

# IBERVILLE PARISH SCHOOL BOARD



*I*

## BUS DRIVERS HANDBOOK

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## **FOREWORD**

This manual contains policies and procedures of the Iberville Parish Public School System affecting full-time and substitute school bus drivers, driver trainers and bus attendants in the completion of their employment responsibilities. Additional rights and responsibilities are contained in Louisiana Revised Statutes, in State Department of Education Bulletins 1191, 1475 and 1213, in retirement policies and in school system personnel policies.

The manual is provided to all bus drivers, substitute drivers, bus attendants, principals, and appropriate administrative personnel within the school system. Changes to policies and procedures shall result in additions, revisions, and/or deletions to the policies and procedures contained in the manual. The Transportation Department will forward all such changes to appropriate personnel.

## NOTICE

It is the policy of the Iberville Parish Public School System not to discriminate in its educational programs, activities, or employment policies on the basis of race, color, religion or national origin as required by Title VI of the Civil Rights Act of 1964; on the basis of sex as required by Title IX of the 1972 Educational Amendments; or on the basis of handicap as required by Section 504 of the Rehabilitation Act of 1973. The school system also complies with the requirements of Title IV of the General Education Provisions Act, as amended, protecting the privacy of educational records.

Inquiries concerning the above may be directed to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C., or inquiries concerning Title IX of the 1972 Education Amendments or Section 504 of The Rehabilitation Act of 1973 may be directed to the Iberville Parish Public School System at 58030 Plaquemine Street, Plaquemine, Louisiana 70764, telephone number (225) 687-4341.

## **INTRODUCTION**

As a bus driver for Iberville Parish Schools, you should know and will be held responsible for the information contained in this handbook and State Department of Education Bulletin 1475 - The Louisiana School Bus Driver.

### **RECORDS OF EMPLOYMENT**

The permanent record of each employee's work history is the property of the Iberville Parish School Board and will be maintained in the office of the Supervisor of Transportation. These records are confidential and handled as such. The personnel record will contain the application blank, correspondence, inspection records, and any other such data. Notice of disciplinary action will be made a part of the permanent record. Employees will be expected to keep the personnel department informed of any change in the originally recorded information, such as name, address, phone number and marital status.

### **WORKMENS' COMPENSATION INSURANCE**

The Iberville Parish School Board provides insurance under the Workmen's Compensation Laws of the State for employees who are injured on the job in the line of duty. For this reason, employees must notify their supervisors immediately after an injury sustained on the job.

### **PERSONAL LEAVE**

All personnel employed by the Iberville Parish School Board shall be entitled to and shall be allowed up to two days' absence during each fiscal year for urgent personal reasons. Personal leave shall be charged to and deducted from unused sick and emergency leave already earned and accumulated as a date personal leave is taken. Personal leave shall not be accumulated from year to year, nor shall personal leave be compensated for upon death or retirement or paid in any other manner except as provided for in R.S. 1208:

Note: This leave is not an additional leave, but only a provision for use of accumulated leave by employees up to two days per fiscal year for urgent personal reasons. Regular Absent From Duty Forms shall be submitted for this leave by the Principal. The form shall be checked "personal leave".

## CIVIC RESPONSIBILITY

The Iberville Parish School Board recognizes the responsibilities of employees as citizens. Any regular status employee who loses working time because of being called or actually serving as a juror in a federal or state court and who gives prior notification to the supervisor shall be paid by the school board.

## APPEARANCE

When reporting for duty, you should be neatly and appropriately dressed. You are a representative of the school site, and a neat, clean, well-mannered driver can have a positive effect on students and others you meet while on duty.

## LOYALTY

Work with your employer, not against him. Carry out orders with good grace. If you have any complaints, address them to the Transportation Office; we are more than happy to listen.

## COURTESY

Since your position requires direct contact with the public, their opinion of our school system depends on your courtesy, patience, and willingness to serve.

## SMOKING

Smoking is prohibited on the bus for all passengers and drivers.

