doors after the a.m. run.

16. **Video Monitoring:** Audio/Video monitoring devices may be used to assist the department in monitoring student behavior and driver performance. Drivers are cautioned that an audio/video monitoring system does not lessen your responsibility in monitoring and managing student behavior. This capability provides a tool to assist you in this responsibility.

17. **Air-Conditioned Buses:** Buses with cameras, automated vehicle locator (GPS) and air conditioning units are assigned to routes based on the needs of the students and schools being serviced and may be reassigned at any time. Drivers should not expect that the bus they are assigned will have all or any of these options.

18. **Proper Use and Control:** Drivers are responsible for operation and upkeep of their bus. During field trips or other activities drivers should maintain management over their vehicle by not allowing anyone to use or operate the vehicle which could result in damage.

19. **Bus Cleaning (interior):** Drivers are expected to keep the inside of their buses clean and swept daily. Spot inspections may be done and if buses are found to be unclean, appropriate disciplinary actions will be taken. Buses should be cleaned after returning to your parking location. Garbage from buses should be placed in appropriate receptacle. Do not apply tape to either the inside or outside surface of the bus

20. **Personal Items:** Personal items should be kept to a minimum. Such items can cause unnecessary distractions and possible safety hazards in the event of an accident. Such items include, but are not limited to power cords, food, large bags, seat covers or steering wheel covers, excessive holiday decorations, signs and other personal messages, etc. The appropriateness of these, or other, items is left to the discretion of the Center Manager. The use of good time radios or the playing of music of any kind on any device while on the school bus is no longer permitted even while students are not on board.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

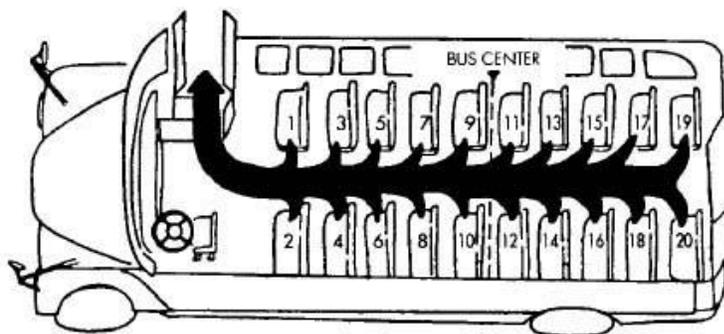
21. **Radios:** The two-way radio is a necessary communication device which should be used only for school district related business. Drivers are required to keep your two-way radio on and the volume turned up to a level that can be monitored while on the bus.
22. **Student Pickup & Delivery:** Students will be loaded and unloaded only at their designated stops. Any student who disembarks at an unauthorized location should be reported immediately.

## Bus Evacuations

1. **Bus Evacuations:** Occasionally, prevailing conditions will warrant the evacuation of students from a school bus. When the driver deems evacuation necessary, you should follow the procedure outlined in the Certification Course handbook, to prevent havoc and to minimize a dangerous situation.

### **Three Basic Types of Evacuation:**

- I. **Front door:** Everyone evacuates the bus in an orderly manner through the front door to a designated leader assigned by the driver. The driver will physically check the bus after all students have exited for any passengers left on the bus.
  - II. **Rear Door:** Everyone evacuates the bus in an orderly manner through the back of the bus to designated place by a designated leader assigned by the driver. Two students need to be assigned to aid the students in getting out of the back door. They should be picked beforehand and told what their duties will consist of.
  - III. **Front and Rear Door:** Half of the students (first six rows of seats) will evacuate out of the front of the bus and half of the students (last six rows of seats) will evacuate out the back of the bus.
2. **Alternate Emergency Evacuation Exit:** This would be a situation where the front and rear doors were blocked or unsafe to go through. The students would need to evacuate from the emergency window or escape hatch.
  3. **Do not allow students to exit out of the back door unless it is an emergency!:** This would only occur if there were a major accident. The students would need assistance from you and persons on the scene. Although this is unlikely to occur, this is why you need to know where all your emergency exits are and how they operate.



# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## PRETRIP VEHICLE INSPECTION PROCEDURES

Prior to driving any bus, the operator is required to perform a thorough pre-trip check whether manually or electronically. As the person in charge, YOU, the bus driver, have the ultimate responsibility to ensure that you are operating a safe, mechanically defect-free vehicle. As a CDL School Bus Driver you are required by District and department policy, *as well as federal regulation* to perform a thorough pre trip inspection *each time before you drive your bus.*

### **Pre-Trip Inspection:**

As you approach the vehicle, take a good overall look at the bus. Check for oil, fuel, water/antifreeze or transmission fluid leaks.



### **1) Inside Bus Check (First)**

**A. Check Emergency Equipment (any Loose equipment should be secured)**

#### **B. Reflectors (3)**

1. Fire Extinguisher (Charged, Secure, Inspection Tag Current)
2. Body Spills Cleanup Kit
3. First Aid Kit (check contents at least weekly)

#### **C. Adjust Driver's Seat**

1. The driver must sit comfortably in his/her seat without shifting position to see out of the mirrors. The vehicle seat should permit the driver to sit erect with the mid-back supported and the line of vision well above the steering wheel.

#### **D. Make certain brake is set and bus is in neutral or park**

#### **E. Start Engine**

1. Look and listen for trouble signs and warning lights
2. Turn on headlights (Lights on for Safety!!), clearance lights and two-way communication radio
3. Check gauges
  - a. Oil pressure – Diesel bus 30 – 60 idling and on road
  - b. Air pressure – 90-120 (Both Tanks)
  - c. Temperature – Normal range; 170 –190 after warm-up
  - d. Voltage – green or normal range
  - e. Amps – on “0” or “+” side
  - f. Fuel – Never less than ½ Tank



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## ***F. Check Windshield Area***

1. No damage – no obstructions – clean.
2. Inspection sticker current
3. Mirrors – all mirrors clean and adjusted
4. Overhead
5. Left windshield
6. Left fender
7. Cross over
8. Right windshield

## ***G. Control Panel Switches (as they appear; could vary with bus model)***

1. All heaters (Hi/Lo) Valve for heat
2. All defrosters (Hi/Lo)
3. Master switch/Manual (amber/red loading lights)
4. Dome lights
5. Clearance lights (may be attached to headlights)
6. Windshield wipers/washers (Hi/Lo)
7. Control panel/dash Lights

## ***H. Steering Wheel Area***

1. Head lights (Hi beam/Lo beam; also dash indicators)
2. Turn signals (inside and out; also dash indicators)
3. Hazard lights (also dash indicators)
4. Horn
5. Steering play – 2 inches or about 10 degrees maximum before wheels move



## **2) Outside Bus Check**

### ***A. Before going outside, the bus:***

1. **Make sure engine is running, parking brake set.**
2. Make sure headlights and clearance lights are on. Confirm proper operation at all locations as you complete the outside bus check.
3. Turn on right turn signal and loading lights. Confirm proper operation as you complete the outside bus check.

### ***B. Front of Bus (Top to Bottom)***

1. Antenna
2. Clearance lights, loading lights (Proper color lens cover for position, proper operation)
3. School bus lettering (all letters present and clearly visible)
4. Windshield (any damage, inspection sticker, gasket)
5. Hood area
6. Head lights, hazard/turn signal lights
7. Grill (no obstructions)
8. Bumper, license plate, bus number
9. Tires – inflation, proper tread (4/32-inch min), any objects in the tire.



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10. Axle seals – not leaking; proper fluid level
11. Leakage under bus
12. Amber/clear - power steering
13. Red - transmission
14. Green – radiator
15. Brown – oil
16. Clear – gas, diesel or water

## ***C. Right Side of Bus (look down and then walk alongside)***

1. Mirror bracket
2. Side marker light
3. Tires – right front
  - a. Tread depth 4/32 inches minimum; even wear; no damage to tread or sidewall
  - b. Proper inflation – no bulging
  - c. Side walls – no bulges/cuts
  - d. Rims – not bent; no welds
  - e. Lug nuts – no rust, corrosion
  - f. Valve stems and caps – present and not damaged
  - g. Hub oil seal – not leaking. If sight glass equipped, proper fluid level
4. Frame (not bent or cracked)
5. Spring mounts (bolted to frame)
6. Leaf springs (not broken or missing)
7. Hoses (properly secured; not touching tires or hanging down)
8. Windshield step up secured; Hood latches secured
  
9. Door – no damage (including glass); opens and closes properly
  - a. Entry steps – not loose or damaged.
  - b. Tread on steps not excessively worn.
  - c. Handrail secure
  - d. Stairwell light working
10. Clearance lights and reflectors – present, proper color for position and working
11. Passenger windows – no breaks/cracks; frames secure
12. Fuel cap – secure; no leakage
13. Under bus
  - a. Exhaust pipe and brackets
  - b. Check inside of tires front and back
  - c. Check fuel tank and bracket
  - d. Check frame – not bent or cracked.
14. Spring mounts (bolted to frame)
15. Leaf springs (not broken or missing)
16. Hub odometer (mileage reading)
17. Manual Air Tanks: Driver's assigned buses with manual air tank drains (wire cable loops visible along bottom of bus body) are responsible for draining the air tanks at least once a week. See the Shop Supervisor if assistance is needed. Contact the shop if wire cables cannot be reached.

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## ***D. Rear (Top to Bottom)***

1. Lights and Markings
  - a. Clearance
  - b. Loading lights and lenses
  - c. School bus lettering
  - d. Windows (no breaks, cracks. Gaskets secure. Clean for visibility)
  - e. Hazard, turn signals brake lights and back up lights (Get assistance to check brake lights and backup lights. If no assistance is available, check operation by reflection)
  - f. Tail lights
  - g. License plate and light
2. Tailpipe secure and extends to or slightly past rear bumper
3. Check bumper for damage/secure
4. Open and close rear emergency door. Make sure buzzer is working.
5. Check dual tires (inflation, free of damage, nothing wedged between tires)
6. Check differential – no leaks



FIG. 12

## ***E. Left Side of Bus (look down and then walk alongside)***

1. Clearance lights and reflectors – present, proper color for position and working
2. Tires – left rear
  - a. Tread depth 2/32 inches minimum; even wear; no damage to tread or sidewall
  - b. Proper inflation – no bulging
  - c. Side walls – no bulges/cuts
  - d. Rims – not bent; no welds
  - e. Lug nuts – no rust, corrosion
  - f. Valve stems and caps – present and not damaged
3. Frame (not bent or cracked)
4. Spring mounts (bolted to frame)
5. Leaf springs (not broken or missing)
6. Under the bus:
  - a. Drive shaft – looks O.K.; not resting on bracket.  
(a) Fluid pans – no leakage
  - b. Check muffler and tailpipe – secure; no rusted through spots.
  - c. Frame – not cracked or bent
7. Battery box – make sure the door is closed securely
8. Passenger windows – no breaks/cracks; frames secure
9. Stop arm (if equipped) – mounted securely, lights working, no damage
10. Driver's side windshield mirror bracket secure and not damaged
11. Windshield step up secured; hood latches secured
12. Tires – left front
  - a. Tread depth 4/32 inches minimum; even wear; no damage to tread or sidewall
  - b. Proper inflation – no bulging
  - c. Side walls – no bulges/cuts
  - d. Rims – not bent; no welds
  - e. Lug nuts – no rust, corrosion

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- f. Valve stems and caps – present and not damaged
- g. Hub oil seal – not leaking. If sight glass equipped, proper fluid level
- 13. Check frame – not bent or cracked.
- 14. Spring mounts (bolted to frame)
- 15. Leaf springs (not broken or missing)
- 16. Driver's side crossover mirror bracket secure and not damaged

## 3) Second Inside Bus Check

### A. Close door – cancel hazard lights

### B. Before walking down aisle turn on:

- 1. Amber loading lights
- 2. Left turn signal



### C. Walk the aisle

- 1. Shake the seats to ensure they are secured to the floor and frames are not broken.
- 2. Open back emergency door – door must open from the inside and warning device must work.
- 3. Check amber loading light and left turn signal.
- 4. On the way back, check to make sure that **each seat bottom is secured to the frame!!!**

### D. Check all other emergency exits and warning devices

- 1. (Windows, roof hatches, side doors, etc.) All must open and warning devices must work.

### E. Return to driver seat.

- 1. Check Brake lights, back up lights by reflection, or get another driver to help. Check backup beeper. **NEVER** put the bus in reverse and walk to the back to check back up lights!

### F. Double-check for proper air pressure (90 – 120 lbs.) before releasing parking brake.

### G. Double check seat for proper adjustment. Fasten seat belt and adjust for proper fit.

Correct: The shoulder belt should cross the chest and collarbone and be snug. The belt should never cross the front of the face OR be placed behind your back.



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Incorrect: The shoulder belt should never be placed behind your back or under your arm.



## Repair and Maintenance

The District has a system to assure that the defects and deficiencies of school transportation vehicles are reported. All repairs and regular maintenance shall be documented utilizing the District-designed system (RTA).

Be sure the work order is complete and explains the problem adequately when you turn it in. Follow instructions on the work order.

Do not drive a bus if you suspect a mechanical problem that you think may be a safety problem or may damage a bus. If you are on your route and you encounter a mechanical problem, radio or phone your transportation center, be as specific as possible, and wait for instructions as to whether to continue or not. Use your senses (smell, touch, and sight), experience, and education to determine if you are having trouble. Do not drive an unsafe bus.

When your bus is disabled, remain with it. Make contact with your transportation center and wait for assistance from another driver.

## Mechanical Breakdown Procedures

1. If possible, move your bus off the roadway to prevent accidents.
2. Set the parking brake.
3. Turn ignition switch to auxiliary position in order to maintain communications.
4. Activate emergency hazard flashers and place triangle reflectors in recommended positions if conditions warrant.
5. Notify Base by radio or phone of your situation and if you have passengers aboard.
6. If your radio not transmitting, request two passing motorists to notify a transportation center of your location and suspected mechanical failure. Driver should provide the assisting motorist with the proper number to call. Driver should remain with bus.
7. Keep pupils on the bus in most cases. Pupil safety is the highest priority. Safety conditions may warrant evacuation of the bus. If students are evacuated, the driver should give precise instructions as to where students should relocate and how to perform the evacuation.
8. Upon arrival, the relief bus should stop in line with and as close as possible to the rear of the disabled bus. **Think Safety!!!**

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9. Drivers of both buses shall activate the alternating red flashers prior to transferring students from one bus to the other.
10. The driver of the relief bus shall open the door, get out of the bus, and stand to the right of the door of the relief bus.
11. The driver of the disabled bus shall open the door, get out of the bus, and stand to the left of the door.
12. The driver of the disabled bus should instruct students to change buses in an orderly manner staying in a single file.
13. The driver of the disabled bus should walk the bus to ensure all students and their belongings are off the bus.
14. The alternating red flashers shall be deactivated as soon as all students are on the relief bus.
15. After all students have been loaded on the relief bus, the regular driver should complete the route.
16. The driver of the relief bus should assist in getting the loaded bus back on the roadway.
17. The driver of the relief bus should stay with the disabled bus until additional help arrives or the bus can be driven back to the transportation center.

## **Towing**

The shop staff will make the decision if the disabled bus needs to be towed. School buses shall not be operated with a trailer or other vehicle attached while children are being transported.

## **Fueling**

Under no circumstances is a bus to be left unattended at the Fuel Island. Buses need to be lined up single file to enter the fuel bay. Above all, everyone needs to use common courtesy. **No extra time will be given for fueling buses as it has been built into the route time.** It is the driver's responsibility to fuel during his/her scheduled route time.

1. School buses shall not be fueled while passengers are on board.
2. Fuel is for District use only. District fuel may not be used for personal vehicles.
3. All electrical items must be turned off while fueling the bus.
4. Buses may not be swept at the pumps.
5. Cellular phones may not be used while fueling.
6. Pre-trip inspections will not be conducted while fueling.
7. District vehicles (buses, trucks, police cars) shall not be left in the fuel line unattended.

## **Spare Buses**

It is the responsibility of any driver who drives a spare bus to leave the bus ready for the next driver. The need to use a spare bus while your regular bus is under repairs will usually be for one run. For this reason, each driver needs to do the following after using a spare bus:

1. Fuel bus
2. Park bus in designated area and set brake
3. Turn off the radio and all other equipment

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4. Close all windows
5. Sweep and clean
6. Check for items or students/passengers left behind
7. Empty trash

## Altering Bus Appearance

The interior or exterior of any CISD bus shall not be altered in any way by installing or affixing personal property of the driver (i.e. cassette players, radios, speakers, bumper stickers, etc.). The windows, windshield, or mirrors shall never be covered by anything.

