

# **Wilkes County Schools**

**TRANSPORTATION DEPARTMENT**

## **School Bus Driver Handbook**

**WILKES COUNTY SCHOOLS**  
**TRANSPORTATION DEPARTMENT**

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**WILKES COUNTY SCHOOLS**  
**TRANSPORTATION DEPARTMENT**

**Wilkes County Schools Bus Driver Requirements**

**SCHOOL BUS DRIVER JOB DESCRIPTION:**

*General Statement of Duties:*

Performs duties of transporting students in accordance with Federal and State Laws, Local Rules and Regulations and School Board Policy for the Wilkes County School System.

*Examples of Work:*

- Drives a school bus safely and professionally
- Maintains order and discipline of students
- Completes morning and afternoon pre-trip and post-trip school bus inspections
- Complies with Federal and State Laws and Local rules and regulations
- Participates in safety training and workshops as required
- Performs other duties that may be assigned

*Knowledge, Skills, and Abilities:*

- Ability to meet and maintain legal and physical requirements for North Carolina School Bus Certification
- Ability to pass the written examination given by North Carolina Division of School Bus and Traffic Safety
- Ability to operate and maneuver a school bus with proficiency
- Ability to establish and maintain effective working relationship with all levels; i.e. administrators, parents, students, and the general public
- Ability to exercise good judgment in evaluating situations
- Ability to earn the respect of all students and deal with students' needs in a sensitive manner

*Education and Experience Requirements:*

- Minimum High School Diploma or General Education Diploma (GED) recommended

*Special Requirements:*

- Must be able to obtain and maintain a Commercial Driver's License (CDL), with both "P" and "S" endorsements
- Must be able to successfully complete a Medical Examination

*Additional Requirements for Exceptional Children's School Bus Drivers:*

- Loads and unloads the Exceptional Children's bus
- Assists students with special needs as required
- Operates wheelchair lifts and secures wheelchairs
- Prepares necessary monthly documentation for Transportation Office

**LEGAL REQUIREMENTS:**

- A) Shall possess a valid North Carolina Commercial Driver's License (CDL) as required by NC-DMV and NC-DPI to operate a school bus. In the event a prospective driver shall have his/her place of residence in another state, he/she may be certified as a school bus driver

if he/she submits a copy of his/her driving record from the state in which he/she is licensed before his/her initial certification and every six months thereafter.

- B) Shall be required to participate in random, scheduled, or requested drug testing as required by Wilkes County Schools, in accordance with federal and state laws.
- C) Shall within a period of one year (12 months) immediately preceding certification have on his/her driving record:
  - i. No more than one conviction of any moving violation
  - ii. No conviction of:
    - a. Reckless driving
    - b. Speeding in excess of 15 mph above the posted limit
    - c. Passing a stopped school bus
  - iii. No conviction of a moving violation that was the proximate cause of an accident.
- D) Shall within a period of two years (24 months) immediately preceding certification have on his/her driving record no suspension or revocation of the driving privilege for such status offenses as:
  - i. Lapsed liability insurance
  - ii. Failure to appear in court
  - iii. Failure to comply with out-of-state citation
  - iv. A ten-day revocation not accompanied by a subsequent conviction of driving while impaired.
- E) Shall within a period of five years (60 months) immediately preceding certification not have on his/her driving record:
  - i. More than three convictions of moving violations of any kind
  - ii. No suspension or revocation of the driving privilege other than for:
    - a. Those status offenses enumerated in outline (C) of this Rule,
    - b. Those offenses enumerated in G.S. 20-16, subsections (9) and (10).
- F) Shall have no convictions of driving while impaired (DWI) on his/her driving record.
- G) Shall have no "STOP" entry appearing on his driving record at the time of certification.
- H) Shall have no record of any conviction of a violation of the criminal code greater than a misdemeanor for a period of at least five years immediately preceding certification. Further, shall have no record of any conviction at any time in any jurisdiction of an offense against public morals, including but not limited to rape and child molestation.
- I) Shall have a driving record which, in its overall character, arouses no serious question about the reliability, judgment, or emotional stability of the applicant.
- J) Shall successfully complete the training course for school bus drivers.

