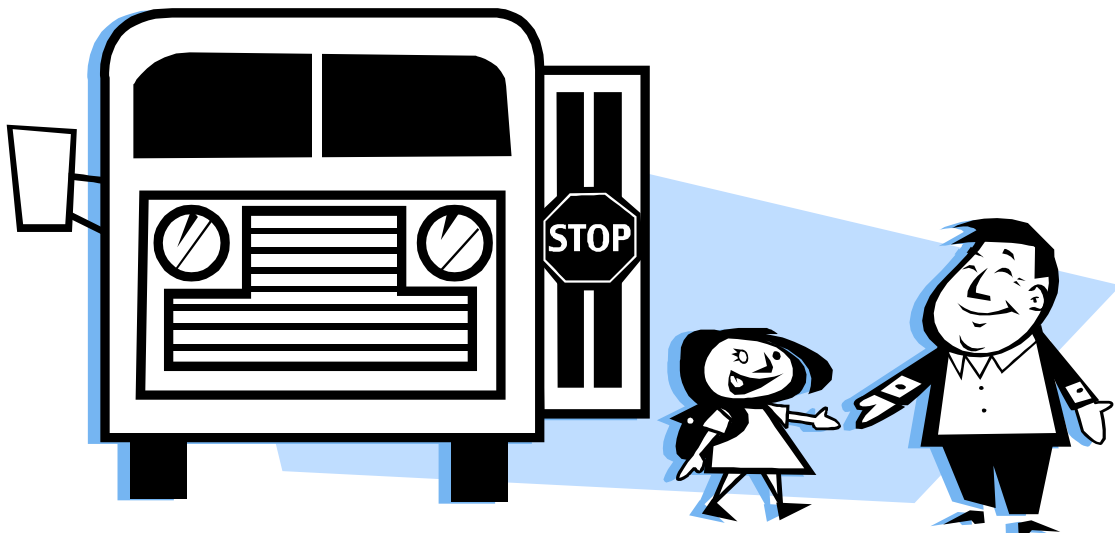


The MISD Substitute Driver and Attendant Handbook



**Welcome Mansfield ISD
Substitute Drivers and
Attendants**



Substitute Employment

Thank you for your interest in substitute opportunities within the Mansfield Transportation Department. We are excited that you have chosen to become a part of our MISD Community.

Substitute Drivers and Attendants are needed on a daily basis.

Accepting an Assignment

Substitute Drivers -can accept assignments in two ways.

1. Assignments can be booked ahead of time from the Substitute Assignment Board located at Main and 6th Ave. by contacting the Dispatch Office. Substitute assignments are filled on a first-come, first-served basis.
2. Assignments can be accepted on a day-to-day basis each morning as drivers call in an absence for the day. Day-to-day assignments are on a first come first served basis.

Substitute Attendants -can accept assignments by selecting assignments ahead of time from the Substitute Assignment Board located at Main and 6th Ave by contacting the Dispatch Office. Substitute assignments are filled on a first-come, first-served basis.

Canceling an Assignment

To cancel an assignment, please notify the Dispatch office as soon as possible by phone or in person in order that the assignment can be filled before the start of the route.

Substitute Evaluation of Performance

Concerns regarding substitute conduct or job performance are reported to and resolved in the office of the Assistant Director of Transportation

Guidelines

- Concerns regarding substitute conduct or performance are forwarded for review and may include written and video documentation with the supporting statements from the substitute driver or attendant as appropriate.

- Initial concerns will be sent to the Assistant Director of Transportation as soon as possible. (**preferably the same day of the concern**)
 - Once a concern has been raised, substitutes are **temporarily deactivated** and notified by the Assistant Director of Transportation.
 - Management will **investigate** the incident and forward any documentation in a timely manner.
- A conference will be held with the substitute driver or attendant and the Assistant Director (via phone or office visit) regarding the concern.
- **Depending on the nature of the concern, the statements provided, the substitute input and the conference with the Assistant Director,** one of the following courses of action will take place:
 - The concern can be simply noted in the substitute file and the substitute reinstated to full active status.
 - The substitute can be given a warning and then reinstated to full active substitute status.
 - The substitute can be used only on an as-needed basis.
 - The substitute can be removed from the active substitute list permanently.
 - The concern can be dismissed.
- Documentation of all concerns and subsequent consequence are filed in the Substitute's Personnel File.

Note: The Transportation Department works to resolve concerns regarding substitute performance. Consequences resulting from subsequent investigations are under the direction of the Transportation Department.