## No Idle Policy

The contribution of engine exhaust emissions to the air quality and associated health impact of people, particularly children in the Houston/Galveston area is an issue that the CISD Transportation Department recognizes and is one we CAN do something about:

- **"NO IDLE" Policy is in effect for all CISD school buses.**
- **Route/Trip Departure.** Buses are to be started *only long enough* before route/trip departure to allow for completion of pre-trip inspection. **BUSES ARE NOT TO BE STARTED AND LEFT UNATTENDED PRIOR TO DEPARTURE**, nor are they to be allowed to run for excessive times beyond what is necessary to complete the pre-trip.
- **Upon arrival at a campus or other destination:** *Engines are to be turned off (this includes field trip locations)* unless there is a special needs student on board with a documented requirement for A/C when outside temperatures indicate need for A/C. Engines shall **always** be turned off when students are loading and unloading at a campus or other group boarding location (not a bus stop on a route) to reduce the exposure of students to unnecessary exhaust emissions.
- **Upon return to the transportation center.** The bus may be idled only long enough for the driver to complete the post-trip inside bus inspection that is required to discover the presence of any remaining children or lost articles.
- **Cold Weather Exception** - when the temperature at a.m. route departure time is below freezing, and upon approval by the Director of Transportation, shop personnel may start buses and allow them to warm up and address "no start" issues prior to route departure times.

## Video/Digital Recording Systems and Student Discipline

The purpose of the systems is to assist with student management by providing a real life base from which to identify, prevent and resolve disciplinary issues.

### **Driver Responsibilities:**

1. Do **NOT** attempt to make any adjustments or cover the camera lens for any reason. Report any Audio/Video mechanical malfunction to the assigned "Video Tech" immediately or upon return to the designated center.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

2. The driver may request video support on disciplinary problems that cannot be otherwise identified. The Driver/Monitor may be asked to attend a viewing/conference to help clarify unexplainable occurrences.
3. When completing a “Pull Tape Request” provide as much detail as possible including time, date, description of the incident, etc.

**Please, Be NICE to your Video Techs!!!**

## IN-TRANSIT OPERATIONS



Railroad crossings are always dangerous.

All crossings must be approached with the expectation that a train is coming.

\*State Law TRC 545.2535: School buses to STOP at ALL Railroad Grade Crossings.



School buses must stop between 15 and 50 feet from the nearest train track and determine if it is safe to cross. Bus operators observed by Transportation Safety personnel, Transportation Supervisory personnel, law enforcement or railroad officials violating these requirements or crossing when it is unsafe to do so are subject to immediate termination.



Reduce speed on the approach to the tracks to avoid a fast stop that could invite a rear end collision. Use your hazard flashing lights on the approach, about 100 feet before the stop and tap your brake lights to alert following traffic. Generally, the railroad crossing warning road signs are posted about this distance before the track. Remember to cancel your hazard flashers after clearing the track.



Educate your students to become silent during the approach and as the bus crosses the tracks.



Turn off noisy equipment



Pull air brake – Shift in Neutral.



Open the service door and driver’s window for better listening and visibility. Close door before moving forward.



Double tracks require a double check. Remember that a train on one track may hide a train on the other track. After one train has cleared the crossing, make certain that another train is not approaching on the other track before starting across the tracks.



Whenever crossing two or more tracks, stop before crossing ***each*** track ***if*** you have room for 15 feet between the front of the bus and the next track ***and*** 15 feet between the rear of the bus and the track to the rear. Do not stop between the tracks if there is not fifteen feet clearance to the front and the rear of the bus.



Remember that the train itself overhangs the track by about four feet on each side.



**Never** race a train to a crossing.

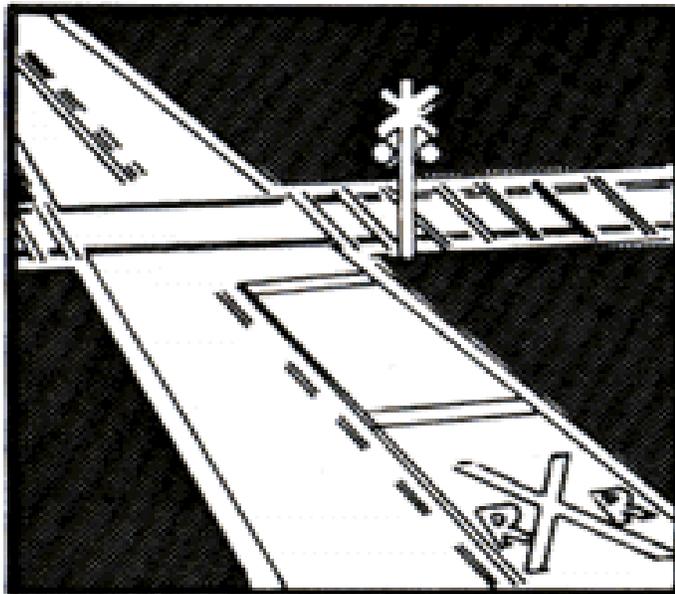
## CISD TRANSPORTATION EMPLOYEE HANDBOOK

⊘ Do not cross a train track when a train is approaching within a distance of 1500 feet or less.

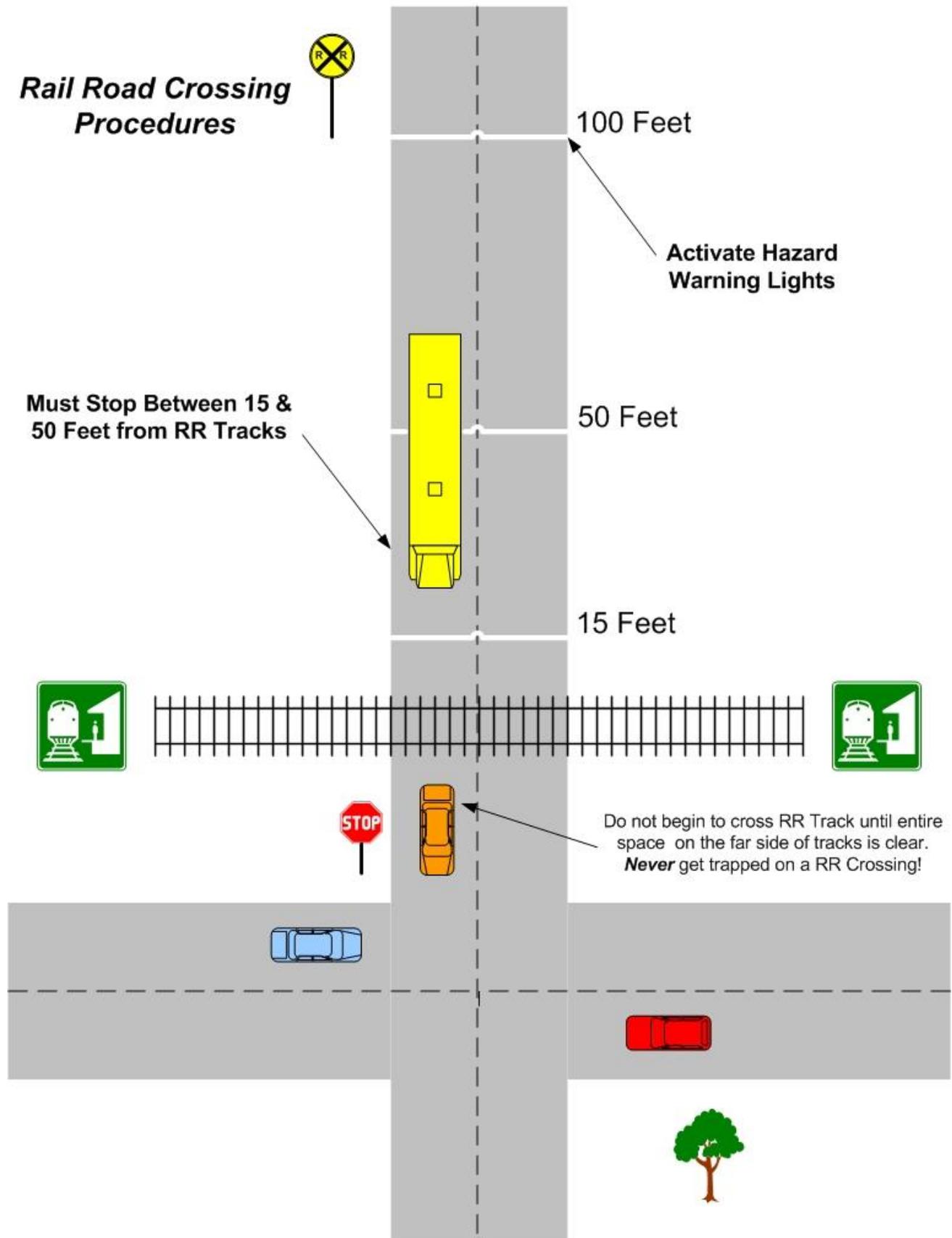
⊘ Do not begin to cross the track until the entire space the bus needs to occupy on the far side of the track is clear. Do not assume traffic on the far side of the track will clear out in time. **NEVER** get trapped on a crossing!

😊 If the warning bells and lights are activated and/or the gates are down you **MAY NOT** cross the tracks **UNLESS** directed to do so by a **law enforcement officer or railroad official**. CISD transportation personnel are not legally authorized to allow you to cross the tracks if the lights, bells and/or gates are operating. If the lights/gates are malfunctioning:

1. Radio in to Operations and report the phone number and the crossing number displayed on the warning devices so that the malfunction can be reported.
2. If you can safely turn around or turn on to another road to bypass the malfunctioning crossing, do so to avoid any unnecessary delays.
3. If you need assistance to turn the bus around, radio Operations for onsite assistance.
4. An Operator is not required to stop at:
  - a. An abandoned railroad grade crossing that is marked with a sign reading “track out of service”;
  - b. An industrial or spur line railroad grade or crossing that is marked with a sign reading “EXEMPT”.



# CISD TRANSPORTATION EMPLOYEE HANDBOOK



# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## Radio Etiquette and Procedures

All Transportation personnel who are responsible for using radios are directed to use proper etiquette. No personal conversations are to be held and inappropriate language will not be tolerated. Unnecessary radio traffic will delay emergency calls to dispatch. The radio communications are for CISD purposes only, for the benefit of students' and employees' safety. Radios will be monitored on a daily basis by each transportation center manager.

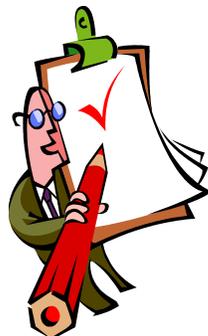
### Drivers are instructed to follow basic rules when using the radio:

1. Monitor the air before transmitting. Transmitting while someone else is transmitting will block his/her transmission, your transmission, or both.
2. Keep message brief. Plan what you are going to say.
3. Wait your time to talk. You can only talk when you press the microphone button down. You can listen only when the button is released. The other party must be finished before you can begin speaking. Honor dispatcher's request to "STAND BY."
4. Speak clearly and in a normal conversational voice. Speak into the face of the microphone. Shouting can reduce the clarity of the message.
5. Be familiar with procedures for emergency calls.
6. Refrain from unnecessary conversation with other drivers.
7. Do not use "CB" jargon.
8. Always identify yourself and route number.
9. Always acknowledge that you understand information and/or complete your message by saying "CLEAR". Never assume that your message was heard and understood. Acknowledge it.
10. Always place your microphone in its mounting clip.
11. Use the radio only when time is of the essence. Problems or questions that can be addressed later should be handled upon arrival at the Transportation Center.
12. When reporting an accident, it is imperative that drivers immediately identify:
  - a. Location
  - b. Injuries
  - c. Whether or not a school bus is involved.
13. Remember STUDENT CONFIDENTIALITY!
14. It is not permissible to turn down or turn off your radio while the bus is in operation. The radio is part of your emergency equipment and must not be turned off.



# SECTION SEVEN

## Field Trip Procedures



# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## TRIP SELECTION AND ASSIGNMENT PROCEDURES

### FIELD TRIP PROCEDURES

**Trip Selection** – Is determined by the number of daily average hours. Drivers are required to determine before selecting a trip if that trip will interfere with their regular route, mid-day run, shuttle, late run or tutorial. Drivers who select a trip that interferes with their regularly assigned duties will be required to turn-back the trip (see turn back procedures below). Drivers must also make sure that the bus they intend to use will meet the needs of the requestor. Drivers who require a vehicle change must coordinate that change through their supervisor at least 24 hrs before the trip.

**Special Needs Trips** – All qualified drivers are allowed to run special needs trips. In addition to regular driver qualifications, drivers who wish to select special needs trips are required to complete the Special Needs Cross Training with our Training Staff.

**Standby Drivers** – May only select weekend trips (Saturdays and Sundays) or trips which are scheduled to operate after 5:30pm on Fridays.

**Due to time restrictions and number of trips which need to be covered, many of the field trips within our district may be one way drop offs and pick-ups. Make sure that you, as the driver, read and understand the circumstances surrounding your selected and assigned trip.**

### Assignment of Field Trips

#### **Trip Daily Average Hours Rotation List:**

1. The trip rotation list will be posted on the bulletin board in the main hallway or employee lounge areas. Drivers/Monitors that have routes with the least amount of total daily average hours for the completed pay period will be at the top of the list. Total Daily Average Hours (DAH) will include, but are not limited to mid-days, late runs, shuttles, and tutorials. All hours clocked will become part of the Daily Average Hours. This procedure will help the drivers/monitors with the least amount of Daily Average Hours to possibly qualify for benefits such as Family Medical Leave (FMLA).
2. All Drivers/Monitors will be responsible for monitoring their time. Drivers/Monitors are ***not*** to exceed 40 total hours per week. If you have any questions about overtime, please see your manager or assistant supervisor.
3. It is the responsibility of all field trip driver/monitors to fill out a **TRIP TIME & SPONSOR APPROVAL FORM** to break down route and trip times. For example, if your route ends at 8:30 AM and the trip starts at 8:31 AM, and the trip ends at 2:00 PM and the route starts back at 2:01 PM these times need to be accounted for on a **Trip Time & Sponsor Approval form**. These forms must be turned in along with the trip sheet to the FTS (Field Trip Coordinator) at the end of the trip on the same day or if on a weekend, immediately on the first work day after the date of the trip.
4. **Failure to turn in the TRIP TIME & SPONSOR APPROVAL FORM and field trip sheets will result in suspension from the field trip list for 3 months**
5. **NO PAPERWORK WILL BE PROCESSED FOR PAYMENT WITHOUT THE CORRECT PAPERWORK TURNED IN.**

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## Unassigned Trip(s)

Unassigned trips are trips which are received **after** the regular trips are posted. These trips will be posted in the same manner as the Emergency Trip(s) and will be assigned according to the lowest Daily Average Hours (DAH), same as the regular Posted trips.

## Emergency Trip(s)

If a trip is received as or becomes an “emergency trip” (unassigned within **48** hours of the date and time of trip), the FTS will post the “emergency” trip(s). Employees wishing to take Emergency Trips must sign up on the Emergency Sign-Up Sheet. Emergency Assignments are by Seniority list. The trip must fit into the driver’s established route times.

**Emergency trip Assignment Process:** The Emergency Sign Up sheet, along with the actual trip ticket is posted. The sign-up sheet is generally posted for a 24 hour period. Once the sign-up sheet is taken down, dates of hire for all drivers who have signed up are written next to their names. The most senior person signing up, who has the least amount of emergency trips for the school year, will be assigned the emergency trip. This will not count in the regular trip list. A canceled emergency trip does not qualify a driver to be placed at the top of the list for the next trip selection. The driver will receive the standard cancellation rate.

## Cancellations

1. Drivers notified **prior** to reporting to the transportation center or trip site to run their field trip will be placed on the trip cancellation list. (Example – a driver is running the route and is notified on the radio that the field trip has been cancelled, the driver will finish the route and return to the transportation center and be placed on the trip cancellation list.
2. That driver will be placed on a Cancelled Trip List and be offered the next trip (whether during the week or at the next trip selection). If trips are received during that week and must be assigned, then the driver(s) name(s) will be the first called and offered the trip(s). However, If a driver does not meet the qualifications for driving a field trip (i.e. special ed. Trip) or the field trip does not fall within the driver’s time of availability (i.e. conflicts with the driver’s route times or a trip was previously selected for that time), the driver will stay on the cancellation list until a trip becomes available. Employees must identify the trip # of the trip they are replacing.
3. Drivers that show up for a field trip, which is cancelled, will be paid for the actual drive time and from the campus where trip originates. Cancelled Emergency Trips are NOT replaced.

## Consequences

1. **Turn-backs:** A driver is taken off the trip list when they have **2 “turn-backs”** (a “turn-back” constitutes a driver choosing a field trip, then turning it back into the FTS or designee). Excused full day and half-day absences (death of a relative) will not be counted as a turn-back. The driver must complete a **Trip Conflict Form** and return it with the trip ticket to the FTS or designee at least 12 hours prior to the start of the field trip. **A driver with 2 turn-backs will be suspended from the trip list for 3 months.**
2. **Selecting Trips:** Any driver attempting to circumvent the field trip process will be suspended from the Trip List for 3 months.

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3. **No Show/No Call:** Drivers who do not report for the field trip they requested (**No Show or No Call**) will be skipped and lose their turn on the first occurrence. **The second occurrence will result in suspension from the trip list for 3 months.**
4. **Turn-in of Trip Tickets:** A driver that does not turn in their field trip ticket (including cancelled trips) upon completion of the trip will be suspended from the field trip list for 3 months. All field trip tickets must be returned in order for the school to be billed and the driver paid.