**PHYSICAL REQUIREMENTS:**

- A) Shall be physically able-bodied and free of any physical handicap which might hinder the safe and reasonable operation of a loaded school bus. Shall meet the physical standards of the Interstate Commerce Commission for interstate operation of commercial vehicles, as set forth for school bus drivers by the Medical Advisor, Highway Safety Branch, Epidemiology Section, Division of Health Services, North Carolina Department of Human Resources.
- B) A person is not medically qualified to drive a school bus if he/she:

- i) Has an established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control;
  - ii) Has a current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of variety known to be accompanied by syncope, dysapnea, collapse, or congestive cardiac failure;
  - iii) Has an established history or clinical diagnosis of a respiratory dysfunction likely to interfere with ability to control and drive a motor vehicle safely;
  - iv) Has a current clinical diagnosis of high blood pressure likely to interfere with the ability to operate a motor vehicle safely;
  - v) Has an established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease which interferes with ability to control and operate a motor vehicle safely;
  - vi) Has an established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a motor vehicle safely;
  - vii) Has a mental, nervous, organic, or functional disease or psychiatric disorder likely to interfere with ability to drive a motor vehicle safely;
  - viii) Does not have a distant visual acuity of at least 20/40 (Snellen) in each eye corrected or uncorrected, field of vision of at least 75 degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber; NOTE: The presence of ophthalmic disease such as cataracts, glaucoma, retinitis pigmentosa, etc., may be disqualifying;
  - ix) First perceives a forced whispered voice in the better ear at less than five feet with or without the use of a hearing aid or, if tested by use of an audiometric device, has an average hearing loss in the better ear greater than 40 decibels at 500 Hz., 1,000 Hz., and 2,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard (formerly ASA Standard Z24.5-1951).
- C) A person is also not medically qualified to drive a school bus if he/she:
- i) Uses an amphetamine, narcotic, or any habit-forming drug;
  - ii) Has a clinical diagnosis of alcoholism;
  - iii) Is determined to be medically unqualified to drive after a medical examination or fails or refuses to submit to an examination every two years.
- D) A medical report (DL-78) may be required of the applicant - or if the condition becomes known after certification, of the certified driver – for a determination of competency by the staff of the School Bus and Traffic Safety Section in consultation with such medical authorities as may be designated by the Medical Advisor.

**APPLICATIONS:**

All applicants shall complete the standard Wilkes County Schools Classified Employee Application and are required to list any physical conditions and prescription medications which might hinder the safe operation of a school bus. A Criminal Records Check and a Driver's Record Check will be made for each applicant by the school system. All applicants will be subject to a pre-employment drug test. All application materials must be submitted to the Wilkes County Schools' Central Office before the applicant will be allowed to drive a school bus.

**NOTE:** Any false information or withholding of required information is grounds for rejection of an application or dismissal of an employee.

**TRAINING:**

School bus driver training consists of three days of classroom training and testing and three days of roadwork training and testing. After the applicant successfully completes the School Bus Driver Training course work, receives a Commercial Drivers License (CDL) with both the "P" and "S" endorsements, and successfully submits all required employment documentation, the applicant will be awarded the North Carolina School Bus Driver Pocket Card. Upon receipt of this pocket card, the applicant will be legally certified to drive a school bus for Wilkes County Schools.

### **ROUTES:**

- A) Superintendent/designee shall plan bus routes in a way designed to conserve fuel and to use buses efficiently.
- B) A route may not deviate from a general path of direction for a distance of less than one-half mile and then return to the original path except for groups of 10 or more pupils, unescorted pupils in grades K-3, or special education pupils.
- C) Unless safety factors require otherwise, the superintendent/designee may not plan bus stops closer than 0.3 miles. Each student must be at the designated stop at the time of the bus arrival.
- D) Except in an emergency, regular and substitute drivers will transfer a bus at the school.
- E) Drivers shall park buses at night and on weekends in locations that lessen opportunities for persons to steal fuel and commit vandalism.
- F) Service personnel shall maintain buses to ensure greatest fuel economy.
- G) Wilkes County Schools Transportation Department will establish the time required for each bus route and certify this time using TIMS (Transportation Information Management System) and/or GPS (Global Positioning System). Hourly minimum and maximum rates of pay will be based upon a salary schedule developed/recommended by DPI and approved by the Wilkes County Board of Education. The Transportation Department will use this certified time and hourly rate of pay to contract with the driver for each route operated. Per the Fair Labor Standards Act, drivers will be paid for the actual time worked and documented on their individual timesheets at their designated hourly rate of pay.

