

LAKE PEND OREILLE SCHOOL DISTRICT NO. 84

TRANSPORTATION DEPARTMENT HANDBOOK

Adopted by the Board of Trustees August 12, 2025

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Mission Statement:

Our mission is to transport students safely to school ready to learn.

Introduction:

The Board of Trustees of Lake Pend Orielle School District No. 84 is required to establish and adopt written policies governing all aspects of the district's pupil transportation system. These policies, along with general transportation operating procedures will be detailed in the District Policy Manual and the Transportation Department Handbook written in compliance with Idaho Code sections 33-1501 through 33-1512. Nothing in this handbook is meant to contradict/supersede any local, state, or federal law.

The Transportation Handbook is a referenced document consisting of policies, procedures, and information to be used in conjunction with the Employee Handbook and the District Policy Manual to assist transportation personnel in their daily responsibilities.

This manual was designed as a working document to be used on a regular basis as a guide and reference source. It will be added to, changed, and deleted from, as the need arises. The work that has gone into this manual will be of no value if it is not used.

Employees are responsible to know and understand the contents of this manual. It is vital that employees communicate and work closely with their immediate supervisor in complying with these policies and guidelines. When duties are consistently performed according to established procedures, the result will be continued safety, efficiency, and positive public relations.

Our goal in creating this handbook is to continuously improve our program to provide safe access to learning for the district's students in a caring, professional manner.

SECTION 1. PERSONNEL QUALIFICATIONS AND TRAINING

1. Certification Requirements:

All school bus drivers within the State of Idaho must obtain and maintain in current status the appropriate Idaho Commercial Driver License (CDL) with the correct endorsements or restrictions (refer to the Idaho CDL manual for more information), a current federal Department of Transportation (DOT) Medical Certificate and a current first aid/CPR card. If a driver does not have all of these documents, he or she will be suspended without pay, until they are re-established.

No person shall drive a Lake Pend Oreille School District No. 84 bus unless they meet the qualifications as outlined in this section. Any person shall have employment suspended without pay if any of the qualifications are not current.

A. Be at least 21 years of age.

B. Possess a valid Idaho Commercial Driver's License, class A or B with passenger endorsement, school bus endorsement and air brake qualified.

C. Physical requirements: Pass the US DOT physical, carry or drag 40 pounds out the rear of the bus, and pass a drug/alcohol test (all drivers are subject to random testing).

D. Completion of training programs required by the State Board of Education and the Lake Pend Oreille School District No. 84.

   a. New Drivers: Completion of Idaho's School Bus Driver Training Curriculum and have minimum of ten (10) hours of behind-the-wheel training and observation, and demonstrate driving proficiency.

   b. Returning Experienced Drivers: Completion of a minimum of ten (10) hours of SDE acceptable training during the previous school year and three (3) hours of SDE acceptable training prior to driving in the fall.

   c. Workshops: Drivers shall attend workshops as required by the Director/Manager of Transportation or the Superintendent. Subject material presented at Lake Pend Oreille School District No. 84 in-service training may or may not be accepted as SDE required training.

   d. While taking the required hours of instruction, drivers will be paid per the salary schedule adopted by the Lake Pend Oreille School District No. 84 Board of Trustees. Employees absent from mandatory training must make up that training or be subject to suspension until training requirements are met. Only those employees who are excused for health-related issues, district business, or reason approved by management are paid for make-up training.

E. Receive a satisfactory background report. Employees are required by the state to submit to a fingerprint check.

F. Applicants who have been in a chargeable accident in the prior sixty (60) months, convicted of a DUI, had more than two (2) convictions for moving traffic violations, or more than two (2) preventable accidents within the preceding thirty-six (36) months, will not be considered for employment.

G. Read and speak the English language sufficiently to converse with the public, to understand highway traffic signs and signals in the English language, to respond to official inquiries and to make entries on reports and records.

2. **Criminal and Driving Records:**

At the time of application for any position requiring operation of a school bus, the applicant shall consent to, and assist in obtaining a complete driving record and criminal record background check. All employees are required to submit fingerprints to the FBI and Idaho State Department of Education. Employment will be on a probationary basis pending the return and disposition of criminal history reports. During employment, the district will be allowed continued access to all current driving and criminal records of the employee. All privacy or other rights associated with the district's authority to review these records shall be waived by the employee, who shall execute any consent forms or other documents required to allow the district continued access to employee's driving record and criminal record, if any. During employment with the district, all Transportation Department employees shall immediately inform their supervisor if they receive knowledge that they are under investigation, have been charged with, arrested, or convicted of any of the following:

• Any misdemeanor involving the possession, use, or distribution of illicit drugs*.
• Any misdemeanor involving driving under the influence of alcohol and/or drugs.
• Speeding, reckless driving, inattentive driving, and/or negligent driving.
• Any misdemeanor involving moral turpitude, including but not limited to Injury to Children (Idaho Code 18-1501), Enticing of Children (Idaho Code 18-1509), and Disseminating Material Harmful to Minors (Idaho Code 18-1515).
• Any suspension, disqualification, or revocation of a school bus operator's State of Idaho driver's license and/or Commercial Driver's License.
• Any violation substantially similar to those set forth above occurring in any other jurisdiction, including any federal or state court, or the courts or tribunals of any other country.

Failure to comply with the provisions of this paragraph shall constitute cause for termination of employment. Employees may be suspended without pay from work pending outcome of court cases for incidents involving any of the above if it is deemed to be in the best interest of the safety of students and/or the department.

Any driver, who is convicted of any of the following charges, pleads guilty or "no contest" to any of the following charges, regardless of whether the form of any judgment ultimately entered is of conviction or a withheld judgment, shall be terminated:

• Any misdemeanor involving the possession, use or distribution of illicit drugs*.
• Any misdemeanor involving driving under the influence of alcohol and/or drugs.
• Reckless driving, inattentive driving, negligent driving.
• Any misdemeanor involving moral turpitude, including but not limited to Injury to Children (Idaho Code 18-1501), Enticing of Children (Idaho Code 18-1509), and Disseminating Material Harmful to Minors (Idaho Code 18-1515).
• Any suspension, disqualification, or revocation of a school bus operator's State of Idaho driver's license and/or Commercial Driver's License.

• Any violation substantially similar to those set forth above occurring in any other jurisdiction, including any federal or state court, or the courts or tribunals of any other country.

*For the purpose of this policy, the term "illicit drugs" shall include those substances, the use or possession of which is deemed illegal pursuant to statutes of the State of Idaho or controlled substances legally obtained but which are, at the point in question, being used in an abusive manner.

3. Commercial Driver's License:

A CDL is required to drive school buses for the Lake Pend Oreille School District No. 84. The license must be in possession and valid before driving for the district. Drivers must hold a class A or B CDL with a passenger endorsement, a school bus endorsement and be air brake qualified.

Drivers shall have their CDL in their possession while driving a bus. Revocation of your driver's license by the state shall be grounds for termination. Revocations by state drug/alcohol convictions or citations shall be grounds for immediate termination.

It shall be the responsibility of the driver to maintain a current CDL with all applicable endorsements.

4. Bus Driver Physicals:

Bus drivers shall comply with Part 391 of the Federal Motor Carrier Safety Regulations and obtain US DOT Medical Certificate. These physicals are mandated by State Department of Education rules. The physical is required to be updated every two years or earlier as required by the examining physician or the Director/Manager of Transportation in the event a recertification is deemed necessary due to illness or injury.

The results of a required physical examination must be received by a supervisor **before** driving a bus. Drivers not having a current physical on file shall be suspended without pay until a current DOT Medical Certificate is acquired and on file.

The school district may make arrangements with a Certified Examiner to conduct the physical examinations. The cost of the examination will be the responsibility of the school district and the results are the property of the school district. If an employee schedules their own exam he/she is responsible for the cost of the exam. The Director/Manager of Transportation will make the final determination concerning appeals of a physical examination.

It shall be the responsibility of the driver to maintain a current medical certificate.

5. First Aid Certification:

Drivers must have a current first aid card. First aid training will include adult and infant CPR.

It shall be the responsibility of the driver to maintain a current First Aid/ CPR Certificate.

6. Bus Driver Training:

The District and its school bus drivers shall meet all operations and performance requirements in conformity with law and with the rules and regulations of the Department of Law Enforcement and the State Board of Education.

Bus drivers shall observe all State statutes and administrative rules governing traffic safety and school bus operation. The District shall, at the beginning of each school year, provide each driver with a copy of the District's written rules for bus drivers and for student conduct on buses.

Each bus driver shall meet the qualifications established by the State Department of Education, including, but not limited to the following:

1. Be at least 21 years of age;

2. Be of good moral character;

3. Not be addicted to the use of intoxicants or narcotics;

4. Possess a valid and appropriate commercial driver's license and other endorsements required by law, and, if applicable, a waiver for insulin-dependent diabetes mellitus issued by the State Department of Education; and

5. Be medically qualified under the physical examination standards of the federal motor carrier safety regulations; provided, however, that individuals with insulin-dependent diabetes mellitus, who are otherwise medically qualified under the physical examination standards of the federal motor carrier safety regulations, may request a waiver for this condition from the State Department of Education as provided in Idaho Code § 33-1509.

New Bus Drivers: All new school bus drivers shall complete a school bus training program previously approved by the Transportation Director. They must also pass all knowledge tests contained in the State Department of Education school bus driver classroom curriculum. New bus drivers shall also complete ten hours of practical training in a school bus, including at least six hours of behind the wheel training.

Each new driver shall perform an emergency evacuation practical and receive a driver evaluation before being allowed to drive a school bus loaded with students.

The District may choose to make use of the classroom and behind-the-wheel training methods and resources developed by the State Department of Education.

Experienced Drivers: All experienced school bus drivers shall complete at least ten hours refresher school bus driver training each fiscal year; at least three hours of pre-service training

shall be completed before school begins in the fall. Experienced drivers must also attend at least three in-service training sessions during the school year. These sessions must include topic specific training blocks of at least 30 minutes. The District shall document that each experienced driver has attended these sessions.

Drivers with Experience with a Previous Employer: Upon hiring a driver with previous experience, the District or the transportation provider it contracts with shall request documentation of all of their previous school bus driver training and driving experience, in accordance with Federal Motor Carrier Safety Administration Commercial Driver's License licensing requirements.

Documented previous training that is similar to the requirements for new bus drivers described above may be substituted for new school bus driver training hours. Regardless of any previous training, all newly hired school bus drivers shall have sufficient training provided by the District or contractor, along with accompanying documentation, to illustrate they are proficient in school bus driving skills.

If a newly-hired driver has a gap of more than four years in their ongoing school bus driving experience, the individual shall complete the training requirements for new school bus drivers. If the District or contractor is unable to obtain documentation of previous school bus driver training, the driver shall complete the training requirements for new school bus drivers.

<u>Flex-Drivers:</u>
Flex-Drivers are in the pool of New Drivers hired following completion of the requirements outlined above. They are available to drive routes as needed. Flex-Drivers shall meet all requirements prescribed for regular drivers. (Idaho Code 33-1509)

For job description go to LPOSD #84 Website-Human Resources

SECTION 2. EMPLOYMENT POLICIES

1. Contact Information:
Drivers must keep the dispatcher informed of their current addresses and telephone numbers.

2. Punctuality:
Drivers must be at work on time. If a driver does not show up for his or her route on time, a substitute driver may be assigned to the route. If the regular driver shows up after a substitute is notified, he or she will not be allowed to drive and will not be paid for the route.

3. Salary Schedule:
Salaries shall be determined on an hourly basis and will comply with the current Fair Labor Standards Act. Time for bus routes is established at the beginning of the school year, from data reported by the driver. Drivers shall be responsible for reporting accurately, and in a timely manner, the hours necessary for completion of the route to which they are assigned. A deduction may be made retroactive if a driver has failed to present information in a timely manner. Adjustments may be made any time during the year.

Drivers have 1 hour per day included with standard route time in which to conduct pre-trip and post-trip inspections, complete logs/journals, call parents, as well as fuel and clean the bus.

Drivers shall submit mileage sheets and time sheets for extra time worked during the pay period. These time sheets must be submitted to the Dispatcher every Friday to insure payment during the appropriate time period. Time sheets which are submitted late will be paid in the next pay period.

The salary schedule for school bus drivers may be viewed on the school district's website: http/www.lposd.org.

4. Bus Driver Seniority:
The school district maintains a seniority list of all employees based on their first date of uninterrupted employment (full time).

Drivers are placed on the seniority list within one week of the current date of full-time employment. Drivers must work a daily minimum of a morning or afternoon regular route. (Occasional driving two or three days each week will not place a driver on the seniority list). When employment terminates or status changes, the driver's name is removed from the seniority list.

Seniority shall not apply to-Flex drivers.

5. Dress Standards:
Proper personal wear is important for driver safety and portrayal of a professional image. Transportation employees shall wear clothing that is functional, modest, and appropriate for the

school environment. Driver's appearance should contribute to safety, a positive image and reflect the professional standards of the district. While on duty, footwear should provide good traction and comfort when walking. Any shoe or sandal with an open toe design or shoes/sandals with an unsecured heel strap may not be worn. Clothing should be clean and neat and provide adequate protection from the environment. A suitable jacket/coat and gloves should be available for winter weather. Headwear must be functional and appropriate for bus driving and may not cause visual interference or distraction.

Bus drivers shall establish proper rapport with students. Drivers should be aware that they represent the District and should present a positive image in dress, language, and manner.

Clothing considered inappropriate for wear includes the following:

A. Clothing depicting tobacco, alcohol, illegal substances, gang behavior, or suggestive/offensive language.
B. Clothing that does not cover the stomach, back or chest.
C. Shorts/skirts shall be no shorter than the fingertips when arms are extended at the sides.
D. Tube tops, halter tops, or see-through clothing.
E. Any article of clothing or makeup which detracts from the educational process.

Any transportation employee not adhering to the above guidelines will receive a verbal warning and possibly be sent home to correct the problem on the first occurrence. On the second occurrence, the employee will be sent home to correct the problem and a written letter of warning will be placed in his/her file. Any further disciplinary measures, up to and including termination, will be determined by the Director/Manager of Transportation.

