

Mansfield ISD Transportation



**Transportation Drivers, Attendants,
Shop Personnel and Office Staff**

2023-2024

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MANSFIELD INDEPENDENT SCHOOL DISTRICT

The following administrative regulations and procedures apply to all Transportation employees of the Mansfield Independent School District (M.I.S.D.). Nothing in these regulations grant auxiliary employees a property interest in their position, nor do they constitute a written contract with any auxiliary employee. All auxiliary employees are at-will employees of the Mansfield Independent School District. These regulations are subject to change at the discretion of the Superintendent or his/her designee.

BUS DRIVER QUALIFICATIONS/REQUIREMENTS

It is the sole responsibility of the driver to maintain a current DOT physical, valid Texas CDL with P and S endorsement and an up-to-date state certification. Drivers/attendants are responsible for the operation of their assigned bus in a safe and proper manner as required by state/local law. It is also the responsibility of the driver/attendant to adhere to all policies of the Mansfield Independent School District and directives of the Transportation Department, including instructions given to drivers/attendants by the dispatch office. Any unsafe operation of your bus or failure to follow District or Department of Transportation procedures resulting in a citation, a student left unsupervised for any length of time, or an at fault accident resulting in an injury will be grounds for termination of employment.

1. BUS DRIVER CREDENTIALS

1. Bus drivers must have a valid Texas CDL license, either Class A or B (with P and S endorsements.)
2. Bus drivers must be at least 21 years of age.
3. Bus drivers must have a safe driving record in accordance with state law and district requirements.
4. All drivers must pass a physical examination by a TxDOT-certified physician each year. The day a new physical is taken it invalidates the previous physical. If failed, the driver must notify Transportation management immediately. Under DOT regulations, a driver cannot drive with a failed physical.
5. TX DPS requires that all Texas CDL holders must provide a Self-Certification Affidavit (CDL-7) at the time of license renewal and/or changes required by TxDOT.
6. Bus drivers with a class A or B State CDL license must complete the approved "state certification". (Refresher course every 3 years)

2. STATE CERTIFICATION/ RECERTIFICATION

1. To obtain full initial driver certification, a person must complete a twenty-hour basic training course. The training agency shall issue a "Texas School Bus Driver Safety Training Certificate" in a timely manner, and submit the necessary verification information to the Texas Education Agency.
2. Driver state certification will remain valid for a period of three (3) calendar years as indicated by the expiration date on the certificate. Certification may be revoked or suspended for the conviction of certain criminal offenses as provided by state law.
3. State law requires that every driver transporting students in a school bus **MUST** have in their possession a valid state certificate stating that they have completed, or are enrolled in, an approved school bus driver training course, as well as, a current DOT physical and valid Texas CDL.
4. Anyone whose certification has expired **CANNOT** legally operate a school bus for the transportation of students until such time they become re-certified or obtain a re-enrollment certificate. The following rules shall apply to certification renewals:
 - a. To avoid a lapse in certification, an eight-hour refresher course must be completed prior to the expiration date, and should be completed during the six-month (180-day) period immediately preceding the date of expiration. If the required training is completed within this time, state certification will then be renewed for a period of three calendar years from the upcoming expiration date.
 - b. During the twelve-month interval immediately following certification expiration, an eight-hour refresher course may be completed for certification renewal. Failure to satisfactorily complete the refresher course or the requested issuance of an enrollment certificate during this dormant time interval will require the completion of a twenty-hour basic training course in order to reinstate full certification status.

- c. If the eight-hour refresher course is completed more than 180 days prior to the certification expiration or during the twelve-month interval following expiration, certification will then be renewed for a period of three calendar years from the actual date of the completion of the course.
- 5. Regardless of the reason, any missed instruction must be completed by arrangement with the Transportation Department and is the financial responsibility of the driver. Except as approved by the training agency, all course requirements for certification MUST be completed within the 180-day period immediately following the start of instruction. Otherwise, no credit will be given for the class sessions previously attended, and the entire course MUST be completed prior to awarding certification.
- 6. A TEA agent may grant a qualified applicant temporary and provisional certification status in the form of an "Enrollment Certificate" upon receipt of a completed application from the requesting employer stating that this person has fulfilled ALL of the following eligibility requirements:
 - a. At least 21 years of age.
 - b. Valid Texas Commercial Driver License with Passenger Endorsement. An acceptable driving record (secured from the Texas Department of Public Safety) determined in accordance with the current School Bus Driver's Driving Record Evaluation.
 - c. An acceptable criminal history record (secured from any law enforcement agency) reviewed in accordance with the provisions of current state statute (see Texas Education Code, Section 21.917).
 - d. An acceptable physical examination (conducted by a licensed physician) evaluated in accordance with all qualifications and standards specified on the current form entitled "Medical Examination Report for School Bus Drivers." The day a physical is taken invalidates previous physicals. If failed, the driver must notify transportation management immediately. Under DOT regulation, a driver cannot drive with a failed physical.
 - e. An acceptable level of knowledge and skill regarding the safe operation of school buses as defined by the "Course Guide for School Bus Driver Training in Texas" and MISD transportation handbook and board policy.
- 7. In addition to the above prerequisites, the following rules shall apply to the issuance of all enrollment certificates:
 - a. Recipients must successfully complete a 20-hour basic certification course when scheduled by MISD transportation. Failure to satisfactorily complete the course as scheduled shall result in revocation of the certificate, and it CANNOT be reissued.
 - b. All enrollment certificates shall be dated to expire NO later than the end of the school year for which they are issued. It is highly recommended that they be dated to expire within a reasonable period of time following the completion of the scheduled certification course (except as approved by the training agency). A minimum of five years must elapse between the issuance of consecutive enrollment certificates.

3. DRUG AND ALCOHOL TESTING

- 1. MISD Transportation Employees who hold a valid Texas CDL are required to submit to drug and alcohol testing under the following scenarios:
 - a. Pre-employment screening is required.
 - b. Random testing during the school year will be required. Annual random sampling for drugs will include 50% of MISD employees impacted by DOT regulations. Annual random sampling for alcohol will include 25% of MISD employees under DOT regulations.
 - c. Post-accident testing will occur when:
 - 1. The MISD driver is involved in a fatal accident.
 - 2. The MISD driver is involved in an injury accident and is issued a moving violation.
 - 3. The MISD driver is involved in an accident where one or more vehicles have been disabled and require towing and the MISD driver is issued a moving violation.
 - d. Reasonable suspicion: An employee will be required to submit to an alcohol or drug test when there is reasonable suspicion that the driver has violated the drug and alcohol policy.

Any employee who refuses to take a drug or alcohol test or fails to show up for a test after being notified, will be considered to have a positive test.

2. A driver whose conduct is in violation of the alcohol and controlled substances prohibitions of federal law may face disciplinary action, which may include a recommendation for termination from the District.
 - a. Conduct violation includes:
 1. Refusing to submit to a required test for alcohol or controlled substances.
 2. Testing positive for alcohol in a random test.
 3. Testing positive for controlled substances in a random test.
 4. Testing positive for alcohol in a post-accident test.
 5. Testing positive for controlled substances in a post-accident test.
3. Any driver testing positive, has the right to request a second test commonly referred to Sample B. Any employee requesting Sample B for testing will be allowed to work in a non-driving capacity until testing results are completed.
4. Drivers shall report to their supervisors the fact that they are taking any prescription or over-the-counter medication, which may impair their driving abilities. See MISD Board Drug Policy.

LEAVES & ABSENCES

1. PERSONAL LEAVE

1. Employees are required to fill out an Absence from Duty form 5 days prior to being absent and submit the same request in Skyward. The absence may or may not be approved based on the needs of the department. If an employee takes off the day of a denied request, it will be handled as a dock day and the employee may be subject to discipline.
2. All Absence from Duty forms shall be turned into Dispatch for approval.
3. Any driver or attendant that has not reported their absence to dispatch, by 5am is expected to fulfill their full assignment that day.

2. EXCESSIVE ABSENTEEISM

1. Drivers and Attendants absent for a long-term absence, as defined by 10 consecutive days, may have their route posted for selection. Upon their return, the Driver/Attendant will have the opportunity to select an open route, if available, through the route selection process.
2. Any employee who has exceeded their personal discretionary time, or continues to demonstrate attendance issues, may be reassigned to a floating position and may lose the opportunity for extra duty assignments.

3. TARDINESS

1. Employees are required to be on time. Any employee failing to clock in within 5 minutes of expected report time may be prohibited from driving his scheduled route. This could result in not having a paid assignment for the missed route.
2. Any employee not consistently reporting to work at their scheduled start time may be reassigned to a floating position or be terminated.
3. Excessive absenteeism does not include injury resulting in Workman's Comp or FML absences.