Common Causes for Removal as a Substitute Driver or Attendant

Unacceptable conduct as a driver or attendant includes, but is not limited to:

- Not following the prescribed route
- Using any form of technology anytime students are on the bus or while the bus is in operation.
- Sleeping on the bus as an Attendant
- Poor student management skills
- Frequently canceling or being late to assignments
- Not canceling an assignment and then not reporting to work.
- Making inappropriate verbal comments (to students or staff)
- Embarrassing students: academically, physically, mentally or emotionally
- Intimidating or frightening students

- Yelling or screaming or telling students to “shut-up”
- Making personal comments regarding sensitive subject matters (i.e. ethnicity, gender, age, religion, politics, drugs/alcohol, family background/values)
- Inappropriate physical contact such as horseplay or disciplinary measures
- Sporadic work history
- Inappropriate dress
- Failure to comply with administrative directives
- Unsafe driving including At-Fault Accidents
- Failure to properly complete the log book, and pre-trip/post trip inspections
- Any action that endangers the safety of a student including leaving a child unsupervised for any length of time.

Resigning

Substitutes who wish to have their name **removed** from the Active Substitute List must send a notice or resignation letter to the Transportation Office. You will be deactivated from the list of substitutes, and this will be considered your resignation of employment

**Mansfield Transportation Office
817-299-6060**

**Jason Gillis
Assistant Director of Transportation
jasongillis@misdmail.org**

**Lauren Cady
Assistant Director of Transportation
laurencady@misdmail.org**

**Gerald Bunch
Transportation Manager
geraldbunch@misdmail.org**

GENERAL INFORMATION

Bad Weather Days

The closing of schools due to inclement weather is the decision of the district administration. The decision to cancel school will be made as early as possible and the radio and TV stations listed below will be notified. They, in turn, will announce the closure. Please do NOT call the Transportation Offices for such information.

In the event of inclement weather Mansfield ISD will announce school closing or delay using the media outlets below.

Radio Stations:

WBAP 820 AM - www.wbap.com

KRLD 1080 AM - <http://www.krld.com>

Dallas/Fort Worth Television Channels:

04 (FOX) - <http://www.myfoxdfw.com>

05 (NBC) - <http://www.nbc5dfw.com>

11 (CBS) - <http://www.cbs11tv.com>

8 (ABC) - www.wfaa.com

Best Interest Letter

Substitutes that are permanently deactivated for inappropriate behavior will receive a "Best Interest" Letter in the mail. This letter contains the following non-negotiable statement. **"After review, it has been determined, in the best interest of the district, that your name be removed from the substitute list and you not continue to substitute for the Mansfield School District."**

Please note that a Best Interest Letter can be sent at anytime during the substitute application or employment process.

Change of Status

Once an Active Employment Status and a substitute file has been created, written notification must be made to the Transportation Office of any change of address or phone number. Substitutes must also give written notification to the Transportation Office if the individual desires to be removed from the substitute list temporarily or permanently.

Continuation of Employment

Mansfield ISD will afford substitute drivers and attendants the opportunity to return for continuation of employment for each succeeding year by signing a Letter of Reasonable Assurance issued by the District at the end of the year and by participating in the Substitute Driver and Attendant Training at the beginning of each school year.

This opportunity is available to all substitutes who have **performed their duties in an acceptable manner during the course of the year and have ended the year with an active status.**

HIPPA Privacy

Individually identifiable health information that relates to an individual's past, present or future physical or mental health or condition to the provision of health care to that person is **confidential**. Substitutes are expected to maintain confidentiality and limit disclosure to those individuals who have an "educational need to know."

ID Badges

All substitutes are required to visit the Mansfield ISD Police Department following the completion of their Substitute New Hire paperwork to obtain an official district badge. An authorization clearance form will be given to you by the Transportation Office to take to the Police Department for processing. **Do not** go to the Police Department without first completing your paperwork in the Transportation Office and receiving the **ID Badge Authorization Form**. ID Badges are required and are to be worn every day at work.

Payroll

Payday is the 20th of each month. When the 20th falls on a weekend or a holiday, substitutes will be paid on the work day preceding the weekend or holiday.

Sexual Harassment

It is the official policy of this school district that students and employees should be treated honorably and with respect at all times. Students and employees should conduct themselves in a manner that encourages and promotes positive, wholesome relationships with others. The Board of Trustees recognizes that all persons should be free from unwelcome, offensive or otherwise inappropriate sexual advances, or activity. Such conduct is not appropriate in an educational environment, and the Board of Trustees will not tolerate sexual harassment or sexual abuse (verbal, non-verbal or physical) of students or employees.