## MILEAGE

- a. Accurate measure of route mileage is to be made at the beginning of each school year on the form provided. Mileage is properly measured by taking the odometer reading at the assigned starting point (where the first child is picked up at the farthest point from the school) and continue until all students have been brought to school. The odometer reading is taken again at the last school served. Both numbers are to be entered in the proper spaces of the mileage sheet. The procedure is reversed for the afternoon route, with the odometer reading taken at the first school and when the last student is dropped off (at the farthest point from the school).
- b. The distance from the driver's home to the point where the first students are picked up, and the distance back to the drivers home in the morning and to the first school served in the afternoon, then the return home after the last child is dropped is called "dead miles". Under no circumstances are dead miles to be

measured as part of the paid miles. The discovery of dead miles being claimed for reimbursement will result in immediate adjustment of expenses, possible disciplinary action and refunding of all overpayment. Route mileage is to be adjusted anytime an increase or decrease in distance occurs. All changes in route mileage must be reported to the Supervisor of Transportation as they occur. All route extensions are to be requested from the Supervisor of Transportation.

#### REPORTS AND/OR INFORMATION REQUESTED BY THE CENTRAL OFFICE

- A. Mileage sheets must be properly completed and submitted by the date requested. Late mileage sheets cause late payroll work.
- B. Pre-trip check lists due immediately after completion of the month indicated. The form must be checked twice daily as the bus is inspected.
- C. All reports requested by the central office must be returned by the date due.

# SCHOOL BUS DRIVERS

The term "school bus drivers" included in this section includes anyone who is certified to transport students to and from school and school-related activities. Full-time drivers, substitute drivers (including bus attendants may also be certified to drive in emergency situations), activity bus drivers (teachers, coaches, custodians, etc.) And any other employee who at any time transports students must be certified (R.S. 17:491). These requirements are as follows:

## INITIAL CERTIFICATION

- d. Age: 21 years minimum
- e. Criminal record check (fingerprinting required)
- f. Driving record check (Louisiana Department of Motor Vehicles)
- g. Commercial Driver's License (COL)
  - 1. Issued by state of residence
  - 2. Type C or B (B recommended)
  - 3. Passenger endorsement required
  - 4. Air brakes authorization (may be required)
  - 5. "S" endorsement required
- h. Physical Examination
- i. Pre-service training-classroom instruction (30 hrs.) To include:
  - 1. First aid course
  - 2. Defensive driving course
  - 3. Louisiana school bus driver course
  - 4. State/local laws, policies and procedures
  - 5. Transporting passengers with special needs
  - 6. Passenger management/student discipline
  - 7. Other topics authorized in Bulletin 1191
- j. Pre-service training-on bus (10 hrs)
- k. Drug/alcohol in-service and screening

## **ANNUAL CERTIFICATION**

- a. Driving record check (Louisiana Department of Motor Vehicles)
- b. Current COL with appropriate endorsements/authorizations
- c. Physical and eye examination
- d. Applicable drug/alcohol testing

## **BIANNUAL CERTIFICATION**

Eight-hour in-service training (may be replaced with four-hour annual in-service training).

Note: Additional requirements (e.g., annual in-service training, periodic safety meetings, psycho physical examination, written tests, interviews, annual or biannual personnel evaluations, etc.) may be imposed by local school districts.

Certain items included in the previous listing are further explained here. Additional information may be obtained from the Department of Education.

## **DRIVING RECORD CHECK**

Safe driving records are essential factors in driver selection. Prospective drivers, therefore, must submit documentation as a part of their permanent file attesting to their driving record. No driver shall be employed if a major chargeable driving offense has occurred in the previous five years. Specifically, applicants shall be disqualified from consideration as bus drivers if within the past five (5) years, they have been convicted of, or have forfeited a bond on, any charge of: DUI; transportation, possession or use of a Schedule I drug\*; leaving the scene of an accident involving an injury or fatality; or any felony involving the use of a motor vehicle. In addition, any applicant must come under close scrutiny if the driving or criminal record indicates that a concern should exist for the welfare of children in the applicant's charge.

The Department of Public Safety and Corrections, Office of Motor Vehicles, shall provide for the examination of driving records, as provided in R.S. 17:491.1.

\*A Schedule I drug is a controlled substance consisting of drugs or other substances by whatever official name, common or unusual name or chemical name brand listed in the Code of Federal Regulations (CFR), Title 49: Chapter 111, Subchapter B, (Appendix G). Each drug is assigned a DEA controlled substance number. Categories are "marijuana," "depressants," "stimulants."