PERSONAL APPEARANCE AND DRESS CODE

The administration has the authority to determine any inappropriate dress of faculty or staff. (DH)

1. The dress and grooming of District Employees shall be clean, neat, in a manner appropriate for their assignment and in accordance with any additional standards established by their supervisors and approved by the superintendent. (in line with DH local). All employees shall maintain a neat and professional appearance. All personnel will follow these standards.
2. Employees are to remember that they represent both MISD and the Transportation Department and are to be professional role models.
3. Drivers and Attendants are required to wear their unaltered departmental uniform shirt or a school bus related shirt while on duty. **Shirts designated as uniform are preferred, but school bus related T-shirts can be worn instead of polos.**The employee is responsible for the cleaning of the shirt. An employee may purchase extra shirts from the Department.
4. I.D. Badges and Access cards must be worn at all times during working hours and while on field trip assignments. Badges should be clearly visible and worn attached to the collar or a lanyard and facing forward.
5. Drivers/Attendants must wear shoes that lace or slip on and cover the entire foot, and provide full foot protection at all times. No sandals, Crocs, flip-flops, ballerina-style “flats” or heels over 2 inches permitted while at work.
6. Pants/Capris/skirts must be no higher than the top of the knee.
7. Drivers and attendants are permitted to wear shorts that are no higher than the top of the knee.
8. Tank tops and camisoles are not permitted.
9. Jogging, sweat, ~~pajama, yoga~~ or wind pants are **not** permitted. **Ripped, cut, or torn clothing is not permitted.**
10. **No leggings, jeggings, spandex, tights or yoga-type pants may be worn unless under appropriate length dress, skirt or extra-long shirt that would otherwise be allowed. (DH local)**
11. Transparent and/or see-through material will be considered inappropriate and not permitted.
12. Any clothing, jewelry or accessories that have drug emblems, references to tobacco or alcoholic beverages, or anything that is considered obscene or offensive may not be worn. **Pierced body ornaments are restricted to the ear during working hours.**
13. . Caps, hats and head coverings approved by Transportation management may be worn. Stocking caps are approved when cold weather is a factor.
14. The Director or designee must approve any exceptions.
15. Any employee who is out of uniform and not in dress code will be expected to change into appropriate attire or clock out and leave until compliant. Employees sent home for a dress code violation will have the absence handled as a dock.
- 16.
17. Employees are required to be in dress code while on the property on school days regardless if they are on the clock or not. An exception would be an employee performing a function that would necessitate a different but appropriate attire to perform a specific task.
- 18.

BUS DRIVERS/ATTENDANT RESPONSIBILITIES

1. EXPECTATIONS

1. Transportation employees are responsible for accurately clocking in and out on a district owned time clock, desktop computer, ~~or~~ the iPad in dispatch, **or personal cell phone** at their assigned time and location. All time edits/adjustments must be emailed to the secretary responsible for payroll.
2. Drivers must properly complete the DVCR Log Book before and after each run including trips. The DVCR Log Book is to remain on the bus until completely full at which time the driver will turn it in to the key room/dispatch and receive a new one.

3. All drivers and attendants are responsible for performing a proper pre-trip and post-trip each time they operate a bus. All defects must be recorded and turned in daily or immediately depending on severity.
4. Drivers and Attendants are responsible to check their email daily. Email and bulletin boards are for department business only. All non-department communications such as postings, flyers, etc. must have approval from the Director of ~~Operations~~ ~~Transportation~~ or designee before distribution.
5. It is the duty of each driver to keep the ~~Transportation~~ ~~Routers~~ ~~Managers~~ informed of any needed changes relating to their route and to keep the route updated.
6. It is the Driver's and Attendant's responsibility to keep the interior of the bus clean and neat at all times as well as report any damage on a daily basis. Bus cleaning should take place as part of the post-trip.
7. Drivers and attendants may not alter the main structure of the bus. Ex. Taping down windows or gluing.
8. Drivers and attendants are required to secure all windows, doors and latches before leaving the bus.
9. Drivers and attendants are not to store any items in the front dash area of the bus.
10. Each Driver must have with them, while on the bus, eligible rider lists, route sheets, Medicaid forms, and updated seating charts PreK-12. Copies should be maintained in their designated key room binder as well as posted seating assignments for PreK-6. These items are to be updated as changes occur.
11. Student bus counts and shuttle counts must be completed by the driver or the designee assigned.
12. Bus Drivers and Attendants are required to run their routes as assigned and on time each day. Drivers are not to deviate from their route, or make unauthorized stops, without direct approval from Dispatch.
13. Drivers cannot start their run before their first pick up time.
14. No eating or drinking on the bus while students are present.
15. The district is not responsible for any personal items left on the bus.
16. It is the Driver and Attendant's responsibility when delivering students to a school or other location to ensure that all students disembark the bus before moving the bus or leaving it unattended. Failure to do so is grounds for termination of employment.
17. It is the responsibility of the Driver and Attendant to ~~perform an evacuation style release at each campus to~~ check the bus for any students, possessions or ~~seat damage at each campus.~~
18. Drivers are responsible to notify campus personnel of any Pre-K thru 1st grade student that boarded the bus without an MISD transportation nametag.
19. School buses are required to come to a complete stop, transmission placed in neutral, and have their air brake engaged at all railroad crossings.
20. Backing a bus is strongly discouraged. You should back a bus only when you have no other safe way to move the vehicle. Backing on a campus is prohibited unless authorized.
21. Headlights should be on anytime the bus is in motion.
22. Buses are not to be idled for extended periods during the route: ~~five (5)~~ ~~ten (10)~~ minutes or more.
23. Buses should never be left unattended with the key in the ignition.
24. Students should never be left unattended on the bus. Failure to supervise your students may be grounds for termination.
25. Assigned route buses will be used for extracurricular trips before, during and after route times.
26. Buses or district-owned vehicles are not to be used for personal business of any kind, including stopping at convenience stores, donut shops, etc.

ROUTE INFORMATION

1. ROUTES

1. Transportation management will make every effort to ensure all route hours will remain 40 hours or less per week.
2. Route assignments do not change from year to year.
3. Drivers and attendants interested in a different route or change in a route can do so by informing the appropriate person by letter or email of their interest. After screening, selected employees for the

positions will be interviewed by the director/supervisor or designee. Selection will include multiple factors including but not limited to:

- a. Training/skills set
 - b. Experience
 - c. Ability to meet the requirements of the available position.
 - d. Familiarity with route or area
 - e. Prior job performance
 - f. Attendance
 - g. Behavior management experience
4. The final decision will be based on what is deemed to be in the best interest of the district
 5. All runs and/or routes are subject to change by management based on student need, efficiency and in the best interest of the district.
 6. Designated routes and route hours are subject to change and are not guaranteed.
 7. The ~~district~~ **Director of Transportation** reserves the right to assign or reassign a driver to a route if it is deemed in the best interest of the district.

General Route Information

1. As you approach a stop, the students should be lined up in a single file, with the first students ten (10) feet from the curb or edge of the roadway for loading.
2. If students are not in proper loading order, or they approach the bus before it stops and the door opens, stop and wait until they get into proper order or move back.
3. The front wheels of the bus are not to go past the students.
4. If the bus is detained at a campus, pull to the front of a loading zone and activate hazard flashers.
5. When loading or unloading the bus, be sure the right side of bus is next to the curb – whenever possible.
6. Do not load or unload on a street gutter drainage area.
7. Drivers are to stop and allow students to load the bus, even after the bus has left the loading area or bus stop. If student continually delays the bus, the driver is responsible to report the issue to a **DSR TSR** or Management.
8. All bus doors shall be kept closed when the bus is moving.
9. The emergency door is to be opened ONLY in an emergency.
10. Proper signals must be operating when loading and unloading.
11. Regular education students should be instructed to be at their bus stop 15 minutes prior to their scheduled bus stop time. Buses will not honk for students.
12. Students crossing the street should do so 10 ft. in front of the bus. The driver shall watch for traffic and signal students when it is safe to cross.
13. Drivers must perform an evacuation style release while unloading students at the campus.
14. No student is to operate the door or signal system of the bus.
15. If there is a question of the safety of a bus stop, i.e.: car following, suspicious person or animal, bus fights, etc., radio dispatch and do not drop off students until stop is safe.
- 16. If you have a bus rider who is unsure about which bus, he/she is to ride, direct student to the school office. When in-route with a student that is unsure of his/her bus stop, notify dispatch and wait for directions. DO NOT drop a student off at a stop that is not theirs or if there is a question if the stop is the correct location.**
- 17. Drivers must ensure that all Pre-K, Kindergarten and 1st grade riders have a parent/guardian present at the stop before allowing the student to exit the bus unless accompanied by a 2nd grade or older relative.**
18. Items (including class projects or musical instruments) that cannot be held in the student's lap safely, placed in an open seat, or stored behind the driver's seat, will not be allowed on the bus. These items cannot take the space of another rider. Items are not to be secured by the driver or held in the window dash area.
19. Departure time from campuses to take students home will be no sooner than seven (7) minutes after the dismissal bell unless directed by a school official.

