



Mansfield ISD Athletic Handbook
For
Transportation

Welcome to a New School Year,

My name is Brian Merchant, and as the Director of Transportation, I would like to welcome you to a new school year, and to your added role as a licensed school bus operator for Mansfield ISD. Regardless of if you are working toward obtaining your commercial driver's license (CDL) or if you are maintaining your CDL, the Transportation Department is committed to helping you stay safe and prepared.

This Athletic Handbook is designed to help you understand the expectations MISD has for you in your added role and to always remember that Safety should be at the forefront of your mind when operating a commercial motor vehicle. Even though you have been driving for many years, safety should never be jeopardized for a schedule.

The Transportation Mechanics work hard to ensure our vehicles are safe and ready to use every day. Keep in mind, we do have an older fleet of vehicles and even though we prepare for things not to happen, the inevitable comes and a vehicle has a mechanical issue. Our department is committed to helping you in any way we can when this time comes.

As a licensed, trained, and certified school bus driver, you are aware of all the requirements and expectations that not only MISD has, but also the Department of Public Safety, The Texas Education Agency Certification, the physician who passed your DOT requirements, and any/all state requirements, policies, and procedures that must be adhered to at all times.

I look forward to working with you this school year and if you need anything, please do not hesitate to call.

O. 817-299-6066

C. 817-291-6727

Thank you for helping us with our "Safe Journey to Learning."

Brian Merchant

Director of Transportation

Obtaining a CDL

“Class B” with a Passenger (P) and School Bus (S) Endorsement (required)

1. Contact the Transportation Safety Trainer Jimmy Agosto and let him know you are ready to start the application and training process with the Department of Public Safety (DPS).
2. The Safety Trainer will assist you in getting ready to take the required written tests and help if you have any questions about the process.
3. Once you are done with the written test you can start the ELDT process.
4. The MISD Transportation Department can now test you here within our department on all phases of your training, which means your visits to the DPS will be fewer.

Required TEA Certification Course

20-Hour Certification Course

1. Please contact our MISD Safety Trainer/Compliance Jimmy Agosto for class availability. The class fees are paid for by MISD Transportation. **NOTE* The CDL written tests and bus driver training can begin before the 20-hour course is taken. However, students cannot be transported until completion of the 20-hour course.*
2. Once you complete this course, you will receive a certification card that must be in your possession whenever you operate a school bus.
3. An 8-hour refresher course must be taken and passed every three years. This certification card must be in the driver’s possession anytime behind the wheel of a school bus or 14-passenger vehicle. The 8-hour recertification is available online. Please check with Jimmy Agosto for more details.

DOT Physical

1. The MISD Transportation Department will pay for your physical and drug screening. We host DOT physicals in-house every year in early June. We schedule two consecutive days of DOT physicals at the Main Street Transportation Hub, located at 1910 N. Main St., Mansfield, TX. 76063. We will notify you via email of the clinic dates, but feel free to email or call Jimmy Agosto.
2. We will provide onsite Self-Certifying with DPS via email as it is your responsibility as a holder of a CDL to report and send your new DOT Physical to DPS every year.

FMCSA

Federal Motor Carrier Safety Administration Drug & Alcohol Clearing House

1. All new CDL/CLP holders must register with the Clearing House
2. Link: [FMCSA Clearinghouse](#)
3. Clearinghouse Queries for CDL Holders must be completed on an annual basis.
4. Once you have registered, please email me at Jimmy Agosto to verify that your registration is complete and to sign a consent form for queries to be run.

Two-Way Radios

We have two-way radios for all buses, please be sure to turn on the radio and use proper radio etiquette when operating the two-way.

DVR Recording Equipment

1. We currently have DVR video recording systems as well as GPS tracking on all school and coach buses. Please be aware that this equipment is installed and reviewed from time to time at random upon request.

Requesting a Bus – Athletic Field Trip

Bus Hive video directions can be accessed through the following link:

https://drive.google.com/file/d/1kXzlf8pW_m5N16lv7fSnMxjdYg8XAmpE/view?usp=share_link

To access written directions use this link:

https://drive.google.com/file/d/1qWORB0gyyVLvBGyXJPzXjFI-ri0rB-Xz/view?usp=share_link

GENERAL INFORMATION

Athletic Coach-Driver Responsibilities

1. Coach Drivers are responsible for ensuring their assigned vehicle has been pre-tripped and is safe to enter the public roadway.
2. Even though the Transportation Department tries to assist coaches with fueling, it is the responsibility of the Coach/Driver to ensure they have enough fuel for their field trip. If your vehicle needs fuel, please stop by the shop if you need assistance.
3. Athletic school bus drivers are expected to clean and sweep the inside of their assigned bus after each use.
4. Athletic school bus drivers should always strive to complete every day without an accident - **Do not allow students to operate any doors while loading or unloading equipment. The students have bent many doors because they do not know how to deactivate the locking mechanism located at the top of the door. Please be attentive to this and help us prevent damage from occurring.**
5. It is the driver's responsibility to report to the Compliance Coordinator Jimmy Agosto any traffic citation issued to him/her while driving a bus on duty or a personal vehicle off-duty. The school district will not pay fines or in any manner aid any driver who violates traffic laws while operating a district vehicle.
6. Driving records are checked every 3 months and any record evaluated at seven (7) or more points will be closely monitored. Any employee who violates traffic laws (while performing his/her duties in a Mansfield ISD vehicle) may be subject to punitive measures. Such measures may include oral / written warning/admonishment, suspension, or termination. The measures taken will be consistent with the seriousness of the incident.
7. Personal vehicles are allowed in the bus lot, however, they must only be parked in the space where the vehicle you are taking is parked. The

district is not responsible for any damage that occurs to your personal vehicle, please keep that in mind.

