

CALHOUN CUSD #40
BUS DRIVER
HANDBOOK
2019-2020



Bus Routes

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

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

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

Extra-Curricular Trips

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

Daily Mileage log sheets

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

Backing the Bus

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

Re-applicant – School Bus Driver Permit

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

Two-Way Radios

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

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

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

AM/FM Radios

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

First Aid Kits

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

Evacuation Drills

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

Cell Phones

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

Bus Driver Absence

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

School Cancellation Procedure

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

Missing Students

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

Bus Maintenance

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

Illinois Administrative Code – Operating a School Bus

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

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

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

Driver/Administrator Communication

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

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

Student Confidentiality

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

You must keep the inside of your bus clean.

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

Driver's Pay, Sick Leave, Leave of Absence

All drivers are allowed fifteen (13) sick days per year and three (5) personal days. Any unused days will be added back to the employee's cumulative sick leave. Drivers that are asking for any Leave of Absence must file a Personal Leave with the Director of Transportation, which will be forwarded, to the Unit Office. The Board of Education determines the pay rate.

IMRF Eligibility

All employees who work 600 hours or more, and are considered eligible, shall participate in the IMRF. For the purpose of determining IMRF eligibility, within the first week of school, the employer shall post two (2) lists in the bus garage – "Available for extra duty runs" and "Not available for extra duty runs." Employees who sign the "Not available..." list and who work less

than 600 hours per year shall not qualify for IMRF. Drivers who work more than 600 hours or who sign the "Available..." list may qualify for IMRF. Eligibility to participate for continuing employees will also be determined every year based on actual hours worked from the previous school year. If more employees apply for extra duty runs than there are runs available, extra runs shall be assigned by district seniority.

Holidays

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

- Martin Luther King Day
- President's Day
- Casimir Pulaski
- Friday of Spring Break
- Monday of Spring Break
- Memorial Day
- July 4
- Labor Day
- Columbus Day (as Board directs)
- Veterans Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- New Year's Day

Post Trip Walk-Through

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

Student Conduct

Calhoun 40 Bus Regulations 2018-2019

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

1. Sit in your assigned seat immediately upon boarding. Do not stand in the entrance or in the aisle.
2. All school rules apply while on the bus, at a bus stop, or while waiting for the bus.

3. Do not leave your seat while the bus is in motion.
4. Keep all body parts and all objects **INSIDE** the bus. Do not throw anything out of the bus windows or inside the bus.
5. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
6. **LOADING:** Do not cross the road to get on the bus until the driver signals for you to cross. Stay at least 5 steps away from the bus until it stops completely. Do not move toward the bus until the safety arm is down.
7. **UNLOADING:** Wait until the bus comes to a complete stop before standing up in the aisle. Use the bus handrail when exiting the bus. If you must cross the street after exiting the bus, wait for the driver's signal and then cross in front of the bus with the safety arm down. Cross the street only after checking both ways for traffic.
8. **NEVER** run back to the bus, even if you dropped or forgot something.
9. **NEVER** leave or enter the bus by way of the emergency door/exit. Use this door only in an emergency.
10. In the event of an emergency, stay on the bus and await instructions from the bus driver.
11. No crowding, pushing, scuffling or other needless commotion. These are grounds for disciplinary action.
12. **NEVER** tamper with, damage, or deface anything in or on the bus, or any bus/school equipment. Parents will be held liable for repairing/replacing any damages made by their child.
13. Keep book bags, books, packages, musical instruments, and all other objects out of the aisles.
14. Keep all body parts clear of the aisles while seated.
15. Firearms or weapons have no place on school property and are strictly prohibited. **BUSES ARE CONSIDERED SCHOOL PROPERTY.**
16. Animals are not allowed on school buses.
17. Help keep the buses neat and clean. No food, candy, or drinks are allowed on Calhoun 40 buses.
18. Students **MUST REFRAIN** from leaving trash anywhere on the bus.
19. Tobacco use is strictly prohibited.
20. Do not ask the driver to stop at locations other than the regular bus stop. The driver is not permitted to do so, except by proper authorization from a designated school official **IN ADVANCE.**
21. **BE COURTEOUS** and **KIND** to fellow passengers and the driver.
22. Older students shall help look after the safety and comfort of the younger passengers.
23. Do not engage in unnecessary conversation with the bus driver. His/her attention needs to be focused on the road and not to your conversation. **REMEMBER** – loud talking/laughing or unnecessary conversation diverts the driver's attention and may result in a serious accident.
24. In case of misbehavior, the driver must report the infraction to the Principal's Office of the school involved. If warranted, the driver may refuse to allow a student to ride due to inappropriate conduct.
25. These same bus rules apply to other school sponsored trips such as field trips and/or athletic competition trips.

26. During a morning route, once a student is in route to school and on the bus, he/she will not be allowed off the bus until the bus reaches the school.
27. **BUS PASSES:** When a parent wishes for their child to be transported anywhere other than their “normal destination”, the student needs to bring a note to the office, signed by a parent/guardian, requesting the change. The student will then receive a “bus pass” from the school office to present to the driver – thereby allowing for the change to take place. In the case of a student/s using Calhoun 40 transportation to go home with another student, **PARENTS OF BOTH STUDENTS** need to send signed notes to the office requesting transportation.

Students are responsible for their own behavior and actions whether at school, at a school event, or on the bus. Therefore, students who choose to break the rules and put everyone’s safety on the bus at risk will force the bus driver to report the misbehavior to school authorities by using a bus conduct referral form.

Students may be suspended from riding a bus for up to ten consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus, the district’s regular suspension procedures shall be used to revoke student bus transportation privileges.

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

Effective Bus Discipline

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

When one student is being disruptive:

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

When many students are being disruptive:

- Turn the AM/FM radio off until the behavior improves.
- Give a verbal reminder/warning over the intercom.
- Identify the undesired behaviors

- Give instructions for how the students are to behave
- Review the bus conduct referral process
- Remind the students that a parental phone call is a possibility
- Pull the bus over to a safe place and have a firm conversation with the students
- Fill out bus referrals for the students who are misbehaving and warn the others that you are going to continue filling out referral forms if the misbehavior continues.
- Tips:
 - Begin noting which students are misbehaving early so that appropriate action can be taken.
 - Remind the students occasionally of the bus referral process.
 - Remind the students occasionally that the bus camera is operating when the students are unaware of it.
 - Ask the appropriate school administrator to view the contents of the video where a student misbehaved and ask them to have a conversation with that student about what they did. This might be a deterrent for future misbehavior
 - Point out good behaviors that you see. Reinforce those behaviors with compliments and words of appreciation.

Calhoun CUSD #40 Accident Procedures

Please see attached document