20. After all students have boarded and are sitting down, close the door, check the mirrors and traffic, turn on the left turn signal and, when it is safe to do so, re-enter the traffic and proceed to the next stop. **ALWAYS CHECK YOUR CROSSOVER MIRROR JUST BEFORE YOU MOVE THE BUS!**
21. Students living on the left side of the roadway **MUST** cross in front of the bus after they get off the bus.
22. **This includes all elementary, middle school and high school students.** Students crossing the roadway will walk 10 steps (10 feet) to the front of the bus where they will wait in a group on the curb.
23. **Never instruct students to cross a major roadway or uncontrolled intersection before bus arrival. The bus must be present to control traffic with amber/red warning lights engaged.**
24. When it is safe for them to cross, the driver will give them the designated distinct hand signal to cross. They will walk across the roadways together looking right and left for on-coming cars.
25. If a vehicle drives past your warning lights while the students are crossing, instantly honk your horn. The students must be trained to immediately respond on your horn signal, and be prepared to get out of the way of the vehicle.
26. Any student who does not cross the roadway in the manner described above is guilty of a serious safety violation and should be dealt with according to the Discipline Management Plan.
27. When all students have gotten off the bus, and all students crossing the roadway have reached the other side, close the door, check the mirrors and traffic. Turn on the left turn signal and, when it is safe to do so, re-enter traffic and proceed to the next stop. **CHECK YOUR CROSSOVER MIRROR JUST BEFORE YOU MOVE THE BUS.**
28. **DO NOT LEAVE THE LAST STOP OR SCHOOL WITHOUT CHECKING THE BUS FOR SLEEPING CHILDREN.**

LETTING STUDENTS OFF THE BUS

1. Students can only be let off the bus at their designated bus stop or school. Once the bus has left the school a student cannot disembark anywhere except their assigned stop. Only at the direction of a dispatcher in an emergency can there be a deviation from this policy.
2. If a bus is still on the campus and a student wants off the bus contact the Dispatcher for authorization. In most circumstances authorization may be given.
3. Do not leave a student at a stop that you believe may not be able to get in their home or may not be age appropriate to be at home alone. If a driver has any reason to believe that a student may be unable to enter their home or adults that are normally there will not be present the dispatcher is to be contacted for assistance.
4. In the event that a student exits the bus at a location other than his assigned bus stop the driver is to ask the student to re-board and explain that the student cannot exit. The driver is to contact dispatch immediately if a student exits the bus without authorization. A referral is to be written for the student.

STUDENT MANAGEMENT

1. BUS TAGS for Pre-K Thru 1st Grade/ PERMISSION SLIPS

- A. All Pre-K thru 1st grade riders are required to have a visible MISD transportation nametag around their neck or secured by a lanyard to their backpack before loading the bus at the campus.
- B. Drivers can deny transportation to students at the campus when a Pre-K thru 1st grade student does not have a visible MISD transportation nametag. Dispatch must be contacted before any action is taken.

- C. All Pre-K thru 1st grade students must have a receiver present before they are to exit a bus. They are not to be delivered without a receiver.
- D. A student may ride home with another child on a temporary basis with written permission signed by a school administrator. If there is any question, driver is to contact Dispatch for direction.
- E. All pre-K, K and 1st graders must have a receiver, no exceptions unless they have an older sibling that has been authorized by the parent.

2. SAFETY

- A. Drivers/Attendants are responsible for maintaining safety procedures on their buses.
- B. If anyone on the bus is being physically assaulted or brandishing a weapon, the driver and/or attendant must request police assistance. Dispatch will contact MISD Police immediately.
- C. It is illegal (TEC 34.004) if “a child is standing on a school bus that is in motion.” Do not move the bus until all students are seated unless the driver is directed to do so by police or person in an administrative position with MISD.
- D. Age disproportionate students are to be placed at the front of the bus away from other students.
- E. No person, other than school personnel and students, shall board the bus for any reason except in an emergency or as approved by the Transportation Office.
- F. If an individual approaches the bus in a hostile manner or is causing a severe delay in the route, it is the driver’s responsibility to secure the bus, deny entry and notify dispatch immediately.
- G. Drivers are not allowed to carry any unauthorized guest.
- H. Drivers/Attendants shall not administer any drugs or medicine to any student. The Driver/Attendant, however, may issue items in the “First Aid Kit”, if needed, or asked for by a student.
- I. Students are to exit the bus only at the student’s DESIGNATED STOP or campus.

3. ASSISTANCE ON ROUTE

- A. When needing assistance to maintain effective discipline on the bus, Drivers/Attendants should use the following student management procedures:
 - a. Drivers may submit a completed discipline referral
 - b. Drivers can speak with a Transportation Support Representative (TSR) or ~~supervisor~~ Manager if there is a question
 - c. Drivers should contact Dispatch when needing immediate assistance at the campus and must submit a completed discipline referral when a campus administrator is called to the bus upon completion of their route
 - d. Drivers are not to remove students from the bus, but may request campus administrative assistance
- B. Drivers must have approval from a campus administrator, operations management or transportation dispatch to deny student transportation.
- C. Any student left at a campus must be released to a school faculty member.
- D. The police are not for managing discipline on a bus. The best practice is to get students delivered as soon as possible. Delaying delivery may only make a situation worse. Once students have been delivered follow up with the established discipline process.
 - Most fights on a bus do not warrant immediate police involvement. Often there may be some indication that a problem is developing. By staying aware of what is happening on the bus and by taking quick action, serious situations can usually be diverted.
 - If you sense there is trouble developing separate the students as far as possible from each other. A verbal redirection along with seat reassignment will often diffuse the situation.
 - If a fight takes place on the bus a driver is to pull the bus over and come to a stop as soon as it is safe to do so. Contact dispatch and in a controlled and calm voice identify your location. Make sure the vehicle is in a safe place, pop the break and stand up giving a firm and loud verbal command to the participants fighting.

- If other students are standing, order them to sit down. As quickly as possible make your way to the location of the fight. Continuing to command they stop.
- Do not put yourself in a situation where you will get injured. Do not use excessive force against any student. The goal is to separate those fighting, keep other students safe and to return order to the bus as quickly as possible.
- A bus should be returned to service as quickly as feasible and safe. A delayed bus creates only creates additional discipline issues,
- If both students utilize the same or close stops then the driver is not to allow both students to exit together. The student that seems to be the victim should be delivered to his residence. In most situations you would utilize the regular stop for all the students at that stop and then take the perceived victim home.
- If it appears the situation is mutual then both students need to be delivered to their home. Before driving off, make sure the students are able to safely enter their home. If a parent or adult is available inform them of the situation.
- If you have additional concerns then contact the Dispatcher. The main goal is to do everything possible to keep them separated after leaving the bus and keep all students safe.
- Most of the time separating students will be enough. If the situation is out of control or there is injury contact dispatch immediately so law enforcement can be called to the scene.

4. STUDENT DISCIPLINE/COMMUNICATION

- A. When dealing with student management, drivers are required to follow the transportation department progressive discipline procedures as follows:
 - a. Issue a verbal warning for safety violations and/or misbehavior (each time it occurs).
 - b. Temporarily change the student's seat assignment.
 - c. Inform student that incident will result in a warning/referral.
 - d. Complete a Student Management Form when student behavior continues within 24hrs. of the route. (Available office hours are posted for individual TSR's to assist in the referral process).
- B. Video request forms will be attached to all student management referrals. TSR's will approve video requests.
- C. Physical contact with students should be limited as much as possible.
- D. Employees shall limit conversation with students to specific information that would be required to perform their duties. Conversations on a personal level are not advised.
- E. Do not give food, candy, gum, medicine or drinks to students.
- F. When a student gets sick on a bus, the driver and/or attendant is required to use the body fluid clean up kit to absorb the fluids. Once it dries up, it can then be swept up and placed in the trash can. If additional (puke-up) is needed, drivers will need to see the Shop.

EMERGENCY PROCEDURES

1. POLICE OR EMERGENCY SERVICES

Emergency services are not for student discipline issue (see Student Management). Emergency services should be for situations that involve risk to life or health. In the event that emergency services are warranted, the driver is to contact dispatch immediately and explain the situation.

- Dispatch will contact emergency services. It may be necessary to provide the dispatcher with greater detail off the radio and by phone.

- In most cases, a Transportation Safety Officer will also be sent to the scene to provide assistance.
- If a driver is not able to reach dispatch and there is a serious or life threatening issue, they are to contact emergency services.

If a driver is unable to proceed to the next authorized stop.

- A. The driver is to secure the bus in a safe location and maintain the safety of all students.
- B. The driver is to maintain contact with dispatch and keep dispatch informed.

When police or emergency services arrive on the scene, they will initially be in charge. They will make an assessment as to when and which student(s) are under their authority and when and which are under the authority of the driver.

An example of a student under the authority of emergency services.

- A. Student(s) taken into custody or detained by police.
- B. Student(s) receiving medical care, assessment or transported to a medical facility.

Students under the authority of the driver may be released to a parent or guardian if that individual is at the scene.