6. Notices/Bulletins:

Drivers are required to read all bulletins that are posted. Any pertinent information concerning road conditions, route instructions, meetings, etc., will be posted or drivers will be verbally notified.

7. Meetings:

Attend meetings as required by a supervisor or Superintendent and participate in disciplinary conferences.

8. Journaling:

At the beginning of each year a journal is provided to each driver for documenting each day's driving. It is strongly recommended that notations be made daily with positive as well as negative events.

9. Illegal Driving Reports:

It shall be the duty of every school bus driver to **report** to the proper law enforcement agency the license number of any vehicle which violates law, thus endangering school children. All

stop arm violations must be reported to a supervisor, whether the bus driver has the license number or not.

10. Speed Limits:

Drivers shall operate their buses at safe speeds appropriate for existing conditions. At no time shall a bus driver operate a school bus over 65 miles per hour or over any lower posted speed limits. Buses shall not be operated over 25 miles per hour on single lane roads (a single lane road shall be defined as any road, in its current condition, which is less than 18' wide). Excessive speed may be cause for termination.

11. Doors Closed:

Doors shall be closed when the bus is moving.

12. District-Owned Vehicle Usage:

Drivers are not allowed to use buses or district vehicles for personal use. Prior permission must be given to deviate from regular duties, routes, or parking places. The bus must be parked at a place designated by the dispatcher. Permission for changes must come from the dispatcher.

The District may own vehicles that some employees use for District-related travel. Any mileage driven in a District-owned vehicle that is not for official District business will be considered a taxable fringe benefit to the employee driving the vehicle. This taxable fringe benefit will be in addition to the employee's annual salary and will be reported on the individual employee's W-4.

Records of mileage and use other than official District business must be recorded in a diary or log.

Unauthorized personal use of a District vehicle or failure to report personal mileage and use may be subject to disciplinary action up to and including termination of employment. No employee, friend, associate, or family member of any employee may use a District-owned vehicle for personal use other than de minimis personal use by the employee.

This policy and taxable fringe benefit will be reviewed annually to verify that the policy is in compliance with IRS regulations.

Lake Pend Oreille School District employees shall operate District owned vehicles and equipment only when the employee:

1. Is authorized by their position and/or supervisor to act as the operator of a vehicle or piece of equipment;

2. Holds a valid Idaho operator's license for each class of vehicle or piece of equipment they are approved to operate. The District may verify the employee's license status by checking motor vehicle records; and

3. Has demonstrated to the supervisor's satisfaction that they are qualified to operate the vehicle or piece of equipment.

Employees operating District vehicles and equipment shall:

1. Inspect vehicles or equipment before operating as described in Policy 8170 to ensure the vehicle or equipment will function in a safe manner;

2. Refrain from eating or engaging in other activities which may distract an individual from safely operating a vehicle or piece of equipment;

3. Operate such vehicles and equipment in a safe, responsible manner, and in compliance with State laws and regulations governing vehicle use;

4. Pull off to a safe area and stop driving to use a cell phone in a vehicle;

5. Be personally responsible for traffic fines and/or penalties arising from their violation of traffic laws while operating District vehicles or equipment;

6. Refrain from operating any District-vehicles or equipment when under the influence of controlled substances, medications, or mental or physical conditions which could impair their ability to properly operate a vehicle or piece of equipment;

7. Return such vehicles and equipment daily to the District facility designated for that vehicle or piece of equipment unless it is taken to the operator's residence as authorized in this procedure;

8. If the vehicle or piece of equipment is taken to the operator’s residence as authorized by this procedure, the operator shall ensure the vehicle or equipment is made available for routine maintenance as well as unscheduled maintenance when required;

9. Report any loss, redaction, or suspension of their operator license or endorsements status to their supervisor as soon as they are notified of the licensing status change;

10. Report all accidents immediately to the supervisor so that they can be reported to the District’s insurance carrier. All Commercial Driver’s License holders shall comply with federal and State laws regarding the reporting of accidents, citations, or driving convictions and shall immediately report such occurrences to their supervisor;

11. Use of District fueling cards and facilities, maintenance and repair facilities, and supplies shall be limited to bonafide District vehicles and equipment. District materials and facilities shall not be used for personal benefit;

12. Not allow others to use their refueling card or request that others allow them to use refueling cards which are not assigned to them; and

13. Be evaluated in connection with their use of District vehicles and equipment as part of their annual job performance review.

Prohibited Conduct of Vehicle/Equipment Operator

Any employee involved in one or more of the following circumstances while operating District vehicles and equipment will immediately lose their operational authorization:

1. Unlawful use, distribution, dispensing, manufacture, or possession of a controlled substance;
2. Operating any District vehicle or piece of equipment while under the influence of alcohol, any drug, or the combined influence of alcohol and any drug;
3. Use of any District vehicle or piece of equipment for illegal or unauthorized purposes;
4. Operating a vehicle or piece of equipment in a manner which endangers the safety or life of others;
5. Any negligent use of District owned vehicles or pieces of equipment.

Any employee who has engaged in any of the items listed in the above section of this procedure, regardless of whether it occurred while operating a District vehicle or piece of equipment, may be permanently prohibited from operating District vehicles and equipment, and/or subject to disciplinary action, up to and including termination.

13. Unauthorized Operator:

No passenger shall be permitted to operate the bus. Nor shall any passenger be allowed to operate controls or sit in the driver's compartment. Any driver who knowingly violates this rule shall be subject to termination of employment. This excludes emergencies and/or authorized training.

14. Public Relations:

All department employees will maintain a pleasant and helpful attitude towards patrons, answer patron's questions to best of their ability and maintain a regular dialogue with parents. Refer questions that can not be answered to supervisors rather than giving false information.

15. Reduction in Hours, Readjustment of Routes, Personnel Changes:

If the Board of Trustees anticipates reduction in hours of transportation personnel due to lack of students to be transported, safety considerations, cost saving measures, or for other reasons deemed to be appropriate, the Director/Manager of Transportation reserves the right to combine portions of routes into one route, and/or make route changes as deemed appropriate.

When a decision is reached to make the above alterations during a school term, the driver(s) being affected by the changes shall be given the reason(s), in writing, for the changes. The Director/Manager of Transportation shall be responsible for giving the notification.

Route/student logs are the responsibility of the driver. Logs must be updated as needed and signed off monthly. It is the responsibility of the drivers to keep the dispatcher notified of changes in route times and update all appropriate documents. Route hours which are found to be in error will be adjusted accordingly. Drivers are responsible for notifying their supervisor about changes in route times; they may be held accountable for differences in reported time and actual time. The Lake Pend Oreille School District No. 84 reserves the right to change payroll time retroactive to actual changes.

All route assignments must be approved by the Director/Manager of Transportation.

16. Evaluation of Drivers:

Each school bus driver shall be evaluated annually by the transportation supervisor or the District's school bus driver trainer for the purpose of assessing driver performance. This evaluation shall be conducted in accordance with Policy 5820, and may use the model driver evaluation procedure and form provided by the State Department of Education's Transportation Department. The completed evaluation and any rebuttal attached by the driver shall be retained in the driver's personnel file.

An evaluation of the route, driving skills and the ability to work with passengers (check ride) will be a part of each driver's annual evaluation. This evaluation shall be conducted by the department supervisor or driver trainer.

Supervisors of classified employees shall submit evaluations in writing to the Superintendent, or designee, in such a manner and at such times as may be determined by the Board of Education and/or the Superintendent.

17. Cause for Probation, Suspension, or Dismissal:

The following may result in immediate suspension, with pay, pending an investigation. The investigation may result in disciplinary action such as verbal warning, written reprimand, probation, suspension, or dismissal. Disciplinary action may be appealed to the Board of Trustees.

A. **Training Requirements** - Failure to fulfil training requirements. Time necessary for make-up training will not be paid time unless training absence is for reasons of health or District business or approved by Transportation Management.
B. **Absences** - Two unexcused absences per operating year. Failure to call a supervisor to report your inability to report to work shall constitute an unexcused absence.
C. **Unauthorized Use of a Bus or District Vehicle.**
D. **Unauthorized Route** - Changing a bus route without first obtaining authorization from a supervisor.
E. **Improper Delivery of a Passenger** - Putting a passenger off the bus at any place other than the passenger's regular stop without direction from a parent/guardian, school official or the Transportation Department.

F. **Failure to Follow Procedures** - Failure to follow proper procedures or standards of safety and ethics. Failure to comply with a direct order made by a supervisor (insubordination).
G. **Failure to Maintain Bus** - Failure to perform prescribed daily maintenance of bus, i.e., pre-trip, post-trip and housekeeping and service scheduling.
H. **Smoking/Language -** Employees are not allowed to use tobacco or profane language on the bus. Smoking is prohibited on any school premises including the bus.
I. **Intoxicants** - The use of intoxicants within 8 hours of reporting for duty or while on duty is prohibited. No driver will be allowed to operate a school bus with the odor of intoxicants on his or her breath. Any violation of this rule or suspected use of drugs or alcohol by an employee shall be reported to the Dispatch Supervisor or the Department Manager. All drivers are subject to US DOT regulations concerning drugs and alcohol per district policy.
J. **Drugs** - The use of illegal drugs or the illegal use of prescription drugs is prohibited. Employees using prescription drugs which may cause sleepiness, drowsiness, or drugged effects, are required to report the name of the drug and the nature of the effects to their supervisor per district policy.
K. **Failure to Report an Accident -** An accident which causes property damage or injury shall be reported to a supervisor as soon as possible.
L. **Inappropriate Conduct** - Conduct between a driver and a student, including physical abuse, sexual harassment or abuse, mental abuse, and unwarranted touching.
M. **Traffic Violations** - All moving traffic violations and/or accidents shall be reported to a supervisor as soon as possible. This includes violations received while driving personal vehicles.
N. **Cell Phone Use** - Use of a cell phone (including texting) while operating a school bus is prohibited. Cell phones may be used by a driver on a bus only when the bus is parked off the roadway and the parking brake set.
O. **Leaving a Child on a Bus** – Before leaving a parked bus, a driver shall inspect the bus for children who may be sleeping or not readily visible. The driver shall not leave the bus without locating and caring for any such children.
P. **Other** – Any action which may endanger the health and/or safety of the employee or other person(s).

18. Personal Conduct Policy:

EMPLOYEES SHOULD:

A. Understand and observe the safety rules of the Lake Pend Oreille School District No. 84.
B. Follow specific safety instructions that may be given to them by a supervisor.
C. Be responsible for his or her own safe conduct and do everything possible to safeguard others.
D. Be constantly alert to unsafe conditions and report them immediately to a supervisor.
E. Use common sense in all his or her daily activities and at no time do anything that could result in an accident or injury to themselves or others.

F. Take care of any tools, equipment or vehicles placed in his or her charge, and report to his or her supervisor any needed repair or replacement necessary for safe operation.
G. Not attempt to operate, repair, or otherwise tamper with tools, equipment or vehicles without specific authorization.

19. Bus Route Vacancies:

Vacant routes will be posted In-Department and transfer requests shall be considered first for route assignments based on driver seniority. Route openings will be filled by the Director/Manager of Transportation according to current district policies. Special Needs Driver, Bus Attendant, Mechanic, Driver Trainer and Routing Specialist will not be hired based on seniority.

20. Relief Driver Duties:

Relief drivers will report for duty each day at 5:30 a.m. and again at 1:30 p.m. unless directed to do otherwise by dispatch. Route assignments will be made daily by dispatch and will take priority over all other duties. When not assigned to a route, relief drivers and assistants will be assigned to alternate duties at the discretion of the dispatcher on duty.

Additional duties for relief drivers may include the following:

1. Sub-bus pre-trip inspections as assigned by dispatcher.
2. Cleaning of sub-buses, fueling buses that are at or under three quarters of a tank, and maintaining all paperwork.
3. During winter months, relief drivers will assist in the parking lot to help with window scraping/defrosting, snow removal or other tasks that will help drivers to get on their way.
4. When not assigned to a route, relief drivers will be given alternate tasks which may include: cleaning of all building areas, filing and other office duties, picking up trash on facility property, check bus empty signs, organize and clean wash rack, keep driver forms stocked, and other duties as assigned by dispatch/supervisor.

Any problems or safety concerns encountered on routes are to be reported to dispatch immediately for corrective action.

SECTION 3. STUDENT TRANSPORTATION POLICIES

1. Eligibility to Ride:

To afford more equal opportunity for public school attendance, the board of trustees of each district shall, where practicable, provide transportation for the public-school pupils within the district. Non-public school students may be transported, where practicable, when the full costs for providing such transportation are recovered. Nothing herein contained shall prevent any board of trustees from denying transportation to any pupil in any school bus operated by or under the authority of said board, upon good cause being given, in writing, to the parents or guardian, or either of them, of such pupil (Idaho Code 33-1501).

A. No board of trustees shall be required to provide transportation for any pupil living less that one and one-half miles from the nearest appropriate school (Idaho Code 33-1501).
B. A board of trustees may require pupils who live less than one and one-half miles from the nearest established bus stop to walk or provide their own transportation to such bus stop (Idaho Code 33-1501).
C. A day care facility as defined in Idaho Code 39-1101, may substitute for the student's residence for transportation purposes to and from school. In Lake Pend Oreille School District No. 84, these facilities must be in the attendance zone of the school and/or on the bus route (Idaho Code 33-1501).
D. Safety Busing Zones: "Safety Busing Zone" shall mean the transportation of a student who lives less than 1½ miles from school when, in the judgment of the Board, the age, health, or safety of the student warrants such action as described in Policy 8110 Safety Busing. These zones may be established according to the age of students and hazards present.−Special cases of eligibility for bus transportation may be requested and shall be determined by the Director/Manager of Transportation (Idaho Code 33-1501).
E. Transportation may be provided between a residence or approved day care to the designated school, **within the designated attendance zone**. Transportation or In Lieu payment will not be provided for out of zone attendance or attendance at optional programs.
F. A non-transportation zone shall comprise the area of the school district designated by the Board of Trustees which is impractical, by reason of sparsity of pupils, remoteness, or the condition of roads to provide service. School buses shall not be routed over any road not regularly maintained by or as a part of a public road system (Idaho Code 33-1502).
G. In Lieu payments may be made for passengers living in the non-transportation zone upon filing the appropriate application. The non-transportation zone is any area more than one- and one-half miles from either a school or established bus stop, within the district's boundaries (Idaho Code 33-1503).
    a. In Lieu payment for transporting passengers (more than one and one-half miles from an assigned bus stop) by the parents, shall be by the current rate as published by the State Board of Education. Payment shall be made for the days school is attended only. Mileage shall be determined by the Director/Manager of Transportation and is paid for public roads only. Mileage shall be **to school and from school**, one trip each way (Idaho Code 33-1503).

b. The Board of Trustees may limit payment to one (1) private vehicle for one or more families.
c. Lake Pend Oreille School District No. 84 requires two complete documents prior to receiving compensation: Form W-9 Request for Taxpayer Identification Number and Certification, Request for In Lieu Payment.