**Absence(s) Day before Scheduled Trip:** If a driver is absent any part of the day before he/she is scheduled to work a field trip (including the Friday before a weekend trip), it may be necessary to make a Special Assignment for that trip in order to ensure that the field trip is covered. If you are absent the day before a scheduled trip you must inform your supervisor of your intent to drive the trip or it will be reassigned. No Call/No Show absences the day before will be automatically reassigned. Absences (scheduled, called in and no call/no show) the day of a scheduled trip will be automatically reassigned. Should an individual driver repeatedly be absent the day before a scheduled trip or day of scheduled trips, it may become necessary after 3 absences to suspend driver from the field trip list for 3 months.

5. **Driver Responsibilities:** As the bus driver you are ultimately responsible for the safe and effective transportation of those onboard your bus. Make sure you are fully prepared to insure the on time arrival and departure of your trip and communicate those times with the sponsors. Take time before the trip to have directions to and from the destination and do not rely solely on the help of other drivers or the sponsor to direct you to your destination. Do not allow passenger and sponsors to create an unsafe environment on the bus, such as; placing objects in the isles, blocking the emergency exits, standing in the isle or moving around the bus while in motion or allowing activities that distract you from your ability to safely transport your passengers.

## **Standard of Behavior:**

1. Drivers should expect the same basic standard of student behavior for trips as on routes. Expectations may include permission for restroom breaks or stopping for food and/or drinks, based on sponsor requests. Drivers are expected to exhibit good judgment and be courteous while following department and District policies and procedures.
2. Driving safely and getting cooperation from passengers concerning appropriate bus behavior are the two (2) primary responsibilities of drivers on trips.

## **Additional Passengers:**

No additional passengers will be allowed on the district school bus other than trip group and sponsor requesting trip and/or any chaperones.

## **Route Planning:**

Assistance may be obtained from the Transportation Center personnel when planning your route for your field trip. However, always check with the sponsor before leaving campus to determine the route to be used.

## **Leaving Field Trip Site:**

1. **Employees are not allowed to leave the field trip site.** It is the employee's responsibility to bring something to eat if needed. In the event you were assigned a trip on the same date the trip is

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to be taken you will need to see Operations for arrangements to be made for meals (Operations may direct you to leave your cell number, where you are going, and how long you plan to be gone, etc.). You may participate or watch the activities of the group that you are transporting; however, you should be available to your sponsor at all times.

2. When you have a “stay” trip ticket, and have permission from the field trip sponsor to return to the transportation center, time at the center will not be counted against you. You will be paid for the complete field trip.

## **Bus Condition:**

Make certain that the bus is left in a clean and orderly condition. Show you are a professional and fuel and clean the bus used after each trip, regardless if you received it in that condition.

## **Toll Roads:**

The majority of our buses have been equipped with EZ Tags which allows that bus to be driven on All toll roads. If the bus does not have an EZ Tag, it is the responsibility of the trip sponsor to pay tolls if they specifically request the use of the toll road. The Driver should check the bus they are using and check with sponsor before the leaving the campus if the toll road is desired to insure the sponsor has toll money if the bus does not have an EZ Tag.

## **Loading/Unloading Times:**

1. Be sure to check the loading and unloading times (this is the time to be at the school or pick-up location), the school where the field trip is originating, the destination, and any supervisor’s instructions before leaving the transportation center. Drivers are required to show up at the field trip pick-up site 10 minutes prior to the printed departure time on the trip ticket. (DON’T ASSUME – READ YOUR TRIP TICKET). Drivers must return to the pick-up location by the time specified on the field trip ticket.
2. It is required that you read the Field Trip Evacuation Script to your entire group. Make sure your passengers understand the evacuation procedures for their safety and yours
3. Drivers must return to the pick-up location by the time specified on the field trip ticket. If you will be late for any reason, you must immediately contact your Transportation Center Operations. The Operations staff will contact the necessary campuses of any delays.

## **Record Keeping:** (Please use the following process when tracking mileage on trips)

1. All odometer readings start at the campus of origin and end at the campus of origin. (For example: If you are to pick up group at Conroe High School and transport them to Spring High School, you write down the odometer readings when you first get to Conroe High School and again when you return back to Conroe High School at the completion of the trip.)
2. The bus driver **MUST** give the sponsor the **TRIP TIME & SPONSOR APPROVAL FORM** for their signature verifying the times. This form must be returned to the Field Trip Coordinator along with the Field Trip Ticket, upon your return to the Transportation Center, of if on a weekend, the next scheduled working day. **NO EXCEPTIONS ALLOWED.**
3. All information **MUST** be on trip ticket and Trip Time & Sponsor Approval form or it will be returned before it can be processed for payment.

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## **Correct Information on Trip forms include:**

- a) Name of driver and Employee ID No.
  - b) Cab No.
  - c) Beginning and Ending Mileage (start odometer/end odometer)
  - d) Actual Time (depart center/return center)
  - e) Wait Times (non-driving times during trip)
  - f) Signature of Sponsor at completion of trip
4. If a trip bus is used, the bus driver should top off the tank, park the bus back in its appropriate bus parking spot, and put the keys in the night drop box. All windows should be in the up position and all trash should be taken off the bus and properly disposed. If the bus-parking slot is not available, then the bus should be parked in a temporary parking spot.
  5. After-hours reminder for the Woodlands Transportation Center. If taking a trip bus or your regular route bus, do not cross over the sidewalk in the middle of the covered awning. A security light sensor is present and crossing it will trip the alarm.
  6. Always make sure you have a gate key for after hour trips.
  7. Caravan (Multiple Buses) Trips. Times and mileage reported on the Trip Ticket should be the same for all drivers, when all buses are going to the same location. **All buses must stay together.**

## **Completing Trip Tickets:**

1. Drivers must turn in their correct and completed Trip Tickets and Trip Time & Supervisor Approval form upon completion of their assigned field trip to the FTS or designee.
2. In the event that you arrive for a trip that **cancels**, make certain to turn in the Trip Ticket to appropriate personnel.

## **Compensation:**

1. Drivers will be paid their regular hourly rate.
2. Drivers will be compensated at time and a half (1 1/2) for times exceeding 40 hours in a regular workweek.

## **Meals and Fees:**

1. Drivers will pay for their own meals, unless stated otherwise by the group requesting the trip.
2. Entrance fees, tickets, etc. for the activities in which the student group is participating, may be offered by the sponsor to the driver as a courtesy; however, there is no obligation to do so.
3. On overnight trips, the requesting group is required to provide lodging for the bus operator. Lodging is the room charge plus any applicable tax. Transportation personnel are required to have separate room(s) from the students and sponsors. The Bus Driver will be expected to pay for personal telephone calls, room service, movies, etc.
4. In addition to the lodging on the overnight trip, the Bus Driver is entitled to an allowance for meals equal to the district reimbursement rate. The driver will be given this allowance prior to the trips departure. See your Supervisor for the current reimbursement rate.

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“Good morning/afternoon” Introduce yourself.

“Please remain seated. Before we begin our field trip I will explain the emergency evacuation procedure in the event of an emergency.”

“I first will explain the front door evacuation. If there is an emergency I will pass by your seat, you will calmly and quietly enter the aisle and exit the bus. The door side (right side will go first, followed by the left side, alternating back and forth). Please leave all of your belongings on the bus and proceed to a safe place; following the leader of the line.”

**(WALK TO THE PUSH-OUT WINDOWS, ROOF HATCHES AND SIDE EMERGENCY DOOR AND SHOW THE STUDENTS & SPONSORS HOW TO OPERATE THEM.)**

“Other means of evacuations we could use in real emergencies are the rear door, side emergency door (on some buses); roof hatches, if the bus were on its side, and push-out windows.”

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**Briefly answer any questions.**

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# **SECTION EIGHT**

## **Accidents**

### **Accident Preventability Guide**

### **Accident Review Committee**



# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## ACCIDENTS

1. **Accident Reporting:** Bus Drivers shall report all accidents or incidents immediately via radio or telephone to the appropriate Transportation Center and/or Transportation Safety personnel. Accidents that occur after hours or on weekends are required to contact CISD PD Dispatch at 936-709-8911. It is not acceptable to leave an accident scene and wait to notify transportation officials upon return to the Transportation Center. Drivers, who fail to report accidents or incidents immediately as directed, may be subject to termination.
2. **Citation Notification:** Pursuant to department policy, a school bus driver must notify the Transportation Center Manager, immediately and in writing, upon receipt of a traffic citation or warning from a law enforcement official while operating a school district vehicle. A driver who receives two or more traffic citations in a 12-month period or who shows a repeated pattern of disregarding traffic laws by receiving repeated citations or warnings may be subject to termination.
3. **Mandatory Notification:** Pursuant to CDL requirements, a CISD Bus Driver must notify their Manager within 30 days of a conviction for any traffic violation (except parking), regardless of the type of vehicle being driven at the time of the violation. This includes convictions for violations that occur in a private vehicle. Failure to report any accident/citation in your personal vehicle may lead to disciplinary actions. CDL holders shall notify the Transportation Center Manager immediately upon suspension or revocation of their driver's license. The notification must be made in writing to the Transportation Center Manager.
4. **Points on your driving record:** If a Bus Driver accumulates ten (10) points according to the DPS School Bus Drivers' Motor Vehicle Record Evaluation during employment, he/she shall be terminated from the CISD driving position. The individual may apply for re-employment at such time his/her point total drops below six (6). Recommendation for employment is subject to the discretion of the Transportation Director.
5. **Preventable Accidents in a district vehicle:** Any driver involved in two (2) preventable accidents within a twelve (12) month period will be required to re-train and may be subject to suspension without pay or termination. A school bus driver with three (3) preventable accidents in a twelve (12) month period may be terminated.

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## ACCIDENT PREVENTABILITY GUIDE

*It is impossible to describe in detail the many ways a driver might prevent an accident **without** being primarily or legally responsible. The paragraphs of this guide merely emphasize the **most frequent occurrences** based on National Safety Council guidelines.*

### 1. **PREVENTABLE ACCIDENTS**

A **preventable accident** is any occurrence involving a district-owned or operated vehicle which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which the driver in question failed to do everything he reasonably could have done to prevent the occurrence. A **defensive driver** is one who commits no driving errors **himself** and makes allowances for the lack of skill or improper driving practices of the **other** motorists.

A **defensive driver** adjusts his/her own driving to compensate for unusual weather, road or traffic conditions, and is not tricked into an accident by the unsafe actions or pedestrians and other drivers. By being alert to accident-inducing situations, he/she recognizes the need for preventable action in advance and takes the necessary precautions to prevent the accident. As a **defensive driver**, he/she knows when it is necessary to slow down, stop, or yield the right-of-way to avoid involvement.

### 1. **DEFENSIVE DRIVING**

The school district's **Safe Driver Award** is designed to recognize **EXPERT safe driving performance, not just "average" performance**. The award is based on the concept of defensive driving – the ability to avoid accidents in spite of the wrong actions of the **other** driver and in spite of **adverse** weather conditions.

### 2. **STANDARD OF PERFORMANCE**

Accidents involve so many different factors that it is impossible to set hard and fast rules to classify them **preventable** or **non-preventable**. Conroe ISD has established safety criteria for "preventable" and "non-preventable" accidents. The District cannot condone a mediocre standard of safe driving performance. The district takes the time and effort, through its Accident Review Committee, to investigate carefully all details of an accident to ensure that decisions are made **consistently** and **impartially**. The following paragraphs are offered guidelines in determining the preventability of accidents.

Accidents involving drivers operating their own vehicles during off-duty hours shall **not** be charged against the **Safe Driver Award**. Accidents involving district-owned vehicles permanently assigned to employees for business and personal use when operated by the district employee, whether for district business or not, **shall** be charged against the **Safe Driver Award**.

### 3. **ACCIDENTS INVOLVING MORE THAN ONE (1) DISTRICT DRIVER**

When two or more vehicles of a fleet are involved in the **same accident**, **each** driver may be charged with a **PREVENTABLE accident**, regardless of which one was primarily responsible for the occurrence. Although two or more employees may be riding in the

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

same vehicle, a **PREVENTABLE** accident will be charged only against the person operating the vehicle.

## 4. WITNESS STATEMENTS

Each driver involved in an accident usually contributes to it in some degree. If the other driver admits he was at fault, it usually only means that he sees how he contributed to the situation. Admission of being at fault by the **other** driver, a record of the other driver being cited for a traffic violation, and witness or police statements of exoneration for the district driver are **not**, in themselves, **conclusive evidence** to judge an accident “**non-preventable**”. It is likely that the member driver contributed to the situation in some manner.

Statements of exoneration are generally based on legal responsibility without respect to the definition of **preventability**. Consequently, a careful study must be made of all conditions to determine how the employee in question contributed to the situation by acts of omission or commission.

Unless thorough investigation indicates that the employee in question could not have avoided involvement, by reasonable defensive driving practice, the following types of accidents will be regarded as **PREVENTABLE**.

## 5. INTERSECTIONS

It is the responsibility of **professional drivers** to approach, enter and cross intersections prepared to avoid accidents that might occur through the action of other drivers. Complex traffic movement, blind intersections, or failure of the **other driver** to conform to law or traffic control devices will **not** automatically discharge an accident as **non-preventable**. Intersection accidents are **PREVENTABLE** even though the professional driver has not violated traffic regulations. His failures to take precautionary measures prior to entering the intersection are factors to be studied in making a decision. When a professional driver crosses an intersection and the obvious actions of the other driver indicates possible involvement either by reason, by his excess speed, crossing his lane in turning or coming from behind a blind spot, the decision based on such entrapment should be **PREVENTABLE**.

## 6. BACKING

Practically all-backing accidents are **PREVENTABLE**. A driver is not relieved of his/her responsibility to back safely when a guide is involved in the maneuver. A guide cannot control the movement of the vehicle; therefore, a driver must check all clearances for themselves.

## 7. FRONT-END COLLISIONS

Regardless of the abrupt unexpected stop of the vehicle ahead, the driver can prevent front-end collisions by maintaining a safe following distance at all times. This includes being prepared for possible obstructions on the highway, either in plain view or hidden by the crest of a hill or the curve of a roadway. Over driving headlights at night is a common cause of front-end collisions. Night speed should not be greater than that which will permit the vehicle to stop within the forward distance illuminated by the vehicle's headlights.

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## 8. REAR-END COLLISIONS

Investigation often discloses that drivers risk being struck from behind by failing to maintain a margin of safety in his own following distance. Rear-end collisions preceded by a roll-back, an abrupt stop at a grade crossing, when the driver fails to signal a turn at an intersection, should be charged **PREVENTABLE**. Failure to signal intentions or to slow down gradually should be considered **PREVENTABLE**.

## 9. PASSING

Failure to pass safely indicates fault judgment and the possible failure to consider one or more of the important factors a driver must observe before attempting the maneuver. Unusual actions of the driver being passed or of oncoming traffic might appear to exonerate a driver involved in a passing accident; however, the entire passing maneuver is voluntary and the **driver's responsibility**.

## 10. BEING PASSED

Sideswipes and cut-offs involving a professional driver while he is being passed is **PREVENTABLE** when he fails to yield to the passing vehicle by slowing down or moving to the right where possible.

## 11. LANE ENCROACHMENT

A safe driver is rarely a victim of entrapment by another driver when changing lanes. Similarly, entrapment in merging traffic is an indication of unwillingness to yield to other vehicles or to wait for a break in traffic.

Blind spots are not valid excuses for lane encroachment accidents. Drivers must make extra allowances to protect themselves in areas of limited sight distances.

Squeeze plays causing involvement with parked cars, pillars, and other road structures can be **PREVENTED** by dropping back when it is apparent that the other driver is forcing the issue or contesting a common portion of the road.

## 12. GRADE CROSSINGS

Collisions with fixed rail vehicles such as trains, streetcars, etc. occurring at grade crossings, in traffic, in a rail yard, switch area, or on private property are the responsibilities of the professional driver to prevent. When a vehicle is parked across a rail siding, the driver must first determine if it is safe and permissible and, furthermore, must stand by in case conditions change by the involvement of rail cars during the parking interval.

## 13. OPPOSING VEHICLES

It is extremely important to check the action of the district driver when involved in a head-on or sideswipe accident with a vehicle approaching from the opposite direction. Exact location of vehicles, prior to and at the point of impact, **must** be carefully verified. Even though an opposing vehicle was in a passing maneuver and the driver failed to slow down, stop, or move to the right to allow the vehicle to re-enter his own lane, he has failed to take action to prevent the occurrence. Failure to signal the opposing driver by flicking the headlights or sound the horn should also be taken into account.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## 14. TURNING

Turning movements, like passing maneuvers, require the most exacting care by a professional driver. “Squeeze plays” at the left or right turns involving other vehicles, scooters, bicycles, or pedestrians are the responsibility of the driver **making** the turn. Failure to signal, to check pedestrian lanes, or to take any other defensive action should be considered. Sudden turns by other drivers should be carefully examined. You may find that the driver failed to take precautionary action from tip-offs from the other vehicle immediately preceding the accident. U-turns by the driver that result in a collision are **PREVENTABLE**.