## **PHYSICAL CONDITION**

The Commercial Driver's License physical examination is a minimum requirement. A copy of the examination form must be filed with the school district's Transportation Office before the beginning of each school year. More extensive and/or more frequent examinations may be required by the local district. All school bus drivers must be certified as having normal use of both hands, both arms, both feet, both legs, and must possess normal or corrected vision of 20/40 in both eyes, with a field of vision of at least 150 degrees. They must have corrected or normal hearing, be free of communicable disease and of mental, emotional or functional disorders.

After a heart attack or other serious illness, a certificate of health and permission to return to work from a licensed physician must be presented and filed with the Transportation Office and maintained in the driver's record. Local school boards may require such certification, as well as all annual physical examinations, to be approved by board-appointed physicians.

## **PSYCHO PHYSICAL EXAMINATION**

Local school districts may include a psycho physical examination in the annual requirements. If administered, the psycho physical examination should include a test of depth perception (not to exceed three inches total in three trials) and a test of reaction time (not to exceed an average of 3/8 seconds in three trials). Individuals who exceed these maximums should be referred to a licensed physician for evaluation. A return to work certificate must be submitted to the transportation supervisor.

## **BUS ATTENDANTS (AIDES)**

Bus attendants must be physically and emotionally able to assist the bus driver in all activities required to safely transport the student with special needs, except for actually driving the bus. (The attendants may also be certified to drive.) This may require the ability to perform some lifting activities, manual dexterity for assisting and securing students with assistive devices, supervising passengers and other essential tasks.

Local school districts have more latitude in selection criteria for bus attendants than for bus drivers. Nevertheless, annual physical examinations are recommended because of the nature of tasks to be performed. Additionally, preservice and biannual (or more frequent) in-service training should be mandated to cover student exceptionalities, management of the special needs passenger, first aid, loading and unloading techniques, emergency evacuation of special needs bus and related topics.

# ROLE OF SCHOOL BUS DRIVER

The school bus driver has the most important role in the transportation program, transporting children safely to and from school. The bus driver is responsible to the parish school board, the superintendent, the transportation supervisor and the principal for all actions relating to the safe and efficient handling of the bus.

## DUTIES AND RESPONSIBILITIES ARE AS FOLLOWS:

- A. Have concern for the SAFETY of the children (Bus drivers are morally, as well as legally, responsible for transporting children using every precaution for maximum protection.)
- B. Conduct pre-trip en-route and post-trip checks on the vehicle and its special equipment. Particular attention should be given to checking for passengers who may have remained on board.
- C. Know the policies of the school board concerning transportation.
- D. Know state and local traffic laws and ordinances governing motor vehicle operation.
- E. Participate in all required meetings, conferences and training courses to improve transportation skills.
- F. Maintain proper care, repair and inspection of the bus.
- G. Complete and submit required reports within specified timeliness.
- H. Be punctual and reliable in the operation of assigned routes.
- I. Avoid the use of obscene language, tobacco, alcohol and narcotic drugs while operating the bus. (Commercial Driver License DOT regulations and Drug Free School Zone regulations must be followed.)
- J. Instruct passengers on all local and state rules and regulations and maintain orderly conduct.
- K. Use standard school bus behavior report form as required.
- L. Maintain good relations with school and home, central office, and general public. (See Bulletin 1475 for detailed information.)

# 4 DRIVER

## OPERATIONS

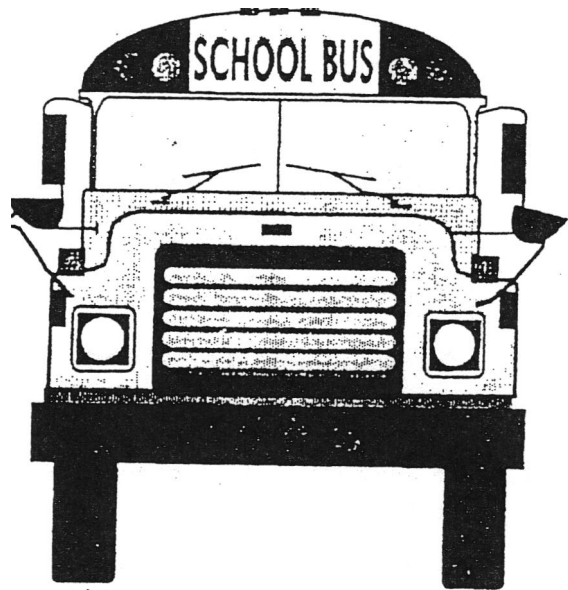
## POLICY

### A. Vehicle Operation

Vehicle check inside the bus.