H. Kindergarten and pre-school students shall be accompanied to and from the bus stop by a parent, guardian, or sibling at least 10 years of age **unless a waiver has been granted by the district**. Requests for accompaniment by others must be made in writing, to the Director/Manager of Transportation, naming the responsible person(s) and authorizing them to accompany the student. If the accompanying person is a minor the parents of that person must give written permission for the minor to accompany the student. A form is available to assist the parents or guardian in this process. Kindergarten and pre-school students who are not met at the bus stop will be returned to the school which they attend. A School Bus Report may be written for each event in which a student is not met at the bus stop. After four (4) such events transportation may be denied for the remainder of the year.

I. Parents' interest and assistance is a valued asset to the transportation program. Parents' efforts towards making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

a. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus;
b. Properly prepare children for weather conditions; and
c. Encourage school bus safety at home. Teach children about safe school bus related behavior, including its importance.

J. A parent/guardian of a kindergarten student may, upon execution of an appropriate waiver authorized by the Board of Trustees, request that his/her/their kindergarten student be released from the school bus without an adult or sibling at least ten years of age being present. The execution of such a release shall relieve the school district from any liability regarding the release of the kindergarten student at the bus stop. Thereafter the release of the student at a bus stop without a parent/guardian or sibling at least ten years of age at the bus stop shall not constitute a violation as provided for herein. The execution of such a release by the parent/guardian shall be effective for the entire kindergarten school year unless revoked in writing. In the event such a release is revoked in writing, then the procedure regarding kindergarten students who are not met at the bus stop as heretofore set forth shall be imposed.

K. Students or parents who falsify information concerning eligibility, bus discipline or attendance zones are subject to denial of transportation privileges.

2. Authorized Riders:

Only authorized persons may ride the school bus. Written permission to ride must be received from the Superintendent, and/or the Director/Manager of Transportation. Bus driver applicants and/or trainees may receive permission from the Director/Manager of Transportation to ride the bus for the purpose of observation and training.

3. Safety Busing Criteria:

The criteria established by the Board of Trustees of Lake Pend Oreille School District No. 84 for safety bussing of elementary students are:

A. Crossing a heavily travelled highway or arterial without the benefit of traffic signals.
B. Walking along an arterial, major collector or state designated highway permitting speeds in excess of thirty-five miles per hour.
C. Crossing an arterial road in competition with heavy turning traffic (ten or more per minute).
D. Walking in the traffic lane of a highway, arterial or major collector because of the absence of sidewalks or usable shoulders. (Note, it has been the accepted practice of local planning and zoning to delete sidewalks in projects, as they have deemed side walks unnecessary for lightly travelled streets and roads. The absence of a sidewalk does not of itself constitute a hazard).
E. Walking beside unprotected, dangerous lakes, streams, or rivers.
F. Walking routes which are interrupted by major road or utility construction.
G. Walking routes interrupted by numerous high traffic volume business driveways.

Arterials shall be defined as those city streets which have a highway designation, have high traffic flows, or are used as a regular alternate to a highway; or those county roads designated as arterials or major collectors.

Thoroughfares/Highways shall be those roads designated as state highways or county roads designated as arterials.

4. Contracting for Transportation Services:

If the Board enters into a contract for transportation services, the contractor shall operate such equipment according to District policy and the rules and regulations of the State Board of Education. All contracts for the transportation of students shall be in writing in the current form developed by the State Department of Education.

The District may attach addenda to the model contract. Such addenda shall be submitted to the State Superintendent for review and approval. If the State Superintendent rejects the addenda or requires that changes be made to them, the Board may appeal to the State Board of Education.

A. The contract shall be in effect for not more than five years, with the exception of contracts that receive federal funding pursuant to the federal Clean School Bus Program, which may exceed five years but shall not be in effect for more than ten years. Prior to entering into a contract for transportation services, the District must advertise and bid for such services. The contract shall be awarded to the lowest

responsible bidder. In determining what bid was made by the lowest responsible bidder, in addition to other enumerated specifications, the District will not only take into consideration the amount of the bid. The District will also consider the skill, ability, and integrity of a contractor to do faithful and conscientious work to promptly fulfill the contract according to the letter and spirit. References may be contacted.

5. Duties and Responsibilities of Building Principals:

B. Supervise the loading/unloading of students at their assigned building as follows:
   a) Provide monitors to watch and control student loading/unloading.
      (1) Keep students out of the "Danger Zone"
      (2) Prevent passengers from entering the vehicle until the operator is present.
   b) Provide and maintain a restricted loading/unloading zone, separating buses from regular traffic.

C. Assist with discipline notices.

D. The principal of each building is responsible for the conduct of students waiting in loading zones and shall ensure that the loading and unloading areas are supervised adequately for the size of the loading area and the number of students present to ensure close, continuous, and interactive supervision whenever students or buses are present in the loading area.

E. Provide for those students who have missed the bus or are removed for disciplinary actions or who are returned to the school.

F. Review and submit written requests for extra trips and shuttles.

G. Investigate and act on all weapons, harassment and drug/alcohol complaints concerning students.

H. No bus passenger shall be detained after school without full knowledge and cooperation of the principal and the passenger's parents. Principals shall be responsible for students who are detained or miss the bus.

6. Recall of School Buses:

School buses may not be called back to the school for passengers who have missed the bus. The appropriate school is responsible for students who have missed the bus.

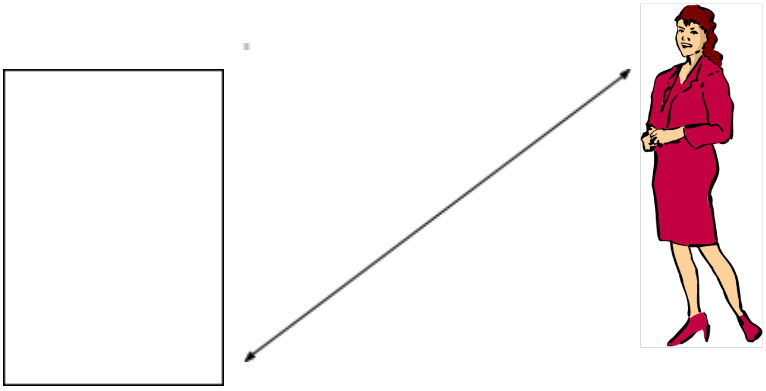
7. Child Abuse, Abandonment and Neglect:

It is the policy of the Lake Pend Oreille School District No. 84 that any of its personnel having reason to believe that a child under the age of 18 years has been abused, abandoned, or neglected or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse, abandonment or neglect shall report such suspicions to his/her immediate supervisor as well as directly to Health and Welfare within 24 hours. Idaho Code 16-1605 makes failure to report a misdemeanour. Any instances of suspected PARENTAL abuse should be reported immediately to the Idaho Health and Welfare Hot Line 1-888-769-1405.

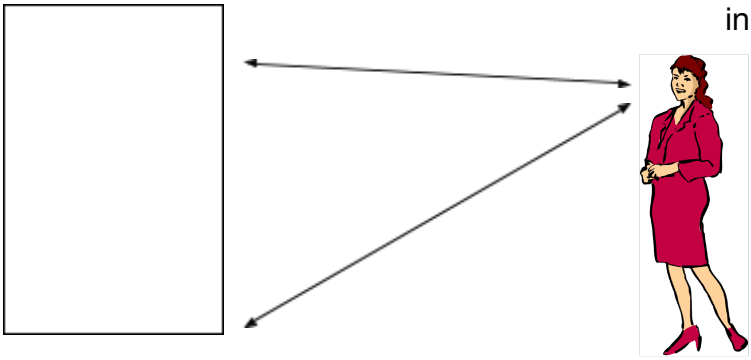
POSITION OF SCHOOL MONITORS IN LOADING/UNLOADING ZONES

in front of the bus

RIGHT- Monitor can see the front of the bus



WRONG- Monitor cannot see blind spots in front of the bus



It is important for the monitor to watch the unloading. Permitting oneself to be distracted by students or other adults could lead to serious injury or even death of a student.

SECTION 4. TRANSPORTATION OPERATIONS

1. Rules of Operation:

Drivers must follow the rules of operation for transporting passengers as outlined by the Idaho Department of Education and documented in this Transportation Department Handbook (adopted by the Board of Trustees).

2. Routes and Vehicle Operation:

The Board of Trustees has established the following guidelines for bus routes:

PASSENGER IMPACT:

A. Routes are to be equalized as nearly as possible and scheduled to minimize the actual time pupils are on the bus, which should generally not exceed 1.5 hours. Remote sites with scarcity of students may require a longer time on the bus. Time on the bus shall start when the bus departs after passenger loading and stop upon delivery to school. Additional time on the bus for other passengers will be considered when extending a route or adding a spur. In the interest of economy, extra mileage should be avoided. Bus routes will generally not be extended when students are walking one and a half (1.5) miles or less according to the Standards for Idaho School Buses and Operations.

B. Because each stop adds approximately one minute per stop to the travel time, bus stops shall be designated. Students will be required to load and unload at these designated stops. It shall be the policy to designate bus stops for subdivisions rather than operate a school bus on the streets or roads created by the subdivision. Roads which form a "loop" or dead end and are one and one half-miles or less shall be considered a subdivision (see Bus Stop Standards).

C. The schedule for pickup and delivery of children shall be followed as accurately as possible. The driver is to notify the administration of a delay in schedule. The administration will notify parents/guardians on routes experiencing delays, if necessary.

D. Routes may be changed or suspended by the Director/Manager of Transportation due to unsafe conditions or situations including winter or spring maintenance problems. Suspension of routes due to weather or break-up shall not create non-transportation zones i.e., In Lieu shall not be paid for temporary route suspensions beyond the control of the school district.

E. No bus route shall create passenger overloading on the bus. Students shall submit a Request for Transportation to be eligible for transportation. Up to two weeks shall be allowed to provide space on the bus. "Guests" may be denied transportation, without warning, in the event the bus "overloads."

F. If the bus and driver are present, the driver is responsible for the safety of their passengers, particularly for those who must cross a roadway prior to loading or after leaving the bus. Except in emergencies, no bus driver shall order or allow a student to board or disembark anywhere other than their assigned stop unless authorized by the Superintendent. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend

corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment.

ROAD STANDARDS:

The following road standards shall be used when evaluating bus routes. These standards and any discovered in the investigative process shall be used when considering proposed route changes. All changes/additions to bus routes shall consider the safety of all passengers as well as the wear and tear on equipment.

A. **Types of Roads:** Routes will not be established over any road that is not regularly maintained as a part of a highway district, county, state, or federal system or a state or federal forest road system. Regularly maintained is defined as patrolled and maintained on a week-by-week basis and has daily winter maintenance. The proper governmental agency responsible for road maintenance shall verify the proposed route will be maintained at an hour which allows for safe travel of the school bus. Seasonal routes may be established on those roads which are not a part of a priority road maintenance system. These routes will be operated only during the time they are properly maintained and in good condition.

B. **Construction of a Road:**

Standard: The road should be at least 20 feet in width to accommodate the school bus and a vehicle of similar size, such as a truck, with at least 3 feet of clearance between vehicles. Roads with inadequate width must have adequate room on corners for vehicles to pass.

Standard: Shoulder width on each side of the road should be at least three (3) feet and maintained free of snow and other obstructions.

Standard: Grade pitch in excess of 5% should have adequate guard rails or in slope to keep the vehicle from "going over the bank" in the event the road is too slippery to maintain proper travel lane. Grade should not exceed 7%.

C. **Protection Around Waterways, Railroad Crossings, Industrial Sites and Other Hazards:**

Standard: Establishment of bus stops in areas where natural hazards or high traffic activity is present should be done with adequate protection for the children. The school district shall not be responsible for providing transportation from/to hazardous locations or bus stops. Parents need to provide supervision or a ride to a safe location.

D. **Railroad Crossings:**

Standard: Railroad crossings should be at road level and protected with signs and/or signals. Adequate site distance must be present. This shall be determined by the amount of time it takes from the moment the train becomes visible until it crosses the crossing. The train speed shall be calculated from the maximum speed allowed plus ten percent. Adequate time shall be no less than 30 seconds for unguarded crossings. The amount of time needed for the bus to cross shall be considered the absolute minimum.

E. **Visibility and Stopping Time:**
Drivers must have good visibility to anticipate and react to traffic problems in a prudent manner. Sharp corners, blind corners and other natural barriers which hinder driver reaction time in case of an emergency shall be considered when investigating the feasibility of new or expanded routes. A minimum of 1 second for reaction time plus 1.2 seconds per 10 miles per hour (80 feet per second) will be used for minimum sight distances. At no time will a stop be established when adequate sight distance cannot be maintained (example, 55 MPH posted would require 608 feet of clear sight distance).

G. **Nature of Traffic:**
A concentration of heavy truck or industrial traffic increases the hazards of any road. Areas experiencing heavy traffic when work shifts change, or other conditions should be investigated when considering bus routes.

H. **Properly Posted Warning Signs:**
The proposed route should have warning signs indicating curves, bus loading zones, hills, etc.

I. **Turnarounds:**
Buses will not be allowed to back up to turn around on private property. Only as a last resort will route extensions or additions require a back up turnaround on public roads. A cul-de-sac with a 100-foot radius is required for an adequate turn around. The Board of Trustees approves all turnarounds.

