

CHILCHINBETO COMMUNITY SCHOOL, INC. TRANSPORTATIO N POLICY

APPROVED BY:

School Board

Date



SCHOOL BUS DRIVERS

I. RESPONSIBILITIES

School bus drivers are responsible for:

1. The safety and Welfare of Passengers
2. The appearance and cleanliness of the school bus.
3. Park transportation vehicle in designated areas only.
4. Report safety hazards that may exist along the school bus route.
5. Ensure that vehicle is safe and report mechanical defects that may develop on the bus.
6. Report bus deficiencies to GSA immediately for servicing.
7. All paperwork, including weekly and daily reports must be completed and turned in.
8. Stay with vehicles while fueling, no passenger will be on board while fueling. Can't be on the cellphones and any electronic devices.
9. Observe safe driving practices.
10. Maintain order and discipline on the bus.
11. Be neat in dress and personal appearance to set a proper example for the students.

II. SAFETY

Defensive Driving –

The ability to drive in such a manner as to identify accident-producing situations to take reasonable and prudent action to prevent a collision/accident.

Defensive Driver – A driver who reaches a destination safely in spite of the bad driving habits of other motorists or adverse weather conditions.

III. ACCIDENTS

1. To keep another accident from happening at the same locations, activate the hazard lights.
2. Set the parking brakes, turn off the ignition and take the keys and set the triangles. Do not move the bus unless authorized to do so. Remain at the scene.
3. Determine to evacuate or not. If the bus is in a safe place, the passengers are probably best left on the bus.
4. Check for injuries, render first aid if needed.
5. If the bus must be evacuated, the students should be taken 100 ft. away from the bus, account for all the students.
6. Remain calm and reassure the passengers, call radio, or send for help, do not let students leave the scene without approval.

7. Make no admission of liability or assume responsibility for the accident.
8. After you are sure the passengers are safe, you exchange information. **Under no circumstances should you discuss the accident with anyone other than your Supervisor or law enforcement personnel.**
9. Immediately following any accident/incident involving a school bus, the school bus driver shall report the accident to the employer. The employer shall submit written verification of the accident to the Department (AZ DPS) within 72 hours of the telephone notification.
10. The employer shall comply with GSA policy and procedures in reporting the accident

STUDENTS

1. SAFETY

The School Bus Driver: The school day for the transported student begins when he/she enters the bus and the day ends when that student exits the bus. The school driver is charged with supervision of the passengers in a manner similar to classroom teachers. Inappropriate student conduct will require the combined efforts of the parents and transportation department, and school administrator. The school bus driver must enforce standards of conduct in a uniform manner without prejudice.

A. Students/Parents:

1. Students are to be on time. Even established and routine time schedules will vary a little ahead or behind planned time. Arriving too early at a stop increases the potential for student management problems.
2. If the bus is on time and the student is making a positive effort to catch the bus the driver will wait for (3) minutes for the student. If the student is not making a positive effort to catch bus, the bus driver is to leave for the next stop.
3. If the student is late, the bus will not stop, until arriving at the next designated bus stop.
4. If a student misses the bus, it's the Parents responsibility to bring their child to school.
5. During bad weather and muddy road conditions, it's the parent's responsibility to bring their child to the main road for AM pick up and PM drop off at the main road.

B. Loading Instructions

1. Students are to cross **at least 10 feet** in front of the school bus. Students are never to cross behind a stopped school bus.
2. The Teachers will load the students on the school bus for PM route, if a parent is waiting to take their child during that time, the bus driver shall release the child to the parent.
3. The bus driver must be aware of where the students are before placing the vehicle in motion.
4. The students are to wait until the school bus is completely stopped before approaching the vehicle and wait at least ten feet from the school bus. A disorderly movement near a moving vehicle is a potential safety hazard. Drivers should allow for both passenger movement and vehicular movement in the process of stopping. **REPORT ANY POTENTIAL OR EXISTING HAZARDS ON STUDENT BEHAVIOR.**
5. Students shall board the school bus at the direction of the school bus driver in an orderly manner. The following rules shall apply:
 - A. Students shall walk on board and not to shove or push.
 - B. Students shall use one stairwell step at a time and use the handrails.
 - C. Stairwell steps are steep and should be stepped on with caution.
 - D. During inclement weather, steps and aisles do get wet and slippery (even with non-skid material on the areas). Walk with caution.
 - E. Drivers are authorized to assign seats to students.