The Superintendent/designee has the responsibility of establishing school bus routes. The Transportation Department utilizes TIMS and GPS to assist in the establishment and efficiency of school bus routes.

While school bus drivers cannot change bus routes, they are encouraged to make suggestions to improve the transportation system.

### **ADDITIONAL DRIVER REQUIREMENTS:**

Additional requirements for all school bus drivers with Wilkes County Schools are:

- A) Drivers are required to perform an AM pre-trip (5 minutes) and a PM pre-trip inspection (5 minutes), and clean up buses (10 minutes) on a daily basis for an additional 20 minutes to be added to the daily contract time. Drivers failing to maintain cleanliness may be docked for this additional time until improvement is shown.
- B) Drivers are required to give a 10 school day notification to the school principal/designee when leaving the position for any other employment opportunity.

## Standard Operating Procedures

### PRE- AND POST-TRIP INSPECTION

A driver must complete a pre-trip and post-trip inspection any time they get on a school or activity bus that has been secured for parking; brakes bled and driver has left the area of the bus. If any safety equipment or lights are found to be inoperative, the bus must be secured without moving it. Request a mechanic and log the problem on the Bus Driver Sign-In Sheet.

#### 1. FRONT OF VEHICLE

- Leaks: Puddles of fluid
- Lights: No cracks, clean, operational
- Windshield: No cracks, clean, no obstructions
- Crossing Gate: Not damaged, operates when stop sign is out
- Passenger and traffic mirrors: Present, no cracks, clean, Adjusted properly

#### 2. FRONT OF WHEELS

- Tires: 4/32" of tread, no recaps or damage, inflation
- Rims: No cracks or bends, no re-welds, no slippage
- Lug Nuts: Tightness, all present
- Drums: No Cracks
- Hub Oil Seals: No leaks, tightness

#### 3. PASSENGER ENTRANCE

- Door: No cracks, clean, operates freely
- Handrail: Secured
- Steps: No loose matting, clear
- Safety Equipment: Location, present

#### 4. INTERIOR OF VEHICLE

- Amber Warning Lights: Activated, operational
- Emergency Door(s): Buzzer, secure
- Emergency Exits: Buzzer, secure
- Seats: Secured, no broken frames, damage

#### 5. DRIVER AREA

- SMS: Seat adjusted, mirrors adjusted, seat belt adjusted
- Start Vehicle: Foot brake, park brake, neutral gear
- Front dash: Oil, water, volts, fuel, headlights
- Left Panel: Wipers, windshield, stop-sign, heaters/defroster
- Steering Column: Play-in-wheel, horn, signals, hazards

#### 6. AIR BRAKE CHECK (LAB)

- Listen for leaks 120 psi
- Air alarm: before 60 psi
- Park brake pop-out: before 30 psi (some buses lower)
- Park brake: 100 psi

#### 7. LIGHT CHECK

- Headlights: ON
- Hazard Lights: ON
- Brake Lights: ON
- Ignition Key: ON position (ENGINE IS NOT RUNNING)
- Stop-sign: Activated (ON)

#### 8. REAR WHEELS

- Tires: 2/32" of tread, inflation, no separation, no cuts
- Rims: No cracks or bends, no re-welds, no slippage
- Spacers: Present
- Lug Nuts: Tightness, all present
- Drums: No cracks
- Axle Seals: No leaks, tightness

#### 9. REAR OF VEHICLE

- Lights and reflectors: No cracks, clean, and operational
- Signal and Brake lights: No cracks, clean, and operational
- Windows: No cracks, clean
- Lettering: Clean, visible
- Emergency Door: Opens freely

#### 10. POST-TRIP PARKING

- Select neutral, Set Parking Brake
- Turn off ALL electrical switches
- Bleed down air pressure to 30 psi of lower with park brake button Control valve
- Check seats for sleeping students and damage
- Close windows, roof vents, and door
- Go sign-in

### **BUS DRIVER SIGN-IN SHEET:**

Bus Drivers shall complete the Sign-in Sheet each morning as soon as he/she completes the morning route and inspects the bus. Any problems, malfunctions or maintenance issues should be noted on the sign-in sheet. Each school will fax in the daily report of problems to the Transportation Department by 9:00 a.m. each day in order to assist in the daily preparation and planning of work to be completed.

