



RIVERSIDE SCHOOL DISTRICT NO. 2

TRANSPORTATION

DEPARTMENT

HANDBOOK



EST. 1872  
Private Education in a Public School Setting

2009-2010

# PREFACE

The purpose of this Transportation Department Handbook is to clearly define those procedures and policies which apply directly to the Transportation Department. This handbook does not in any way supersede District policies or procedures but rather reinforces and clarifies information not readily available to an employee.

This handbook will be revised as needed, with additions and deletions furnished to employees as they occur. In addition to this handbook, all employees must also be familiar with the contents of the Arizona Department of Administration-Minimum Standards for School Buses and School Bus Drivers Manual.

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## **TRANSPORTATION DEPARTMENT OPERATIONS STAFF**

Mr. Andy Valdivia  
Director

Ms. Kelly Latham  
Bus Lead

### **SCHEDULES/CONTRACT HOURS**

All Transportation Department employees are expected to be punctual and report for work at their assigned time. Bus Driver assigned report times are fifteen (15) minutes prior to their scheduled departure time from the Transportation Yard. Any employee arriving after their assigned report time will be considered tardy and will receive a written infraction notice. If a substitute driver has been dispatched to cover their run, the tardy employee must make themselves available. Excessive tardiness will be cause for disciplinary actions.

All employees are expected to complete their regularly scheduled work day, including late and sport runs, to receive their pay minimums. A Cause of Absence Report must be completed for any portion of an employee's assignment not completed, including any additional assignment that may have been assigned.

### **ABSENCES/ABSENCE REPORTING**

All Transportation and Maintenance Department Employees must report their absence to both the Director of Transportation & Maintenance (602-477-8900). In order to effectively schedule substitute driver assignments, drivers are to call by 6:00 a.m. A Cause of Absence form must be completed for all absences.

### **FIELD TRIP PROCEDURES/PAY**

Field trips will be assigned on a rotating basis.

Drivers will sign up for the Weekday, Evening, Weekend or Out-of-District routes at the beginning of the school year or upon issuance of contract. Please note placement on each route is subject to final approval by the Transportation Department Director. All drivers requesting to be placed on any assignment route must be able to perform all types of trips, including those which include the use of wheelchair accessible equipment. Additional training will be available to those drivers requiring such training. Placement on the Out-of-District list will require completion of a pre-trip inspection and over-the-road type road test.

All field trip assignments will be made no later than Friday before the following week of assignment. Weekend trips will be assigned no later than the Friday before the following weekend (not the immediate weekend following the assignment).

**The Transportation Director may remove a driver from a list for:**

1. Excessive refusal of assignments. Drivers who have notified the department, in writing, of their unavailability will be passed for assignment but will not be credited with a refusal. Pass makeup assignments will not be made.
2. Complaints from groups regarding failure to provide good customer service.

Field trips are compensated at a driver's regular rate of pay. Please note, schools will not be charged a cancellation fee for trips which are cancelled due to uncontrollable situations such as weather conditions. If the school is not charged and driver is cancelled prior to going into service for the trip, no pay will be due.

Field trip forms must be signed by the principal and group leader on the bus and filled out completely prior to submittal to the Transportation Department Director.

It is the responsibility of each driver to know where their field trip location is prior to the trip. Do not rely on the group leader to instruct you to the destination. If you are unsure of a location, ask for directions from the Director of Transportation. Please note, if a group leader requests a specific route to a destination and observing this routing does not present a safety or scheduling concern, follow those instructions.

Please communicate with the group leader regarding return departure times and any other pertinent information such as if you are going to be gone for lunch/dinner, etc. Buses are authorized to travel up to two (2) miles from the destination for meals. Meals are not to be taken at bars, casinos or any establishment that may be a cause of concern by community members.

Employees, friends, or family members are not authorized to travel on the bus during field trips without prior approval from Director of Transportation. Please note that under no circumstances will non-school age children be allowed to ride.

## **EVACUATION DRILL PROCEDURES**

As required by Arizona State Minimum Standards, evacuation drills are to be conducted at each school site twice a year. Evacuation drill schedules will be posted and all drivers are expected to participate when needed. Drivers are to submit a written request to be excused from a particular drill to the Transportation Director.

## **ACCIDENT REPORTING PROCEDURES**

All accidents, no matter how minor, must be reported immediately. This applies to accidents which may occur in the bus yard. Do not leave the scene of an accident until authorized to do so by the Transportation Director, his/her designee or law enforcement personnel.

Whenever possible, utilize the District's two-way radio system to notify the Department Director of the accident. If the two-way radio is not operable, utilize a cellular phone or have a witness/person lending assistance make a notification call for you.

Remain calm and give location, description of accident, number of students and if any injuries are present. Please be aware that per District Emergency Response procedures, law enforcement and emergency medical personnel will be requested for all accidents involving students.

Check on the welfare of your passengers and render emergency first aid if appropriate. Attempt to keep your passengers as calm as possible.

Do not discuss the facts of the accident with anyone other than a District representative or law enforcement personnel.

Students cannot be released from the bus until emergency medical personnel have evaluated all students and law enforcement personnel authorize release. This rule applies to all accidents, even those minor in nature with no apparent injuries involved.

All reports pertaining to the accident must be completed and submitted to the Transportation Director within twenty-four (24) hours.

## **DRUG/ALCOHOL TESTING**

As per Arizona State Minimum Standards and Federal requirements, the following drug/alcohol testing is mandated.

- Pre-Employment
- Probable Cause

- Post-Accident
- Random
- Annual (State requirement only)

Please note that refusal to undergo testing or positive results will result in appropriate disciplinary actions.