C. CONDUCT AT BUS STOP

Students are expected to be orderly and quiet. The following rules shall apply:

1. Do not play in the street, in business establishments, or on private property.
2. Do not litter or damage private property.
3. Do not fight or create any disturbance.
4. Do not throw objects of any type.
5. No pets at the bus stop.
6. No shouting or excessive noise making.

D. AUTHORIZED PASSENGERS

No one except school personnel and school children regularly assigned to a school Transportation vehicle for a particular route and schedule may ride in assigned bus, unless he/she has received written authorization from the appropriate administrator and Transportation Leader.

1. Students shall ride only the school bus assigned in accordance with the route number, the time of arrival and departure to school and the location of the bus stop.
2. A student may be a passenger on a bus route other than the one they are assigned to with the following procedures:
 - A. A written request by parent/guardian submitted through school office.
 - B. School administrator approves and submits to Transportation.

IV. **STUDENT MANAGEMENT AND BEHAVIOR**

The safe transportation of students to and from school is of primary importance. For the school bus driver to safely operate the school transportation vehicle, it is essential that the student passengers behave in a controlled manner. The school transportation vehicle should be looked upon as an extension of the classroom. In fact, it can be referred to as “classroom on wheels”.

When negative student’s behavior requires that a school bus driver report such action, adequate measures must be taken to correct the negative behavior.

- A. Effectiveness as a school bus driver will depend greatly on the ability to maintain proper pupil conduct on the bus at all times. The following tips on discipline may assist the new as well as experience drivers in maintaining effective pupil conduct:
 1. The larger rear vision mirror in the bus is an excellent tool for observing pupil conduct, but never forget that it is impossible to observe both the actions of the students and the ever changing driving situations outside the bus. Glance at this mirror periodically, but constantly see the entire driving picture ahead.
 2. Never discipline a student while driving. Driving is a full time job and any distraction, even for a brief moment, lowers your effectiveness as a safe driver and may cause an accident. Wait until stopped, then solves the problem. A top-notch school bus driver will always perform all duties in the safest manner possible.
 3. Never give an order that cannot or will not be enforced.
 4. The response of the pupil is in action. Give the command to stimulate action, not to check it. Say “do this” rather than “don’t do that”. Suggest an action, which can be successfully obeyed.
 5. Have a reason for what the pupil is asked to do and, when possible, take time to give the reason so that they can better understand.

6. Whenever possible, talk to students privately as they leave the bus rather than reprimanding them in front of all their peers. This often causes a student to misbehave further by creating a power struggle between student and bus driver.
7. Be friendly. A cheerful “Hello” or “Good Morning” is the first such greeting of the day for the pupil, his/her entire educational experience for the day may be better because of the cheerfulness. Always show an interest in what students are doing.
8. Commend good qualities and actions.
9. Do not judge misconduct on how much it annoys **YOU**.
10. Do not take personal feelings and prejudices out on the children.
11. Keep in mind that misbehavior is seldom willful.
12. Set a good example.
13. Be honest in what is said and done.

B. DISCIPLINE

1. Chilchibeto Community School procedure does not allow a student to be removed from a school bus when enroute to or from school. School bus drivers does not have authority to remove a student from the bus under any conditions. School bus drivers who violate this policy will be subject to disciplinary action or dismissal. When a student misbehaves, the bus driver will notify the school authority in writing. He/she will ensure that appropriate action is taken in accordance with written procedures and department policy.
2. A conduct report form is provided to insure proper communication between the bus driver, school and parent. The act of misconduct and description of negative behavior observed by the operator must be clearly stated.
3. A child who presents him/herself at a school bus stop may not be denied a ride to school unless his/her privileges have been previously withdrawn. Verify this by radio before leaving the bus stop. If the child is ineligible to ride the bus, this matter will be discussed between the operator and the school principal.

C. STUDENT CONDUCT ON BUSES

1. Passengers shall board the bus without crowding and pushing and shall remain seated while the bus is in motion.
2. Passengers shall not extend arms, legs, or head out of the window.
3. Passengers shall not excessively talk to bus driver while the bus is in motion.
4. Passengers shall not open the bus windows except when permitted by the operator.