### **RAILROAD CROSSINGS:**

Drivers should observe proper procedure at all railroad crossings and advise the Transportation Department if there is a visibility problem. Under no circumstances should a driver cross over a railroad crossing if bells, gates, or lights are operating unless directed to do so by Law Enforcement, Railroad Personnel, or School Transportation Personnel.

### **PASSENGER STOPS:**

Drivers are required to identify the location of every passenger stop. For this, drivers will use the NCDPI approved TD-29 form. Passenger stops shall be in safe locations. School bus drivers should avoid confrontation with parents or other individuals at the bus stop. If a concern is present, as politely as possible, drivers should instruct the individual to contact the school principal/designee about the matter. If the individual boards the bus or detains the bus, the driver should make the individual aware that he/she is in violation of state law and ask the person to please step off the bus, or stop detaining the bus. Upon your arrival at school, the driver should report the incident to the school principal/designee.

### **ELIGIBLE PASSENGERS:**

It is the duty of the school principal/designee to assign passengers to the school bus. Students who wish to ride the bus must be assigned to the bus or have a note from the principal/designee to ride the bus. Individuals who are not enrolled in school as a student (or preschool student) are not eligible to ride. Drivers are not to transport their own non-school aged children aboard the bus. School employees who are assigned to the bus by the principal/designee may ride the bus.

### **SCHOOL BUS PARKING:**

During the school day, all school buses will be parked at the assigned school. At night, school buses will be parked at the assigned school or at the home of the school bus driver. If the school bus is parked at the home of the school bus driver, he/she must provide a safe place to park the bus and provide the necessary maintenance to keep the driveway and parking area clear and passable for school buses and service vehicles.

### **SAFE AND EFFICIENT OPERATIONS OF THE SCHOOL BUS:**

- Drive the bus with care at all times.
- Observe the school bus speed limit of 45 mph at all times. Use a lower speed when posted and/or the weather or road conditions are unfavorable or other hazards exist.
- Observe a safe driving distance between the bus and any other vehicles
- Except in an emergency, turn the bus around only at places designated in the route description.

- **Never back a bus on school grounds** unless it is absolutely necessary and only with the assistance of school personnel.
- Never leave the bus before the engine is switched off and the parking brake is set. When parked, remove the key from the ignition. Per DPI regulations, keys are not allowed on a parked school bus.
- Never use a bus to push or pull another vehicle.
- Use extreme caution in making stops to load or discharge passengers.
- Never move a bus while passengers are entering or leaving the bus.
- School buses are required to stop at all railroad crossings. The stop must be made within 50 feet of the track but no closer than 10 feet.
- Stop and observe oncoming traffic and then check a second time before crossing or entering a highway.
- Use necessary caution in parking a school bus to avoid the possibility of an accident. Avoid backing to park the bus if at all possible.
- Permit no object that will restrict passageway to the entrance or emergency door on the bus.
- Never drive or permit someone else to drive the bus when a mechanical defect or safety hazard is discovered.

### **ENVIRONMENTAL CONCERNS FOR SCHOOL BUS OPERATIONS:**

In an effort to support DPI Transportation initiatives while being environmentally sensitive and more fuel-efficient these guidelines should be followed during daily loading/unloading preparations:

- Buses should not idle for more than 5 minutes before the driver begins each route.
- During loading/unloading buses should not be parked near HVAC units used for school buildings.
- Drivers should not be further than 3 feet from the bus while it is idling in parking lot.
- Where possible, buses should not be parked nose to tail for loading/unloading.