- A. Middle school and high school students may be released by acknowledgement of both parties.
- B. Elementary and intermediate students may only be released by Skyward verification and a valid ID.
- C. Special education students on a special needs bus may only be released by Skyward verification and a valid ID.
- C. Student are not to be prohibited from using their phones to contact their parents.
- D. Once the bus is back in route students are to only be released at their assigned bus stop

In any situation of a delayed bus, every effort is to be made to expedite the return of the bus to completing the route.

2. EVACUATION

- a. Bus must be stopped, parking brake set, and engine key switch set to auxiliary.
- b. Turn ON hazard lights.
- c. Driver will stand, open door, and face passengers.
- d. Driver gives command: "Front Door Evacuation" (Regular Education Students)
- e. Driver calls in emergency to Transportation Department Office, put microphone out the window.
- f. Front door assistant - lead students to safety.
- g. Students evacuate - alternating from right to left and front to back until all are off.
- h. Driver walks to rear of bus checking between and under all seats.
- i. Driver carries off:
 - i. Fire extinguisher
 - ii. First aid kit
 - iii. Reflectors
- j. Driver checks to see if students are at a safe distance
- k. Place reflectors at correct distance:
 - i. Curbs or hills
 - ii. Divided highway
 - iii. 2-way traffic (30 mph)

3. WEAPONS/DRUGS/DANGEROUS SITUATION

If a student is believed to be in possession of a weapon, a look-a-like weapon, or drugs, the driver is to not raise suspicions. Do not confront the student. The driver must contact dispatch or school administration (if at a school) immediately. **The driver should call dispatch and state my DEF is hot.** At this time, all radio traffic should cease and the driver that called in will await dispatch instructions. As part of the process, dispatch will respond with **10-4, calling shop now, please standby for further instructions. Dispatch will notify you of the safest location to await further assistance.**

If contact is made with an administrator at school then the driver must still contact dispatch. If you are in-route, Law enforcement or school administration will be called to deal with the situation as appropriate. Notification to dispatch is to be made as soon as you become aware of a possible situation and before any student is allowed to exit the bus. An incident report or referral must be completed as soon as the driver returns to Transportation.

4. ACCIDENTS/INCIDENTS AND MOVING VIOLATIONS

When a driver of an MISD vehicle is involved in an at-fault accident, incident or a violation of the law, the event may result in disciplinary action up to and including a recommendation for termination.

- a. All accidents/incidents that result in an MISD vehicle coming into contact with any other vehicle, object, person or another bus; MISD dispatch shall be contacted immediately without leaving the area.
 - b. **If Involved in an Accident/Incident:**
 - i. Stop immediately.
 - ii. Determine if evacuation is necessary.
 - iii. Make a first aid check of all students and individuals involved in the accident.
 - iv. If injuries are involved, the bus should not be moved prior to the arrival of law enforcement personnel. The students must be checked and released by the police or school administration before moving the bus.
 - v. Radio dispatch or call Transportation (have color, make, type, and model of vehicle available). Tell Transportation the location and if there are injuries.
 - vi. Activate emergency flashers and set reflective triangles.
 - vii. If the accident occurs on the weekend, radio or call MISD Police (817.299.6000).
 - viii. EXPRESS NO OPINION.
 - ix. Use your established seating chart to verify names of all passengers on the bus. If they were transported to a hospital, get the name and location of the hospital.
 - x. Do not leave the scene of the accident without permission from Dispatch.
 - c. **Collision with Unattended Vehicle or Other Property.** Do not leave the scene of the
 - d. accident/Incident until you have contacted the Transportation office, and a safety trainer or MISD Police have arrived on scene and have released you to proceed. If the bus is involved in a hit and run, you must remain at the location in order for authorities to file a report. **THIS IS THE LAW.**
 - e. **Post-accident follow-up-**
 1. In all cases, a safety trainer must clear the driver before they are allowed to return to his/her assigned route.
 2. Drivers are required to meet with a Safety Trainer for a post-accident follow-up.
 3. A Driver (Witness) Statement and an updated seating chart must be completed.
 4. The finished Accident/Incident Report form must be signed by the driver.
5. A Corrective Action Plan (CAP) procedure must be completed after any at-fault accident/incident.

Accidents happen when drivers concentrate on something other than driving.

5. MECHANICAL BREAKDOWN

- A. Secure the vehicle
- B. Display warning devices and hazard flasher
- C. Contact dispatch and maintain contact with dispatch
- D. Maintain the security and safety of the students.
- E. Inform dispatch when assistance arrives and when you are back in route.

Students under the authority of the driver may be released to a parent or guardian if that individual is at the scene.

- A. Middle school and high school students may be released by acknowledgement of both parties.
- B. Elementary and intermediate students may only be released by Skyward verification and a valid ID.
- C. Special education students on a special needs bus may only be released by Skyward verification and a valid ID or listed on the receiver form.
- E. Student are not to be prohibited from using their phones to contact their parents.
- F. Once the bus is back in route students are to only be released at their assigned bus stop

In any situation of a delayed bus, every effort is to be made to expedite the return of the bus to completing the route. If the bus is able to proceed the driver is to contact dispatch.

6. SEVERE WEATHER PROCEDURES (See Severe Weather Procedures Guide)

SPECIAL NEEDS PROCEDURES

1. GENERAL PROCEDURES

1. The Driver/Attendant should wear protective rubber gloves when assisting students in matters that require physical contact. (Gloves may be checked out from the special needs equipment room).
2. The driver will notify the responsible person at the pick-up/drop-off location of the date/time the student will start on the bus. The driver will also re-notify the parent/guardian of any change in time during the school year.
3. When the bus arrives at the pick-up point for any student, do not let the student, parent, or guardian delay your route.
4. If a rider is a special needs student, keep a record of his/her “no-shows” in case it is needed by the Special Education Department.
5. Special needs students and/or special program students must not be picked up or dropped off at an address other than the location listed on the current Bus Transportation Form and route description.
6. No special needs student is to cross the street. Load and unload students only on the door side of the road. Exceptions to this must be approved by management. Do not use driveways to turn around, to load, or drop off students.
7. When notified that a special needs student will be absent for an extended period of time of three (3) days or longer, the driver will be notified by the Special Education Office.
8. If a special needs student is absent for five (5) consecutive days, the driver or attendant will notify the Special Education Office of the student’s absences. The Special Education Office will contact the school or parent to verify the situation and notify the driver.
9. When picking up special needs students at a residence it is NOT the responsibility of the Driver/Attendant to go to the door for a student. When dropping off students, only the individuals listed on the Transportation Supplement/Authorized Receiver Form can receive the student.
10. The driver and/or attendant are not to go into a student’s home under any circumstances or take possession of a house key. Employees are not to help student(s) open door to the home. If a special

- needs student is approved to be left alone and cannot open the door, contact Dispatch for further instructions.
11. Only when it is stated on the student's Transportation Supplement Form may a special needs student be left alone at a drop off location.
 12. If a special needs student cannot be left alone, do not open the bus door unless the person listed on the Transportation Supplement/Authorized Receiver Form is at the bus door.
 13. When dropping off a special needs student the Driver/Attendant must:
 - a. Ask for and see a picture ID to verify identity unless identity has been previously determined and recognized by the driver.
 - b. Be presented an ID as listed on the Transportation Supplement/Authorized Receiver Form.
 - c. Have a parent or guardian listed on the Transportation Supplement/Authorized Receiver Form verified by the driver give permission before designating a sibling that does not have an ID to have the ability to receive the student.
 14. If the Transportation Supplement/Authorized Receiver Form states that a special needs child is to be left with the parent/guardian, sibling, or others listed on the form and no one is at the drop-off address at drop-off time - follow these procedures:
 - a. Contact Dispatch—requesting to return to school.
 - b. Await approval from Dispatch to return to the school.
 15. The attendant will go to the door of the school to pick-up or deliver special needs students.
 16. The attendant will go to the door of daycare centers when picking up or delivering a student. The Driver/Attendant should not go inside the daycare center.
 17. The Driver/Attendant transporting special needs students will cooperate with the school in implementing behavior plans and grading systems.
 18. At all times the information on each run will be kept in a binder provided by the district. The following items of information must be maintained for each run:
 - a. Transportation Supplement
 - b. Transportation Route Descriptions
 - c. Authorized Receiver Form
 - d. Other student documents
 19. It is recommended that all special needs students wear lap belts or other types of restraints as listed on the Transportation Supplement Form. It is the responsibility of the Driver/Attendant to have the correct car seats, infant seats, or safety restraints installed properly according to all laws of the State of Texas.
 20. The Driver/Attendant's primary responsibilities are to maintain discipline and order, safety of the students, and to ensure a clean and neat appearance of the bus. Do not use or spray items that can be harmful to fragile students and other employees. All spray cleaners must be approved by management.
 21. The attendant will be outside the bus door to assist students on and off the bus. Never leave the bus with student(s) on board. If you are alone and need help, use the radio.
 22. Physical contact should be kept to only what is necessary to assist special needs students to ride the bus. However, knowing that each student is different, the Driver/Attendant may find it necessary:
 - a. To assist the student in and out of the seat or carry them as necessary and make sure the student is strapped in, buckled in, the wheel chair is secured, or whatever is needed to secure the student. Allow the student to do as much as they can for themselves, including climb stairs, buckling the seat belt and setting the brakes on their wheelchair.
 - b. To comfort a student, which could include sitting by a student, cleaning a student's face, suctioning the student, and whatever else is needed to comfort the student.
 - c. To have special training on handling the student provided by the Transportation staff or the student's school administrator, teacher, and or nurse.
 23. Drivers are not to move the bus until the special needs students are properly secured and attendant is seated. Students and attendant must be seated at all times while the bus is in motion.
 24. Student Confidentiality – Discussing student concerns should be in private and only with designated staff. Do NOT take photographs of students. Do not post pictures, names, or incidents concerning any student or

the transportation of students on any social media. (Family Education Rights and Privacy Acts of 1974 – The Gossett Law).