J. **Highway Intersections:**
Highway intersections should provide for reasonable entry and exit onto a main highway from a secondary road. Such intersections should be approved by the Idaho Transportation Department.

K. **Turnout Spacing:**
Roads with inadequate width for passing and low-density traffic may be considered for routes. Turnouts should be available at regular intervals, or according to road conditions. The turnouts should be sixty feet in length with twenty-foot tapers and fifteen feet wide.

3. Pre-Trip/Post-Trip Inspections:

Drivers must know that the vehicle they are operating is safe, and in proper operating condition. Drivers are required by law to conduct and document a pre-trip inspection before operating the bus, and to complete a post-trip inspection at the end of the route. Failure to conduct these inspections may result in disciplinary action taken by Lake Pend Oreille School District No. 84. In addition, drivers will forfeit .25 hours of pay for not conducting a pre-trip or post-trip inspection.

4. Loading and Unloading Passengers:

The time schedule for student pick up and drop off must be followed as accurately as possible. However, the safety of your passengers is always your first priority.

School buses shall only stop to load or unload passengers at designated bus stops, as required by law.

It shall be the duty of every school bus driver to report to his or her immediate supervisor the license number of any vehicle which violates any law endangering school children (IDAPA 08.02.02 – SISBO and IC 33- 1509).

Buses should stop to load and unload passengers only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather conditions. Bus stops shall be chosen with safety and protection of the health of the student in mind. No bus stop shall be established within 1½ miles from the students' school except in safety busing zones. School bus drivers shall load and unload from the right side of the roadway. Bus stops shall be sited to ensure that students do not have to cross any road with more than three lanes to board the bus or to proceed home after exiting the bus unless the location has easily accessible traffic control signals.

All bus stops shall be in safe locations with at least 100 yards of clear visibility in both directions. All bus stops shall be located at a site that allows the bus to stop without blocking any intersection; whenever possible stops shall be at least 40 feet from intersections.

Students should not cross behind a bus.

Use a long steady blast of the horn to warn students of any danger.

Buses are to never back in a school area or parking lot without an adult monitor outside at the rear of the bus.

Be courteous: assist traffic in getting past before loading or unloading on busy roadways. If several vehicles are coming from opposite directions, **slow down and keep stop arm in until they get by**. If there are several cars behind the bus, pull off and let them pass, if possible.

A. Loading Procedures:

<u>On Public Roadways</u>

⇒ Approach the stop cautiously at a slow rate of speed.

⇒ Look for pedestrians, traffic, or other objects before, during and after coming to a stop.

⇒ Continuously check all mirrors.

⇒ Signal intention to stop by activating alternately flashing amber/yellow warning lights at least 200 feet or approximately eight to ten seconds before the stop.

⇒ Check all mirrors to monitor danger zones for students, traffic, and other situations and objects.

⇒ Count the number of students as you approach the stop.

⇒ Stop in the center of the right most lane; 15 feet away from the students.

⇒ With your foot on the brake pedal shift the bus transmission lever to neutral or park.

⇒ Set the parking brake.

⇒ Check all mirrors and traffic.

⇒ Open the service door, if possible, only enough to activate the alternately flashing red warning lights, and to deploy the stop arm and crossing control arm when traffic is a safe distance from the bus.

⇒ Make a final check to see that all traffic has stopped.

⇒ Open the door completely and signal the students to approach.

- Students should board in a single file line, in an orderly manner only when signaled by the driver. Have students use the handrail.
- Students who cross the road **(Crossovers)** should**:**
  - Wait facing the bus as it approaches and stops.
  - Watch for the driver's pre-arranged signal to cross (from left to right).
  - Look for traffic in both directions, making sure the roadway is clear.
  - Proceed across the road, continuing to look in both directions.
    - Walk 15 feet beyond the front of the bus then along the shoulder of the roadway to the service door.

⇒ Recount students as they board the bus.

⇒ As soon as all students climb the stairs and enter the aisle, close the door to deactivate the alternating flashing red warning lights and retract the stop arm, and allow traffic to clear.

⇒ Wait until students are seated and facing forward before moving the bus.

⇒ Check all mirrors and make sure no one is running to catch the bus.

- If you cannot account for a student, secure the bus, take the key, and check around and under the bus.

⇒ Engage the transmission.

⇒ Release the service or parking brake.

⇒ Check traffic and mirrors again.

⇒ When it is safe to do so, re-enter the traffic flow and continue the route.

Loading at School

⇒ Activate hazard lights in school loading zones.

⇒ Buses will stay in a single line – no passing without communicating with the bus you are passing.

⇒ Buses will park with no room between buses for people to walk through (however, leave cross walks open).

⇒ If parking along a curb, buses are to park within 6 inches of the curb.

⇒ Buses are to never back in a school area or parking lot without an adult monitor.

⇒ Place the transmission in neutral or park.

⇒ Set the parking brake.

⇒ Turn off all switches, lights, etc. and the ignition switch. Buses will not idle their engines in front of schools.

⇒ Remove the key if leaving the driver's compartment.

⇒ Position yourself to supervise loading.

B. Unloading Procedures:

On Public Roadways

Students must **move up**. Drivers will train students to **move up** to the front seat at the stop prior to their stop.

Students should remain seated until the driver opens the door or until permitted to exit.

⇒ Approach the stop cautiously at a slow rate of speed.

⇒ Look for pedestrians, traffic, or other objects before, during and after coming to a stop.

⇒ Continuously check all mirrors.

⇒ Signal intention to stop by activating alternately flashing amber/yellow warning lights at least 200 feet or approximately eight to ten seconds before the stop.

⇒ Continuously check all mirrors to monitor danger zones for students, traffic, and other situations and objects.

⇒ Stop in the center of the right most lane.

⇒ With your foot on the brake pedal shift the bus transmission lever to neutral or park.

⇒ Set the parking brake.

⇒ Check all mirrors and traffic.

⇒ Open the service door, if possible, only enough to activate the alternately flashing red warning lights and deploy the stop arm and crossing control arm when traffic is a safe distance from the bus.

⇒ Make a final check to see that all traffic has stopped.

⇒ Open the door completely and signal/request the students to exit the bus.
  - Have students use the handrail when they are on the stairs and walk at least 15 feet away from the side of the bus.
  - Count students as they exit the bus. If numerous students are exiting, they should off-load in an orderly manner – i.e. zigzag fashion front to back.
  - Students who cross the road **(Crossovers)** should**:**
    - Walk 15 feet beyond the front of the bus along the right shoulder of the roadway and wait for the driver's pre-arranged signal to cross.
    - Walk to the left edge of the bus, stop to look again for your signal to cross the roadway, then look for traffic in both directions, making sure the roadway is clear.
    - Proceed across the road, continuing to look in both directions.
  - Students who will unload at the next stop need to **move up** to the front seat.

⇒ Recount students as they walk away from the bus.

⇒ Check all mirrors again. Make sure no students are around or returning to the bus.
  - If you cannot account for a student, secure the bus, take the key, and check around and under the bus.

⇒ Close the door to deactivate the alternating flashing red warning lights and retract the stop arm and allow traffic to clear.

⇒ Wait until all students are accounted for and seated.

⇒ Engage the transmission.

⇒ Release the service or parking brake.

⇒ Check traffic and mirrors again.

⇒ When it is safe to do so, re-enter the traffic flow and continue the route.

Unloading Procedures During Road Closures or Detours

⇒ When a road closure or detour prevents a driver from stopping at an assigned student stop, the following procedures shall be implemented:

⇒ a. **Prior to departing on the route**, the driver shall prepare a list of all students assigned to the affected stop or stops that are inaccessible.

⇒ b. **During student loading at the school**, the driver shall identify and highlight the names of all students on the list who board the bus for transportation home.

⇒ c. **At the designated detour unloading location**, the driver shall verify and check off each highlighted student as they exit the bus to ensure complete student accountability. Any student whose name was not highlighted during loading shall not be permitted to unload until their assignment to the affected stop or stops has been confirmed. Kindergarten students must still be met by a parent or guardian at the detour location or other predetermined stop along the route.

⇒

Unloading at School

⇒ Activate hazard lights in school loading zones.

⇒ Buses will stay in a single line – no passing without communicating with the bus you are passing.

⇒ In monitored school zones drivers should stop their bus in a position that allows the school monitor to see the front and right-hand side of the bus. If a monitor is not present the driver must contact dispatch and request a monitor prior to unloading.

⇒ Buses will park with no room between buses for people to walk through.

⇒ If parking along a curb, buses are to park within 6 inches of the curb.

⇒ Place the transmission in neutral or park.

⇒ Set the parking brake.

⇒ Turn off all switches, lights, etc. and the ignition switch. Buses will not idle their engines in front of schools.

⇒ Remove the key if leaving the driver's compartment.

⇒ Have students remain seated until told to exit.

⇒ Students should off-load in an orderly manner – zigzag fashion front to back.

⇒ Observe students as they step from the bus to see that they move promptly away from the unloading area.

5. Railroad Crossings:

All school and activity buses shall stop at all railroad tracks using the following process:

A. Activate hazard lights at least 200 feet but not to exceed 600 feet before stopping at the railroad tracks.
B. Check mirrors and traffic. Tap the brake pedal to warn others that you are going to stop.
C. Stop no less than fifteen (15) feet, nor more than fifty (50) feet from the nearest rail.
D. Turn off alternately flashing warning light master switch if needed.
E. Open the driver's window completely.
F. Turn down/off radios, fans or hit noise kill switch; and **make sure students are quiet.**
G. Open the service door.
H. Look and listen. Look again.
I. Close the service door.
J. Proceed when clear, remaining in the same gear until the rear bumper has completely cleared the tracks.
K. Turn off hazard lights after the rear bumper has completely cleared the tracks.
L. Turn on 2-way radio, fans or hit noise kill switch. Shut driver's window. Turn on the master alternately flashing warning light master switch if needed.

Multiple track crossings without signals will not be crossed if rail cars are parked on either track within 1/4 mile of the crossing.

Crossings with lights and gates when lights and gates are operating but no trains present:

A. Call dispatcher: report your wait time and explain what the signals are doing. Follow the dispatcher's instructions.
B. Buses are permitted to go around crossing gates **ONLY** when flagged through by authorized railroad or law enforcement personnel.

6. Bus Stop Standards:

School bus stops are established by weighing a multitude of factors existing at every stop. There is no formula for districts that does not involve a judgment call. Idaho State Department of Education provides best practices for selecting school bus stop locations to provide the safest environment for students.

This policy can help make transportation personnel and parents aware of safety issues by proposing guidelines and procedures for review.

While the district is required to select a safe site for the bus stop, it is not responsible for student behavior because it cannot supervise what takes place at the stop while students are waiting.

A. **Visibility and Stopping Time:** Drivers must have good visibility to anticipate and react to traffic problems in a prudent manner. Sharp corners, blind corners and other natural barriers which hinder driver reaction time in case of an emergency shall be

considered when investigating the feasibility of bus stops. A minimum of 1 second for reaction time plus 1.2 seconds per 10 miles per hour (80 feet per second) will be used for minimum sight distances. At no time will a stop be established when adequate sight distance cannot be maintained (example, 55 MPH posted would require 608 feet of clear sight distance for a panic stop).

B. **Other Factors:** In addition to simple distance, any other factor which might affect a vehicle's ability to stop must also be considered, such as traffic speed, a steep incline and/or slippery road conditions. It is suggested that a minimum of 500 feet for 35 MPH and 1000 feet for 55+ MPH should be the goal. To best simulate real conditions, visibility distance will mean the distance the car driver can see the eight-light warning system and top 1/3 of the bus. Each stop has characteristics such as slope, road surface, truck traffic, real vs. posted speed, which must all be considered when evaluating stop safety.

C. **Signing:** If it is not possible to meet the visibility recommendations for a safe stop, IDOT approved signs can be used to warn motorists of the presence of the school bus stop. However, the use of the warning signs cannot be used if less than 2/3 of the sight distance is not present.

D. **Stop Characteristics:** The school bus stop must meet certain standards to protect the children waiting at the stop, the owner of the property, and allow the school bus driver to successfully negotiate the loading and unloading process.

   Sufficient space is needed for students getting on or off the bus, to be 15 feet away from the bus and off the road or on a sidewalk. If there is not sufficient space for students to move perpendicular away from the bus' position on the side of the road, the students must move 15 feet in front of the bus along the shoulder to a driveway or access road. **The best safe practice will prevail.**

7. Two-Way Radio Procedures:

Our frequency is assigned for official use only, not for idle chatter. If you have something to communicate, ask yourself, "Can this wait until I return to the bus facility?

A. Listen briefly to make sure no one else is talking on the radio.
B. Use route numbers as call signs and/or names.
C. The party initiating the call also ends the call and clears the frequency.
D. Never use profane or obscene language. This is prohibited by Federal Law and the use of such language may result in the FCC suspending our license.
E. **Keep all conversations brief and confine them to the business at hand**; someone may need the radio for important information.
F. Remember the airways are public. Do not give confidential information over the radio.

8. Fueling:

Drivers are responsible for fueling their bus. Students are not allowed to be inside of the bus or within 150 feet of the vehicle when it is being fueled. Drivers are responsible for fuel spills. Vehicle must be shut down during the fueling process. Drivers are required to be certain they have enough fuel to complete their route or trip. Route buses with **1/2** tank or less of fuel must

be fueled before parking for the night or weekend**.** Spare buses must have **3/4** tank or more of fuel before parking for the night or weekend.

9. Bus Cleaning:

Each driver is responsible for the cleanliness of their bus. The bus will be swept daily and weather permitting buses will be washed as needed to reflect a good public image. In winter months buses need to be dry brushed to keep road grime and build-up from accumulating.

10. Leaving the Driver's Compartment:

When it is necessary for a driver to leave his/her seat, they should shut off the engine, set brakes, and remove ignition keys. Bus keys should be in the possession of the operator at all times.

11. Strobe and Rear Dome Lights:

The strobe light shall be used when passengers are on the bus. The rear dome light must remain on during evening/night hours. The lights may be turned off only if they are distracting to the driver.