### **CARE & CLEANLINESS OF SCHOOL AND ACTIVITY BUSES:**

It is the goal of the Transportation Department to maintain a fleet of buses that are clean, both inside and out. A driver must assume the responsibility for the care and protection of the bus to which each is assigned. In the care and protection of the bus, drivers must comply with the following: ***Drivers receive 20 minutes of bump time each day to clean their bus.***

- Drive the bus with care at all times.
- Make no bus repairs.
- Permit no one but a properly certified driver to operate the bus.
- Perform all required pre-trip and post-trip inspections.
- Never tamper with the bus speed governor, and report immediately if the speed governor does not function properly.
- Be alert to detect any abuse or tampering with any part of the bus by students or other persons. Report any vandalism immediately and assist, if requested, in determining and identifying those responsible.
- Do not permit persons to play, sit in, or tamper with the bus when parked at the driver's home or on the school lot.
- Keep the floor, interior, and exterior of the bus clean, and encourage passengers to help keep the interior of the bus clean.
- All exterior lights, windshield, mirrors, and rear windows should be cleaned daily or as needed.

Storage of the broom should be along the left side and behind the driver seat. Aerosol cans or any container/substance labeled “keep out of reach of children” is not permitted on a school bus. Other cleaning products are not recommended unless proper storage is available on a particular make and model bus. Drivers may keep a roll of paper towels for use during emergencies.

Drivers will be compensated two (2) hours pay once during the school year to wash the exterior and the interior of their bus. Drivers will be allowed to take their bus home to be washed if they so choose, however, they will only be compensated a total of two (2) hours. Drivers must schedule the time and location with the school principal/designee who will notify the Transportation Director if the bus is to be washed at the driver’s home.

### **USE OF BUS RADIOS AND CELLULAR PHONES:**

All Wilkes County School buses except EC buses are equipped with radios only this year. The driver is responsible for the use and care of this equipment. The radios are to be used only in an emergency to contact the Transportation Department or the driver’s designated school with an important issue. Drivers should safely pull off the side of the road and engage the hazard lights before using a cell phone. ***Improper or unsafe use of these cellular telephones will not be tolerated and will lead to the cancelation of a school bus certificate for one year. (20-137.4F)***

The Transportation Department can be reached by phone at 667-1126, the Central Office at 667-1121, and 911 for the sheriff’s department and emergency communications

### **PROCEDURE FOR Radios**

Radios are issued for all buses in the Wilkes County School Bus Fleet. The following procedures should be followed regarding radios:

- Drivers should have their radio with them at all times they are driving their buses.
- Radios should be stored in the school during the day unless there is a possibility of bad weather and school needing to close early. In the latter situation, drivers should keep their radio handy in case the school or the garage needs to contact them.
- Please notify your local administrator if a problem develops with your radio so the garage can get it repaired.

## **Discipline and Other Guidelines**

### **DISCIPLINE:**

The driver, under the supervision of the school principal/designee, is in charge of discipline on the school bus. Drivers at each school should be familiar with the discipline procedures of that particular school. Some drivers who serve more than one school may have to familiarize themselves with more than one procedure. Principals have established school discipline policies in accordance with the Wilkes County Board of Education policies. Discipline of students is a confidential matter between the driver, the student, and the school principal/designee. Drivers are advised to avoid discussion of student discipline matters with those persons not involved in the incident.

Drivers are advised to keep personal records as to the behavior of students. The driver should record the reporting dates, the person to whom the incident was reported, a brief explanation of the incident, and disciplinary measures taken. Disciplinary referral forms vary from school to school, therefore check with the school principal/designee for copies of the forms used at the school or schools for which the driver serves.

### **VANDALISM:**

Vandalism occurs while buses are in use and also while buses are parked. School bus drivers are to check the interior of the buses after each trip to determine if vandalism occurred during the route. If vandalism did occur, the driver should report it to the school principal/designee.

Sometimes vandalism occurs “after hours”. If a driver discovers vandalism, he/she should report it to the school principal/designee and to the Transportation Department immediately. The Transportation Department will notify the proper law enforcement agency.

### **USE OF PERSONAL ELECTRONIC DEVICES:**

Personal electronics such as cellular phones and pagers have become very common in today’s society. It is very important that all drivers understand that these items, while very useful, can create a distraction jeopardizing the safe operation of their school bus. Personal electronic devices are **NOT** to be used while operating a school bus. Drivers may use personal cellular phones in case of an emergency if the bus radio is inoperative but must follow the proper procedures as defined by North Carolina law and phones/texting etc.