25. The attendant will sit behind the last student on the bus so the students may be observed at all times. Give full attention to the students. Do not sleep or read, do not work on handicrafts, or use cell phones, or anything that takes your attention off the students while students are on the bus.
26. Attendants are to cooperate with parent requests to take medication to school or return the medication to them.
27. Attendants will keep up with the personal belongings of students on the bus and make sure items arrive at school or home with the student. Use professional discretion when it comes to students' personal belongings.
28. Routes may not be changed, including pick up/drop off locations or times, without prior approval of the Transportation Office.
29. Routing issues or concerns are to be presented by the driver of the route.
30. **Drivers and monitors are both responsible for completing the SHARS paperwork**
31. **Drivers and attendants are required to work together as a team and check each others work and ensure that all student safety equipment has been safely secured before the bus moves. (regardless of safety equipment).**

2. WHEELCHAIR PROCEDURES

1. Load wheelchair backward on lift.
2. Lock the wheelchair brakes and turn off the power, if electric.
3. Driver/Attendant's hand must be on the wheelchair at all times while the lift is being raised or lowered. Bus must be in neutral or park and parking brake applied as long as lift/lift door is open or in operation. Do not move the bus if lift or lift door is in use.
4. Park the wheelchair facing forward and lock the brakes when positioning a child on the bus.
5. Attach straps as close to a non-moveable part of the frame of the wheelchair as possible.
6. Use matching strap sets on both front and rear of wheelchair.
7. Student's shoulder-lap belt must be fastened. Attach the lap belt close to the student's body; it should fit next to the student (thread through openings between the back and seat.) The buckle should fit the hip on the side--Just like on an automobile seat belt.
8. **Driver/Attendant are required to check each other's work when securing a wheelchair.**

3. EMERGENCY EVACUATION OF SPECIAL NEEDS STUDENTS

1. Students exit in correct order:
 - a. Ambulatory first
 - b. Non-ambulatory second
2. Only use lift when it is safe to use.
3. Driver/Attendant removes from bus:
 - a. Fire extinguishers
 - b. Binder with student information
 - c. Red flags (if applicable)
 - d. Reflectors/strap cutter
 - e. First aid kit
 - f. Blankets
4. Use of blanket for evacuation of special needs buses: Most students who have been in a wheelchair since birth are quite light, usually not having developed the normal bone structure or musculature of a physically normal child or adolescent. In this case, emergency evacuation by releasing the restraining belt and carrying the child from the vehicle is the best alternative.
5. The above practice is not recommended in the case of a child with fragile bone structure or with an adolescent who has become paralyzed after normal body development. In these cases, it is recommended that the Driver/Attendant place a blanket on the floor and carefully lower the child. Then move the child

towards the rear emergency door. This will allow legs and arms to slide by seat legs without catching on them and potentially injuring the child.

6. Care is to be taken to assure that legs and arms do not become entangled in seat legs or dangling restraining belts. Upon reaching the emergency door, the Driver/Attendant, preferably with assistance, can ease the child to the ground and again slide the individual to a safe location.
7. This method of emergency evacuation places little physical stress on the driver or attendant since at all junctures the child's weight is only being directed as opposed to lifted by the Driver/Attendant.

TRANSPORTATION EQUIPMENT

1. FUEL/ DEF

1. It is the responsibility of the driver to ensure the bus is properly fueled. Failure to properly fuel any district-owned vehicle may lead to disciplinary action.
2. Bus must be unoccupied before fueling.
3. Drivers are responsible to fuel the bus with at least ½ tank of fuel and DEF (if applicable) at all times. Field trip drivers are to TOP-OFF the fuel tank after a trip.

2. RADIO PROCEDURES

1. Use radios for MISD school related business ONLY. Keep exchanges short and to the point.
2. STEPS FOR REPORTING BY RADIO A SAFETY ISSUE AND/OR AN EMERGENCY:
 - a. Driver to Dispatch: "This is bus # _____. I have an emergency".
 - b. Dispatch to Driver: "What is the emergency?"
 - c. Driver to Dispatch: State problem and give your specific location. Use cross streets to identify your location.
 - d. Once you have called Dispatch for assistance, remain in the same location until instructed to proceed.
 - e. Out of control students: Contact Dispatch if you feel you have out of control students causing an unsafe situation. Dispatch and/or administrators will give you further instructions after assessing the problem.
 - f. Dispatch may direct the bus to return to the school.
 - g. If Police are dispatched to your location, DO NOT MOVE BUS UNTIL MISD POLICE CLEARS YOU TO MOVE:
 - h. If police arrive on the scene, they assume responsibility for the situation and will be in charge.
 - i. MISD police will determine if city/county police department will be called.
3. Drivers shall limit radio communication to specific information that would be required to perform their duties.
4. Radios are not to be disconnected or disabled except by a video technician or by management authorization.
5. While a bus is on a route the Radio is to remain on and at a sufficient volume that allows the driver to hear the radio.
6. Radios are now programmed and cannot be turned down below 60%.

7. SEAT BELTS

1. Any Transportation Department employee driving a school-owned vehicle will be required to wear a seat belt, according to manufacturer's specifications.
2. State Law requires that if a vehicle is equipped with a three-point lap and shoulder belt, the driver is to ensure that all occupants wear them.

8. VIDEO SURVEILLANCE

1. Video records are the property of MISD and may be viewed by a parent, school administrators and qualified MISD personnel.

2. Do not tamper with cameras or camera equipment mounted on buses. Disconnecting or disabling a camera system is to only be done by a video technician or by authorization of management. Any manipulation may be grounds for termination.

EXTRA DUTY ASSIGNMENTS

All extra duty assignments, in addition to your assigned route or schedule, are considered overtime work and must be approved by an ~~supervisor~~ Operations **Manager** beforehand and therefore are at the discretion of the district. Employees that have exhausted all leave and are in dock status could lose eligibility for extra duty assignments.

1. Extra duty assignments deemed to be long term will be posted for consideration.
2. Extra duty assignments deemed to be short term will be at the discretion of the district.
3. Extra duty assignments will ultimately be assigned based on what is in the best interest of the district.
4. Extra duty assignments are not guaranteed and may be changed, discontinued or revoked at the discretion of the district.
5. **All extra duty assignments will be emailed and/or posted on a bulletin board close to dispatch at both locations for consideration. Employees interested should reply or submit in writing their interest to the Operations Manager.**

1. FIELD TRIPS

2. Field Trips are not guaranteed and are paid for by the sponsor requesting the trip. All drivers are expected and required to provide exemplary customer service as well as safe and efficient service for the passengers. Even though transportation has requirements for trips to return to the campus, the driver is to work and coordinate with the sponsor to ensure the expectations of the trip are fulfilled.
 1. MISD's field trip software and/or the fieldtrip ~~coordinator~~ **dispatchers** will assign field trips.
 2. Dispatch may assign any bus in the fleet to meet the needs of the trip, including route buses.
 3. Buses on all field trips are to go directly to point of pick up.
 4. No stops for meals are permitted, before, during, or after the trip, without prior approval of the Director or designee.
 5. Any unplanned stops, not previously listed on the field trip form, must be approved by management before reaching the additional destination. For example, sponsors requesting to stop for meals before or after event that is not previously listed on the trip sheet, must have approval from management.
 6. Driver's assigned trips after their AM runs will go directly to the point of pick-up without returning to the bus lot, unless a bus change is required.
 7. Only use the bus assigned per the Trip Sheet or by Dispatch. If the bus assigned is not available, contact Dispatch for instructions. Do not take another bus unless instructed by Dispatch.
 8. **Please review maps provided by sponsors before leaving for the destination.**
 9. Sponsors are responsible for paying for all trip related expenses.
 10. Drivers ARE NOT TO LEAVE the destination point and return later. Once you drive a group somewhere, stay with them.
 11. Drivers are not allowed to bring guests/children on field trips.
 12. Sponsor's children will not be allowed on field trips if the child's weight and height would require a child safety seat.
 13. Accurately clock in and out before and after each field trip. Mileage must be reported on all trip sheets.
 14. Drivers must get a signature and time of drop off from the sponsor on the Field Trip Form.
 15. **Trip cancellation:** When a trip is canceled within 72 hours of the start of the trip, the driver will be given the opportunity to either go home or work up to four consecutive hours (within that 72 hour period) as scheduled by management. You will not receive a makeup field trip. You will receive another trip until your name comes up again in rotation.