A bus driver is not, under any condition, to drive a bus that is not considered safe in every respect. The bus driver must make a survey of the mechanical condition of each bus he or she drives each day. The daily survey Driver Maintenance Check consists of the following:

1. Start Engine:
2. Turn your running lights on so we will know your bus is started.
3. Warm up for three to five minutes.
4. While the engine is warming, the driver completes Pre and Post Trip Inspection.



### d. PreandPost Trip Inspection both A.M. and P.M. routes from inside the bus:

- 1 ). Oil pressure up; 2). Air pressure up; 3). Alternator (charging+)
- 4). Fire-extinguisher (cfr merged); 5). First aid kit complete; 6). Insurance card valid; 7). Windshield wipers, a. right b. left

### C. First walk around check:

- |                |                    |                      |
|----------------|--------------------|----------------------|
| 1. Headlights; | 2. Turn Indicator; | 3. Clearance lights. |
| a. right       | a. right-front     | a. front             |
| b. left        | b. right-rear      | b. sides             |
|                |                    | c. rear              |

### D. Second walk around check:

- |                     |           |                    |                    |
|---------------------|-----------|--------------------|--------------------|
| 1. Turn indicators; | 2. Tires; | 3. Emergency door; | 4. Flasher lights; |
| a. Left-front       | n. Jugs   | a. fastened        | a. front-red       |
| b. Left-rear        | b. flats  | b. buzzers         | b. rear-red        |

# **LOCAL ADMINISTRATION**

## **ROLE OF LOCAL SCHOOL BOARD**

Local school boards are empowered with all authority except those specifically reserved for the state. Duties and responsibilities are as follows:

- Oversee purchase and ownership of buses.
- Establish bus routes.
- Employ drivers in accordance with all applicable statutes and policies and enter written employment agreements.
- Operate and maintain services.
- Determine policy not specifically regulated.
- Establish a system for the supervision of the local transportation program.
- Provide for preservice and in-service training of school bus drivers in accordance with the guidelines established by the Louisiana Department of Education.
- Maintain a safe, efficient and economical school transportation program.
- Develop and implement a plan for the evacuation of school(s) requiring the use of school buses in case of an emergency or natural disaster.

## **ROLE OF SUPERINTENDENT**

The local superintendent, who has the authority of the local school board, is responsible for the administration of the overall local school transportation program. Duties and responsibilities are as follows:

- A. Present recommendations to the local school board on all phases of the transportation program.
- B. Administer and follow through on all policies affecting the transportation program.
- C. Recommend and/or appoint personnel to supervise the school transportation program.
- D. Develop, adopt and enforce rules and regulations governing students riding school buses.

# **ROLE OF SCHOOL STAFF**

Teachers must help students recognize their responsibilities within the school transportation program. The fundamental responsibility of teacher with respect to the school transportation program is to develop desirable attitudes toward safety within their students to ensure proper behavior when the students are passengers on the school bus.

## **IN ORDER TO DO THIS, TEACHERS MUST:**

- A. Be thoroughly familiar with local rules and regulations for the students riding the bus with particular emphasis on the school bus stop law and emergency evacuation procedures.
- B. Provide classroom instruction in safe riding practices as directed by the principal. Such instructions should be given during the first week of each semester and periodically during the school year as needed.
- C. Encourage their students to obey safety regulations while waiting for, boarding, riding, unloading and moving away from the bus.
- D. Maintain the control of the bus loading zones during loading and unloading, as assigned by local school administrators.
- E. Maintain the discipline of students on field trips and while on any extra-curricular activities requiring school bus transportation.
- F. Prepare passenger rosters and seating charts for students participating in all activity trips.