## 15. PASSENGER ACCIDENTS

Passenger accidents in any type of vehicle are **PREVENTABLE** when they are caused by faulty operation of the vehicle. Even though the incident did **not** involve a collision of the vehicle, it must be considered **PREVENTABLE** when the driver stops, turns, or accelerates abruptly. Emergency action by the district driver to avoid a collision that results in passenger injury should be checked to determine if proper driving **prior** to the emergency would have eliminated the need for the evasive maneuver.

## 16. PEDESTRIANS

Traffic regulations and court decisions generally favor the pedestrian hit by a moving vehicle. An unusual walk path of a pedestrian at mid-block or from between parked vehicles does not necessarily relieve a driver from taking precautions to prevent such accidents. Whether speed limits are posted or the area is placarded with warning signs, speed too fast for conditions may be involved. School zones, shopping area, residential streets, and other areas with special pedestrian traffic must be traveled at reduced speeds equal to the particular situation. **Young and inexperienced operators generally operate bicycles, motor scooters, and similar equipment.** The driver who fails to reduce his speed when this type of equipment is operated within his sight distance has failed to take the necessary precautions to prevent an accident. Keeping within posted speed limited is not taking the proper precaution when unusual conditions call for voluntary reduction of speed.

## 17. WEATHER

Adverse weather conditions are not a valid excuse for being involved in an accident. Rain, snow, fog, sleet, or icy payments have never caused an accident. These conditions merely increase the hazards of driving. Failure to adjust driving to the prevailing weather conditions, or to “call it a day” when necessary, should be cause for deciding an accident **PREVENTABLE**.

## 18. ALLEYS, DRIVEWAYS AND PLANT ENTRANCES

Accidents involving traffic originating from alleys, driveways, plant entrances and other special intersection locations should be carefully analyzed to determine what measures the professional driver might have taken to avoid the occurrences. Failure to slow down, sound a warning or to yield the other driver can be considered cause to judge such an accident **PREVENTABLE**.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## 19. FIXED OBJECTS

Collisions with fixed objects are **PREVENTABLE**. They usually involve failure to check or properly judge clearances. New routes, strange delivery points, resurfaced pavements under viaducts, inclined entrances to docks, marquees projecting over traveled section of road, and similar situations are **not**, in themselves, valid reasons for excusing a driver from being involved. He must be constantly on the lookout for such conditions and make the necessary allowances.

## 20. PRIVATE PROPERTY

When a driver is expected to make stops at unusual locations, parking lots, etc., or on driveways not built to support heavy vehicles, it is the responsibility of the driver to discuss the operations with the proper authorities and to obtain permission **prior** to entering the area.

## 21. PARKING

Unconventional parking locations, including double parking, failure to put out warning devices, etc., generally constitutes evidence for judging an accident **PREVENTABLE**. Rollaway accidents from a parked position normally should be classified **PREVENTABLE**. This includes unauthorized entry into an unlocked and unattended vehicle, failure to properly block wheels or to turn wheels toward the curb to prevent vehicle movement.

## 22. PARKING BRAKES

School buses are equipped with parking brakes controlled using a yellow, push-pull control knob. An accident that occurs because a driver fails to set the parking brake during specified times such as during passenger boarding, at a railroad crossings or parked at a center or school is a **PREVENTABLE** accident. Accidents involving the failure to secure a school bus through the use of the parking break in a school loading zone are particularly hazardous to students and must be avoided.



# CISD TRANSPORTATION EMPLOYEE HANDBOOK

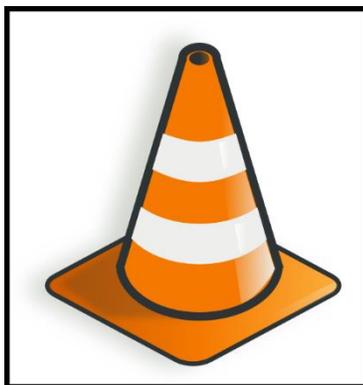
## Discipline Matrix for Preventable Accidents

| Degree of Severity   | Written Warning and/or possible Suspension  | Suspension  | Termination                             |
|--|---|---|---|
| <b>1-</b> Levels of Accidents Collisions with fixed object (Pole, fence, mailbox, parked vehicles, etc.)   | <b>1st Event-</b> Retraining and/or probation; Up to 2 day suspension; Letter in file | <b>2nd Event-</b> Defensive driving course; Up to 3 day suspension or termination; Letter in file                       | <b>3rd Event-</b> Automatic termination |
| <b>2-</b> Rear-end a vehicle; Failure to yield; Running a red light/stop sign; Improper passing; Improper judgment while operating a vehicle; Illegal turn; Illegal lane change; Following too close; Side swipe; Not reporting an accident. |   | <b>1st Event-</b> Probation with or without defensive driving course; 1-3 day suspension or termination; Letter in file | <b>2nd Event-</b> Automatic termination |
| <b>3-</b> Gross negligence; Illegal crossing of railroad tracks; Under the influence of drugs/alcohol.   |   |   | <b>1st Event-</b> Automatic Termination |
| NOTE: Any combination of 3 (three) preventable accidents in one calendar year may result in termination.   |   |   |   |

**A driver who receives one or more day(s) suspension shall have those days counted as absences when determining eligibility or ranking for extra duty, summer work or any other assignments as applicable by department policies or procedures.**

### Exemption Waiver

An employee with 3 preventable Level 1 accidents may after a period of one year from the date of the last accident, petition for reinstatement to a driving position to the Manager of the center they were assigned as a driver. The Manager will forward the petition with a recommendation to reinstate or not reinstate to the Director of Transportation, who will make the final determination. In all cases the Director of Transportation will have the final determination regarding the return of a driver who was released due to 3 preventable accidents. Termination resulting from the MVR Point System does not pertain to the Exemption Waiver.



# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## ACCIDENT REVIEW COMMITTEE

*The Accident Review Committee (ARC) is an advisory committee with two major purposes: 1) to find root causes of accidents and determine whether the accident was non-preventable or preventable and 2) to provide recommendations on training and/or discipline to the Director of Transportation, or designee. Previous decisions and recommendations on accidents may be reviewed in order to gain a prospective of the whole picture.*

### 1. EMPLOYEES

Transportation, Maintenance, and Custodial employees that operate a district vehicle will have all accidents reviewed and may be required to attend the ARC meeting.

### 2. ACCIDENT REVIEW

An accident is defined as any kind of event involving a district vehicle that results in vehicle damage, driver error, and bodily injury resulting from an accident, equipment damage, and/or property damage.

The ARC will review all accidents as defined above. Examples include, but are not limited to: vehicle to fixed object (fences, trees, parked cars, structures, poles, etc.), vehicle-to-vehicle, misc. (equipment damage, ditches, etc.)

### 3. SCHEDULED MEETINGS

The Director and or Assistant Director of Transportation shall periodically review all accidents and will schedule ARC meetings as needed. If an employee's presence is required, they will be notified in writing prior to the ARC meeting.

### 4. COMPOSITION OF THE ARC

The ARC committee is comprised of the Safety Training Coordinator, Supervisors, Managers, and Assistant Director.

### 5. RESPONSIBILITIES OF THE CHAIRPERSON

Each driver involved in an accident usually contributes to it in some degree. A driver that admits fault may only see how they contributed to the situation. Admission of fault by either driver, a record of either driver being cited for a traffic violation, or witness and/or police statements of exoneration for either driver are **not**, in themselves, **conclusive evidence** to adjudge an accident “**non-preventable**”. It is possible that either driver could have contributed to the situation in some manner.





# SECTION NINE

## Driver / Monitor Evaluations

*Driving*

STUDENT  
MANAGEMENT

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## DRIVER / MONITOR EVALUATION

This evaluation is intended to assist employees in improving the performance of their assigned positions. The evaluation is an ongoing process. Each bus driver will be appraised formally each spring in the month of May. The following explanation is intended to inform drivers of the formal evaluation process. Drivers will be evaluated in five different categories:

- Driving – 9 items
- Student Management – 6 items
- Interpersonal Skills – 5 items
- Responsibilities – 8 items
- Safety – 5 items

Drivers will be rated on each item in the five categories. The ratings are as follows:

- Exceeds expectations – performs in excess of stated requirements and procedures, above and beyond what is expected. Takes initiative to identify ways to improve procedures.
- Meets expectations – follows all written and oral directions, regulations, and procedures.
- Needs improvements – fails to follow stated directions, regulations, and procedures. Retraining may be required.

Each item in each category is described below with examples of behavior used in determining rating. Managers and Supervisors will conduct evaluations based upon their personal observations, driver paperwork, reports submitted, and observations submitted by others (transportation staff, school staff, students, parents, and community citizens). Manager or Supervisor monitored ride-alongs are not required but may be conducted if necessary. Items scored “2 - Needs improvement” or “4 - Exceeds expectations” shall have documentation to support the rating. The evaluation will be used to determine if an employee will continue employment. Final determination will be at the discretion of the Director of Transportation.

### DRIVING:

1. **Checks all items on pre & post trip procedures, to include follow up.**
  - a. 2-Needs Improvement: driver who does not turn in all required forms on a timely basis, or who does not prepare forms thoroughly & accurately, or needs to be notified to turn in such paperwork will automatically receive a 2-Needs Improvement.
  - b. 3-Meets Expectations: driver shall turn in all pre & post trip procedures on time and have all the required items checked.
  - c. 4-Exceeds Expectations: additional documentation such as including oil level, registration expired date, preventative maintenance suggestions, etc.
2. **Maintains proper speed for traffic, road, weather, speed limits, etc.**
  - a. 2-Needs Improvement: operations receive 2 or more reports on unsafe speed on roadways. Reports should be confirmed and documented.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

- b. 3-Meets Expectations: no observations or complaints received and confirmed.
  - c. 4-Exceeds Expectations: evidence of extra care, consideration for other drivers, documented acts of safety observed and reported.
- 3. **Uses mirrors properly (mirror grid)**
  - a. 2-Needs Improvement: 1 mirror out of adjustment (not due to equipment problems)
  - b. 3-Meets Expectations: mirrors properly adjusted at all times
  - c. 4-Exceeds Expectations: reports equipment problems affecting mirror adjustments and follows up for repairs immediately.
- 4. **Maintains proper following distance**
  - a. 2-Needs Improvement: driver observed or receives 2 or more reports of tailgating or following too closely to vehicle in front of bus; rear ending vehicle in front resulting in accident.
  - b. 3-Meets Expectations: no observations or reports received regarding inappropriate spacing or tailgating.
  - c. 4-Exceeds Expectations: demonstrates extra care to provide for the safety of district vehicles as well as others.
- 5. **Uses brakes appropriately**
  - a. 2-Needs Improvement: upon inspection of brakes by technicians, undue wear and tear on brakes or brakes out of adjustment; observed slamming on brakes, riding brakes due to inappropriate acceleration, or other unacceptable driving practices.
  - b. 3-Meets Expectations: normal wear and tear of brakes; uses defensive driving techniques to avoid inappropriate braking.
  - c. 4-Exceeds Expectations: no observed hard brakes and practices defensive driving techniques to avoid excessive and/or sudden braking.
- 6. **Accelerates appropriately**
  - a. 2-Needs Improvement: driver observed or receives 2 or more reports regarding speeding or other inappropriate accelerator use (i.e. flooring the accelerator for short distances, rough acceleration, etc.)
  - b. 3-Meets Expectations: follows acceleration procedures as taught and as traffic conditions warrant. No observations or reports of inappropriate acceleration.
  - c. 4-Exceeds Expectations: drives defensively, is respectful of other drivers, and avoids unnecessary acceleration.
- 7. **Follows backing procedures appropriately**
  - a. 2-Needs Improvement: involved in a preventable accident with a stationary object, i.e. mailbox, telephone pole, fence post, etc.; avoids unnecessary backing up.
  - b. 3-Meets Expectations: no observation, report, or involvement in preventable accident with stationary objects. Follows backing procedures.

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- c. 4-Exceeds Expectations: looks for ways to avoid unnecessary backing. Plans moves carefully.

## **8. Follows loading and unloading procedures properly**

- a. 2-Needs Improvement: failed to properly set parking brake; failure to use mirrors
- b. 3-Meets Expectations: follows procedures for loading and unloading students. No observations or reports regarding improper loading/unloading procedures.
- c. 4-Exceeds Expectations: demonstrates effort to improve procedures to avoid accidents/incidents.

## **9. Uses proper defensive driving techniques**

- a. 2-Needs Improvement: involved in an accident; reports or observation of unsafe driving procedures.
- b. 3-Meets Expectations: demonstrates driving strategies to promote safety in operating their vehicle and other vehicles on the road.
- c. 4-Exceeds Expectations: reports any observed unsafe driving practices. Shows responsibility for the safety of students and passengers.

## **STUDENT MANAGEMENT:**

### **1. Greets Students by names as soon as possible**

- a. 2-Needs Improvement: unable to greet students by name.
- b. 3-Meets Expectations: greet most students by name after 3 weeks.
- c. 4-Exceeds Expectations: greets all students by name at the end of 2 weeks.

### **2. Maintains accurate student seating charts**

- a. 2-Needs Improvement: Turns in seating chart late, needs to be reminded; seating charts prepared incorrectly.
- b. 3-Meets Expectations: Turns in accurate seating charts on time and updates in a timely manner.
- c. 4-Exceeds Expectations: Turns in charts early with additional student information.

### **3. Demonstrates courteous, fair, firm and consistent attitude towards students**

- a. 2-Needs Improvement: 1 or more reports received or observations of inappropriate behavior with students.
- b. 3-Meets Expectations: appropriate behavior observed and/or no negative reports received.
- c. 4-Exceeds Expectations: received reports of extra care and concern; demonstrates sensitivity and concern towards students.

### **4. Waits until students are seated before moving the bus.**

- a. 2-Needs Improvement: students not seated when bus is moving; received complaints or injuries.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

- b. **3-Meets Expectations:** follows procedures as described; no observations or complaints and no injuries resulting from students not being seated.
  - c. **4-Exceeds Expectations:** demonstrates extreme care and assures that students are seated before moving the bus to avoid accidents or injuries.
5. **Loads and unloads students at assigned stops.**
- a. **2-Needs Improvement:** creates different stops from those on the route; received negative reports or observations.
  - b. **3-Meets Expectations: follows procedures as described; no observations and/or complaints received.**
  - c. **4-Exceeds Expectations: follows route sheet as described**
6. **Prepares student write-ups (parent/discipline referrals) appropriately.**
- a. **2-Needs Improvement:** fails to follow good student management techniques to avoid unnecessary write-ups; referrals not submitted in a timely manner; incomplete referral information.
  - b. **3-Meets Expectations:** completes referrals when necessary with complete and accurate information.
  - c. **4-Exceeds Expectations:** handles situations without referrals when possible. Demonstrates understanding of appropriate behavior; maintains consistent positive expectations; maintains good communication with students, parents, campus, and staff.

## **INTERPERSONAL SKILLS:**

1. **Works well with others: parents, transportation staff, school officials**
- a. **2-Needs Improvement:** argumentative; multiple complaints received; starts and spreads gossip.
  - b. **3-Meets Expectations:** completes duties as assigned; no complaints or observance of inappropriate behavior.
  - c. **4-Exceeds Expectations:** promotes positive attitude in others; ability to recognize and respond to the needs of fellow employees, students, staff, and parents.
2. **Maintains confidentiality of students and district employees.**
- a. **2-Needs Improvement:** improper sharing of student information; gossiping or spreading of rumors.
  - b. **3-Meets Expectations:** demonstrates confidentiality of others.
  - c. **4-Exceeds Expectations:** promotes professional atmosphere in the work environment; discourages the inappropriate spreading of information.
3. **Deals Constructively with conflict focusing on resolving situations/issues**
- a. **2-Needs Improvement:** engages in loud argumentative behavior within the workplace; insights conflict.
  - b. **3-Meets Expectations:** works to prevent misunderstandings; notifies a supervisor of possible situations/issues.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

- c. 4-Exceeds Expectations: defuses outburst by calm logical discussion; maintains harmony in the department and helps mediate by providing understanding and logic discussion.

## **4. Uses appropriate written and oral language**

- a. 2-Needs Improvement: unprofessional and socially unacceptable language and/or raising voice to co-workers, staff member, campus officials, students, parents; improper posting of written materials in work place.
- b. 3-Meets Expectations: no observations or complaints received and no documented incidents.
- c. 4-Exceeds Expectations: all documentation is always neat and legible.

## **5. Cooperates with Supervisor regarding Operational changes:**

- a. 2-Needs Improvement: documented arguments and complaints.
- b. 3-Meets Expectations: performs duties as assigned, no documented complaints or arguments.
- c. 4-Exceeds Expectations: perform duties with positive attitude and makes suggested improvements.

## **RESPONSIBILITIES**

### **1. Involved in preventable and/or non-preventable accidents while driving a school bus**

- a. 2-Needs Improvement: 1 or more preventable accidents.
- b. 3-Meets Expectations: no preventable accidents and/or 1 or more non-preventable accident.
- c. 4-Exceeds Expectation: no accidents (preventable or non-preventable)

### **2. Reports mechanical concerns according to established procedures**

- a. 2-Needs Improvement: does not report problems in a timely manner.
- b. 3-Meets Expectations: turns in paperwork as needed for proper maintenance.
- c. 4-Exceeds Expectations: helps to identify needs on other buses in addition to assigned buses; makes suggestions for preventative maintenance.