5. Passengers shall not indulge in fights or scuffles, throw any object from the bus windows, or use profane language.
6. Books, lunches, and other objects shall not be kept in the front of the bus.
7. Passengers shall remain seated until the bus has come to a complete stop.
8. No food or drink will be consumed on the bus to and from school, or on activities without prior approval of Transportation.
9. Passengers are expected to be at assigned bus stops at scheduled times. They will not be picked up or discharged at any other place without authorization from the school administrator and the Transportation department.
10. Passengers are under the authority and supervision of the school bus driver while on the bus and are expected to comply with the rules and regulations.
11. Any infractions of the foregoing rules and regulations will result in students losing bus privileges as follows:
 - A. **First offense**: Driver shall counsel student or submit a bus conduct report form; will depend on the incident.
 - B. **Second offense**: Bus conduct report form shall be submitted to school administrator and a copy of the report sent home to the parents.
 - C. **Third offense**: Conference with parent and student at the school with the school administrator.
12. Fighting involving physical contact in a school bus will result in loss of riding privileges on the first offense.

EDUCATIONAL FIELD TRIPS

Educational field trips are recognized as an important phase of general education in the educational program at Chilchinbeto Community School

- A. Purpose: The purpose of this set of procedures is to provide efficient and effective guidelines for student field trips. This procedure takes in consideration the needs of students and balances it with the best use of PCS resources: Money, time, people, and equipment. It puts priority on well planned curriculum related activities.

Limits: Day Trip

1. Leave no sooner than 8:00 a.m. from school.
2. Return by 2:30 p.m. for bus run for KG and by 4:30 p.m. by Residential.
3. Trip allows adequate time to educational activity.

EXTENDED TRIPS (OVERNIGHT)

These extended trips may be overnight or beyond the normal school day. Because trips may impinge on the regular bus runs, they must be planned well in advance with adequate communication with parents and transportation department.

B. PROCEDURES

1. Requests for educational field trips must be in the Transportation office at least four (4) weeks prior to the date of the trip.
2. Discuss proposed activity with transportation, Principal or designee.
3. Contact Transportation or designee on monthly transportation calendar to determine if vehicle or bus is available prior to scheduling itinerary.
4. Request shall go to Transportation department for acknowledgement before submitting to Principal for approval through PCS Board for travel.
5. Plan: Follow field trip packet. (Attached)
6. Schedule of itinerary with times, address, and emergency phone numbers and contact persons provided.
7. Adequate chaperones should be provided. KG-(1) adult per (3) students is recommended and Residential (1) adult to (4) students is recommended.
8. The bus driver/chaperone/employee assigned to a field trip shall not allow any personal friends, spouses, or relatives to accompany him/her on the field trip. If a bus driver cannot drive an assigned trip, he/she should notify Transportation Supervisor for reassignment.
9. Any damage caused by individual(s) on an assigned trip will be charged to that trip.
10. Parking charges are the responsibility of the assigned sponsor(s).
11. Students will be loaded and unloaded only at designated zones.
12. Animals/pets, insects, etc. are strictly prohibited on vehicles that are transporting students.

C. GUIDELINES FOR FIELD TRIP SPONSORS

1. The Field trip sponsor is responsible for maintaining acceptable student behavior during loading, on the bus, and at the activity. The bus driver will be responsible for informing the sponsor if non-acceptable behavior is encountered.
2. The Field Trip sponsor shall ensure that the school bus drivers have their own accommodations; they cannot chaperone students.

3. The Field Trip sponsor should check students on the bus at the start and return. Students should not be allowed to load the bus until they are checked on. Permit only those whose names appear on the checklist to ride.
4. Students will remain in their seats at all times while the bus is in motion.
5. Singing is not permissible. Bus Driver must be able to hear external audio signal (i.e. emergency vehicles).
6. Students who go on the bus should return on the bus unless other arrangements are made with parents of the student involved. These arrangements must be in writing.
7. When the bus reaches its destination, remind the students that they are representing their school at all times.
8. Students not going on the bus should not expect to return on it unless prior arrangements have been made.
9. Time schedules. Field trips sponsor shall adhere and follow the itinerary, No additional stops will be made other than what is on the itinerary, unless if it is an emergency.
10. All Chaperones on a Field trip shall have Background check clearance with Federal, Navajo Nation and/or State.
11. All Chaperones shall have a current CPR/First Aid card.
12. Chaperones are to stay with their students at all times.
13. The bus driver is in charge at all times on field trips and on bus routes.
14. No student(s) will be transported in a school vehicle on field trips, unless if the student(s) is with the school Nurse for an emergency.