16. When a school requests more than one bus, the drivers will stay together (safe as possible) as a team as well as in the assigned order.
17. The driver must submit all field trips paperwork within two business days to be compensated for the trip.
18. The "back at school time" on the trip sheet is only an estimated time. Drivers must clock out. All trips will receive a minimum of two hours. If there is an issue with the return time, please contact dispatch for assistance.
19. Do not load the bus until sponsor is present and on the bus.
20. Drivers must be skilled in the operation of special lifts, tie downs, and restraints. It is the responsibility of the driver to know how to operate all equipment.
21. Drivers must contact Dispatch prior to leaving the bus lot when running late on a trip.
22. A field trip driver may be suspended or removed from other field trips if driver:
 - Is a No Call / No Show.
 - Cancel more than one trip after assigned per semester.
 - Is late for a pick up time.
 - Does not turn in field trip paper work within 2 business days of trip completion.
 - Fails to clean a bus or top off the fuel tank.
 - Reports to the wrong school or fails to follow trip instructions.
 - Has any other trip violation that either is against policy or hampers the progress of the field trip.
 - Has exhausted all discretionary leave and is in dock status.

23. Field Trip Assignment Procedures:

- Field trips are assigned on an alphabetical rotating basis All trips will be assigned by the Dispatch Office.
- Trips cannot be swapped, traded, or given to another driver. ~~Trips and assigned routes should not exceed 48 hours per week. In assigning trips, every effort will be made to avoid overtime.~~
- Hours shown on Field Trip Request will be used in assigning the trip.
- If original trip driver is late for a trip, and a stand-by driver has to cover the trip, the original driver will not clock-in and will not be paid.
- Management reserves the right to assign, re-assign or un-assign a driver for a trip as deemed in the best interest of the district.

24. Overnight Trips:

- Drivers will be paid a minimum of 14 hours for each 24-hour period on overnight trips. Any hours in excess of 14 hours you are required to work during a 24-hour period must be documented on the Trip Sheet and signed by the trip sponsor. (Note: Lot departure time will start 24-hour period.)
- Room and board for]driver on out-of-town trips will be paid by the organization requesting the trip.

25. Driver Availability:

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26. Informing Dispatch of Field Trip:

- When informing Dispatch Office of your absence for the day, it is the driver's responsibility to inform Dispatch that the field trip assignment must also be covered.

3. SUMMER SCHOOL

1. All Transportation policies/guidelines apply during summer schools that are in effect during the regular school year unless changed by the Director or designee.

2. Applicants for the summer school will be chosen based on many factors including but not limited to attendance, training, experience, route requirements and what is deemed to be in the best interest of the district. Summer school routes are not guaranteed.
 3. When two drivers are assigned to a summer school route, both drivers are expected to assist each other with driving, backing and student management.
 4. If a monitor is assigned with a driver, the monitor is expected to assist the driver with backing, student management and anything else to maintain safety.
 5. If you are interested in working summer school, you are expected to work the entire assignment. If you are planning a vacation around the time of the assignment, do not sign up for summer school.
- 4. Assignment Selection Process:**
1. The Operations Manager will send out an email stating that summer school routes will be coming out soon. Anyone that interested will need to see back an email to the Ops Manager stating that they would like to be considered.
 2. All names will be submitted to get information on absences, accidents and any disciplinary action. The selection process will be based on these criteria.

GENERAL OPERATING PROCEDURES

1. REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

NOTE OF CLARIFICATION: It is the Driver and/or Attendant's legal responsibility to call the Texas Department of Protection and Regulatory Services to report suspected child abuse/neglect at 1-800-252-5400.

2. EMPLOYEES' CHILDREN AND GUESTS

- All employees' children and guest(s) must check in at the Dispatch Office.
- No children or guests are allowed on bus routes or field trips unless approved by the Director or designee.
- No children will be allowed in the transportation building on non-school days if the employee is working on the clock.
- No children will be left unattended at any time at MISD Transportation Facility, unless approved by Director or designee.
- A Driver/Attendant may apply for a route or trip that transports his/her own children, grandchildren or other family members.
- Employees' children that use our courtesy shuttles will be expected to display proper behavior while in the transportation building or on the route. Failure to do so may result in the loss of riding privileges.

3. PERSONAL RADIOS AND CELL PHONES ON BUSES

- An operator may not use a wireless communication device while operating a passenger bus, including the use of a phone for GPS. Failure to comply with this policy may result in disciplinary actions including up to a recommendation for termination.
- If an emergency occurs, pull bus over to side of road in a safe spot, engage parking brake, then and only then use a cell phone.

4. SCHOOL CLOSURE

The District may close schools for a full day or part of the day because of bad weather or emergency conditions. When it becomes necessary to open late, release students early, or cancel school, District officials will post a notice to the District’s web site and notify local radio and television stations.

Employees are expected to be at work if the district opens.

5. DELAYED START OF SCHOOL

When school is delayed for any reason, Drivers/Attendants will report to work according to school start time delay schedule. Example (School is delayed 2 hours – employees report 2 hours later than regular clock in time)

6. CIVILITY

All conversations and interaction between employees and the public/students are to be mature, professional and exhibit self-control. Interaction between employees is to consist of common courtesy and respect. At times there will be differences of opinions and disagreements. That is not a reason to treat someone with disrespect or disdain. Rude and discourteous behavior can poison an environment and create additional problems often escalating a situation.

7. COMPLAINTS/ISSUES/CONCERNS

Matters are not to be aired openly or in front of people or with individuals not involved. Employees are not to fan issues by talking to others about an employee or an issue not directly related to them.

Employees are to follow the chain of command regarding grievances/complaints and not circumvent the process. Low level and routine matters are to be addressed in private with the dispatcher, trainer, router or shop foreman as appropriate. Issues of a more serious nature or unresolved matters are to be brought to management. The first level is to be the Operations Manager and then followed by the Assistant Director. Complaints, issues or concerns are to be in writing before the issue is to be brought to management.

Unresolved issues with management staff are to be brought to the Director. The Director is to be afforded the opportunity to resolve or address all matters.

8. CONFIDENTIALITY

Education records are defined in 34 CFR Part 99, Family Educational Rights and Privacy Act of 1974 (FERPA). These include records directly related to a student and cover any information that would make the student’s identity traceable. This includes the student’s name, parent’s name, student’s address, student’s disabilities and health condition.

Disclosure of this information to school officials, including bus drivers and attendants, is made on a need-to-know basis. This Act covers both Special Education and Regular Education students.

All Transportation Department employees who have knowledge of confidential information related to a student **shall not** disclose the information to anyone not in a “need-to-know” position.

Transportation administrative staff will make determinations of need-to-know status within the department. This includes “shop talk” or gossip.

Be aware that “informal” discussions with family, friends, neighbors, other co-workers who are not in a position of “need-to-know”, or across the restaurant table, that reference a student’s

disability or health condition or other protected information in a manner that identifies the student constitutes a violation under FERPA.

Information may be released to appropriate persons without parental consent in an emergency. This may be done if the knowledge of such information is necessary to protect the health and safety of the student or other persons.

Confidential matters are not limited to students. Engaging in conversation about an employee or departmental issue with a person that does not have a legal or legitimate need to know is a violation of confidentiality. Beside legal jeopardy, breach of confidentiality may subject an employee to termination.

9. CUSTOMER SERVICE

Employee interactions with all people they come into contact with are to be customer service oriented. Ask yourself how would I want to be treated in this situation? How would I want to have my child treated in this situation? Interactions are to be positive and courteous. Department employees are expected to be responsive to issues or concerns

10. DANGER ZONES

Areas around the bus that students are at an increased risk for injury are called “Danger Zones”. The number one cause of student fatalities related to a school bus happens in these areas. All age groups are at risk. However, the largest percentage of student fatalities are from students 7 years of age and younger. Students on your bus are to be informed, and trained about the Danger Zone areas. The following section on loading and unloading provides additional guidance related to this topic and provides procedures to be used.

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11. BUS DELAYED

If a driver stops in route to deal with discipline or some other issue the dispatcher must be notified. When the bus is back on the route the driver must notify the dispatcher that they are back in service. Dispatch is to know the status of any bus delayed 15 or more minutes. Delayed buses are to be posted as such on the web site.

12. FIT FOR DUTY

When employees arrive at work they are expected to be able to perform their job assignments. Employees unable to drive, perform their responsibilities safely are to be sent home. The absence will be counted as a dock day.