12. Inclement Weather:

The Board recognizes the unpredictability of Idaho weather and resulting dangers. To achieve maximum safety for children and efficiency of operation, the Superintendent is empowered to make decisions as to the emergency operation of buses, the cancellation of bus routes, and the closing of schools in accordance with their best judgment. The Board may develop guidelines in cooperation with the Superintendent to assist them in making such decisions.

Drivers must be aware of weather conditions and make judgment decisions about the operation of the bus under hazardous conditions. The driver is encouraged to report unsafe conditions to the dispatcher. Drivers are responsible for installing their own tire chains. It is the driver's determination to use tire chains. If drivers do not install chains and are involved in an accident or slide from the road, it may be deemed a preventable accident. In the event of water over a roadway the driver must call in to dispatch for guidance and possible rerouting.

13. Transportation for Non-Public School Students:

Non-public school students may be transported on Lake Pend Oreille School District No. 84 buses when payment is provided for at the previous annual cost per student.

The procedure for procuring transportation is for the **private school** to request transportation for a student. This will be accomplished by the private school writing to Lake Pend Oreille School District No. 84, under the private school's letterhead, requesting a student be transported from the student's home to a predetermined, **existing** stop. The private school will

be responsible for the student prior to pick-up and after the student leaves the bus. The private school shall be billed for the transportation costs and shall be responsible for payment thereof.

14. Daycare Transportation:

Transportation for day care students may be provided as safety busing, providing the student is picked up or delivered to a day care in the appropriate attendance zone for the school they attend.

The Transportation Department reserves the right to determine the ability to serve a daycare based on the bus capacity available and the location of the daycare. Rural daycares must be on an existing bus route and student capacity must be available.

15. District Vehicle Idling:

The Board is committed to transporting students on school buses in a safe manner. Further, the Board recognizes that accumulated emissions from school buses can be harmful to students, bus drivers, and others in the area of the idling buses. Unnecessary bus or District vehicle idling emits pollutants, wastes fuel, and wastes financial resources. Reduced idling will reduce student transportation costs and improve air quality.

The Board directs bus drivers to give consideration to engine idling during extended wait time

1. Any bus that is equipped with an auxiliary heater shall use the heater to provide pre-heated water in the cooling system for starting cold engines as well as providing heat to the passenger compartment during cold weather without running the engine.

2. When school buses arrive at loading and unloading areas to drop off or pick up passengers, the school bus driver should turn off the bus as soon as possible to eliminate idling time and reduce harmful emissions;

3. The school bus should not be restarted until it is ready to depart;

School buses should not idle, on or off of school grounds, for longer than five minutes except during passenger stops and pre-trip inspections. Allowing engines to idle for more than three minutes may cause the District to lose funding for purchasing fuel. Consideration should be given to varying climate conditions.

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SECTION 5. ROUTE INFORMATION AND PROCEDURES

1. Procedures for Review of Bus Routes:

Idaho Law and the State Board of Education have placed major responsibility for operating the school transportation system in the hands of the local Board of Trustees. While the local school board delegates much of the day-to-day decision-making authority to its administrative staff,

final responsibility for decisions concerning passenger transportation rests with the local school board.

At the regular August Board meeting, the Transportation Department shall present a master transportation plan for the coming school year for review and approval. This plan will delineate the transportation zone, describe the routes, turn-arounds and safety busing areas.

All routes are to be reviewed annually to permit optimum pupil safety, program efficiency and operational economy. During this review, requests are considered to change an existing bus route or add a new one. All bus routes shall stand on their own merit from year to year.

Under extraordinary and unusual circumstances, where passenger safety is a factor, special requests for transportation may be reviewed by the Board of Trustees after the August deadline.

2. Routes:

Route/student logs are the responsibility of the driver. Logs must be updated as needed, signed off monthly and submitted to the Routing Specialist.

Bus routes are established and approved annually by the Board of Trustees and changes to routes must be approved by the same. The dispatcher or Director/Manager of Transportation may alter a route temporarily to accommodate conditions or situations. Drivers are expected to follow the routes as approved by the Board of Trustees.

School bus routes shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness, and convenience of its operation including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be serviced, availability of turn-around points, capacity of bus, and other related factors. Further, the Board of Trustees shall consider the criteria set out in its measuring and scoring instrument

School bus drivers are encouraged to make recommendations about establishing or changing routes. Drivers should strive to meet the standards set by policy; they should not extend the route or create a new turnaround. Sight distance for bus stops should be a minimum of 300 feet.

Parents should be referred to the Transportation Director/Manager for any request of change in routes, stops, or schedules.

A school bus shall be backed only as a last resort. Buses shall **not** back to turn around on a public roadway unless the Board of Trustees finds there is no alternative to backing buses on certain roads. The Board, then, by official action, may allow backing of school buses on certain locations.

If backing on private property is authorized by the Board of Trustees, written permission must be granted by the property owner.

Only designated turnarounds may be used. Buses shall not turn around on main thoroughfares or the highway. Permission for alternate turnarounds may be granted by dispatch or Director/Manager of Transportation for special circumstances.

All information necessary for the proper guidance of drivers with respect to routes and schedules will be given to the drivers by the dispatcher. When a situation arises not covered by instructions, drivers are expected to use their best judgment about the best course of action to follow. If the driver needs to make a decision not covered by policy or which is contrary to policy, the driver must report to the dispatcher, within 24 hours, the action taken and the reason for the action.

Drivers are **not** allowed to unload passengers except at their designated stop or at school unless the driver receives a note from their parent or guardian for any other stop.

At least once each year, the transportation supervisor or the District's school bus driver trainer shall evaluate each route for the purpose of assessing the safety of routes and bus stops. Documentation of the route evaluation shall be retained by the District. The District may use the State Department of Education's model evaluation procedure and forms for these evaluations.

3. Hours of Service:

Federal Motor Carriers Safety Regulations, Part 395, restricts the hours of service for drivers. The maximum driving time for passenger-carrying vehicles shall be as follows, subject to the exceptions and exemptions provided by law. The District shall not permit or require any driver to drive a passenger-carrying commercial motor vehicle:

1. For more than ten hours following eight consecutive hours off duty; or

2. For any period after having been on duty 15 hours following eight consecutive hours off duty.

Additionally, the District shall not permit or require a driver of a passenger-carrying commercial motor vehicle to drive for any period after:

1. Having been on duty 60 hours in any seven consecutive days if the District or their transportation provider does not operate commercial motor vehicles every day of the week; or

2. Having been on duty 70 hours in any period of eight consecutive days if the District or their transportation provider operate commercial motor vehicles every day of the week.

Drivers shall use Federal Motor Carrier Safety Administration (FMCSA) over-the-road hours-of-service trip logs, a trip agenda, or other trip documentation validating applicable driving hours on all out-of-District trips of more than 100 miles.

4. Transportation Requisitions:

Lake Pend Oreille School District No. 84 provides transportation for field trips, extra-curricular trips and ensures buses are available for a school sponsored event. It is the policy of the Board of Trustees to transport students: 1) In a **school bus**, meeting Federal Regulations pertaining to school buses driven by a school bus driver employed by Lake Pend Oreille School District No. 84 Transportation Department, 2) Using a Bona Fide, established common carrier, or 3) Using a Bona Fide charter bus company with US DOT certified equipment and drivers. The Transportation Department shall be responsible for approving all transportation means for Lake Pend Oreille School District No. 84 students.

5. Drivers for Activities and Special Trips:

All activity drivers shall meet the requirements of regular route drivers as outlined in Section 1 of this policy manual.

The assignments of extra runs and road trips will be made on a rotating basis. Drivers must ask to be put on the activity trip list at least 5 days prior to be eligible for trips. The initial list will be prepared by seniority and thereafter additions will be made to the end of the list. Trips will be assigned to the next person down on the list. If a driver passes up a trip, they will move to the bottom of the list. There is one trip list in the Clark Fork area and one for the rest of the district. Drivers in each area will have preference for the trips in their area. Summer trip list will be selected by seniority in descending order.

In the event a trip driver is not available, due to lack of drivers, substitutes or scheduling, the Dispatcher may assign a Flex driver or provide a bus and driver from the neighbouring districts.

Drivers will not be assigned to activity routes when, in the opinion of the Director/Manager of Transportation, the driver's inexperience could result in an unsafe operation.

An activity roster will be prepared for those wishing to drive extra runs. Drivers will be required to drive 3 months, as a regular route driver, before being allowed on a trip rotation list.

In order to take an extra run, the driver must be able to complete their regular route, unless otherwise directed by dispatch. If a driver cancels a trip, for any reason, another trip will ***not*** be given to replace it.

If a trip is postponed for a few days, it remains in the possession of the driver to whom it was originally assigned, if possible.

Drivers should make their decisions on extracurricular trips as soon as possible. If a driver does not want to take a posted assignment for extra runs and road trips, they will lose their turn and will not be eligible again until their name reappears on the list according to the rotating basis of the list.

On extracurricular trips, the **certificated personnel or chaperones** shall be responsible for the behavior of the passengers, in cooperation with the driver.

Drivers are responsible for the safety of the bus and are not expected to act as assigned chaperones.

Any driver who is late for an extracurricular trip will forfeit the right to drive the next trip available to them. (Lateness may be justified only if the driver must drive the route first).

If for any reason a particular bus is needed on an extracurricular trip (size, mileage, or economy), it will be taken off the route and a qualified person sent to drive it.

Reimbursement for meals away from Bonner County will be according to the following rates. See: Lake Pend Oreille School District No. 84 website @ http:// www.lposd.org.
If a motel room is required for a driver, reservations and costs incurred shall be the responsibility of the school or organization for which the trip is provided.

Drivers must furnish receipts of payment to collect meal and room expenditures. Expenses in excess of the amounts will not be reimbursed.

When driving on out of state trips or making trips over 100 miles, drivers must complete a trip log in accordance with Federal Motor Carrier Regulations.

6. Field Trip/ Charter/ Competition Procedures for Drivers:

A. Sufficient rest is required before hours of duty on a trip.

B. Be ready to serve passengers before you serve yourself. Be courteous, helpful, and attentive. Do not be reluctant to leave your seat while loading and unloading (take the ignition key with you).

C. Complete a thorough pre and post trip inspection on the bus being used on a trip. Familiarize yourself with the panel of the bus you are using, (light switches, heaters, windshield wipers etc…). If on an extended trip, be sure to check the bus occasionally.

D. Make sure your equipment is clean and ready. Keep your bus clean for return trips. Get an accurate head count student roster before leaving point of origin.

E. Record:
    a. Mileage before and after assigned trip. If the bus is taken from a different location other than the bus shop or school location that is sponsoring the trip, mileage difference needs to be written as service miles.
    b. Time out and arrival time at destination and return.
    c. Name of group and school being transported. Also record the kind of trip (which includes field, competition, or lease).

F. Make sure you have necessary information concerning financing of the trip. Keep a receipt(s) to cover all reimbursable expenditures.

G. When loading passengers and baggage, keep the aisle and driver areas clear. **Always keep the emergency door clear.** Never attempt to retrieve anything from the floor while driving.

H. Conduct an emergency evacuation orientation and have the teacher, chaperon or coach sign the "Evacuation Procedures for Activity Trips and Field Trips" form when completed.

I. Make sure dispatch knows the motel where you are staying if applicable.

J. Run on the top side of the fuel tank. If you are using another driver's bus, make sure you fuel it when finished with your trip. Make sure you have appropriate fueling card(s) for your trip.

K. Never drive more than three hours without a rest stop. Each time a stop is made, perform a walk around inspection of the bus, especially check your tires. Tires running flat cause fires.

L. When traveling with other buses, keep your distance between buses and all other traffic. Allow sufficient space between buses. Avoid delays and blocking traffic.

M. Every driver using a bus on an extra trip must leave a clean bus interior on completion of trip. Inspect for vandalism and report any damage.

N. In case of an emergency have a contact list of all transportation supervisors in the area where you will be traveling. Your supervisor will provide this information.

O. Study the maps that are available in the office before departure. Know your route well, such as highway numbers, where to change highways, how to route through and around cities, etc. Know the location of truck repair and truck stop facilities.

P. Pack baggage to eliminate shifting and falling. Heavy objects may be hazardous if not stored properly.

Q. Rear interior dome light will be left on after dusk.

R. The driver must exchange cell phone numbers with the group leader.

S. Students meeting parents on the return may be unloaded **only** at listed locations listed below. This is with prior approval. If no contact is made with a student by a parent, the student must continue with the rest of the group. If a student is to meet a personal vehicle at such locations, the bus cannot depart until the student leaves the location.

1. 76 Station at Athol
2. Westmond Store
3. Sagle Elementary
4. Bonner Mall Theater
5. Fuel Station at Pack River Rd
6. Trout Creek Rd.
7. Careywood Fire Station
8. Hope Peninsula Rd.

Drivers must stay with group taken unless prior approval is given by the Transportation Department leadership. If permission is given to leave the group to go to lunch etc., the bus must remain within a five (5) mile radius. Such action (pay, hours of service, etc.) needs to be coordinated in advance with Transportation Department leadership.

7. School Sponsored Transportation:

A. All transportation requests must be scheduled through the Transportation Department.

B. Requisitions for transportation for field, class, club, or other activities must be filed by the sponsoring teacher, approved by the principal, and sent to the Transportation Department **ten (10) days before** the bus will be required. A complete and correct itinerary must accompany the request. Requests for changes to the itinerary must be made through the dispatcher and approved by Transportation management.

C. Trips which are approved will be placed on the dispatch board. If there are more trips than available equipment or drivers. Trips may be returned and rescheduled.

D. All trips must be confirmed 24 hours prior to departure with dispatch.

E. All extracurricular trips, within a 200-mile radius of Lake Pend Oreille School District No. 84, will be utilized by a Lake Pend Oreille School District No. 84 school bus. Trips beyond 200 miles may be chartered depending on the availability of a district bus.

8. Field Trip/ Charter Procedures for Teachers and Chaperones:

A faculty member (or school authorized chaperone) **must** accompany the bus to and from all approved school sponsored activities unless previously approved by Transportation Department leadership.