VEHICLES

1. TRANSPORTATION VEHICLE OPERATING RULES AND REGULATIONS

A. State rules/regulations and Chilchinbeto Community School, Inc. Procedures:

1. The bus driver of a school bus shall inspect the bus before each trip ascertain that all headlamps signal lamp, dimensional lamps, brake, horns, steering apparatus, tires, mirrors, and all other equipment are in good working order. (Refer to pre-trip check list).
2. The windshield, side windows, rear windows and rear visions mirrors, inside and outside the bus, and the interior of the bus are to be clean at all times.
3. School buses shall at all times be operated in a safe, prudent, and careful manner, and in compliance with the laws and ordinances of the jurisdiction in which the

bus is being operated. Conditions in existence shall all times govern the speed and operations of the bus.

4. A school bus shall be driven on the right side of roadways except when overtaking and passing another vehicle, when making a left turn from a multi-lane roadway, or when the right side of the roadway is closed, or when on a one way street.
5. Any school bus approaching an intersection of roadway shall yield the right-of-way to the vehicle, which has entered the intersection from another roadway unless otherwise ordered by local ordinance.
6. A school bus shall make every stop for loading or discharge passengers as far to the right of the main traveled portion of the roadway as possible while ensuring that students shall have a minimum of ten (10) feet between the bus and the nearest obstruction or ditch.
7. Whenever possible, a school bus will make each stop in a place where the bus may be seen for a minimum distance of 200 feet in either direction.
8. No school bus shall be operated with a broken window except to finish the route or in case of emergency when repairs cannot be made at once. In no case shall a bus be operated with non-transparent material in the windshield, rear window, or side windows that impairs the bus driver's view to the front, side or rear of the bus.

B. SAFE STOPS FOR LOADING AND UNLOADING CHILDREN

School bus alternately flashing warning signal lamps are placed on school buses for the purpose of warning traffic that the school bus is about to stop or is stopped to load or unload school children. The following procedures shall be observed when controlling traffic with a school bus during the process of loading or unloading children (R17-9-104).

1. Use rear-view mirror system to check all traffic.
2. Reduce the school bus speed with minimal brake usage and without greatly interrupting the flow of traffic.
3. Activate the school bus alternately flashing warning signal lamps.
 - A. At least 100 feet or the length of one city block from the stop within the corporate limits of a town or city.

- B. Exception – School bus loading and unloading zones which are properly designated and marked.
4. During the stopping process, allow sufficient area to the right of the bus so that pupils may clear the bus safely. Not less than 10 feet between bus and obstruction or ditch is desirable.
 5. Check to see if traffic is able to stop, and then activate stop sign and red loading lights.
 6. After the school bus has stopped, keep right foot on brake pedal and put transmission in neutral and apply parking brake.
 7. Check to see if road is clear in both direction and that all traffic is stopped. If so, open door to load or unload children.
 8. When the children have left the bus, they should walk to a distance ten feet in front of the bus before crossing the roadway.
 9. Do not proceed until 360 degree vision check.

C. RAILROAD CROSSING

The following rules and regulations shall apply to all school buses, either loaded or unloaded, during the process of approaching and crossing where police officers or a traffic control signal directs traffic to proceed.

1. Approach the tracks with caution and decelerate the vehicle. Activate hazard lights.
2. Stop the school bus within fifty (50) feet, but not less than fifteen (15) feet, from the nearest rail as far to the right of the traveled portion of the roadway as possible. If lanes are provided for through traffic, right and/or left turns, the bus will be stopped in the appropriate lane.
3. Demand the cooperation of passengers to provide maximum quietness. Use dome lights to signal for quiet.
4. After it is quiet in the school bus, open the door and bus driver's window. Listen and look in both directions along the track for any approaching train and for signals indicating the approach of a train. If the tracks are clear, close the door and proceed in a gear low enough to permit crossing the tracks without having to shift gears. Bus driver shall not manually shift gears while crossing the tracks.
5. Do not enter railroad crossings unless there is sufficient clear space on the other side of the crossing to accommodate the bus. If the roadway is obstructed on the other side of the crossing, it is better to wait than to be stopped on the crossing.