### **3. Completes all necessary paperwork (update route sheets, absent request forms, time sheets, etc.)**

- a. 2-Needs Improvement: paperwork submitted late and inaccurately.
- b. 3-Meets Expectations: all paperwork submitted accurately and on time.
- c. 4-Exceeds Expectations: communicates additional information on route in case of absence; assists in route improvements. Suggests operational procedures that will improve efficiency and effectiveness.

### **4. Completes State Count Forms accurately and timely**

- a. 2-Needs Improvement: submits late or inaccurate information 2 or more times.
- b. 3-Meets Expectations: submits counts on time (1 or fewer late returns).
- c. 4-Exceeds Expectations: all counts submitted on time with accurate information.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## **5. Drives Routes only as printed**

- a. 2-Needs Improvement: changes routes without permission; complaints received from students, parents, or staff; inconsistent arrival and departure times.
- b. 3-Meets Expectations: drives route as printed; arrives at stops and campuses at designated times on a regular basis.
- c. 4-Exceeds Expectations: identifies areas of improvement for route; assists with the improvement of other routes.

## **6. Reports to work on time and follows the attendance policy**

- a. 2-Needs Improvement: 1 or more no show/no call; reports late to work 2 or more times
- b. 3-Meets Expectations: 1 or fewer late arrivals; does not exceed earned state and local days.
- c. 4-Exceeds Expectation: zero tardies/no shows and zero absences for the year.

## **7. Follows District and transportation policies**

- a. 2-Needs Improvement: fails to follow procedures; i.e. eating and drinking on bus, etc.
- b. 3-Meets Expectations: follows policies without any reported or observed incidents.
- c. 4-Exceeds Expectations: suggests procedural improvements to improve operations. Reports observed safety and procedural violations.

## **8. Reports all accidents and citations in private vehicle immediately**

- a. 2-Needs Improvement: fails to report accidents or citations received.
- b. 3-Meets Expectations: reports accident and/or citations to Supervisor within 24 hours or next working day (whichever is shorter time).
- c. 4-Exceeds Expectations: avoids accidents. Receives no citations.

## **SAFETY:**

### **1. Follows proper fueling procedures**

- a. 2-Needs Improvement: fails to follow fueling procedures. Leaves bus unattended while fueling; allows students on board while fueling; fails to fuel bus for the next duty day, etc.
- b. 3-Meets Expectations: follows all safety and fueling procedures.
- c. 4-Exceeds Expectations: reports malfunction in fuel station area; suggests improvements.

### **2. Uses Amber and Loading Lights properly**

- a. 2-Needs Improvement: fails to follow procedures regarding the proper use of lights or uses lights improperly.
- b. 3-Meets Expectations: follows procedures properly.

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- c. 4-Exceeds Expectations: assists in promoting proper use of amber and loading lights for the safety of students.

### **3. Follows all Railroad Crossing Procedures properly**

- a. 2-Needs Improvement: fails to follow instructions by proceeding through malfunctioning railroad crossing; or improper light use; or stops incorrect distance from railroad crossing; etc. Negative reports or observations received.
- b. 3-Meets Expectations: proper use of lights and follows stated procedures.
- c. 4-Exceeds Expectations: safeguards student safety by reporting malfunctions and violations of railroad crossing procedures.

### **4. Follows district's safety and security policies and procedures**

- a. 2-Needs Improvement: fails to follow policies and procedures such as not wearing or not using ID badge correctly; allows unauthorized employees or passengers on the bus.
- b. 3-Meets Expectations: displays ID badge during working hours and follows all safety procedures.
- c. 4-Exceeds Expectations: identifies safety and security threats and reports to proper authorities; makes suggestions for improving policies and procedures.

### **5. Explains and performs Emergency Evacuation Drills (EED) adequately**

- a. 2-Needs Improvement: fails to follow or conduct emergency evacuation drills.
- b. 3-Meets Expectations: explains and performs EED at least 1 time per year
- c. 4-Exceeds Expectations: explains and conducts additional drills as needed; coordinates with campus and transportation department; suggests improvements on EEDs.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

Conroe Independent School District

## Performance Evaluation Instrument for Driver/Monitor

Name \_\_\_\_\_

Cert card (exp. date) \_\_\_\_\_ CDL (exp. date) \_\_\_\_\_ Physical card \_\_\_\_\_

Bus # \_\_\_\_\_ Work location \_\_\_\_\_ EIN \_\_\_\_\_

Evaluation period \_\_\_\_\_

| Rating Scale |   |
|--------------|---|
| <b>4</b>     | Exceeds Expectations<br><i>Performs in excess of stated regulations and procedures</i>      |
| <b>3</b>     | Meets Expectations<br><i>Follows stated regulations and procedures</i>                      |
| <b>2</b>     | Needs Improvement<br><i>Fails to follow regulations and procedures; retraining required</i> |
| <b>NA</b>    | Not applicable  |

### Driving

|   |   |   |   |    |
|---|---|---|---|----|
| 1. Checks all items on pre- and post-trip procedures to include follow-up | 4 | 3 | 2 | NA |
| 2. Maintains proper speed for traffic, road, weather, speed limits, etc.  | 4 | 3 | 2 | NA |
| 3. Uses mirrors properly (mirror grid)                                    | 4 | 3 | 2 | NA |
| 4. Maintains proper following distances                                   | 4 | 3 | 2 | NA |
| 5. Uses brakes appropriately  | 4 | 3 | 2 | NA |
| 6. Accelerates appropriately  | 4 | 3 | 2 | NA |
| 7. Follows backing procedures appropriately                               | 4 | 3 | 2 | NA |
| 8. Follows loading and unloading procedures properly                      | 4 | 3 | 2 | NA |
| 9. Uses proper defensive driving techniques                               | 4 | 3 | 2 | NA |

Comments:

### Student Management

|  |   |   |   |    |
|--|---|---|---|----|
| * 1. Greets students by name within three (3) weeks of assignment                | 4 | 3 | 2 | NA |
| * 2. Maintains accurate student seating charts                                   | 4 | 3 | 2 | NA |
| * 3. Demonstrates courteous, fair, firm, and consistent attitude toward students | 4 | 3 | 2 | NA |
| * 4. Waits until students are seated before moving the bus                       | 4 | 3 | 2 | NA |
| * 5. Loads and unloads students at assigned stops                                | 4 | 3 | 2 | NA |
| * 6. Prepares student write-ups (parent/discipline referrals) appropriately      | 4 | 3 | 2 | NA |

Comments:

### Interpersonal Skills

|   |   |   |   |    |
|---|---|---|---|----|
| * 1. Works well with others: parents, transportation staff, school officials    | 4 | 3 | 2 | NA |
| * 2. Maintains confidentiality of students and District employees               | 4 | 3 | 2 | NA |
| * 3. Deals constructively with conflict focusing on resolving situations/issues | 4 | 3 | 2 | NA |
| * 4. Uses appropriate written and oral language                                 | 4 | 3 | 2 | NA |
| * 5. Cooperates with supervisor regarding operational changes                   | 4 | 3 | 2 | NA |

Comments:





## SECTION TEN

### Shop Personnel Policies & Procedures



# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## SHOP PERSONNEL POLICIES & PROCEDURES

1. All shop personnel will be required to clock-in accurately at the beginning of their scheduled shift. Shop personnel will also be required to clock in and out for their lunch times; as well as, at the end of their shift. You may not clock-in for anyone else.
2. The Director, Assistant Director, Manager, Shop Foreman, or Asst. Shop Foreman must approve all overtime. Should you work over without authorization, you will be paid and reprimanded for failure to follow instructions.
3. All shop personnel report to the Shop Foreman. In the absence of the Shop Foreman, the Assistant Shop Foreman is automatically in charge. Mechanics will be given a specific work assignment and are expected to perform those assigned tasks.
4. Vacation time will be limited to one individual at a time while school is in session. No vacation will be allowed during the months of May or August and through the end of September. Exceptions must be submitted five (5) days in advance, in writing to the Shop Foreman and must be approved by the Director of Transportation. (See District Policy DEC (Local) Request for Discretionary Leave).
5. Vacation times will be determined on a first-come-first-serve basis. If request for vacation is received at the same time, then seniority will be used with the one highest on the roster having the first choice followed in seniority order by the next one down. Vacation does not have to be used all at once; it can be scheduled throughout the year with prior approval.
6. Mechanics should limit the time they spend in the office areas. Should some of your job duties or personnel needs require your presence in the office, they should be completed in a timely fashion. Then you should return to your normal duty station.
7. Shop personnel should park their vehicles within a marked parking slot of the employee's parking lot. At no time will an employee be allowed to park in an area that blocks any shop bay.
8. If you are ill and unable to report to work, you are expected to notify your supervisor at least thirty (30) minutes prior to your scheduled work time. Excessive absenteeism due to illness may cause you to be given notice requiring a written doctor's excuse for each illness in excess of five (5) days. Attendance will be enforced using the Transportation Attendance Policy. (see District Policy DEC (Local) Medical Certification).
9. You must possess a valid Commercial Driver's License (CDL) with a P and S endorsements. Exceptions will be handled on a case-by-case basis.
10. Shop personnel are required to possess a valid School Bus Driver Certification Card. Exceptions will be handled on a case-by-case basis.

## CISD TRANSPORTATION EMPLOYEE HANDBOOK

11. Personal phone calls and/or visitation while on duty are discouraged and should be exercised only in the case of an emergency.
12. Problems of any nature that may arise in the shop should first be discussed with the Assistant Shop Foreman. Should you not agree with the decision, your next line of appeal is with the Shop Foreman and if an accord is still not reached, the Fleet Manager. A final departmental appeal can be requested with the Director of Transportation.
13. When position vacancies occur, position notices will be posted in accordance with District Policy. Staff members are invited to notify the Fleet Manager in writing if they wish to be given an opportunity to interview for a vacant position.
14. Failure to comply with any or all of the preceding procedures shall result in disciplinary action.

### **PERSONAL REQUIREMENTS:**

1. All dirty uniforms will be stored by individual technicians in designated areas. No uniforms will be left “adrift” in the locker-room or any portion of the shop area.
2. All personal gear – clothing, shoes, lunches, etc., will be kept in personal toolboxes or designated areas.
3. Work hours, lunch breaks, and breaks shall be adhered to, without exception, unless otherwise authorized by the Shop Foreman.
4. All shop personnel will present themselves in a clean, specified uniform. Shop personnel’s hairstyles shall not extend below the bottom of a sport shirt collar. Facial hair shall be neatly trimmed and shall not be worn in a way that disrupts the work environment.
5. All personal phone calls (out-going and in-coming) will be held to a minimum.
6. Shop personnel are expected to conduct themselves in a professional manner in the presence of fellow employees and the general public. Conduct should be in such a manner as not to bring discredit upon themselves, their fellow employees, or the Conroe Independent School District.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## GENERAL SHOP REGULATIONS:

1. All major components (engine, transmissions, axle assembly, etc.) disassembled for repairs will be stored in such a manner as to make work areas clear. Large components – (radiators, hoods, drive lines, etc.) when not being repaired, will be stored on the sides of the unit, underneath, in an “out-of-the-way” portion of the stall, or in an area designated. They are not to be left scattered or left loose on the floor.
2. No open engines, transmissions, rear axle 3<sup>rd</sup> member, etc. will be left uncovered when not being repaired.
3. Each technician will be responsible for the return of all shop tools after use. Shop tools, stands, jacks and equipment will be cleaned and returned to designated areas after each use.
4. Large equipment and tools – jacks, transmissions, hoists, welders, jack stands, etc. will remain in their designated areas when not in use.
  - a. Welding cart will be stored in designated area when not in use. Empty and full welding tanks will be stored with caps intact, in “chained” area when not on cart.
  - b. Welding cables, hoses, electrical lines are to be rolled-up or reeled and stored.
5. All air hoses, drop lights, welding cords, etc. will be coiled and stored or reeled when not in use.
6. Assigned work stalls, areas, and workbenches will be kept clean, free of litter and in an orderly condition.
7. Special equipment – brake lathe, drill presses, bench grinders, parts wash vats, band saws, etc. will be cleaned after each use or serviced as required.
8. All transportation vehicles and buses are to be kept in designated parking areas when not in use.
9. Repair orders:
  - a. Upon completion, repair orders will be returned to the shop desk with details of the repairs performed written on the order.
  - b. Any shop consumable materials (differential grease, motor oils, chassis grease, welding rod, etc.) will be included and entered on hard-copy portion of repair order by the technician.
  - c. When more than one technician completes individual repairs on a repair order, the order should be denoted with each technician’s number.
  - d. All repair orders (hard copies) are to be returned to technician’s hard-copy rack when not being utilized or at end of shift.
  - e. All parts will be ordered on parts requisition.

## CISD TRANSPORTATION EMPLOYEE HANDBOOK

10. All warranted parts and materials will be tagged with R/O number, date, vehicle V.I.N. number, unit number, and returned to parts department for disposition.
11. Any area that is kept under lock and key will remain locked except when in actual use.
12. Shop towels will be returned to dirty-towel barrel and picked up from towel storage on an even one for one basis. Technicians should not have more than twenty (20) towels in his possession at any time.
13. Road calls will be made promptly with toolbox and parts as necessary.
14. One ten-minute break may be given at the discretion of the supervisor.

### SHOP AND PREMISE CLEANLINESS:

1. Technicians will clean up stalls upon completion of each job. All damaged, used, and unsalvageable parts will be disposed of upon completion of repairs. Trash, debris, etc. will be disposed of in proper receptacle.
2. All coffee cups, lunch bags, drink cans, etc. will be disposed of in trash receptacles. **NO** glass containers will be allowed in the shop area.
3. All oil and grease drain pans will be dumped immediately upon utilization. Filter cartridges, filter elements, etc. will be removed and disposed of properly. Technician will dump coolant pans immediately. The **ONLY EXCEPTION** is when coolant is to be retained for reuse; it should be covered and stored underneath the vehicle being repaired.
4. Dirty shop towels are not to be left on the shop floor, in buses, or in the bus parking lot. Shop rags will be retained by technicians and returned to dirty-towel barrel.
5. After repairs, all workbenches will be cleaned of all trash, debris, parts, etc.
6. Restrooms and locker rooms will be kept clean and orderly at all times.



# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## SHOP SAFETY REGULATIONS:

1. Goggles and/or protective equipment must be worn when grinding, sanding, welding, or performing any operations creating sparks, dust, dirt or other foreign materials that may cause eye damage or bodily injury.
2. At **no** time will asbestos or asbestos type material be removed by air pressure.  
Example: brake mechanisms, clutch assemblies, etc.
3. All shop aisles and passageways will be kept open at all times.
4. Wooden blocks and bracing will not be used at any time to support frame, front and rear axles, transmissions, suspensions, etc. Supporting and blocking will be supported by jack-stands, transmission jacks, and appropriate air/hydraulic jacks only.
5. Creepers should be stored standing upright when not in use. Creepers are not to be left lying down other than when in actual use.
6. All drop lights, water and air hoses, etc. **WILL BE** rolled up and stored in respective places when not in actual use.
7. No vehicles – bus, trucks, or autos will be operated (driven) with vehicle doors open.
8. Any broken, damaged or worn tools/equipment or hazardous/unsafe conditions should be reported immediately to the shop foreman.
9. The individual(s) involved will clean up all oil, grease, or fluid spills immediately.
10. All injuries, regardless of seriousness, will be reported immediately to your supervisor.
11. All shop employees will be required to use a spotter while driving a vehicle out of the shop.





# SECTION ELEVEN

## Campus Based Bus Operators Policies & Procedures

**Add Grand Oaks Official Logo**



# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## CISD Transportation Coach Section

### 1. Personnel Policy

#### Dress Code:

- Shoes which have both heel and toe closed
- Soles should be slip resistant

#### Use of Tobacco

- Smoking or using tobacco products is prohibited on all District-owned property and at school related or school sanctioned activities on or off campus

#### Drug Free Workplace

- Please see Drug Policy in Appendix of Transportation Handbook

#### Zero Tolerance

- Crossing railroad tracks with malfunctioning lights or arms.
- Leaving a child on the bus unattended at any time.
- Unauthorized use of a school bus.
- Removing a child from the bus without proper authorization.
- Leaving the scene of an accident.
- Testing positive for drugs or alcohol.

#### Cell Phone Usage

- State Law - TRC 545.425 (c). Use of Wireless Communications Device: **An operator may not use a wireless communication device while operating a passenger bus with a minor passenger on the bus unless the passenger bus is stopped.**
- Employees will comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices, including cellular phones.
- Use of cellular telephones while driving a school bus is prohibited.
- Employees will not send or read text messages or emails, dial cell phones, or view any type of electronic devices including GPS type systems and computers while driving.

### 2. Vehicle Operations Policies

#### Vehicle Operation

- Conroe Independent School District buses are to be operated only by the employees authorized by the Transportation Department.