A. Such chaperon must ensure that all passengers riding the bus to an event, return on the bus from that event unless other provisions are made before the trip. Chaperones are responsible for furnishing the bus driver with a passenger list. The driver must have this list before leaving. Chaperones are responsible for all students on the trip.

B. Such chaperon must check that each passenger has a “permit to travel slip” and medical release provided by the school office and signed by the passenger’s parents. Medical releases accompany the students on the trip.

C. Bus rules shall be the same as that of a regular route. Chaperones are expected to assist in enforcing the rules.

D. Chaperones are responsible for returning the bus in the same order of cleanliness in which they received it.

E. Students are not allowed off the bus unless accompanied by a chaperon. All passengers must be unloaded when fueling the vehicle.

F. At least one adult on the bus must be able to tell the driver how to arrive at the destination.

Size of the group must be such that the vehicle requested is appropriate for safety and economy. The Transportation Department may combine different groups going to the same events on one bus.

The bus is to stay on the schedule (itinerary) filed with the bus shop. Unscheduled stops are not allowed, except in the case of an emergency.

No restrictions should be placed on passengers riding on such requisitioned buses except:

A. They must be a member of the requisitioning group and on the passenger list. Children not enrolled in Lake Pend Oreille School District No. 84, are not allowed to ride on a district bus.
B. **Students who are on suspension** from the bus are not allowed to ride on extra-curricular activities.

9. Competition Procedures for Coaches and Chaperones:

A faculty member (or school authorized chaperon) must accompany the bus to and from all approved school sponsored activities unless previously approved by Transportation Department leadership. When a teacher, coach, or other certified staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in their charge. The bus driver shall have final authority and responsibility for the bus. The Superintendent shall establish written procedures for bus drivers.

A. Such chaperon must ensure that all passengers riding the bus to an event, return on the bus from that event unless other provisions are made before the trip. Chaperones are responsible for furnishing the bus driver with a passenger list. The driver must have this list before leaving. Chaperones are responsible for all students on the trip.

B. Such chaperon must check that each passenger has a “permit to travel slip” and medical release provided by the school office and signed by the passenger’s parents. Medical releases accompany the students on the trip.

C. Bus rules relating to personal safety and driver compliance must be adhered to. Such items appear on the “PUPIL RULES FOR RIDING THE SCHOOL BUS FOR COMPETITION TRIPS”.

D. Chaperones are responsible for returning the bus in the same order of cleanliness in which they received it.

E. Students are not allowed off the bus unless accompanied by a chaperone. All passengers must be unloaded when fueling the vehicle.

F. At least one adult on the bus must be able to tell the driver how to arrive at the destination.

G. Students meeting parents on the return may be unloaded only at listed. locations listed below. This is with prior approval. If no contact is made with student by a parent, the student must continue with the rest of the group. If a student is to meet a personal vehicle at such locations, the bus cannot depart until the student leaves the area.

1. 76 Station at Athol
2. Westmond Store
3. Sagle Elementary
4. -Bonner Mall Theater
5. -Fuel Station at Pack River Rd
6. Trout Creek Rd.
7. Careywood Fire Station
8. Hope Peninsula Rd.

10. Field Trip/Charter/Competition Procedures for Students:

Obey rules which pertain to the trip taken. For field trips see "PUPIL RULES FOR RIDING THE SCHOOL BUS", For competition trips see "PUPIL RULES FOR RIDING THE SCHOOL BUS FOR COMPETITION TRIPS".

All passengers riding the bus to any school event must ride the return bus unless prearranged the day before.

Prearranged transportation slips may be picked up at the appropriate school office.
They must be signed by a parent and returned to the school office for approval by the Principal. On the spur of the moment, parents may pick up **their** student. The advisor in charge of the activity may use discretion. **A PASSENGER WILL NOT BE GRANTED PERMISSION TO RIDE HOME WITH ANYONE OTHER THAN THEIR OWN PARENT.** Parents must sign for their child. It is permissible for the parent to write a note of authorization on the back of the passenger list.

Students are responsible to be on time.

Students are not allowed to disembark, unless accompanied by a teacher or chaperone.

PUPIL RULES FOR RIDING THE SCHOOL BUS FOR COMPETITION TRIPS

1. Pupils shall promptly and respectfully obey the driver at all times.
2. Pupils shall remain seated; no walking while the bus is moving.
3. Aisle must be clear at all times.

4. Pupils shall refrain from passing or throwing objects while on the bus.
5. State Law prohibits profanity. This includes obscene gestures.
6. State Law prohibits use or possession of tobacco, electronic cigarettes/vape devices, alcohol, illegal drugs, or any other controlled substance on the bus.
7. No hazardous materials, nuisance items or animals are allowed on the bus.
8. Equipment needed for the trip needs to be secured.
9. No laser lights are allowed on the bus.
10. Cell phones may be used with drivers or chaperones permission. No camera flash may be used.
11. Fighting or intimidation of others is strictly prohibited.
12. Pupils shall not approach a moving bus.
13. Students are discouraged from using aromatic items such as colognes and perfumes.
14. Noise must be kept at a minimum.
15. No cleats shall be worn while on a school bus.
16. Eating and drinking will be allowed if:
    a. Coach or Chaperone has a current first aid/CPR card and gives students permission to do so.
    b. All drinks must be in a sports drink container with a screw top.

11. Public Availability:

Lake Pend Oreille School District No. 84 may make its school buses available for charter if the following criteria are met (Idaho Code 33-1512):

A. Transportation may be made available to appropriate community organizations only when commercial bus transportation is not reasonably available.
B. The district shall charge an amount not less than the school district's current cost per mile.
C. The admonitions to stop while loading and unloading pupils shall not be used in the operation of the vehicle.

Buses may be leased to Federal, State or County agencies, during times of emergency, at the rate published by those agencies. In the absence of published rates, the US Forest Service rate shall be used.

Regulations established by the District's Facility Use Policy apply to bus rental.

SECTION 6. ACCIDENTS AND EMERGENCIES

The Superintendent shall ensure all students receive instruction in passenger safety and safety when walking to and from school, as part of the school curriculum. This instruction shall include student participation in practical emergency evacuation drills. For students who routinely walk to school, instruction should include the importance of adhering to their preselected route. This instruction shall meet the requirements set out in state and federal law and administrative rules, including the following:

1. At least once during each school semester, each pupil transported from home to school in a school bus should be instructed in safe riding practices, proper loading and unloading techniques, and proper street crossing to and from school bus stops;
2. At least once during each school semester, each pupil transported from home to school in a school bus should be instructed in in the location and operation of all emergency exits;

3. Prior to each departure, each pupil transported on an activity or field trip in a school bus or school-chartered bus should be instructed in:

    1. Safe riding practices, rules, and procedures; and

    2. The location and operation of emergency exits.

1. Accidents:

The Superintendent or their designee shall develop an emergency procedure to be followed in the event of an accident or other emergency. The District shall seek participation of local emergency personnel in developing the plan.

When such an accident or other emergency occurs, the bus driver shall follow this procedure. A copy of the emergency procedures shall be located in each bus. To ensure the success of such emergency procedures, each bus driver shall conduct an emergency evacuation drill within the first six weeks of each school semester. The District shall conduct such other drills and procedures as may be necessary.

In the event you are involved in an accident while driving a school bus, you must follow the Lake Pend Oreille School District No. 84 accident policy. Drivers must immediately report all accidents to their supervisor. The driver then has 24 hours to complete a written report. The uniform School Bus Accident Report form shall be completed by the driver (or Director/Manager of Transportation, if the driver is unable) and sent to the Idaho State Department of Education within fifteen (15) days of the accident.

2. Emergency Procedures:

All accidents and/or incidents which have the potential for injuries to the passengers must be treated accordingly. This includes collisions, sudden stops, and occurrences between passengers (fights).

A. Check immediately for injuries to pupils. Render first aid if necessary.

B. Contact the Transportation Department, who will then contact the appropriate supervisor including Superintendent's Office, Bonner county dispatch, and 911 if necessary. Transportation Department leadership will handle all reports that need to be made to the Superintendent and other agencies.

   a. If you are unable to reach the Lake Pend Oreille School District No. 84 dispatch, you are to contact the local authorities or 911 for assistance.

C. The driver should not discuss in any manner or communicate in any way with anyone, other than emergency personnel**,** concerning details about the accident, cause of the accident or contributing factors to the accident until discussing it with a supervisor.

D. When there is an accident or when the potential for injuries to passengers is present, a list of all those on board must be made. Furthermore, you must ask each passenger if they were injured if they fell or if they were struck.

Note: A "follow up" with the parents goes a long way in presenting good public relations. It is imperative that we extend our spirit of caring to our patrons. This also gives them the opportunity to receive first-hand knowledge of what has taken place.

3. Other Emergency Procedures:

A. **Weather**: In the event that weather has deteriorated to a critical stage, buses may not run on an altered schedule. When determination is made that weather conditions or other emergencies make it unsafe for students to be transported safely, students will remain at school to await parental pick-up. If it is determined that students need to be taken home early, it shall be the responsibility of the school to contact the parents for permission to bring the students home.

B. **Emergency Evacuation/Closure**: In the event that a school must be shut down or evacuated, the students shall be moved to an alternative site and held for normal bus operations.

C. **Student Fault**: If a student has missed the bus or is returned to the school for a disciplinary action or lack of parent (for kindergarten/special ed. student), a school representative shall contact the parents or guardians so they can pick-up the student.

D. **Bus Accident**: In the event of an accident involving a bus, the Transportation Department shall be responsible for notifying parents.

4. Emergency Evacuation Drills and Procedures:

Due to the increased number of pupils being transported in the present-day traffic, and the ever-increasing number of accidents on the highways, there is a need to instruct pupils in how to evacuate a school bus in case of an emergency. In an emergency it is possible for children to jam emergency doors by all trying to get out of the door at the same time. In order to avoid a situation of this type, drivers shall organize and conduct emergency exit drills for all passengers

who ride school buses. District wide drills are conducted in the Fall and Spring.

Each bus route shall have a written emergency evacuation plan. Each plan should reflect each student's ability to evacuate and assist others.

All bus drivers and school bus attendants shall be familiar with any equipment in the bus that would aid in an actual evacuation, which may include such equipment as the emergency exits, emergency or fire blankets, and webbing cutters.
At least once during each school semester, students should participate in supervised and timed emergency evacuation drills.

The District will make every reasonably effort to ensure all students have a reasonable understanding of the concept of an emergency and how they will exit the bus. Students with disabilities shall participate in required evacuation drills unless their participation would present a health risk. If a child's participation would present a health risk, the Superintendent or their designee shall inform the student's parent/guardian of the barriers to participation. The District shall seek the help of school liaisons, parents/guardians, and other District personnel in training students and staff on the emergency plan, including how to exit the bus without the use of any mobility device or equipment that would be unavailable in the event of an emergency evacuation.

To allow evacuation in the event of an emergency, items belonging to those riding the bus must be safely stowed and secured away from any aisle or emergency exit. To ensure that aisles and emergency exits are kept clear at all times, the following items are prohibited in the passenger compartment of any bus used for regular or extracurricular transportation:

[NOTE: Include these or other rules about potentially unsafe items that are not allowed on buses.]

1. Sports equipment, large musical instruments, luggage, coolers, or any other items too large to fit on the student's lap;
2. Items with wheels or that are at risk of rolling on the floor of the bus that are not secured in the student's bag or pocket;
3. Any item prohibited on school grounds by District policy or applicable rules.

Students shall not bring any object onto the bus that does not meet these requirements. Also, students shall not bring any hazardous materials or objects or animals onto the bus, except that service animals are permitted in accordance with District policy.

The Superintendent may issue additional rules limiting the size or number of items riders may bring with them on the bus. Any item in the passenger area of any bus shall be stowed safely and securely in a manner that does not block the aisle or any emergency exit.

Reasons for Actual Emergency Evacuations:

A. **Fire or Danger of Fire:** A bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire.
B. **Unsafe Position:** If a bus is stopped due to an accident, mechanical failure, road conditions, or human failure, the driver must determine immediately whether it is safe for passengers to remain in the bus or to evacuate. In normal traffic conditions, the bus should be visible for 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered a reason for evacuating.
C. **Mandatory Evacuations:**
    a. The final stopping point is on the path of any train or adjacent to any railroad track.
    b. The stopped position of the bus may change and increase the danger. The driver should be certain that the evacuation is carried out in a manner which affords a maximum of safety for the children.
    c. The stopped position of the bus is such that there is danger of collision.
    d. Fire or threat of fire is apparent.

Conducting Evacuation Drills:

Assistants:

If a bus driver is incapacitated and unable to conduct an evacuation, at least two students need to be trained to lead an evacuation. Use these drills to teach them to do the following:

A. Shut off the bus and apply the parking brake.
B. Decide to evacuate or not (consider RR tracks, danger of fire, bus, and other potential dangers.
C. Call for help (use the radio, a cell phone, or send two older students).
D. Use all emergency exits: doors, windows, and roof hatches.
E. Locate and use all emergency equipment: fire extinguisher, first aid kit, and triangles.

All Students:

Teach all students how to do the following:

1. Open the service doors (electric, air-powered, and manual)
2. Exit the bus in a "zig-zag" pattern starting with the driver's side.
3. Remain seated, feet out of aisle until it is your turn to exit.
4. Leave all carry-on items behind.
5. Stay in an orderly line upon leaving the bus, ending at least 100 feet from the bus.

Other Considerations:

Written consent from a parent should be obtained before assigning a pupil as an evacuation assistant.

Drills should be held on school property and not on bus route, unless prior arrangements have been made with the Director/Manager of Transportation.

Drivers should be sure that the emergency brake is set, ignition off, transmission in neutral, or in gear if operating a vehicle with a manual transmission.

Getting the child off safely, in the shortest time possible, and in an orderly fashion is the objective of a school bus evacuation drill.

All sport, extracurricular and lease buses will be given an evacuation procedural orientation prior to departure. Appropriate paperwork will be signed by the group coordinator to ensure that this orientation was given.

If you must stop on a road or the shoulder of any road for a prolonged period of time, you must deploy your emergency warning devices (triangles) within 10 minutes. Depending on the type of road you are travelling, place your warning devices as detailed in the Idaho Commercial Driver's License Manual.