## **Emergency Procedures**

### **MECHANICAL BREAKDOWNS:**

1. Pull the bus as far to the right as safely possible.
2. Set park brake.
3. Activate emergency flashers (4-way flashers).
4. In the event of a fire or unsafe location, evacuate the children from the bus.
5. Account for all pupils aboard the bus.
6. Notify the Transportation Department at 667-1126
  - Use the school bus radio to contact the Transportation Department. Be prepared to give your exact location (major highways, roads, and/or landmarks) and an explanation of the bus problem.

When the school bus radio is not accessible:

- If available, use a personal cellular phone to notify the Transportation Department
- Flag down a passing motorist and give them the necessary information to call the Transportation Department.
- Under no circumstances should a driver ever leave the bus unattended or let any student passenger depart from the bus. Drivers are instructed to wait patiently and maintain calm on the bus until a motorist passes or assistance is made available.

**NOTE:** If the Transportation Department has been called to service a disabled school or activity bus, and the problem has corrected itself, do not leave the area until the Transportation Department has been re-notified that the problem has been corrected.

### **ACCIDENTS:**

In the event of an accident, school bus drivers are to observe the following procedures:

1. Check all the passengers on the bus, and ask if there are any injuries. Observe the passengers for any signs of injury or shock.
2. If anyone is injured, use the school bus radio to contact "911" Communications to report the injuries and the location of the accident before contacting the Transportation Department.
3. If there are no injuries, use the school bus radio to contact the Transportation Department and report the location of the accident. This is the only call the driver will have to make. Other notifications will be made by the Transportation Department.
4. Remain at the accident scene until the investigation is complete (unless the driver must seek medical attention for himself/herself).
5. Complete the seating chart for the police officer that will be investigating the accident. This will save time for you and the officer.

6. Never move the bus unless instructed to do so by law enforcement or transportation staff.
7. Follow protocol as outlined in the School Bus Driver Handbook for evacuation.

**NOTE:** Remember that school accidents are traumatic experiences. Students and parents are usually very concerned and sometimes emotional. Please be patient and mindful of the stress that may be present during these situations.

Transportation Department personnel are instructed to do the following in case of an accident:

1. Contact "911".
2. Notify the Superintendent's office.
3. Call the school of origin for the school bus involved and notify school personnel of the situation.
4. Dispatch department personnel as needed to the accident scene.
5. Dispatch spare school bus to transport student passengers to their destination, or a destination arranged by school personnel or emergency services personnel, as quickly as possible.
6. Maintain radio/phone contact with the school bus driver and transportation personnel until all are clear of the accident scene.

School personnel are instructed to do the following in case of an accident:

1. Dispatch a school administrator to the accident scene.
2. Bring all available information of passengers if possible.
3. Make sure those people who are answering the phones at the school of origin, or related schools of passengers, are aware of the most current accident update so parents can be informed of the conditions of the children.
4. If children are injured, school personnel should accompany the children to a medical treatment facility.
5. Be certain that the parents/guardians of any injured children are notified immediately.
6. Not make statements or comments about liability and responsibility to any persons or media outlets in route to, or at the scene of the accident. All media inquires should be sent to the communications/public relations department at the Central Office.

### **SCHOOL CLOSINGS FOR INCLEMENT WEATHER:**

Schools will be closed when Central Office Administration determines that roads are hazardous. Drivers will be contacted via Wilkes County School's **School Messenger** automated message system and radio system. School closings and delays will also be announced over local radio and television stations. No announcement means that school will operate on regular schedule.

If a driver determines that a road is too hazardous, the road should not be traveled and the school principal/designee and Transportation Department should be notified. In most situations, weather decision will be made as early as possible. Sometimes inclement weather may begin as buses begin their routes. In these cases it may be necessary for the Transportation Department to contact individual buses. Drivers may also contact the Transportation Department.

### **LIMITED BUS ROUTES:**

In order to reduce the number of school days missed due to inclement weather, Wilkes County Schools has adopted a Limited Bus Route Plan. Transportation Staff, Principals and Bus Drivers have identified roads that typically cause problems in times of inclement weather.