#### Pre-Trip Inspection

- Prior to driving any bus, the operator is required to perform a thorough pre-trip check. As the driver of the bus, you have the ultimate responsibility to ensure that you are operating a safe, mechanically defect free vehicle.
- CDL school bus driver's district policy, department policy, and federal regulations require you to perform a thorough pre-trip inspection each time before you drive a bus.

#### Post-Trip Inspection

- Drivers shall check the inside of bus at the conclusion of every trip. The purpose of this is to discover the presence of sleeping children, seat damage, lost articles, etc.

#### Lights On For Safety

- Anytime the bus engine is running, the clearance light and head lights shall be on. This provides the obvious benefit of increased visibility when the vehicle is operating on the road.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## **No Idle Policy**

- A no idle policy is in effect for all CISD school buses. Drivers shall not idle engines for more than 5 minutes. In addition to the unnecessary fuel consumption and exposing students and fellow co-workers to unnecessary fumes, we must be sensitive to environmental concerns with exhaust emissions.

## **Fueling**

- Under no circumstances is a bus to be left at the fuel island.
- School buses shall not be fueled while passengers are on board.
- Fuel is for District use only. District fuel may not be used for personal vehicles.
- All electrical items must be turned off while fueling the bus.
- Buses may not be swept at the fuel pumps.
- Cellular phones may not be used while fueling.
- After completion of trip please fuel the bus to a full tank.
- You will be assigned a fuel pin through our Training Department. Please contact Norma Fives at 936-709-5986 if you do not have a fuel pin.

## **Mechanical Breakdown Procedures**

- If possible, move your bus off the roadway to prevent an accident.
- Set the parking brake.
- Turn ignition switch to auxiliary to maintain communications.
- Activate the emergency hazard flashers and place triangle reflectors in recommended positions if conditions warrant.
- Notify base by radio or phone of your situation and if you have passengers aboard.
- Keep students on the bus. Their safety is the highest priority. If safety conditions warrant, evacuate the bus. Give precise instructions where students should relocate if evacuated.
- Upon arrival, the relief bus should stop in line with and as close as possible to the rear of disabled bus. Think Safety
- Drivers of both buses shall stand at their doors and monitor the students as they change buses.
- The driver of the disabled bus should walk the bus to ensure all students and their belongings are off the bus.

## **Weight Stations**

- If you are traveling on an Interstate when approaching an active weight station you must enter. Normally you will have a green arrow to proceed thru and enter back onto Interstate. Red X you would need to pull into bay area.

## **Toll Road Policy**

- It is the responsibility of the trip sponsor to pay tolls if they are specifically requesting the use of the toll road. The cost of toll on the toll roads (i.e. Sam Houston) is 1.75 + per section. Always check with sponsor before leaving the campus if the toll road is to be used to ensure they have toll monies.

## **3. Railroad Crossings**

- Conroe ISD Policy, all CISD buses must follow state law, which requires every school bus (whether transporting students or not) stop before crossing a train track.
- State Law: TRC 545.2535. School Buses to Stop at All Railroad Grade Crossings (See Pages 76-78 of Transportation Handbook)

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## 4. Bus Evacuations

- Occasionally, prevailing conditions will warrant the evacuation of students from a school bus. When the driver deems evacuation necessary, you should follow the procedure outlined in the Certification Course handbook, to prevent havoc and to minimize a dangerous situation.

### Three Basic Types of Evacuations:

- **Front Door:** Everyone evacuates the bus in an orderly manner through the front door to a designated leader assigned by the driver. The driver will physically check the bus after all students have exited for any passengers left on the bus.
- **Rear Door:** Everyone evacuates the bus in an orderly manner through the back of the bus to a designated place by a designated leader assigned by the driver. Two students need to be assigned to aid the students in getting out of the back door. They should be picked beforehand and told what their duties will consist of.
- **Front and Rear Door:** Half of the students (first six rows of seats) will evacuate out of the front of the bus and half of the students (last six rows of seats) will evacuate out the back of the bus.

### Alternate Emergency Evacuation Exit:

- This would be a situation where the front and rear doors were blocked or unsafe to go through. The students would need to evacuate from the emergency window or escape hatches.
- This would only occur if there were a major accident. The students would need assistance from you and persons on the scene. Although this is unlikely to occur, this is why you need to know where all your emergency exits are and how they operate.

## 5. Accident Procedures

- In the event that you are involved in an accident, follow these guidelines
  - a. Stay Calm
  - b. Immediately secure the bus (take out of gear – neutral, pull parking brake, turn off engine).
  - c. Access the situation. Do you have any injured students? Is there damage to the bus? Is there a potential danger of fire or other danger that may require you to evacuate the bus immediately?
  - d. Radio or call emergency contact numbers or personnel.
  - e. Wait for law officials to get to the scene.
  - f. Do not release any students off the bus unless an authorized police officer gives their permission to do so.
  - g. The officer will get a seating chart of where the students were seated.
  - h. Never leave the scene of an accident even if the other person says “it’s not bad or its ok just go ahead and go”.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## 6. Driving Record Evaluation

- The Texas Transportation Code and the Texas Education Code requires a driver record evaluation using DPS standards for all school bus drivers prior to employment and at least annually after employment. In accordance with statutory responsibility, the following standards have been established by the Texas Department of Public Safety as minimum requirements to be met by each person seeking to be employed or to drive any motor vehicle for transportation of students.
- An applicant for employment as a commercial motor vehicle driver must disclose to the employer any violations of motor vehicle laws or ordinances (other than violations involving only parking) for which the applicant was convicted or forfeited bond or collateral during the 3 years preceding the date of application plus any serious violations of which the applicant was convicted during the 10 years preceding the date of application. In addition, the applicant must disclose to the employer any suspension, revocation, or cancellation of driving privileges that resulted from conviction.
- The driver license record of each school bus driver applicant shall be reviewed prior to employment using the penalty system, with penalty points assessed for those entries that appear in the applicable tables for traffic law violations and crash involvements. Any person who has accumulated 10 or more penalty shall be considered ineligible to transport pupils until such time as he or she requalifies. To requalify, sufficient time must have elapsed such that penalty points are no longer assessed for some violations or crashes, bringing the total penalty points below 10.

**In determining a person's eligibility to drive a school bus, the standards are giving in the penalty points tables shall apply in assessing penalty points for convictions of traffic law violations and crash involvement appearing on his or her current driving record.**

### It's the Law!

- **TRC 521.022 – Restrictions on Operators of Certain School Buses**
- **TRC 522.064 – Notification of Previous Employment and Offenses**
- **TRC 522.063 – Notification of Disqualification**

## 7. Certification and Training

- **Certification**
  - Persons hired to drive or maintain a school bus must be enrolled in or have passed a State Approved Driver Training Course (Region 6 Texas Bus Driver Course).
  - Persons hired to driver or maintain a school bus must pass the Local School Bus Driver Training Course (Conroe ISD).
  - Persons hired to drive or maintain a school bus must pass a DOT Physical each school year.
- **Two Types of Certification**
  - **Emergency Certification:** This permit is issued to new drivers and is good for six months. New drivers must complete the full Certification course before they will be allowed to drive the next school year.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

- **Full Certification:** The full Certification course is offered periodically by the school district. This course runs for twenty (20) hours. Certification cards are good for three (3) years after which time an eight (8) hour refresher course must be taken. Region 6 offers an on-line recertification course. Once the refresher is completed, the drivers certification is extended for an additional three (3) years.

## **TRAINING FOR ALL CISD COACHES WHO DO NOT HAVE A CLASS B CDL:**

Step 1: Contact the Transportation Training Department and be prepared to provide the following documents.

- a. Copy of your Texas Driver's License (We must run a Motor Vehicle Record check)
- b. Dept. of Transportation (DOT) Physical (Needed to qualify to obtain a CDL)
- c. Drug Screen\*\*
- d. Employee ID#
- e. Campus Location
- f. Email Address

\* Needed to qualify to obtain a Class B permit

\*\* Please see the Transportation Training Department on instructions for obtaining DOT Physical and Drug Screen.

Step 2: Pick up a Commercial Vehicle Drivers Handbook at  
Department of Public Safety Conroe Office  
#2 Hilbig Street  
Conroe, Texas 77301

Or online at

<http://www.txdps.state.tx.us/internetforms/Forms/DL-7C.pdf>

Complete the Commercial Driver License application.

<http://www.txdps.state.tx.us/InternetForms/Forms/CDL-1.pdf>

Complete the Certification of Medical Exemption form.

<http://dps.texas.gov/internetforms/Forms/CDL-10.pdf>

Study Chapters

1-5 & 10-14

Step 3: Go to DPS and complete the 6 written Test:

- Permit Test
- Passenger Test
- Pre-Trip Test
- Air Brake Test\*
- School Bus Test
- General Knowledge

You will be required to take the Permit Test first and wait 24 hours before you may complete the remaining written tests.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

All written test must be completed before behind the wheel training with our department.

An online tutorial is available at [safepupil.com](http://safepupil.com) to assist with the written tests or contact our office and we can assist you.

Step 4: After completing all written test, contact the Transportation Training department to begin your behind the wheel training. The approximate training time is 20 hours.

Upon the completion of training we will schedule your DPS road test.

Step 5: After completing the DPS road test you will need to provide a copy of your new license with the school bus and passenger endorsements.

## **TRAINING FOR ALL NEW COACHES WHO HAVE THEIR CLASS B CDL:**

Step 1: Provide the following documents to the Conroe ISD Training Department:

- a. Copy of Texas Driver's License
- b. Current DOT Physical
- c. Current State Certification Card
- d. Employee ID#
- e. Campus Location
- f. E-mail address.

Step 2: You will need an authorization form for a DOT drug screen, you may contact our office and we will provide this form for you. At that time we can schedule your behind the wheel training which is up to 10 hours.

### **WHAT'S IN YOUR WALLET? ALL COACHES AND CONROE ISD DRIVERS**

The state requires that all school bus operators carry the documents listed below at all times. At any given time you may be asked to provide these documents by staff members.

1. State Certification Card
2. Driver's License
3. Physical Card

#### *Texas Administrative Code*

*14.11 - School Bus Driver Employment Qualifications*

*14.12 - Medical Qualifications*

*14.32 - School Bus Driver Safety Training Program*

*14.35 - School Bus Driver Certification*

If you have any questions concerning these laws or regulations, a copy of the Texas Transportation Code will be given upon request.

## CISD TRANSPORTATION EMPLOYEE HANDBOOK

### 8. Safepupil – **Confirm with Peggy on if this will continue for this year.**

- All school bus drivers are required to have ongoing mandatory training. Safepupil is designed specifically for our Conroe ISD coaches for your convenience. Conroe ISD pays a set dollar amount for each coach for this service. Each school year you will be required to complete this training. The assignments will be sent thru your Conroe ISD email. Once the assignment has been sent to you, there will be a date provided that you must complete the assignment; also you will need to make a grade of 80 or above.
- Safepupil generates a report to our Transportation Department on a weekly and monthly basis. The completed assignments are sent weekly and the incomplete assignment report goes out monthly. All completed assignments go into your master file showing you are meeting the required training. All incomplete records will be sent to Danny Long your Athletic Director.

(PLEASE SEE BELOW FOR INSTRUCTION ON SIGNING INTO SAFEPUPIL)

[www.safepupil.com](http://www.safepupil.com)

- Client list
- Conroe ISD
- Conroe ISD training website
- Training center
- Username
- Password
- Go to classroom
- Click on assignment due
- Complete
- Take quiz

If you have trouble with safepupil please contact Stacy Franklin at  
1-877-792-3866 Ext. 107





# SECTION TWELVE

## Alcohol and Controlled Substance Policy



# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## CONROE INDEPENDENT SCHOOL DISTRICT ALCOHOL AND CONTROLLED SUBSTANCE POLICY FOR EMPLOYEES WITH COMMERCIAL DRIVER'S LICENSE

### I. PURPOSE

- A. The purpose of this policy is to comply with all applicable federal regulations adopted by the Federal Highway Administration (FHWA) of the U.S. Department of Transportation. The FHWA has enacted 49 CFR Parts 382, 391, 392, and 395 as amended in the Federal Register. These regulations mandate urine drug testing and breath alcohol testing for all employees who are required to obtain a commercial driver's license (CDL). The regulations also prohibit the driving of commercial motor vehicles (CMV) when there is a positive test result.
- B. The public expects services provided by employees of Conroe ISD to be delivered in the safest and most conscientious manner possible. Involvement with drugs and alcohol can adversely affect job performance, employees and student safety. The presence of drugs or alcohol on the job and the influence of these substances on employees during working hours are inconsistent with Conroe ISD's objective to maintain a drug and alcohol-free workplace.

### II. POLICY

- A. The Training Supervisor (or Designee) is the person assigned by the District to answer questions from employees, supervisors or managers about the policy and the District's implementation of the FHWA regulations.
- B. To further our commitment of maintaining a drug and alcohol-free workplace in order to provide a safe work environment for employees and safe delivery of the students of Conroe ISD, it is our policy to:
  1. Ensure that employees who operate commercial motor vehicles or multi-purpose vehicles or are in a safety sensitive position are not impaired in their ability to perform their work in a safe and productive manner;
  2. Conduct controlled substance and alcohol testing as required by FHWA regulations; and
  3. Encourage employees to seek professional assistance any time alcohol or drug use adversely affects their ability to perform their work assignments.

### III. COVERED EMPLOYEES

- A. This policy applies to all employees who operate a commercial motor vehicle (defined below) or a multi-purpose vehicle (defined below) to carry out their job duties for Conroe Independent School District (CISD) or who are required as a condition of employment to possess and maintain a commercial driver's license (CDL). Participation in the District's CDL Alcohol and Controlled Substance Testing Program is required for these employees and is considered to be a condition of employment.
- B. A "commercial motor vehicle" is a vehicle that:
  1. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
  2. Has a gross vehicle weight rating of 26,001 or more pounds; or
  3. Is designed to transport sixteen (16) or more passengers, including the driver; or
  4. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations.
- C. A "multi-purpose vehicle" is a vehicle that is used to transport passengers and designed to accommodate 10 or fewer passengers, including the operator.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## IV. SAFETY-SENSITIVE FUNCTIONS

- A. The FHWA alcohol and controlled substance regulations apply to employees when performing safety-sensitive functions.
- B. For this purpose of this policy, the term “safety-sensitive function” shall mean any of the “on- duty” functions described in the 49 CFR and as follows:
  - 1. All time waiting to be dispatched. This includes any “on-call” time.
  - 2. All time inspecting, servicing, or conditioning any commercial motor vehicle or multi-purpose vehicle.
  - 3. All driving time as defined by the regulations.
  - 4. All other time spent in or on any commercial motor vehicle or multi-purpose vehicle.
  - 5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading of students.
  - 6. All time spent dealing with a commercial motor vehicle accident or multi-purpose vehicle accident.
  - 7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
  - 8. All time spent providing a breath or urine specimen, including travel time to and from the collection site, in order to comply with the random, reasonable suspicion, post-accident, or follow-up testing required by this policy when directed by the District.
  - 9. Performing any other work in the capacity of, or in the employ or service of, a common, contract, or private carrier.
  - 10. Performing any compensated work for a non-motor carrier entity.

## V. PROHIBITED CONDUCT

- A. Prohibited conduct addressed by this policy includes the following:
  - 1. No employee shall report for duty or remain on duty requiring a performance of safety-sensitive functions while being under the influence of drugs or alcohol.
  - 2. No employee shall use alcohol while performing safety-sensitive functions. This includes lunch periods, breaks, or when an employee is scheduled to return to work.
  - 3. When involved in an accident that requires a post-accident alcohol test, an employee shall not use alcohol within eight (8) hours of the accident or prior to submitting for the post-accident test, whichever comes first.
  - 4. No employee shall refuse to submit to a post-accident alcohol or controlled substances test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substances test. The District will not permit an employee who refuses to submit to such tests to perform or continue safety-sensitive functions. The employee who refuses to comply with the testing policy will be subject to termination procedures.
  - 5. No employee shall perform a safety-sensitive function when the employee uses any controlled substances, except when prescribed by a physician who has determined that the substance will not adversely affect the employee's ability to safely operate a commercial motor vehicle, a multi-purpose vehicle and/or a safety sensitive position. The District may require an employee to inform the District of any therapeutic drug use.
  - 6. No employee shall report for duty, remain on duty, or perform safety-sensitive functions if the employee tests positive for controlled substances.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## VI. PROHIBITED SUBSTANCES

- A. Prohibited substances addressed by this policy include the following:
1. Illegally used or controlled substances or drugs
  2. Drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs.
  3. Legal drugs
  4. The appropriate use of legally prescribed drugs or non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected shall be reported to supervisory personnel, and medical advice should be sought, as appropriate, before performing work-related duties. The misuse or abuse of legal drugs while performing District business is prohibited.