13. REFUSAL TO DRIVE

Drivers are hired specifically with the primary job function of driving a bus. Needs of the district will dictate the assignment of drivers on any given day. A driver may be pulled or temporarily reassigned from their route or bus to drive a different route or bus. This request can be performed by a dispatcher. No employee may refuse to drive a bus, route or work with another individual on a bus. An employee may be reassigned a route, bus, location or have changes to a route including clock-in and clock-out times.

14. PERSONAL INJURY

If an employee is injured on the job, the employee is to report the injury, and the cause of the injury, immediately on a “First Report of Injury”. This is mandatory whether medical attention is required or not and is to be done the day of or within 24 hours of the incident if not possible.

15. ROUTE CHANGES

Drivers are required to drive their routes exactly as the approved route sheets are written. This is to include

stop times. Under no circumstances is a driver to make changes in a route, stop, or time. The routing department can only make permanent changes. Request for route changes must be submitted in writing. If a driver believes that any changes need to be made regarding clock-in times, directions, stops or stop times then the driver is to meet with Routing to discuss the desired changes. Changes can only be requested by the driver and can only be approved and authorized through Routing. Drivers are required to notify Routing in a timely manner of changes or adjustments needed to a route.

The Transportation Department encourages drivers to recommend changes that will enhance safety and efficiency. These recommendations will be analyzed and implemented if approved.

Exceptions to the changes would be: road detours, police directions, construction and emergency situations. For unforeseen events temporary changes on a route are to be authorized by a dispatcher.

16. CHILD CHECK

All drivers are to check their bus for children after each run.

- Check the bus at the last school or last bus stop before proceeding to the next school or transportation.
- Check the bus at the transportation facility before exiting the bus.

17. STUDENT INJURY

In the event that a student receives an injury on the bus the dispatcher is to be notified immediately. This would include injuries caused by the child to himself or the result of action by another student. Secure the bus as soon as is practical and administer aide if needed. Parents are to be notified and made aware of any injury. The dispatcher will assist in making contact. Pay special attention to a student stating another student has injured them. Take any report seriously as the injury could be worse than you realize. Students causing injury are to be written up.

18. Payroll

- It is the responsibility of an employee to submit their timesheets in a timely fashion by the end of the workweek (Friday unless they have a scheduled field trip or extra duty later than Friday. In that situation, the time sheet must be submitted no later than Monday by 10:00 AM. The workweek is Monday through Sunday.
- Any addition or adjustment to a timesheet must include a note (note Section) as to why there is a change made.
- Drivers and attendants are required to clock in and out at the times indicated on the route sheet.

19. Contact Information

- Contact and phone information is to remain current.

20. Technology

- Email is to remain active and operational. Assistance with user name or password reset is available through the HELP DESK @ 817-299-4357.

21. Shop

- Only shop employees and management personnel are to be in the shop unless authorization is given or the employee is there for a purpose such as eating lunch in the breakroom or meeting with management. Non-shop employees are not to be on the shop floor or in work bays.

22. Work orders

- Drivers with a concern or mechanical need for a bus are to complete the DVIR and remove the white page.

Main Street- The page is to be placed in the basket on the key room door. Emergency or serious issues are to be turned into dispatch who will send it directly to the shop.

6th Avenue- The page is to be given to the Site Coordinator.

Simple issues like a bulb that may only take a few minutes to fix can be brought to the Quick Lane. If the assigned Quick Lane mechanic is not able to resolve the issue in less than 10 minutes, then the bus downing procedure will be initiated if needed. The driver will be assigned a replacement bus through Dispatch if the bus is downed.

23. Securing a Bus

A properly secured bus is a bus that is in neutral and the parking break has been deployed. If a driver leaves a bus the keys are to be removed and the bus walked before exiting. No student is to be left unattended on a bus.

ACKNOWLEDGEMENT OF HANDBOOK

2023-2024

The purpose for the Employee Handbook is to inform all Transportation Employees of current Transportation Department policies and procedures. This “Acknowledgement of Handbook” form is to ensure that each employee is aware and knowledgeable of all policies and procedures of the department.

I accept and understand the Mansfield Independent School District Transportation Department Handbook and have read the contents prior to my start date. I fully understand these policies and procedures and understand that failure to follow these policies and procedures will be reflected in the evaluation of my job performance and could result in disciplinary action or termination of my employment with Mansfield Independent School District.

I also accept that route assignments are subject to change when determined to be in the best interest of the District. If a Driver or Attendant’s assignment is changed, the Driver or Attendant will be able to apply for an open route based on availability.

I also understand that if I hold the position of a bus driver, a condition of my employment is that I must maintain and possess at all times a valid Texas “CDL” license (with P and S endorsement) as a driver for the Mansfield Independent School District, along with a DOT physical card and a Texas School Bus Driver Safety Training Certificate. I am aware that if for any reason my license is suspended, revoked or reclassified, I

cannot drive for the Mansfield Independent School District (not having or non-renewal of liability insurance may result in your license being suspended in the State of Texas). I am also aware that I must report driver's license suspension, revoked license, reclassification, arrests, or any kind of traffic citation (private and/or district vehicle) to the management of the Transportation Department within three days. Failure to comply with this directive may result with my termination as an employee of the Mansfield Independent School District. (DBA Legal)

Print Employee Name

Employee Signature

Date

Administrator Signature

Date

ALL TRANSPORTATION EMPLOYEES MUST SIGN THIS STATEMENT.

**MANSFIELD INDEPENDENT SCHOOL DISTRICT
Bus Shop Supplement**

The following administrative regulations and procedures apply to all Transportation employees of the Mansfield Independent School District (M.I.S.D.). Nothing in these regulations grant auxiliary employees a property interest in their position, nor do they constitute a written contract with any auxiliary employee. All auxiliary employees are at-will employees of the Mansfield Independent School District. These regulations are subject to change at the discretion of the Superintendent or his/her designee.

1. **RESPONSIBILITIES**

All shop employees are responsible for performing vehicle repairs and maintenance to ensure proper performance and safety of district vehicles. Other duties as assigned include, but are not limited to:

- A. Keeping shop clean, safe, and organized at all times.
- B. Properly storing all equipment and chemicals in designated areas.
- C. Preserve a clean and organized individual work area.
- D. Maintain common areas inside and outside of the shop (ex. Break room).
- E. Ability to diagnose mechanical problems and perform repairs with general supervision.
- F. Ability to operate equipment and tools involved in vehicle repair.

- G. Ability to lift heavy equipment and vehicle parts.
- H. Accurately report and submit completed daily work orders.
- I. Ability to pass alcohol and drug test.
- J. Ability to pass required bus driver safety training.
- K. Acceptable driving record.
- L. Ability to operate a school bus with passengers (as needed).
- M. It is the expectation that all mechanics pursue and further their ASE certifications/continuing education hours.

2. **SHOP MECHANIC QUALIFICATIONS**

- A. Valid Commercial driver's license, either Class A or B (with P and S endorsements.)
- B. At least 21 years of age.
- C. A safe driving record in accordance with state law and district requirements.
- D. Must be able to pass a physical examination each year. A new physical invalidates the previous physical. If failed, the mechanic must notify Transportation management immediately. Under DOT regulations, a driver cannot drive with a failed physical.
- E. TX Department of Public Safety requires that all CDL holders must provide a Self-Certification Affidavit (CDL-7) with each annual physical and driver license renewal unless they have claimed the "excepted certification".
- F. Mechanics with a class A or B CDL license must complete the State approved "Bus Drivers Training Course". (refresher course every 3 years)
- G. Anyone whose certification has expired CANNOT legally operate a school bus for the transportation of students until they become re-certified or obtain a re-enrollment certificate.
- H. Prior mechanic experience.
- I. ASE certifications are to remain current

3. **ABSENTEEISM AND TARDINESS**

- A. Any employee not reporting to work at their scheduled start time will be considered tardy.
- B. When calling in sick or late to work, employees must notify the fleet manager or designee with a phone call and /or an email.
- C. Any employee needing to leave before their scheduled clock-out time will be required to notify the Fleet Manager or designee
- D. All discretionary absences must be submitted 5 days in advance for approval.

4. **PERSONAL APPEARANCE AND DRESS CODE**

- A. Shop Employees are required to properly wear the full departmental uniform, as designated by management, while on duty. Each employee is responsible for turning in uniforms to be cleaned on the designated day.

- B. Shop Employees must wear shoes that are slip resistant and oil resistant. Shoes must cover the entire foot and provide full foot protection. Athletic type shoes are not permitted.
- C. Caps, hats and head coverings approved by Transportation management may be worn. Stocking caps are approved when cold weather is a factor.
- D. All personnel are required to wear protective eye-ware and hearing protection while working on vehicles or equipment, when appropriate.
- E. MISD Identification badges and access cards should be kept easily accessible at all times.

5. **PERSONAL ELECTRONIC MEDIA DEVICES**

- A. Wireless devices can in no way interfere with the performance of your job. Cell phones are not to be used by an employee unless that employee is off the clock or at lunch or on an assigned break.
- B. Volume and content is expected to be appropriate and not cause a disruption or disturbance in the shop.