Student Code of Conduct

The Student Code of Conduct identifies a broad range of behaviors that disrupt learning and are not acceptable in the Mansfield Independent School District. The behaviors are listed in Levels I, II, and III. When a student is found to have engaged in misconduct which may be classified into any of the three levels, that student will be subject to disciplinary action by the classroom teacher, assistant principal and/or principal. The policies and administrative procedures concerning student conduct apply to actions of students during school hours, before and after school while on school transportation and at all school-sponsored field trips,

Substitute Drivers and Attendants are encouraged to review the Student Code of Conduct prior to reporting to work and familiarize themselves with the **MISD**

Progressive Discipline Management Plan.

<http://www.mansfieldisd.org/departments/campus-support/pdf/SCOCABridged2007-2008.pdf>

Workers Compensation

All district employees, in accordance with laws of the State of Texas, are covered by the district's workers' compensation fund. Only injuries occurring in the course and scope of the substitute's job duties are covered. In the event of an injury while on duty, the substitute must notify management. An incident report will be completed at that time and forwarded to the Mansfield ISD Benefits Office. All substitutes will complete the Employee Acknowledgement of Workers' Compensation Network, which governs the Workers Compensation benefits, as part of their hiring packet.

Employees Dress Code

Policy DH (Local)

Mansfield Independent School District

EMPLOYEE DRESS STANDARDS

Mansfield Substitute Drivers and Attendants shall follow the dress code procedures outlined below.

Professional Dress

The dress and grooming of District Employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the superintendent. All employees shall maintain a neat and professional appearance. All personnel will follow these standards:

- I.D. Badges must be worn at all times during work hours and while on field trip assignments. Badges should be clearly visible.
- Drivers and Attendants must wear shoes that lace or slip on and cover the entire foot and provide full protection. No sandals, Crocs, flip-flops, ballerina-style "flats" or heels over 2 inches are permitted at work.
- Pants/Capris/skirts/shorts must be to the top of the knee
- Halter tops, low cut front or back tops, or tops revealing the middle section of the body, are not permitted. Sleeveless tops must cover at least two inches of each shoulder without layering.
- Form fitting garments such as Spandex or stretch fabrics may only be worn with another layer of clothing which meets dress code.

- Jogging, sweat, or wind-suits are **not** permitted. Ripped, cut, or torn jeans are not permitted.
- Transparent and /or see through material will be considered inappropriate and not permitted.
- Any clothing, jewelry or accessories that have drug emblems, references to tobacco or alcoholic beverages, or anything considered obscene or offensive may not be worn.
- Pierced body ornaments are restricted to the ear during work hours.
- Head coverings such as doo rags or bandanas are not permitted. Only caps and hats approved by Transportation management may be worn. Stocking caps are approved when cold weather is a factor.
- The Director or designee must approve any exceptions.

MANSFIELD FACTS AND FAQs



FAQ's: Frequently Asked Questions and Answers

1. **What do I do if I have accepted an assignment but need to cancel?**
Contact the Dispatch Office in person or by phone @ 817-299-6060.
2. **How much notice should I give when I need to cancel an assignment?**
As soon as you know you cannot honor your commitment you should contact the Dispatch Office. The longer you wait to cancel the harder it is for Dispatch to get someone to replace you. The day before is preferable.
3. **What do I do if I am going to be late?**
Call the Dispatch Office as soon as you can to let them know you are on your way and why you are late.
4. **Is it really necessary to wear my substitute ID badge?**
Yes. All district employees are required to wear their ID badges at all times. This is a safety measure we have in place to show who we are and that we are current employees of the district. Failure to wear your badge to an assignment could result in you being dismissed without pay for the day.
5. **What do I do if I lose my badge?**
If you have lost your badge contact the **MISD Police office** at 817-299-6000 for a replacement. (There is a \$5.00 replacement fee).
6. **When is the best time to look for assignments?**
Open Assignments are posted as early as two weeks prior to an absence. Assignments are on a first come first served basis so booking assignments ahead of time can be as much as two weeks in advance. Daily assignments for drivers are posted as early as 5:00am and become available immediately once they are posted.
11. **How often do I have to work to avoid being deactivated for inactivity and how do I get back on the active list?**
You must work at least once every 90 days to keep from being purged from the list. Anything less than this is considered sporadic.

Contact the Transportation Office for a review of your status if you want to return following deactivation due to inactivity.