## VII. TESTING FACILITY AND PROCEDURES

- A. The District will use the services of the Forward Edge, Inc. - One Source Toxicology. The Medical Review Officer (MRO) will be obtained according to the District's contract with the Forward Edge, Inc. - One Source Toxicology on Alcoholism and Drug Abuse, Inc. The MRO will have no official association with the District.
- B. Testing shall be conducted in a manner to assure a high degree of confidentiality, accuracy, and reliability. All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40 as amended.
- C. The controlled substances tested for are:
1. marijuana metabolites/THC,
  2. cocaine metabolites,
  3. opiates including codeine, heroin, (6-AM) morphine
  4. amphetamines including methamphetamine MDMA, and
  5. Phencyclidine (PCP).

## VIII. PAYMENT FOR TESTING

- A. The District shall be responsible for the payment of the following:
1. Random selection program costs
  2. DOT urine drug screen collection and testing for employment, post-accident, random, and reasonable suspicion tests costs
  3. DOT alcohol Breathalyzer test for post-accident, random, and reasonable suspicion test costs
  4. Mandatory supervisor and employee training
- B. The employee will be responsible for the payment of all other tests and services not specified above.

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## IX. RECORD RETENTION

- A. The Medical Review Officer (MRO) will serve as the sole custodian of individual test results and will retain the individual test results for a minimum of five years.
- B. The District will retain in its personnel files information that will indicate only the following:
  1. Name of the employee;
  2. Date of the test.
  3. Location of the test;
  4. Type of test conducted (random, post-accident, pre-duty, reasonable suspicion, or employee requested);
  5. Identity of the person or entity conducting the test; and
  6. Test findings either as positive or negative, and if positive, the identity of the controlled substances.

## X. ALCOHOL AND CONTROLLED SUBSTANCE TESTING

- A. An employee is subject to Federal Highway Administration mandatory testing for alcohol and controlled substances under the following circumstances:

### 1. Pre-Employment Testing

- An applicant for a safety-sensitive function must be tested for alcohol and controlled substances before the first time the employee performs any safety-sensitive function for the District.
- All applicants who have been tendered an offer of employment to a safety-sensitive, shall undergo a pre-employment drug test.
- Testing will also be required when current employees transfer to safety-sensitive position.
- The District will not allow an applicant or employee to perform a safety-sensitive function without a DOT or Non-DOT controlled substance test result from the MRO indicating a verified negative test.
- Any individual who refuses to submit to a controlled substance or alcohol test or who tests positive for a controlled substance shall be deemed medically unqualified and shall not be eligible for employment with the District.
- The District will notify an applicant of the results of alcohol and/or controlled substance tests provided that the applicant requests the test results within sixty 60 days of employment notification by the District.

### 2. Post-Accident Testing

- An employee must be tested for alcohol and controlled substances as soon as practicable following an accident involving a commercial motor vehicle or multi-purpose vehicle, if
  1. The employee was performing a safety-sensitive function with respect to the vehicle, and the accident resulted in the loss of a human life (whether or not the employee caused the accident); or

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

2. The employee receives a citation under state or local law for a moving violation arising out of the accident or a vehicle is towed.
  3. A person is transported to a medical facility.
- An employee who is involved in an accident or violation must refrain from alcohol use for either eight (8) hours following an accident or until the employee undergoes a post-accident alcohol test.
  - Following an accident or violation.
    1. An employee will be tested for alcohol within Eight (8) hours of an accident or violation. If an alcohol test is not accomplished within Eight (8) hours of an accident or violation, then a written record shall be prepared and maintained in the personnel files stating the reasons the alcohol test was not promptly administered.
    2. If the alcohol test has not been accomplished within eight (8) hours following notification, the District shall stop its attempt to administer the alcohol test. The District shall prepare and maintain in the personnel file a written record stating the reasons the alcohol test was not promptly administered.
    3. An employee will be tested for a controlled substance within thirty-two (32) hours. If a post-accident controlled substance test is not administered within thirty-two (32) hours following an accident, the District shall prepare and maintain a written record in the personnel file stating the reasons the test was not promptly administered.
  - An employee who is subject to post-accident testing shall remain readily available for such testing. If the employee is not readily available, the employee may be deemed by the District to have refused to submit to testing. Nothing in this policy shall be construed to require the delay of necessary medical attention for injured persons following an accident to or prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.
  - The District can use post-accident test results conducted by federal, state, or local officials as meeting the requirements of this section under the following conditions:
    1. The official must have independent authority to conduct the tests.
    2. The test must conform to federal, state, or local requirements.
    3. Alcohol tests require blood or breath samples.
    4. Controlled substance tests require a urine sample.

### 3. Random Drug Testing

- All district employees with a CDL and all other employees who transport students to carry out their job duties will be subject to random, unannounced alcohol and controlled substance testing. The tests will not be announced in advance and will be spread reasonably throughout the year. The selection process used shall be that which is utilized by a contracted third party tester. Employees will be tested on the day notified. A minimum of 15% of the employees will be tested annually for alcohol, and a minimum of 30% of the employees will be tested annually for controlled substances.

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- The FHWA will increase or decrease the minimum annual percentage rate for alcohol testing based on the reported violation rate for the entire industry. Annually, the FHWA will publish in the Federal Register the minimum annual percentage rate for random alcohol testing for employees. The new minimum annual percentage rate for random alcohol testing will be applicable beginning January 1 of the calendar year following the publication.
- Employees will only be tested randomly for alcohol when they are performing safety-sensitive functions, immediately prior to, or after performing safety-sensitive functions.
- After an employee has been randomly selected for a test, the employee must immediately proceed to the testing site upon notification of being selected.
- If an employee who has been randomly selected for a test is on vacation or other pre-approved form of leave, then another employee will be selected as an alternate. The alternate will then be subject to the random test process on that day. It is also the option of the District to keep the original selection confidential until the employee returns to duty.

## 4. Reasonable Suspicion Testing

- When a trained supervisor, manager, or other District official observes behavior, appearance, speech, or body odors of an employee that are characterized of alcohol and/or controlled substances abuse, including indication of chronic and withdrawal effects of controlled substances, the department will notify the Designated Representative. The Designated Representative will contact the Forward Edge, Inc. - One Source Toxicology for testing. Testing is done only if the observations are made during, just before, or just after the period of the work day the employee is required to be in compliance.
- Once an employee has been notified that a reasonable suspicion test will be conducted, it must take place within two (2) hours of the notification. If the test is not accomplished within two (2) hours, a written record shall be prepared and maintained in the personnel file stating the reasons the alcohol test was not promptly administered. If the test has not been accomplished within eight (8) hours following notification, the District shall stop its attempt to administer the test and prepare and maintain in the personnel file a written record of the reasons the alcohol test was not promptly administered.
- An **Observed Behavior--Reasonable Cause Record** shall be made of the observations leading to an alcohol or controlled substance reasonable suspicion test and signed by the supervisor or District official who made the observations. The record shall be made within twenty-four (24) hours of the observed behavior or before the results of the controlled substances test are released, whichever is first.

## 2. Employee Requested Testing

- Any employee, who questions the results of a required drug test under this policy, may request that an additional test be conducted. This test must be conducted at a different testing laboratory which is certified by the Department of Health and Human Services (DHHS). The test must be conducted on the split sample that was provided at the same time as the original sample. The cost of the second test shall be

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

- paid by the employee, unless the second test invalidates the original test.
- The employee's request for a split sample test must be made to the MRO within seventy-two (72) hours of notice of the initial test result. Requests after seventy-two (72) hours will only be accepted if the delay was due to documented facts that were beyond the control of the employee.

## **XI. SUPERVISORY RESPONSIBILITY**

- A. The District is dedicated to assuring fair and equitable application of this alcohol and controlled substance abuse policy. Therefore, supervisors or managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor or manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action up to and including termination.
- B. Supervisors or managers must not permit an employee to perform safety-sensitive functions if they have actual knowledge that the employee
  - 1. Has any blood alcohol concentration; or
  - 2. Has alcohol in their possession; or
  - 3. Is using alcohol on the job; or
  - 4. Has used alcohol within the past four hours; or
  - 5. Refused to submit to an alcohol or drug test required by this policy; or
  - 6. Has used a controlled substance; or
  - 7. Tested positive for controlled substances.

## **XII. TRAINING**

- A. The District shall ensure that persons designated to determine whether reasonable suspicion exists to require an employee to undergo testing receive at least sixty (60) minutes of training on alcohol misuse and receive at least an additional sixty (60) minutes of training on controlled substances use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

Supervisors will also receive training on the policy and procedures regarding the District's policy and the FHWA regulations.

- B. Employees will receive training that will cover the District policy, testing procedures, and the federal regulations. Employees will also receive a copy of the District's policy at the training session.

## **XIII. REFERRAL, EVALUATION, AND TREATMENT**

The employer must provide you with a list of acceptable SAP's from which to choose from to begin their compliance with FHWA.

## **XIV. OTHER ALCOHOL-RELATED CONDUCT**

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All employees tested under the provisions of the policy that is found to have an alcohol concentration of any level shall not perform or continue to perform safety-sensitive functions for the District, including driving a commercial motor vehicle or multi-purpose vehicle.

## **XV. REFUSAL TO SUBMIT TO A REQUIRED ALCOHOL OR CONTROLLED SUBSTANCES TEST**

- A. No employee shall refuse to submit to a post-accident, random, or reasonable suspicion or follow-up alcohol or controlled substances test. The District will not permit an employee who refuses to submit to such tests to perform or continue to perform safety-sensitive functions.
- B. Refusal to submit means that an employee
  - 1. Fails to provide adequate breath for testing without a valid medical explanation after the employee has received notice of the requirement for breath testing in accordance with the policy; or
  - 2. Fails to provide adequate urine for testing without a valid medical explanation after the employee has received notice of the requirement for urine testing in accordance with the policy; or
  - 3. Engages in conduct that clearly obstructs the testing process.
- C. Failure to report or refusing to submit to a test shall be treated as a positive test result.

## **XVI. CONSEQUENCES**

A positive test result or refusal requires the driver to be immediately removed from their job duties.

The impact of testing positive or refusing to test can be devastating for a driver and his or her family. It often results in extended periods of unemployment and being unable to find new employment.

Conroe ISD is a Zero Tolerance drug and alcohol district. A positive drug or alcohol test will result in immediate termination.

## **XVII. REMOVAL FROM SAFETY-SENSITIVE FUNCTION**

- A. No employee shall perform safety-sensitive functions, including driving a commercial motor vehicle or multi-purpose vehicle, if the employee has engaged in conduct prohibited by this policy or an alcohol or controlled substances rule of another Department of Transportation (DOT) agency.
- B. The District will not permit any employee to perform safety-sensitive functions, including driving a commercial motor vehicle or multi-purpose vehicle, if the District has determined that the employee has violated this policy.

## **XVIII. RELEASE OF TESTING INFORMATION BY PREVIOUS EMPLOYERS**

- A. The District may obtain an employee's written consent, any of the information concerning

## CISD TRANSPORTATION EMPLOYEE HANDBOOK

the employee that is maintained pursuant to Subpart D -handling of Test Results, Record Retention and Confidentiality - of the Federal Regulations, by the employee's previous employers. The requested information must be obtained from the official records of the previous employers.

- B. The District shall obtain, pursuant to an employee's consent, information on the employee's alcohol tests with a concentration result of any level, positive controlled substances test results, and refusals to be tested, within the previous two (2) years.
- C. The information must be obtained and reviewed by the District no later than fourteen (14) calendar days after the first time an employee performs safety-sensitive functions. The District will not permit an employee to perform safety-sensitive functions after fourteen (14) calendar days without obtaining the information.
- D. The District may obtain from any previous employer the information related to that person's participation in an alcohol and controlled substance testing program. The District will obtain written permission from the individual employee to acquire this information. The District may obtain the information from the previous employer via personal interview, telephone interview, letter, facsimile, or other method as long as measures are taken to ensure confidentiality.

The District will maintain written confidential record with respect to each of the past employers contacted.

- E. The District will obtain and review the information listed below from any previous employer where the individual performed safety-sensitive functions for in the previous two (2) years. The District must request and review this information within fourteen (14) days after the person first performs a safety-sensitive function. The information will include:
  - 1. The individual's breath alcohol tests that indicated concentration of any level; and
  - 2. Positive controlled substance tests; and
  - 3. Any refusals to submit to a required alcohol or controlled substance test.
- F. The District will not employ any individual to perform safety-sensitive functions if the District obtains information indicating that the person has tested positive for controlled substances, has tested positive for breath alcohol concentration, or refused to test.
- G. Any other release of information is only released with the employee's consent. If an employee initiates a grievance, hearing, lawsuit, or other action as a result of a violation of these rules, the employer may release relevant information to the decision maker.

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## MEDICATION DISCLOSURE REPORT

Date: \_\_\_\_\_

I, the undersigned employee, on the date noted above, disclose that I am taking the following medication (s) that may impair my ability to work. I am making this disclosure in order to comply with Conroe ISD's Alcohol & Controlled Substance Policy. I also understand that this disclosure will be maintained in confidence by my supervisor and the Human Resource office, and only be used in the administration of the policy.

|                     |                               |       |
|---------------------|-------------------------------|-------|
| <b>Medications:</b> | <b>Received by:</b>           | _____ |
| _____               | <b>Supervisor:</b>            | _____ |
| _____               | <b>Human Resource Office:</b> | _____ |
| _____               | <b>Employee Signature:</b>    | _____ |
| _____               |                               |       |
| _____               |                               |       |

## ORDER TO TEST

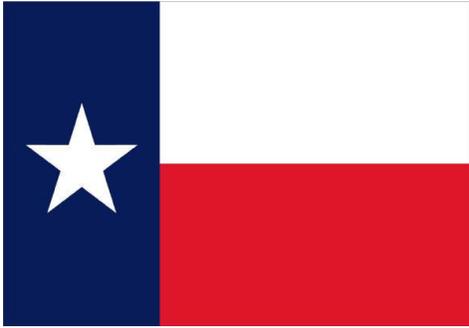
This is your order to report for testing under the Conroe ISD Transportation Alcohol & Controlled Substance Policy. You are to report to the testing site without delay. The testing site is:

\_\_\_\_\_

This order will be forwarded to the Designated Employee Representative office for control and policy follow-up. If you have any questions concerning this order to test, you may inquire after having completed the testing.

I, the undersigned employee, understand the order that I have been given by copy of this memorandum and I also understand that failure to report without delay to the testing site will be treated the same as if I had tested positive.

|  |                              |
|--|------------------------------|
| _____  | _____                        |
| Signature of Employee                                | Date of Order                |
| _____  | _____                        |
| Signature of Ordering Supervisor                     | Date & Time of Order to Test |
| Form received by Designated Employee Representative: | _____                        |
|  | Date & Time                  |



# **SECTION THIRTEEN**

## **School Bus Driver Qualifications & Certifications**

### **Driving Record Evaluation**



# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## SCHOOL BUS DRIVER QUALIFICATION/CERTIFICATION

Step 1 Each person who is certified to drive a school bus shall annually undergo a physical examination by an appropriate health professional designated and paid for by the employee to provide evidence of his/her physical and mental capabilities to operate a school bus safely.

Step 2 Upon recommendation for employment, a drug test by urinalysis and/or blood test to detect the usage of controlled substances is required of each employee. These are paid for by the District as defined in the Texas Controlled Substance Act, Section 483.00 et seq. of the Texas health and safety code. These tests are required of each person who is required to have a Commercial Driver's License (CDL), a police officer, a school bus driver, or those who are responsible for the maintenance of buses.

Any person who is required to have a Commercial Driver's License (CDL) and who is certified to drive or maintain a bus or serve as a police officer may be required to undergo a drug and/or alcohol test by urinalysis, or alcohol screening device as designated and paid for by the District (1) at any time if the person's supervisor determines that reasonable suspicion exists to believe the person has used or been under the influence of a controlled substance, dangerous drug, alcohol, or other drug influencing the person's ability to perform his or her assignment; (2) post-accident; (3) on a random basis; (4) return-to-duty; or (5) follow-up.

Persons testing positive for the use of a controlled substance, a dangerous drug, alcohol or other drugs will not be hired nor assigned to operate or maintain a school bus. Staff members who test positive shall be subject to disciplinary action up to and including termination.

The confidentiality of all test results shall be strictly maintained with only those persons having a need-to-know being informed of the results.

Step 3 Persons hired to drive or maintain a school bus shall possess a valid Commercial Driver's License (CDL), Class A or Class B, **with a P and S endorsement** issued by the Texas Department of Public Safety, endorsed to legally operate a public school bus.

Step 4 Persons hired to drive or maintain a school bus shall have, under the guideline of the school bus driver's penalty point system, an acceptable motor vehicle record with the Texas Department of Public Safety or its counterparts in other states. This record must be checked annually. **After the initial check by this school district, drivers are responsible for notifying the Director of Transportation of any violation involvement that alters their motor vehicle record.** Additional driver's license checks may be performed at the discretion of the Director.

Step 5 Persons hired to drive or maintain a school bus must be enrolled in or have passed a state Approved Bus Driver Training Course (Texas Bus Driver Certification\*).

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Step 6 Persons hired to drive or maintain a school bus must pass the local School Bus Driver Training Course.

Step 7 Persons hired to drive or maintain a school bus shall attend the local in-service workshop each summer.

Step 8 Persons hired to drive or maintain a school bus must be at least twenty-one (21) years of age.