8. High heels, sandals, flip-flops, or house slippers are unacceptable and not allowed when you are behind the wheel of any district vehicle. Be sure to bring the appropriate shoes when you are planning to drive a commercial motor vehicle (full foot and toe protection are mandatory).
9. The maximum speed limit for a Mansfield ISD school bus in Texas is **50 MPH**. For the Activity buses, it's a **60-mph** speed limit (weather conditions permitting).
10. Maximum speed inside all MISD Bus Lot is **10 MPH**.
11. The transportation department will do its best to ensure your scheduled bus is ready, however, always allow some extra time in case the bus needs fuel, or some other issue exists.
12. Never leave a bus on campus overnight.
13. Never Park or leave any bus or district vehicle in an unauthorized location.
14. **No Backing Policy!** Avoid backing up unless absolutely necessary. If you must back up the bus, have someone outside the vehicle to guide you. An adult if possible.
15. Make sure you have emptied the trash, swept the bus, and closed all windows after your scheduled Athletic Field Trip.
16. Corrective Action Plan (CAP) training will be required if you are involved in any type of accident, and you will be suspended from all driving duties until completed.

Accidents

It is never the intention of any School Bus Driver to have an accident, however, they can happen when you least expect it. As a coach driver, you are not behind the wheel very much and this can have a significant impact on driving times. This is a crucial time for you since you are at a higher percentage of experiencing an accident.

Always take a minute before pulling away in a bus or district vehicle to do the following:

1. Remind yourself you are in a district vehicle and not your own.
2. This vehicle is larger and taller than my own vehicle if on a school bus.
3. Has anyone parked behind me while I was gone?
4. Did I park close to a light pole, vehicle, or wall?
5. Are my mirrors adjusted properly allowing me to see clearly beside and in front of my vehicle (The only blind spot on a school bus is the rear of the bus if mirrors are adjusted properly).
6. Where are my back tires and are they close to anything as I am turning?
7. Do I have control of this vehicle?
8. Do I know where to return my district vehicle?

Driving Technique

I – Identify any types of hazards or problems that may be near your vehicle at all times.

P – Predict any type of dangerous situation or reckless driving from others.

D – Decide your course of action, what are you going to do to avoid having an accident?

E – Execute your decision to keep yourself, the district vehicle, and the passengers safe.

Remember, accidents that are your fault or not your fault cost the district money.

If you are involved in an accident or the creator of the accident there is a process, you must follow. You will need to report to transportation for re-training if you have been involved in any type of accident or incident. Repeated accidents may result in you not being allowed to operate any district vehicle.

Accident Procedures

1. Dispatch – 817-299-6060
2. If dispatch does not answer, then call MISD Police dispatch at 817-299-6000
3. Give accurate details:
 - Location
 - Injuries
 - Bus drivable

- Student seating chart/student count

4. Do's

- Check on the other driver.
- Be mindful of the situation.
- Move the vehicle to a safe location.
- Keep everyone calm.
- Wait for a district employee to arrive.
- Take pictures and information from the other party.
- Email them to princeray@misdmail.org

5. Do Not

- Share information with bystanders.
- Admit fault.
- Leave your vehicle.
- Leave the scene.

A drug test will be required of the Coach Driver if any of the following occurs:

1. You receive a citation.
2. Someone is transported for emergency care.
3. A vehicle is towed, and you are cited.

Breakdown Procedure

1. Call dispatch at 817-299-6060 before 6:00 pm or use the two-way radio to contact dispatch.
2. If dispatch does not answer, then call MISD Police at 817-299-6000.
3. Give location information.
4. Give student count.
5. Move the vehicle to a safe location if possible.
6. Waiting for assistance to arrive at your location.

It is the responsibility of the coach driver to keep all district vehicles safe and in working order. Report any issues to the dispatch or shop immediately.

CDL Restriction – Downgrade letters from the DPS

The image shows the back of a Texas Commercial Driver License (CDL) with the following text and markings:

- 12671748 2017020401
- TEXAS ROADSIDE ASSISTANCE: 1-800-525-5555
- Directive to physician has been filed at tel #
- Emergency contact number
- Allergic reaction to drugs
- CLASS: A-Comb veh w/ GVWR ≥26,001 lbs provided towed veh ≥10,001 lbs; M-Motorcycle
- RESTRICTIONS - A - With corrective lenses; P - If CMV, school buses interstate
- ENDORSEMENTS:
 - P-Passenger
 - S-School bus
 - T-Double/triple trailer
- REV. 10/10/2016

An arrow points from the text in the paragraph below to the "P" restriction on the license.

If you only plan on driving a school bus and no other type of commercial vehicle, you can have the DPS place the “P” restriction on your license when you are completing the licensing process. This will eliminate the need for you to self-certify (downgrade letters received from the DPS) your physical each year with the DPS.

Director of Transportation

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Dispatch

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Hours of Operation
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