D. Additional School Transportation Vehicle Operating Rules and Regulations

1. Speed limits: The maximum school bus speed limit shall be 35-40 mph on unpaved roads. However, speed should be governed by reasonable individual judgment and existing operating conditions.
2. Convoy distance: A school bus shall not follow another vehicle within 100 feet when traveling outside the corporate limits of a town or city. The preceding is not intended to prevent a school bus from passing another motor vehicle.
3. School bus driver's certificate, driver's license and First Aid/CPR: The operator shall have all these certifications in his/her possession at all times while operating a school bus.
4. Vehicle inspections: Each school bus driver shall perform a daily inspection; form provided before placing the vehicle in service and shall promptly report in writing any defects or deficiencies discovered that may affect the operational safety of the vehicle or result in its mechanical breakdown.
5. Emergency evacuation drills: Shall be conducted on school property so that all persons transported in a school transportation vehicle shall participate in emergency evacuation drill at least **twice during each school year**.
6. Smoking: Smoking on a school bus is prohibited at all times. This includes smokeless tobacco.
7. Backing of the school bus: Plan ahead so you will not be put in a position of having to back the bus. In locations other than on school property, you may, if necessary, back the bus without an outside observer. **USE EXTREME CAUTION**. If at a bus stop, always back the bus with students on board; i.e. after you load or before you unload.
8. Towing/Pushing: School buses shall not be operated with a trailer or other vehicle attached while children are being transported and shall not push another vehicle.
9. Transportation of unsafe items: School buses will not transport any items, materials, or equipment which in any way would endanger the lives, health, or safety of the passengers and bus driver. In addition, any items, which could break or cause injury, if tossed inside of the school bus, shall be properly secured. No breakable item(s) without prior permission from the Lead Bus driver will be transported. No animals, insects or snakes, living or dead are permitted on the bus.
10. Non-driving duties: Duties such as pre/post-inspections, cleaning the windows as needed, sweeping the bus, and required paperwork are to be performed daily by each bus driver during the time before and after routes. These are policies, which must be followed.
11. School Bus driver shall not use audio headsets, earphones, earplugs, Bluetooth device, cellular phones when the school bus is in operation.

V. MAINTENANCE

A school bus driver is responsible for the condition of his/her vehicle and is required to report any malfunction or defects requiring corrective action to the mechanic. A bus driver shall not leave the site with a vehicle that appears in any way that is defective without first checking with the mechanic.

VI. PRE-TRIP INSPECTION

The bus driver is required by State Regulation Article R-17-9-108 to inspect his/her vehicle daily before each use. A series of simple checks must be made each day that will contribute not only to daily safety, but will also add many miles of trouble-free operation to the life of the school bus. These daily inspections should be a matter of routine, **including 7-steps Air brake**. The few minutes a driver invests may pay rich dividends in the savings of lives, property, operating and maintenance funds, and self-respect. Negligence of failing to conduct proper Pre/Post-trip that may result in bus damages will be the responsibility of the driver and may result in disciplinary action.

E. POLICIES ON VEHICLES AND EQUIPMENT

A. USE OF CCS BUSES

1. No school bus owned and operated by the school shall be used for any purpose other than the transportation of pupils engaged in school related activities except by written permission of the Principal or designee in conformity with the policies of the Governing Board.
2. No school bus reported unsafe by the bus driver, by any law enforcement officer, or one that is deemed unsafe by the Transportation department designee shall be used for the transportation of pupils until proper repairs have been made to restore the school bus to safe condition. No such bus shall be returned to use for the transportation of pupils until it has been inspected and approved for such use by the vehicle maintenance area.
3. No bus, which becomes unsafe through damage sustained in any accident, will be used to transport students until repairs are completed and the bus is released for use by the vehicle maintenance area.
4. **MEDICATION: Bus drivers shall not assume responsibility for transporting any medication, whether prescription or over-the-counter, that belongs to a student. (R17-9-104-17).**

**VII. TRAVEL REGULATIONS, SEE BUSINESS POLICY & PROCEDURE,
CHAPTER VI, TRAVEL**

TRANSPORTING STUDENTS IN SCHOOL VEHICLES

There may be occasion for any employee to transport a student(s) in a school vehicle that is not a school bus. If this situation arises, the driver should have a level of training consistent with that required for student transportation.

VEHICLE OPERATIONAL INSPECTION

Pre-trip and post-trip inspection will ensure that the vehicle and equipment are in safe condition. An inspection will help insure the safety of the passenger(s) and driver. This practice will also decrease the maintenance cost of the district transportation program. The few minutes you invest may pay rich dividends in the saving of lives and property.

INSPECTION

- Employee will do a systematic inspection to insure everything is checked before each use.
- Deficiencies identified during inspection should be documented in formal manner.
- Ensure that all emergency equipments are present and operational.
- Report major deficiencies before placing vehicle into service.
- Record the vehicle's beginning and ending odometer reading.
- Upon return of each vehicle use, fuel must be refueled and interior/exterior of vehicle must be kept clean at all times.