Step 9 **Drivers are required to have in their possession, their CDL, CISD Transportation ID, physical card, and State Certification Card when reporting to work and while driving a school bus.**

**There are two types of Certification:**

**1. Emergency Certification**

This permit is issued to new drivers and is good for six months. New drivers must complete the full certification course before they will be allowed to drive the next school year.

**2. Full Certification**

The full certification course is offered periodically by the school district. This course runs for twenty (20) hours. Certification cards are good for three (3) years after which time an eight (8) hour refresher course must be taken. Once the refresher course is completed, the driver's certification is extended for an additional three (3) years.

## **SCHOOL BUS OPERATOR DRIVING RECORD EVALUATION**

The provisions of the Texas Transportation Code Annotated 521.022 (Vernon's 1996) and the Texas Education Code Annotated 34.007 (Vernon's 1996) require that a driver record check be made with the Texas Department of Public Safety (DPS) on all school bus drivers prior to employment. Their driving records must be acceptable according to standards developed by the DPS. In accordance with this statutory responsibility, the following standards have been established by the Texas Department of Public Safety rule (Title 37, Texas Administrative Code, 14.14) as *minimum* requirements to be met by each person seeking to be employed or to remain employed as a school bus driver to drive any motor vehicle while in use as a school bus for the transportation of pupils:

1. The driver's license record of each school bus driver shall be evaluated *at least annually*, with penalty points assessed for those entries which appear in the accompanying tables' traffic law violations and accident involvements. Any person who has accumulated ten (10) or more penalty points shall be considered ineligible to transport pupils until such time as he/she may become qualified.
2. An applicant for employment as a commercial motor vehicle driver must disclose to the employer any violations or motor vehicle laws or ordinances (other than violations involving only parking) of which the applicant was convicted or forfeited bond or

## CISD TRANSPORTATION EMPLOYEE HANDBOOK

collateral during the three (3) years preceding the date the application is submitted and any serious traffic violations of which the applicant was convicted during the ten (10) years preceding the date the application is submitted, as well as any suspension, revocation, or cancellation of any driving privilege that resulted from the conviction. For verification purposes, it is strongly recommended that driving records be secured for *all new* applicants that have held an out-of-state driver's license within the past seven (7) years. These records should include all convictions which would result in mandatory suspension of a driver's license in Texas (see Table IV and V for a complete listing of entries).

In determining a person's eligibility to drive a school bus, the following standards shall apply in assessing penalty points for convictions of traffic law violations and accident involvements appearing on his/her current driving record:

1. Convictions for violations included in Table I shall be assessed one (1) penalty point for each occurrence if the date of the violation is within three (3) years of the date of the driving record evaluation.

Accident involvement included in Table II shall be assessed two (2) penalty points if the date of occurrence is within three (3) years of the date of the driving date evaluation. Persons disqualified because of penalty points assessed for accident involvement shall be notified of their rights to a review (see Table II for the review procedures).

2. Convictions for violations included in Table III shall be assessed three (3) penalty points for each occurrence if the date of the violation is within three (3) years of the date of the driving record evaluation.
3. Convictions for violations included in Table IV shall be assessed ten (10) penalty points for each occurrence if the date of the violation is within ten (10) years of the date of the driving record evaluation.
4. Convictions for violations included in Table V shall be assessed ten (10) penalty points for each occurrence if the date of the violation is within ten (10) years of the date of the driving record evaluation.

The assessment of penalty points is not required for any entry, which does not appear in the alphabetized table listing. However, any entry which is deemed comparable to one appearing in these tables should be assessed an equivalent number of penalty points.



A copy of the Texas DPS School Bus Driver's Driving Record Evaluation Tables can be found at

<https://www.txdps.state.tx.us/internetforms/Forms/SBT-12.pdf>

***For assistance in determining driver eligibility, please contact the Texas Department of Public Safety School Transportation Unit at (512) 424-5732.***



# APPENDIX

## Forms



# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## CISD TRANSPORTATION DEPARTMENT PRE-TRIP & POST-TRIP INSPECTION FORM

Date \_\_\_\_\_ To \_\_\_\_\_ Start Mileage \_\_\_\_\_

Driver \_\_\_\_\_ Cab Number \_\_\_\_\_

Place a left slash in box for a.m. ( \ ), a right slash for p.m. ( / ), and circle slashes for mid-day.

|  | M | TU | W | TH | F | S | S |
|--|---|----|---|----|---|---|---|
| <b>Check each of the following before starting the engine</b>  |   |    |   |    |   |   |   |
| Fresh fluid leaks on ground  |   |    |   |    |   |   |   |
| Open hood from the front and make sure hood is in secure holding position  |   |    |   |    |   |   |   |
| Under hood: oil, water, power steering, belts, hoses, and cotter pins  |   |    |   |    |   |   |   |
| Shocks, leaf springs, brake hose and chambers  |   |    |   |    |   |   |   |
| Front tires 4/32 no recaps, seal leaks, lugs, and flats  |   |    |   |    |   |   |   |
| Check for vandalism  |   |    |   |    |   |   |   |
| <b>When entering the vehicle check these things</b>  |   |    |   |    |   |   |   |
| Door opens and closes easily, handrail, mat and step secure  |   |    |   |    |   |   |   |
| Fire extinguisher, triangles, body fluid kit, and first aid equipment and secure   |   |    |   |    |   |   |   |
| Insurance papers, vehicle registration, oil and inspection sticker   |   |    |   |    |   |   |   |
| <b>Air Brake Test (before a.m., mid-day, and p.m. brake test must be done )</b>  |   |    |   |    |   |   |   |
| Turn key on -- let build to cut off at about 118-120 psi   |   |    |   |    |   |   |   |
| Turn key off and time one minute, should not lose more than two psi  |   |    |   |    |   |   |   |
| Hold brake for one minute, should not lose more than three psi   |   |    |   |    |   |   |   |
| Warn sys- release brake, pump down, light and buzzer at 60 psi   |   |    |   |    |   |   |   |
| Spring brake will pop out between 40 psi and 20 psi  |   |    |   |    |   |   |   |
| Rate of buildup (high idle) 85 psi to 100 psi in 45 seconds or less  |   |    |   |    |   |   |   |
| Park brake holding, bus in drive, press <i>lightly</i> on accelerator then in reverse  |   |    |   |    |   |   |   |
| <b>Check each of the following items after starting the engine</b>   |   |    |   |    |   |   |   |
| All gauges: temperature, oil, voltage, and air pressure<br>after starting the engine, and back up alarm  |   |    |   |    |   |   |   |
| Turn signals: hazards, ambers, tail lights, and license plate lights are on  |   |    |   |    |   |   |   |
| Interior light, heater, defroster, fan, wiper blades, and wash fluid   |   |    |   |    |   |   |   |
| Horn, seat adjustment, seat belt   |   |    |   |    |   |   |   |
| <b>Inside Inspection</b>   |   |    |   |    |   |   |   |
| Seats all secure ( <i>no metal or wood exposed</i> ), no vandalism<br>Check floor condition  |   |    |   |    |   |   |   |
| All Emergency exits open easily and alarms work  |   |    |   |    |   |   |   |
| <b>Vehicle walk around</b>   |   |    |   |    |   |   |   |
| General condition of bus body  |   |    |   |    |   |   |   |
| Mirrors properly adjusted, secure and clean, windshield clean  |   |    |   |    |   |   |   |
| Lights: headlights, turn signals, clearance and loading red lights<br>Functioning and clean to enhance visibility and lighting, stair well light |   |    |   |    |   |   |   |
| Side stop sign functioning and secure ( when applicable)   |   |    |   |    |   |   |   |
| Battery door ( <b>visual only</b> ) make sure it's closed and secure   |   |    |   |    |   |   |   |
| Side "ID" lights and reflectors (both sides)   |   |    |   |    |   |   |   |
| Rear tires: lugs, tight, seal leaks 2/32<br>(no rust, brake dust around edges of bolts or nuts)  |   |    |   |    |   |   |   |
| Exhaust pipe secure, and in good working condition, school bus sign is legible   |   |    |   |    |   |   |   |
| Emergency exits open easily and buzzes (side and rear)<br>check door gaskets and hinges  |   |    |   |    |   |   |   |
| Fuel cap secure  |   |    |   |    |   |   |   |
| <b>Before leaving the Transportation Center</b>  |   |    |   |    |   |   |   |
| Headlights   |   |    |   |    |   |   |   |
| Radio on, Route book   |   |    |   |    |   |   |   |
| Check for any loose movement in steering   |   |    |   |    |   |   |   |

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Date \_\_\_\_\_ To \_\_\_\_\_ Finished Mileage \_\_\_\_\_

Driver \_\_\_\_\_ Cab Number \_\_\_\_\_

Place a left slash in box for a.m. ( \ ), a right slash for p.m. ( / ), and a circle slash for mid-day.

|  | M | TU | W | TH | F | S | S |
|--|---|----|---|----|---|---|---|
| <b>Special Need Equipment</b>  |   |    |   |    |   |   |   |
| Wheelchair Lift: wiring, loose componets, unfold and fold lift, make lift go up and down to make sure it is operational, All manual lift equipment are on and secure               |   |    |   |    |   |   |   |
| All safety vests, star seats, wheelchair straps ( <i>check for straps for tears, freys, and hooks</i> ), harnesses, car seats, check surlock bags for all equipment, strap cutters |   |    |   |    |   |   |   |
| Check blankets ( <i>clean and still in sealed bag</i> )  |   |    |   |    |   |   |   |
| No adaptive equipment by or in front of any exit   |   |    |   |    |   |   |   |
| Cleaning equipment secured   |   |    |   |    |   |   |   |
| Emergency brake is holding( <i>put bus in drive and press lightly</i> )  |   |    |   |    |   |   |   |

| <b>Post- Trip</b>  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
| Switches are off   |  |  |  |  |  |  |  |
| Secure bus (place in neutral and apply spring/emergance brake) |  |  |  |  |  |  |  |
| Recheck bus for sleeping students                              |  |  |  |  |  |  |  |
| Clean bus  |  |  |  |  |  |  |  |
| Walk around outside bus ( damage, tires, and lights)           |  |  |  |  |  |  |  |
| Return key and route book to main building                     |  |  |  |  |  |  |  |

Any malfunctions should be written on work orders and turned in with the exception of Lights and any fluid replacements.

For Fluid replacements, drive the bus to the fluid bay and a mechanic will refill it.

All Buses Equipped with Zonor and have malfunctions must log them into your handheld and have a written work order.

Driver Signature \_\_\_\_\_



# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## CISD Transportation Trip Conflict/No Show

- Trip Conflict                       1st occurrence  
 No call/No show                       2nd occurrence

For field trip \_\_\_\_\_ on \_\_\_\_\_  
tracking number date and time of trip

Driver \_\_\_\_\_ Bus number \_\_\_\_\_

**Reason for returning trip:**

---

---

---

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---

---

Field trip coordinator's signature \_\_\_\_\_ Date \_\_\_\_\_

Driver's signature \_\_\_\_\_ Date \_\_\_\_\_

## CISD Transportation Trip Selection Form

**Please print.** Choose trips from the posted trip list and enter them in the order of preference.  
 Return this completed form to the Field Trip Coordinator by the posted deadline.

Driver's name \_\_\_\_\_ ID # \_\_\_\_\_ Date \_\_\_\_\_

Driver's signature \_\_\_\_\_ Bus # \_\_\_\_\_ Cab # \_\_\_\_\_

List trips below in order of preference:

| Trip # | Track # (or range) | Trip Date | Trip # | Track # (or range) | Trip Date | Trip # | Track # (or range) | Trip Date |
|--------|--------------------|-----------|--------|--------------------|-----------|--------|--------------------|-----------|
| #1     |                    |           | #7     |                    |           | #13    |                    |           |
| #2     |                    |           | #8     |                    |           | #14    |                    |           |
| #3     |                    |           | #9     |                    |           | #15    |                    |           |
| #4     |                    |           | #10    |                    |           | #16    |                    |           |
| #5     |                    |           | #11    |                    |           | #17    |                    |           |
| #6     |                    |           | #12    |                    |           | #18    |                    |           |

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Campus \_\_\_\_\_ Date \_\_\_\_\_

Seating Chart

Driver \_\_\_\_\_ Route # \_\_\_\_\_ Cab # \_\_\_\_\_

| Seat | Position | Student | Gr | DOB | Sex | Phone | Seat | Position | Student | Gr | DOB | Sex | Phone |
|------|----------|---------|----|-----|-----|-------|------|----------|---------|----|-----|-----|-------|
| 1    | window   |         |    |     |     |       | 2    | window   |         |    |     |     |       |
|      | middle   |         |    |     |     |       |      | middle   |         |    |     |     |       |
|      | aisle    |         |    |     |     |       |      | aisle    |         |    |     |     |       |
| 3    | window   |         |    |     |     |       | 4    | window   |         |    |     |     |       |
|      | middle   |         |    |     |     |       |      | middle   |         |    |     |     |       |
|      | aisle    |         |    |     |     |       |      | aisle    |         |    |     |     |       |
| 5    | window   |         |    |     |     |       | 6    | window   |         |    |     |     |       |
|      | middle   |         |    |     |     |       |      | middle   |         |    |     |     |       |
|      | aisle    |         |    |     |     |       |      | aisle    |         |    |     |     |       |
| 7    | window   |         |    |     |     |       | 8    | window   |         |    |     |     |       |
|      | middle   |         |    |     |     |       |      | middle   |         |    |     |     |       |
|      | aisle    |         |    |     |     |       |      | aisle    |         |    |     |     |       |
| 9    | window   |         |    |     |     |       | 10   | window   |         |    |     |     |       |
|      | middle   |         |    |     |     |       |      | middle   |         |    |     |     |       |
|      | aisle    |         |    |     |     |       |      | aisle    |         |    |     |     |       |
| 11   | window   |         |    |     |     |       | 12   | window   |         |    |     |     |       |
|      | middle   |         |    |     |     |       |      | middle   |         |    |     |     |       |
|      | aisle    |         |    |     |     |       |      | aisle    |         |    |     |     |       |
| 13   | window   |         |    |     |     |       | 14   | window   |         |    |     |     |       |
|      | middle   |         |    |     |     |       |      | middle   |         |    |     |     |       |
|      | aisle    |         |    |     |     |       |      | aisle    |         |    |     |     |       |
| 15   | window   |         |    |     |     |       | 16   | window   |         |    |     |     |       |
|      | middle   |         |    |     |     |       |      | middle   |         |    |     |     |       |
|      | aisle    |         |    |     |     |       |      | aisle    |         |    |     |     |       |
| 17   | window   |         |    |     |     |       | 18   | window   |         |    |     |     |       |
|      | middle   |         |    |     |     |       |      | middle   |         |    |     |     |       |
|      | aisle    |         |    |     |     |       |      | aisle    |         |    |     |     |       |
| 19   | window   |         |    |     |     |       | 20   | window   |         |    |     |     |       |
|      | middle   |         |    |     |     |       |      | middle   |         |    |     |     |       |
|      | aisle    |         |    |     |     |       |      | aisle    |         |    |     |     |       |
| 21   | window   |         |    |     |     |       | 22   | window   |         |    |     |     |       |
|      | middle   |         |    |     |     |       |      | middle   |         |    |     |     |       |
|      | aisle    |         |    |     |     |       |      | aisle    |         |    |     |     |       |
| 23   | window   |         |    |     |     |       | 24   | window   |         |    |     |     |       |
|      | middle   |         |    |     |     |       |      | middle   |         |    |     |     |       |
|      | aisle    |         |    |     |     |       |      | aisle    |         |    |     |     |       |
| 25   | window   |         |    |     |     |       | 26   | window   |         |    |     |     |       |
|      | middle   |         |    |     |     |       |      | middle   |         |    |     |     |       |
|      | aisle    |         |    |     |     |       |      | aisle    |         |    |     |     |       |

# CISD TRANSPORTATION EMPLOYEE HANDBOOK

## Direct Deposit Authorization Agreement

Please type or print only. (*red ink only*)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Employee Identification Number \_\_\_\_\_ Campus/Location \_\_\_\_\_

I hereby authorize the **Conroe Independent School District** to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my:

Checking Account

A voided check **MUST** be attached.

Savings Account

Official Verification of Bank Account **MUST** be attached.

I am aware that I should monitor my bank account and/or Employee Access for this change as it may take two pay periods to update. If the Payroll Department is notified that my bank cannot accommodate the direct deposit, a regular check will be issued.

I understand that the direct deposit is due at my bank based on Conroe Independent School District's pay dates and that I am responsible for any and all bank service fees that result from paying out of my account before the direct deposit was posted. Additionally, I am aware that it is my responsibility to notify the payroll department regarding any account changes. Failure to notify the payroll department of account changes by the payroll deadline may result in a delay in receiving funds **and/or a \$20 processing fee**.

This authorization will remain in effect until the next available pay date after the district has received written notification of a change or cancellation from either my financial institution or from me.

Signature \_\_\_\_\_ Date \_\_\_\_\_



Attach a voided check to this form if selecting your paycheck to be directly deposited into your checking account or attach a savings account deposit slip if selecting a savings account. Return to the Payroll Department.