6. **SCHOOL CLOSURE**

The District may close schools for a full day or part of the day because of bad weather or emergency conditions. When it becomes necessary to open late, release students early, or cancel school, District officials will post a notice to the District’s web site and notify local radio and television stations. In the event of last minute school closing, Remind 101 and an Email will be used to inform employees in the morning of the school closure. **Employees are expected to be at work if the district opens.**

Shop employees will be required to work an 8 hour day or use available personnel time off to make up this time.

261 Day employees are deemed essential, and should make every effort to report to work.

7. **DELAYED START OF SCHOOL**

When school is delayed for any reason, shop employees will be required to work an 8 hour day or use available personnel time off to make up this time.

8. **DEPARTMENTAL PROCEDURES**

A. CLOCK-IN TIMES

All shop employees are responsible for accurately clocking in and out at their assigned times using the Skyward True Time system. All time edits/adjustments must be approved by the Fleet Manager. In accordance with the Mansfield ISD Auxiliary Handbook, Overtime Compensation, non-exempt employees

are not authorized to work beyond their normal work schedule without advance approval from their supervisor. Shop employees will be automatically clocked out for one hour for the lunch break. Time sheets will be submitted at the end of the employee's last shift of the week.

Mechanics are to clock into RTA with-in 15 minutes of their Skyward clock-in.

B. WORK HOURS

Designated work times, breaks and lunch will be set by Fleet Manager, and are subject to change, based on workload and departmental need.

Shop **shift** hours are:

5:00 am -2:00 pm

9:00 am- 6:00 pm

Modified shop schedule will be 6:00 am- 3:00 pm with an hour lunch

Lunch hours are:

5:00 am -2:00 pm shift lunch time is 11:30am-12:30 pm

9:00 am- 6:00 pm shift lunch time is 1:00 pm-2:00pm

Modified shift schedule lunch time is 11:00am- 12:00pm

Two -15 minute breaks will be taken, breaks cannot be combined.

C. PERSONAL ACCIDENTS OR INJURIES

Employees are to report all personal on the job accidents or injuries no matter how minor to the supervisor as soon as the accident occurs.

9. DEPARTMENTAL GUIDELINES

A. REASSIGNMENT OF PERSONNEL

The Director of Transportation, Fleet Manager has the authority to reassign any transportation shop staff member if deemed in the best interest of operations of the Transportation Department and Shop.

B. WORK ORDER ASSIGNMENTS

All work will be assigned by the fleet manager, shop foreman. Shop employees will utilize RTA to create work orders on all vehicles and equipment. This will include using the Three C's of the repair (Complaint, Cause, and Correction), Repair Time, and parts used. NAPA will only issue parts with a valid open work order in RTA. Work orders must be submitted and closed after completion of each job assignment (Unless waiting on parts or other reason deemed acceptable by shop management) and before starting the next assignment. Mechanics must **CHARGE OUT ALL PARTS and FLUIDS USED ON THE VEHICLE.**

1. Use bus #1916 for main street service lane
2. Use bus #0900 for 6th Ave service lane
3. Use system code 090-000-000
4. Clock into your first work order of the day at least 15 minutes from the time you clock into skyward.

5. Any problems with RTA see the Shop Foreman or the Fleet Manager **immediately**.
6. **The Shop Foreman or Fleet manager must be verbally informed of any repairs that extends beyond the expected repair time.**

C. Removing vehicles from service and Returning Vehicles to Service

If a transportation vehicle is removed from service by a shop employee, dispatch must be notified, which is done by the Shop Foreman or Fleet Manager only. A mechanic is to verbally inform the Shop Foreman or Fleet Manager when the vehicle is pulled out of service. A downed tag must also be placed on the driver's windshield and a red Park Brake lock will be placed on the PP1 control knob. The bus's DVCR book inside the bus will be used along with the work order that was turned in to communicate with the driver what repairs were done to the bus. Sign the DVCR book after the repairs are completed.

Dispatch must be notified **only by the Shop Foreman or Fleet Manager** when the bus is ready for route and parked in its proper parking space, or parked along the fence line to be returned to the 6th Avenue facility. **Mechanics are to notify the Shop Foreman or Fleet Manager upon readiness of a vehicle to be placed back in service.** Mechanics must sign the DVCR book that the repairs are completed.

D. NON-Shop Employee's

- E. Drivers or other non-shop employees reporting to the shop will not be allowed into the service area. If approached by driver, direct the driver to the Shop Foreman or Fleet Manger.**END OF DAY SHOP CLOSURE**

When closing shop in the evening mechanics will be responsible for the following:

1. Verifying all vehicles parked at the facility and in the shop are turned off and secured, including headlights turned off.
2. All vehicle lifts are to be lowered to the floor at the end of the shift.
3. Lights in the shop are turned off.
4. Trash receptacles are emptied.
5. All Doors, including bay doors are closed and locked
6. Exterior gates are closed to the transportation facilities.
7. Shop trucks will be locked and keys hung up in the shop office.
8. Drain Air compressor

F. SHOP SAFETY

1. The shop is to be kept clean and in a safe and organized condition at all times. Make certain that ALL hoses and cords (water hoses, air hoses, etc.,) are properly stored out of the walking area of the shop. Each mechanic is responsible for their designated work area. Yellow safety chains are to be used on bay doors. Common areas inside and outside (example, tire area, break room, bus wash) are the responsibility of all shop staff.
2. Do not use the stairs or a ladder to gain access to a vehicle on a lift. Vehicle must be completely lowered to the floor before entering.

G. PARTS

Parts are to be issued through NAPA, Fleet Manager or designee. All parts, fluids, and supplies are to be documented in RTA when used. All parts removed from the parts room MUST be placed on a NAPA invoice and signed for by the mechanics and handed to you by NAPA personnel, Fleet Manager, or Shop Foreman. Failure to comply may result in disciplinary action. No MISD personnel should be behind the NAPA counter at any time.

H. BATTERIES

All batteries removed from vehicles and/or equipment MUST be charged and load tested, and any batteries that fail load test to be placed in designated area.

I. AFTER HOUR ROAD CALLS

All mechanics will be placed on an "On-Call" rotation schedule, created by the fleet manager or shop foreman, making them available for after-hours calls, including Saturday and Sunday for 1 week at a time (Monday-Sunday). A \$25 reimbursement + hours worked will compensate the on-call mechanic for that week. The called out mechanics must punch in for the service call in Skyward and RTA and respond to the service call. Upon returning to the shop you must notify the fleet manager or shop foreman that you have returned and the situation is resolved. If a tow truck is needed, the fleet manager or shop foreman must be notified as quickly as possible. Failure to be available in the event of a call out may result in disciplinary action, including termination. Failure to communicate (24 hours before going on call) with fleet manager that you will not be available may result in disciplinary action.

J. COMMUNICATION OF TASKS TO BE COMPLETED

It is the responsibility of the mechanic to complete tasks/repairs in acceptable times, or to provide an explanation as to why the actual repair time surpassed the predicted repair time.

PM times are the following:

- A pm-2 hours
- B pm by itself -1 hour
- C pm-included with the B pm, 6 hours(not including Mercedes),
- D pm-1.5 hours,
- E pm-1hour
- PM A PM B, PM C, PM D checklists, parts invoices recipes need to be brought to the Shop Foreman as soon as the PM's are completed.

K. MANDATORY TRAINING

ASE certifications are to remain current

L. PERSONAL BUSINESS

Personal business will not be conducted during work hours, including personal phone calls (outgoing or incoming) except in the case of emergency.

M. USE OF DISTRICT VEHICLES

District vehicles will be used for district use only.

N. 6TH AVENUE Mechanic EXPECTATIONS

1. CNG pumps should be checked daily for oil level and error codes. Required information should be notated in the maintenance logs. These maintenance logs should be turned into the Fleet Manager at the beginning of each month for the prior month.
2. Mechanics should make as many repairs as possible at the 6th Ave. location. Any repair that would require fluids being drained need to be sent to Main Street.
3. PM A, B should be completed at 6th Ave.

O. Shop Communication

1. With Power

1. When downing or releasing a bus, verbally communicate with the Shop Foreman, or Fleet Manager. You can send a backup email if you choose.
2. Shop Management will update the down list and send an email to dispatch.
3. 6th ave mechanics will communicate through the Site Coordinator. Shop Management is also to be informed by phone or email.
4. Shop management will update the down list and communicate with dispatch.

2. Without power

1. When downing or releasing a bus, verbally communicate with Shop Management.
2. Shop Management will call on phone to dispatch so they could be updated.
3. 6th Ave mechanics will communicate with 6th Ave Coordinator. Shop management is to be updated verbally when they come back to Main Street.
4. Shop management will update dispatch by phone.

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2023-2024

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Print Employee Name

Employee Signature

Date

Administrator Signature

Date

THIS STATEMENT MUST BE SIGNED BY ALL EMPLOYEES