5. Leaving the Bus:

A driver on a route should not leave his/her bus. In case of breakdown, the driver should notify dispatch by radio or cell phone. If that is not possible, the driver may ask a passing motorist for assistance.

6. Passenger Accidents:

In the event of an injury to a passenger on the bus, administer first aid and notify dispatch, the parent and/or school authorities as soon as possible. If the parents cannot be reached, and in your judgment the child needs a doctor or professional help, call the local ambulance.

A written report must be turned in to the dispatcher within 24 hours. If a passenger is injured by another passenger, a copy of the report must be forwarded to the proper principal(s). If the injuries require medical attention, the proper authorities must immediately be notified.

All accidents which occur on school property are to be reported immediately. An accident report form is to be completed, giving details of the accident. Any district employee must file an accident report if the injured passenger was under the employee's jurisdiction at the time of the accident.

7. Employee Accidents:

In case of injury during service, the employee shall report the injury no later than the end of their shift. If, because of the nature of the injury, they are unable to report the injury, the transportation leadership or nearest co-worker shall report the accident to the district office as soon as possible.

A. **Sanctions for Violations:**
   An employee who is responsible for his own injury or injury to others or damage and destruction of property because of a failure to follow Loss Prevention regulations of Lake Pend Oreille School District No. 84 shall be subject to penalties as indicated below:
   a) In the event that actions of an employee are observed which violates Lake Pend Oreille School District No. 84 safety rules and regulations, the appropriate

supervisor or school official may issue a verbal and/or written warning to be placed in the employee's permanent personnel file.

b) In the event that an employee is observed in a clear and blatant violation of safety rules or in the event that it can be established that a work-related accident is the result of a clear failure on the part of the employee to observe established safety rules and regulations, the appropriate supervisor or school district official may:
    1. Place the employee on an improvement plan.
    2. Place the employee on probation.
    3. Suspend the employee without pay for a designated period of time.
    4. Terminate the employee for cause.

8. Accident Investigation:

All accidents involving a Transportation Department vehicle(s) will be investigated by the Director/Manager of Transportation or his/her designee. The report of the investigation will be forwarded to the Accident Review Board. All state required accident report forms will be forwarded to the State Department of Education within 15 days. The Director/Manager of Transportation will determine if an accident is an incident, non-chargeable or chargeable accident.

A. An incident is a situation in which incidental contact occurred causing minor setting adjustments and no chargeable damage. (i.e. bumping of mirrors with no breakage or damage except adjustments of equipment.
B. A non-chargeable accident is an accident in which no personal injury occurred, but having property damage, and law enforcement investigation was not necessary.
C. A chargeable accident is an accident in which personal injury or property damage occurred. and law enforcement was contacted.

If a bus driver is found to be at fault in, contributed to, or did not follow Lake Pend Oreille School District No. 84 policy in any accident or incident, the following disciplinary action will be taken:

A. **1st Occurrence:** Accident points and a letter of warning will be issued and the driver may be required to complete designated re-training. The driver may be suspended for one day without pay if accident points assessed are greater than 2 points.
B. **2nd Occurrence**: Accident points and a letter of reprimand will be issued and the driver may be required to complete designated re-training. The driver may be suspended for two (2) working days without pay.
C. **3rd Occurrence**: Accident points and a letter of reprimand will be issued and the driver will be required to complete designated re-training. The driver may be suspended without pay for three working days.

9. Accident Review Board:

An Accident Review Board shall be comprised of the Transportation Team, and the Chairperson of the Transportation Safety Committee

The purpose of the Accident Review Board is to review each accident/incident, and to make recommendations for the assignment of accident disciplinary action points to the Director/Manager of Transportation according to the following scale:

Incident	No points; letter of warning if driver is at fault or could have been avoided.
Category I	Fixed objects/backing accidents (no citation issued to driver) range of 1-3 points.
Category II	Moving violation (no citation issued to driver), range of 2-4 points.
Category III	Accidents with a citation issued, range of 3-4 points.

In making their recommendations, the Accident Review Board will consider the accident related injuries, proper response to policy guidelines, degree of negligence and relative amount of damage caused.

A driver who could have avoided a no-fault accident may receive up to three accident points depending on the situation. Any driver accumulating six (6) or more accident points will be placed on immediate probation, and may be terminated depending on circumstances. Any driver accumulating ten (10) accident points will be terminated. Drivers will be able to erase up to two accident points for each year they drive accident free, from the time of the incident or accident.

A driver who feels the Accident Review Board's action is unfair may appeal the decision in writing to the Director/Manager of Transportation within five (5) working days of receipt of the letter of determination. The Director/Manager of Transportation will arrange a hearing or meeting with the Accident Review Board to review the appeal. The driver may testify before the Board and present their case. If the driver does not agree with the Accident Review Board's re-determination, they may follow the district's grievance procedure as outlined in Lake Pend Oreille School District No. 84 policy.

Accidents involving severe safety violations may be reviewed immediately on an individual basis, prior to review by the Accident Review Board, with possible immediate disciplinary action being taken by the Director/Manager of Transportation.

10. Safety Indoctrination:
Strict observance of safety rules is required. From your point of view, as well as from the point of view of other employees and the school district, we cannot afford to be lenient about violations of safety rules. Supervisors are responsible for seeing that safe working conditions are maintained; that guards and protective equipment are supplied and used where applicable, and that employees work safely. **This does not relieve the individual(s) of his or her personal safety responsibilities.** Supervisors have the unavoidable duty of taking appropriate action when rules of safety are violated or ignored.

A. **General Goals:**

a. The safety of every employee of Lake Pend Oreille School District No. 84 is of vital importance. Every supervisor and every employee shall accept his or her responsibility for safety and conduct themselves in a manner that will insure his or her own safety and the safety of those working with and for them.

b. The Lake Pend Oreille School District No. 84 will rigidly enforce all safety practices and regulations as established and will obey Federal, State, County, and Municipal Safety laws, regulations, and codes.

11. Safety Committee:

The Director/Manager of Transportation shall appoint a Safety Committee(s) as is deemed appropriate. The committee's purpose at regular meetings shall be to review and make recommendations on:

1. Road and route conditions.
2. Equipment specifications and conditions.
3. Personal safety (industrial accidents).
4. Review and comment on the discipline plan.
5. Operational problems (stop arm violations, bus stops, etc.).

Driver trainers shall meet with the committee(s) once each month. A news letter with the committee's findings and recommendations will be published.

SECTION 7. PASSENGER CONDUCT AND DISCIPLINE

Student transportation is another component in the District's overall education program. An effective student transportation management program must have the support of the District's administration, school bus drivers, students, and parents/guardians.

The District shall institute a comprehensive student-management program that is designed to share the responsibility for student safety and well-being as well as protect the interests of all others involved in the program.

Students who make use of District-provided transportation shall have a duty and a responsibility to follow the rules laid out in this policy and any additional rules set by their bus driver. Drivers shall instruct students in appropriate behavior in accordance with this policy and any other applicable rules.

Students are expected to follow the same behavioral standards while riding School District vehicles as are expected on school property and at school activities, functions, and events and additional specific transportation safety rules. All school rules are in effect while a student is riding a District vehicle or at a school bus stop.

The Superintendent shall establish written rules of conduct for students riding school buses. Such rules shall be reviewed annually by the Superintendent and revised if necessary. If the rules are substantially revised, they shall be submitted to the Board for approval.

A copy of the rules of conduct for students riding buses shall be provided to students at the beginning of the year. The classroom teacher and bus driver shall review the rules with the students at the beginning of each school year. A copy of the rules shall be posted in each bus and shall be available upon request at the District office and in each building principal's office.

1. Passenger Control:

Drivers must maintain reasonable disciplinary control of all passengers, holding pupils accountable to comply with all rules. Remember, the school bus driver has <u>complete responsibility</u> for the safe operation of the bus and care of passengers.

A. **Control of Passengers:**

a. Bus drivers are responsible for the proper discipline of passengers on the bus and must exercise this function in accordance with written policies and instructions of school authorities. Lake Pend Oreille School District No. 84 requires passengers to be assigned to seats. Drivers shall maintain reasonable disciplinary control of all passengers and are required to enforce the rules for riding the school bus. Excessive noise and commotion inside the bus can prevent the driver from hearing warning signals either inside or outside the bus.

b. A bus driver has the same authority on the school bus as a teacher does in a classroom. Students are to exhibit appropriate classroom behavior while on the bus.

c. Drivers shall check the seats before and after every route so any vandalism can be attributed to the passenger (or group) responsible. Drivers shall report any vandalism to the dispatcher immediately. NOTE: drivers are to report seat damage on a daily basis. Drivers will be held accountable for reoccurring seat damage or for seat damage not reported.

d. Drivers shall make an effort to return lost items to passengers. Unclaimed items shall be returned to the school.

e. Scheduling of Suspension Conferences is the responsibility of the parent who must call the Director/Manager of Transportation to schedule a meeting. The Director/Manager of Transportation may schedule a conference with the principal, bus driver, student, parent or legal guardian and designated supervisor. It will be the decision of the Director/Manager of Transportation as to whether or not a passenger will be allowed to continue riding the bus and if and when a passenger may resume riding privileges. Appeals may be made in writing to the Board of Trustees.

f. Passenger conflicts and abuse: drivers are urged to be alert to problems of harassment and abuse between students on their bus. This includes all types of abuse: sexual, physical, and emotional. Drivers should supply victims with the appropriate reporting form.

B. **The Transportation Department will immediately report the following actions to the proper authorities (911):**

   a. **Violent physical harm to another passenger or driver.**

   b. **Possession of weapons as defined by Lake Pend Oreille School District No. 84 Policy.**

The Transportation Department will immediately report any incident of possession of drugs or alcohol to the building administrator or designee, who will in turn follow proper district policy.

In the event of the above actions, all passengers may be kept on the bus (unless they are subject to danger) until an investigating officer or a leader from the school district is on the scene.

2. Causes for Discipline:

A. SAFETY: Incidents that endanger the safety of any student or the general public will result in immediate suspension of bus privileges. Those incidents include fighting, throwing objects (both inside and/or out of the bus), or any behavior which causes the driver to change his or her attention from driving or loading/unloading passengers. In addition, the school district's zero tolerance policy for weapons applies on the bus. All students shall be subject to disciplinary action at the school of attendance for weapons, harassment, tobacco, electronic cigarettes/vape device, drugs, alcohol and/or fighting.

B. ORDER: Students are expected to behave in an orderly manner. Behavior which distracts the driver will not be tolerated. This includes loud talking, yelling, waving arms and any action which the driver may construe as improper behavior.

C. RIGHTS: Behavior which infringes on any student's basic rights is not allowed. This includes harassment (including sexual) and/or bullying. In order to grow up to be good

citizens, students must practice good citizenship. Students are encouraged to report violations of their rights to their bus driver, counselor or principal for remedial action. All complaints of harassment (including sexual) will be investigated by the appropriate parties.

3. Bus Discipline Procedure:

Drivers need to be clear communicators, know rules, have good verbal skills and understand positive reinforcement. Be aware of the other student's attitudes toward a child and maintain control of the bus. Drivers shall not allow teasing, name calling or abuse.

Upon violation(s) of bus rules, drivers shall notify student and student's parent(s) or guardian, verbally and in writing on the School Bus Report form, of the nature of the infraction. The first page will be given to the student to secure a parent signature. All other copies will be turned in at the dispatch office; one copy will be forwarded to the student's principal.

Upon the **third notification**, the student and parent(s) shall be notified that transportation privileges are suspended for a minimum of 3-7 days and that a conference is required with the driver, principal and Director/Manager of Transportation or designee. At this conference, they may make arrangements to have transportation privileges reinstated. If any verbal notification is not possible, such attempts shall be documented.

Upon the **fourth notification**, the student and parent(s) shall be notified that transportation privileges are suspended for a minimum of 30 days and up to the remainder of the school year unless extenuating circumstances prevail. Students are entitled to a conference with the driver, principal and Director/Manager of Transportation or designee to discuss the reason(s) for the suspension.

4. Severe Disruption:

Students may have bus privileges revoked for severe disruption immediately upon notification. The student and parent(s) shall be notified that transportation privileges are suspended for a minimum of 5-10 school calendar days and that a conference is required with the driver, principal and Director/Manager of Transportation. At this conference they may make arrangements to have transportation privileges reinstated. The bus driver and Transportation Director will determine the eligibility of the student to ride. Bus privileges may be revoked for up to 365 days, at the discretion of the conference team.

Engaging in any of the following acts constitutes severe disruption:

A. Physical harm or threat of physical harm to the driver, or any other person on the bus.
B. Failure to give the correct name when requested by the driver or other adult in charge.
C. Property damage to school bus or other person's property.
D. Refusal to obey the driver.
E. Total disruption (joining with other students to disrupt order).
F. Distraction of the driver to include throwing objects in or out of the bus.
G. Possession or use of drugs, alcohol, tobacco, or electronic cigarettes/vape device

5. Denial of School Bus Privileges to Passengers:

The Director/Manager of Transportation, may, for cause, deny transportation to any pupil in any equipment operated by the school district. When transportation is denied, written notice will be given to parents or guardians of the pupil. Parents may appeal denial of transportation to the Board of Trustees. Refer to the discipline section for this procedure.

6. Rules for Riding the Bus:

Pupils should recognize that safety is based on group conduct. Talk should be in conversational tones at all times. Students should not shout or talk loudly because it may distract the bus driver. Student shall not shout at passersby. Pupils should instantly obey any command or suggestions from the driver or their assistants.