These roads are listed as limited bus routes. If an announcement is made that Wilkes County Schools are open but with limited bus service, **buses will not travel** the roads listed on the limited bus route plan located at each school. The list of roads on the limited bus route plan is reviewed and revised annually.

### **DRUG AND ALCOHOL TESTING:**

Wilkes County Schools has a DOT compatible Drug and Alcohol Testing Program. All Wilkes County Schools employees involved in the transportation of students (including all school bus drivers, activity bus drivers, and Transportation Department employees) are included in this Drug and Alcohol Testing Program.

#### Four Reasons for Testing

1. PRE-EMPLOYMENT (Controlled substances only)

2. POST-ACCIDENT

Post-accident test for some accidents (may not occur if it is clear that it is not the driver's fault), decision is reached by the highway patrol and transportation person in charge at the accident.

Post-accident alcohol testing should be done within two hours of the accident. If a test cannot be done within eight hours, it should not be done. Post-accident drug testing should be done within 32 hours or not done at all.

3. RANDOM

Unannounced Random testing is required on a certain percentage of drivers each year. The random selection process used must ensure that each driver has an equal chance of being tested each time selections are made. Wilkes County Schools uses a computer-generated system using Social Security numbers.

Random testing must be done throughout the year.

- 25% of the total number of drivers must be randomly tested for alcohol during the year.
- 50% of the total number of drivers must be randomly tested for controlled substances during the year.

4. REASONABLE SUSPICION

Testing for Reasonable Suspicion must be based on:

- The observation of a supervisor
- Specific, clearly stated observations concerning your appearance, behavior, actions, speech, or body odor.
- Observations for alcohol testing must be made just before, during, or immediately after the job performance.

### **REFUSAL TO BE TESTED:**

Refusal to test is anytime you:

- Fail to provide enough breath or saliva for alcohol testing or urine for controlled substances testing without a valid medical reason
- Clearly obstruct the testing process.

Any employee who refuses to submit to any diagnostic test to detect alcohol and/or drug use after reasonable suspicion is established may be suspended immediately pending consideration of a decision to terminate employment.

(Reference: Wilkes County Board of Education Policies 7240 & 7241)

## Bus Driver Seating Chart

**BUS #:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

**DRIVER NAME:** \_\_\_\_\_

**DATE COMPLETED:** \_\_\_\_\_

DRIVER'S SEAT			ENTRANCE DOOR>>			
Student #3	Student #2	Student #1		Student #1	Student #2	Student #3
			A			
			I			
			S			
			L			
			E			

BUS DRIVER INCENTIVE  
2014-15

The bus driver incentive program for the 2014-15 school year will again be modified slightly from previous years. This program adds a safety component as a part of the incentive.

When school starts in August 2014 all full-time drivers will be included in a program where an incentive would be paid based upon both attendance and safety. For those drivers who begin after the beginning of the year, incentive would be paid on pro-rated basis.

The following is a breakdown of the proposed bus driver incentive.

Attendance component

- No days missed-receive \$450 incentive provided there are no deductions from the safety component.
- One (1) day missed-receive \$402.75 incentive provided there are no deductions from the safety component
- Two (2) days missed-receive \$356 incentive provided there are no deductions from the safety component
- Three (3) days missed-receive \$309.75 incentive provided there are no deductions from the safety component
- Four (4) days missed-receive \$264 incentive provided there are no deductions from the safety component.

**NOTE:** Missing either an AM or PM constitutes a whole day.

Safety component

A driver's attendance incentive would be reduced should any of the following safety issues occur:

- 10% deduction for any **at fault** accident with damage of \$1000 or less
- 20% deduction for any **at fault** accident with more than \$1000 damage
- 20% deduction for failure to **immediately** report **any** accident with less than \$1000 damage.
- 30% deduction for failure to **immediately** report **any** accident with more than \$1000 damage.

The follow example is used to illustrate a situation which might occur:

A driver had not missed a day of driving but did have an **at fault** accident of less than \$1000. This driver would receive 90% of the attendance incentive.

**\*\* Important Notice- We continue to offer this incentive as long as we have money to fund this program. In the event that we do not have funding, we more than likely will not be able to provide the incentive money at the end of the year.**