## **PHYSICAL PERFORMANCE TESTING**

Per Arizona State Minimum Standards, all drivers shall pass a physical performance test as described in the Physical Performance Test standards.

## **GENERAL OPERATIONAL PROCEDURES**

### **ROUTE SELECTION/OPERATION**

Routes will be selected by departmental seniority, on an annual basis. Drivers will be allowed to indicate their interest in retaining their previous year's route by informing the Director in writing of their intent to do so. Routes that may become available during the school year will be posted. The Director of Transportation bus route assignments are final.

Routes are to be operated only as scheduled. Students are to be picked-up and dropped at authorized stops only. Please note that if a student is injured at an unauthorized stop, a driver's personal liability increases dramatically. Stop location and times change recommendations are to be turned into to the Director of Transportation and may not commence until approved.

## **VEHICLE INSPECTIONS-PRE & POST-TRIP**

Vehicle pre-trip inspections are to be performed per Arizona State Minimum Standards. Drivers will be required to periodically perform an evaluated pre-trip inspection. Drivers failing to successfully complete a proper pre-trip inspection will be pulled out of service until a proper pre-trip inspection is performed. If you are not sure you are performing your pre-trip as prescribed, contact the Transportation Director for additional training.

As part of the pre-trip inspection process, drivers are to observe proper vehicle start up procedures. Do not race a cold engine. Allow engine to warm up at idle speed a minimum of five (5) minutes before operating. Drivers are to not leave their bus unattended while the engine is running. This procedure also applies at school sites. Buses are to remain in their assigned parking spaces until departure from the yard, unless fuel or mechanical attention is required.

A post trip inspection is also to be performed. A very critical portion of the post-trip inspection is to look for remaining students and lost items. Allow the engine to cool down while you are performing this inspection.

### **REPAIR ORDERS/STUDENT COUNT/MILEAGE FORMS**

Repair orders are to be submitted whenever a mechanical deficiency exists. Please be specific when describing the deficiency. Student count and mileage forms are to be completed and turned in weekly.

### **TIME SHEETS**

Time sheets, field trip forms and extra time slip submittals are the sole responsibility of each employee as required. Please remember that field trip forms are to be submitted the same day as the trip to facilitate billing procedures.

### **UNAUTHORIZED RIDERS/BUS USAGE**

Employees, friends or family members are not authorized to ride regular route or extra-curricular service buses. Drivers may transport their own family member students on regular route service only if their route services the student's school. Additional pick-up/drop-off locations are not authorized. Under no circumstances are non-school age children allowed to ride.

Personal usage of a District vehicle such as stopping at banks, stores, residences, etc. is strictly prohibited.

### **STUDENT/PERSONAL ITEMS CHECK**

Drivers are to check the interior of the bus after each run for remaining students or personal items.

The Department of Public Safety/Student Transportation Unit requires that all incidents of students being left on schools buses be reported to their department. Drivers violating this requirement may be subject to cancellation of their bus driver's certificate.

Personal items should be taken into the school office if time permits. If not, notify the Operations Department and return the items later.

## **UNIFORMS**

Uniforms are to be worn whenever on duty. Failure to do so will result in disciplinary actions. Proper footwear is required by Arizona State Minimum Standards which states, "A school bus driver shall wear closed toe, closed heel shoes that will not interfere with driving the school bus safely or with performing other duties of the school bus driver". Short shorts and spandex type pants are also not allowed.

## **BUS CLEANING**

As per Arizona State Minimum Standards, your school bus must be swept out and trash picked up daily. Special attention should be paid to the driver's compartment area which must be free of any items that may affect the safe operation of the bus. The driver's side window and entrance door glass must be clean to allow clear visibility. All mirrors, including crossover mirrors, must also be kept clean. Exterior washing must be done at least monthly or more frequent if needed. These procedures also apply to substitute drivers and drivers operating spare buses.

## **FUELING**

Prior to the end of each work day, it is the driver's responsibility to ensure that there is at least one-quarter (1/4) of a tank of fuel. This procedure also applies to substitute drivers and drivers operating spare buses.

## **TWO-WAY RADIO USAGE**

Two-way radios are to be used in a professional manner for District business only. Unnecessary chatter, jokes, gossip, etc. is not only unprofessional but could delay an emergency transmission. Please keep radios fully charged and audio level high enough to monitor.

## **AM/FM RADIOS**

Radio music is prohibited while transporting students for safety purposes. Music with obscene language is not to be played.

## **BUS YARD/BUS BARN PROCEDURES/SPEED LIMITS**

Drivers are to always obey posted speed limits. The speed limit within the bus yard and entrance/exit driveways leading into the bus yard is five (5) M.P.H. unless otherwise instructed, all vehicles are to enter the South 51<sup>st</sup> Avenue Gate and exit via the same gate.

## **HEADLIGHTS**

As recommended by the Department of Transportation, headlights are on at all times for higher visibility by the public.

## **BUS DRIVER NOTIFICATION MAILBOXES**

Bus Driver notification boxes are to be checked before after each run. Please keep these boxes free of clutter so as to ensure you will receive all pertinent notices. All personal items should be kept the employee lockers.

## **EMPLOYEE/BUS PARKING**

Transportation Department employees are to use the employee designated parking lots to park the personal vehicles. Employees may receive authorization from the Director to park their personal vehicle within the bus yard for late light and weekend trips.

All buses are to be parked in their assigned spaces at all times unless driver is directed to take their bus into the shop, fueling or using the wash rack.