STUDENT RULES FOR RIDING THE SCHOOL BUS

1. Students shall arrive at the bus stop 5 minutes before the scheduled pick up time.
2. Students shall wait in a safe place, clear of traffic and away from where the bus stops.
3. Students shall wait in an orderly line, display good citizenship and avoid horseplay.
4. If necessary for the student to cross the road:
    ----Wait for a signal from the driver before crossing.
    ----Cross 15 feet in front of the bus.
5. Students shall go directly to the assigned (or available if not assigned) seat.
6. Students shall remain seated, both feet on the floor, facing forward, keeping the aisle clear.
7. Students shall promptly and respectfully obey the driver at all times.
8. Students are permitted to carry only those items that can be held in their lap.
9. Students shall refrain from passing or throwing objects while on the bus.
10. State Law prohibits profanity.
11. State Law prohibits use or possession of tobacco, electronic cigarettes, alcohol, illegal drugs or any other controlled substance on the bus.
12. No eating or drinking on the bus (includes chewing gum).
13. No hazardous materials, nuisance items or animals are allowed on the bus.
14. No skateboards, skis or poles, sleds or other large recreational equipment on the bus.
15. No laser lights are allowed on the bus.
16. Students will only unload/load at their assigned school or bus stop unless approved by dispatch
17. A signed note from parents is required to ride any bus other than assigned.
18. Students shall ride their assigned bus unless prior approval is obtained from dispatch.
19. Students shall not extend their heads or arms from windows, or throw objects out the window.
20. Students must walk 15 feet away from the bus after unloading.
21. Students must wait until the bus departs before going to the mail box.
22. Students are not allowed to “hitch” rides on the rear bumper.
23. Fighting or intimidation of others is strictly prohibited.
24. Students shall not approach a moving bus.
25. Students will not use aromatic items such as colognes and perfumes while on the bus.
26. Cell phone usage is prohibited except with driver’s permission. NO flash cameras.

In addition to the above rules, the following are posted in every bus:

1. **Follow directions the first time they are given.**
2. **Keep hands, feet, books and objects to yourself.**
3. **Stay in your seat with your feet on the floor, facing front.**
4. **Do not use rude or obscene gestures or language.**
   No loud noises. (Idaho Code 18-6409)
5. **Do not litter, write on, or damage the bus in any way.**
6. **Do not chew gum, eat or drink on the bus.**

7. Buses Equipped with Lap/Shoulder Seat Belts:

A. Bus Riders must wear seat belts when seat belts are present.
B. All bus riders receive instruction by the bus driver on the proper use of seat belts.
C. Students not in compliance with seat belt use may receive a verbal warning or written School Bus Report.
D. Seatbelts will be visually inspected during the Pre-Trip inspection and by a mechanic at each 60-day service interval.

The bus driver is responsible for cleaning the seatbelts as needed.

8. Passenger Complaints:

E. A complaint against another passenger other than the driver shall be lodged with the driver.
F. A complaint against the driver shall be lodged with the Director/Manager of Transportation.
G. All complaints shall be in writing and signed and dated by the complainant.

SECTION 8. SPECIAL NEEDS TRANSPORTATION

The District recognizes that all children and youth must have the opportunity to receive an appropriate educational program which is commensurate with their abilities, needs and talents. The District also recognizes that exceptional children may require special education programs and related services which are supplemental to or different from regular classroom instruction. The District is committed to providing quality educational programs for all resident exceptional children.

Section 504 of P.L. 93-112, of the Rehabilitation Act of 1973, states in part: "No otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program receiving federal financial assistance". It also provides that the facility, services, and activities provided to the handicapped are comparable to those provided to non-handicapped and that handicapped students must have an equal opportunity for participation in any activity provided by a school district.

Special transportation, as a related service, will be determined by the Individual Educational Program (IEP). As the IEP team gathers information for appropriate evaluation of the student's reported handicap, indications will be evident as to whether the student will qualify for special education, will need transportation as a related service, the type of specialized transportation service required and if specialized care or intervention is required as a result of a medical or health problem.

When the IEP team determines that a student may need transportation as a related service and has characteristics which could require care, or intervention which would exceed that required for a non-handicapped student, or require the use of dedicated, adaptive or assistive equipment, the pupil transportation staff shall be invited to participate in the assessment process as a resource person. (See The Role of Transportation Personnel in the IEP).

Transportation furnished for other agencies may be accommodated on existing routes and schedules; these riders are subject to the same rules and restrictions that apply to district students.

1. Policies and Procedures:

The following procedures are adopted as Special Education Transportation Policy:

Discipline of Students with Disabilities

If a student's IEP team determines that special transportation is required and documents it on the IEP, all procedures under the IDEA 2004 must be followed with regard to the student and transportation. The implications of a suspension from bus transportation depend on whether bus transportation is identified on the student's IEP:

1. If bus transportation is on the IEP, a suspension from the bus would be treated as a suspension from school. An exception to this is if the District provides transportation in

some other way, such as transportation in lieu of, because transportation is necessary.

2. If bus transportation is not on the IEP, a suspension from the bus would not be counted as suspension from school. In this situation, the student and the parent would have the same obligation to get to and from school as a student without a disability who had been suspended from the bus.

A. **Physical Intervention and Management:**
   a. The IEP team shall discuss and write a management plan concerning physical intervention and management, as needed, for transportation of each student designated as requiring special transportation services. A determination and designation shall be made as to whether the driver will require the assistance of an aide to perform this service. All necessary information and instruction will be provided to the designated person.
   b. All students who require special equipment which includes: safety vests and/or belts (seat or tie down), shall have written authority for the use of such from the parent or guardian. These devices shall be used according to the instructions provided by the manufacturer.
   c. Written authority and instruction shall be given to drivers and/or bus aides concerning the use and operation of special equipment. If the manufacturer of wheel chair or mobility aids does not endorse its use as seating in a vehicle or bus, the parent or guardian shall provide written instructions concerning the specific tie down points and use for the device. If this information is unavailable, a written release shall be provided for use of the device. This shall include operation of electric wheel chairs and emergency procedures to use in the event of a malfunction.
   d. If the equipment being used by a student changes, the Transportation Department shall be immediately notified of the change and furnished with new written instructions. In the event the driver discovers a change or notices equipment damage, they shall notify the Director/Manager of Transportation immediately. The Director/Manager of Transportation shall immediately notify (in writing) Special Services of the change or damage. A determination shall be made by the Director of Special Services and the Director/Manager of Transportation concerning the continued use of the equipment. If this is a safety issue, transportation may be temporarily suspended by the Director/Manager of Transportation while this review takes place.

B. **Pick-ups and Drop off:**
   a. The parent or guardian shall designate student pick-up/drop-off locations during the IEP process. The law is specific in this matter, allowing pick-up/drop-off at home and school. A day care facility located in the same attendance area as home and services designated in the IEP are also served. Multiple locations may be allowed if the pick-up or drop-off point is consistent (i.e. at home in the

A.M., day care in the P.M., except Tues. and Thurs.). An alternate point is acceptable if it is on the same route. A different route may be used if it is consistent and the route already exists. These arrangements shall be made directly with the Transportation Department.

b. If no adult is at home to receive a student, the student shall remain on the bus while it continues its route and will be returned to the school. In the event of a personal emergency, the parent or guardian may call the dispatcher and request that the student be delivered to a predetermined alternate drop-off.

c. In the event of early closing of school due to inclement weather or other emergencies, the parent or guardian of special education students shall give specific written instructions for the care of the student. All students not covered by a plan shall be returned to their respective school if they are unable to be delivered to their designated destination.

C. **Emergency Procedures:**

a. Drivers shall call dispatch for help if they feel the situation warrants. In the event they are unable to contact dispatch, they are to follow normal emergency transportation procedures and specific written procedures in the student's plan, if applicable.

b. 911 may be called for all medical emergencies. Depending on the situation, a copy of the student's emergency plan will be given to the EMT.

c. Law enforcement will be notified in the event physical harm is inflicted on another person. Special Services shall be notified if threat of physical harm is present.

D. **Confidentiality:**

a. All information concerning students is protected by the provisions of the Family Educational Rights and Privacy Act and all transportation staff shall be trained regarding confidentiality requirements. FERPA 20 u.s.c. & 1232g; 34 CFR Part 99

E. **Students Referred for Transportation:**

a. The following procedure shall be used for transportation of special needs students:

i. Special Services will notify the Transportation Department of all IEP meetings concerning the need for special transportation. The notice will specify the reason for a meeting.

2. Special Transportation Programs:

In some programs within the district it may be necessary to transport appropriate non-pupils who are the infant/toddler children of pupils.

A. **Requirements for All Children:**

Non-pupil children of properly enrolled school pupils may be transported with the parents to an approved educational facility if required as part of the approved educational program.

The following requirements regarding the enrolled pupil's child or children must also be met.

a. Enrolled pupils and their child/children will be ready to board the bus 5 minutes prior to the scheduled bus pick-up time.
b. The Director/Manager of Transportation and/or the driver will ensure that adequate instruction is given to parents concerning proper use of child restraint system(s) as well as bus loading and transportation procedures. The parent will secure their child/children into the approved child safety seat(s) upon boarding the bus.
c. At no time shall a child be transported on the lap of another person or removed from the child safety seat while being transported. The parent must remain next to the child in the same seat in which the child is secured. In case the parent has a second child, that child should be secured in the seat directly across the aisle from the parent.
d. The Transportation Department needs five days notice before a child may be transported on the bus. A parent of the child will call the Transportation Department and inform them if they are no longer utilizing bus transportation. Failure to provide notice of non-use of the bus for three days will result in termination of services and will require renotification.

B. **Additional Requirements for Pre-School Aged Children**

Child safety seats shall be furnished by Lake Pend Oreille School District No. 84 and shall meet all requirements of FMVSS 213 as indicated by the proper label affixed to the seat. Users shall conform to manufacturers' use instructions.

a. Birth to twenty pounds or one year of age:
    i. A child shall be placed in an adequate "rear facing infant seat" or "convertible seat" meeting all requirements of FMVSS 213.
    ii. The "infant seat" or "convertible seat" must be restrained from free movement by means of a wrap-around seat belt. The child must be appropriately secured to the approved seat in accordance with the manufacturer's instructions.
b. Over one year and over approximately twenty pounds:
    i. The child shall be placed in a "forward facing child safety seat" meeting all requirements of FMVSS 213 and shall conform to manufacturer's instructions.
    ii. A 3-year old child who has the mental capacity, developmental maturity and physical capability to climb unassisted onto the bus seat, assume a normal, forward facing sitting position and remain seated for the duration of the bus ride is protected by the compartmentalized seating of FMVSS 222. No additional protective devices are required.
    iii. A child who does not have the mental capacity, developmental maturity and physical capability to climb unassisted onto the bus seat, assume a normal, forward facing sitting position and remain seated for the

duration of the bus ride should be transported in a child safety seat or a safety vest restraint system.

3. Questions and Complaints:

All questions and complaints of bus operations will be directed to the Director/Manager of Transportation.

SECTION 9. BUS MAINTENANCE

1. Driver's Responsibilities:

Drivers are required to perform a pre-trip inspection at the beginning of their route, or if they change vehicles, and a post-trip inspection at the end of their route. This inspection shall conform to Idaho CDL requirements and Federal Motor Carriers Safety Administration Part 392.

A vital part of the pre-trip inspection is a review of the maintenance sticker posted on the bus. The due date and mileage for the next service must be noted on the pre-trip inspection form. All services must be scheduled ahead of the due date; preferably five days prior to when they are due.

If deficiencies are found when making the pre-trip inspection, the driver shall fill out the pre-trip form and place the document in the designated location. Also, post a note on the mechanics' service calendar concerning repairs needed. Repairs must be made or a different bus assigned for the route or trip.

If the problem does not pose a safety hazard a mechanic (preferably the lead mechanic) or the supervisor may give permission to take the bus on the route. If the decision is made that the bus shouldn't be driven a substitute bus will be assigned to take on the route. Never take a bus without receiving permission.

Drivers should start the engine and allow the bus to idle according to the Standards for Idaho School Buses and Operations.

If your bus has an engine heater, be sure to unplug the heater cord from the bus before driving.

Drivers are expected to keep windows clean and free of frost. During the winter, drivers shall not depart until the front, rear and side windows, along with side view and crossover mirrors are scraped free of frost.

2. Maintenance Standards:

Certain equipment or parts of a school bus which are critical to its safe operation must be maintained at prescribed standards. When driver inspections or routine maintenance checks reveal any condition, which constitutes a hazard or does not meet the standards, the member of the maintenance team shall place the vehicle out of service and eliminate the deficiency before returning the vehicle to service:

Item	Standard
Front Tires	Not less than 4/32 tread (over 10,000 GVWR).
Rear Dual Tires	Not less than 2/32 tread.
Brake Drums	Not greater than maximum stamped on the drum (not greater than .120 over original).

Brake Linings	Not less than ¼"
Disc Brake Pads	See Manufacturer's specifications.
Exhaust System	Broken manifolds, or any leak which could permit carbon monoxide inside the body compartment.
Fuel Lines, Filters, Tanks	Any leak which could endanger passengers.
Lights	Any inoperable tail, brake, hazard, turn signal, overhead or headlamp (non-daylight).
Instruments	Inoperable speedometer, oil pressure gauge, water temperature gauge or air pressure gauge.
Warning Systems	Any inoperable low air pressure or emergency ajar warning system, visual or audible.
Undercarriage	Any broken, damaged or worn out springs shackles, steering gears, kingpins, ball joints tie rod ends, drag links or u-joints. Any loose or missing bolt(s).
Chassis and Body	Any damaged or non-approved alteration of chassis frame or any weight bearing body cross.
Emergency Equipment	First aid kit, Fire extinguisher, seatbelt cutter, body fluid kit or triangles which are missing, defective, under charged or incomplete.
Mirrors	Any missing or damaged mirrors.
Stop Arm	Inoperable or damaged stop arm.
Windshield Wipers	Inoperable or damaged wipers or blades.
Wiring	Any electrical problem which might cause a fire or is part of any required equipment (faulty).
Driver's Seat Belt	Must be present and operable.
Fluid Leaks	Any fluid leak which may cause a fire or accident.

3. Frequency:

A. Annual Inspections:
    a. Upon completion of the annual school bus inspection as required by Idaho Code 33-1506, and if the school bus is approved for operation, an annual inspection sticker shall be placed in the lower right-hand corner of the right-side windshield by the lead mechanic.

B. Sixty (60) Day Inspections:
    a. All sixty (60) day inspections shall be documented in writing.

C. 4,000 Mile Inspections:
    a. All 4,000 mile "service" inspections shall be documented in writing.