# **ROLE OF BUS ATTENDANT OR AIDE**

The special needs bus attendant is a very important member of the transportation team. With the bus driver, the attendant shares the responsibility for safely transporting passengers to and from school and school-related activities. Special training is required for persons placed in this important position, and personnel selection should be made with great care. Section of this bulletin and bulletin 1886 (Special Education Transportation Guide) contains a more comprehensive description of job performance requirements, but the basic requirements are listed below.

## **DUTIES AND RESPONSIBILITIES ARE AS FOLLOWS:**

- A. Be on the bus route at all times during the bus route, except as authorized by the Transportation Department.
- B. Occupy a seat on the bus where student riders can easily be assisted.
- C. Ensure that required protective safety devices are in use and are fastened properly. (Instances when an attendant is not available, this shall be the responsibility of the bus driver.)
- D. Assist such students on and off the bus at school, at designed bus stops, and otherwise when it is necessary for their safe entrance and exit from the bus.
- E. Arrange for a substitute bus attendant in the event the regularly assigned attendant must be absent, unless local procedures specify another procedure.

# ROLE OF PARENTS



Parents should be informed of and should understand their responsibility in working with the bus driver and school system personnel for the welfare and safety of their children. Also, emphasis should be placed on the problems involved with safe transportation and the extent of responsibility placed on bus drivers who are transporting their children.

## **RESPONSIBILITIES OF PARENTS ARE AS FOLLOWS:**

- A. Be familiar with and follow local board and school level policies for school bus transportation.
- B. Have children ready and at their designated pickup along the route.
- C. Cooperate with the school and bus driver in teaching children safety precautions and good manners and habits for school bus passengers.
- D. Assist when there are disciplinary problems.

- E. Avoid detaining the driver on the route.
- F. Avoid contacting drivers to change schedules, route assignments, bus stops, etc. (If a problem arises, contact the principal or Supervisor of Transportation.)

# RULES FOR SCHOOL BUS RIDERS

A school bus with undisciplined passengers is a hazardous bus. The misbehavior of the students can lead to accidents. The driver must concentrate on the driving task at hand and cannot be expected to constantly discipline the students while the bus is in motion. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules:

- A. Cooperate with the driver; your safety depends on it.
- B. Be on time; the bus will not wait.
- C. Cross the road cautiously under the direction of the driver when boarding and leaving the bus.
- D. Follow the driver's instructions when loading and unloading.
- E. Remain quiet enough not to distract the driver.
- F. Have written permission and be authorized by the principal to get on or off at a stop other than the designated stop.
- G. Remain seated when a seat is available and the bus is in motion.
- H. Keep arms, head or other objects inside the bus at all times.
- I. Refrain from throwing objects in the bus or out of windows and doors.
- J. Use emergency exits only for emergencies, and when instructed to do so.
- K. Refrain from eating or drinking on the bus.
- L. Avoid the use or possession of tobacco, matches, cigarette lighters, obscene materials, weapons, drugs or other prohibited items on the bus.
- M. No objects are allowed on the bus if prohibited by state or federal law or local school board policies.
- N. Band instruments, projects and other objects too large to be held by the passenger or stowed safely under the seat are not permitted on the bus.
- O. Refrain from damaging the bus in any way.
- P. Be courteous, and safety conscious. Protect personal riding privilege, and enjoy the ride.

## **BUS DRIVER PERFORMANCE RESPONSIBILITIES AND SELECTION CRITERIA**

### **A. PERFORMANCE REQUIREMENTS**

The role of the professional school bus driver in today's educational society is unique, vital and complex. Whether a full-time or substitute employee, he/she is an important representative of the Iberville Parish School System and by virtue of this position of public trust, has certain responsibilities to (1) the Iberville Parish School Board, (2) the Superintendent of Schools, (3) the Transportation Department, (4) school principals, (5) students and (6) parents. Specific responsibilities of the professional school bus driver are listed below in the job description.

1. Safely transport his/her assigned students at each of his/her respective schools.
1. Report regularly and punctually within the time framework established by the Transportation Department.
3. Notify the Transportation Department and the Principal or designated person at each assigned school of impending absence, tardiness or mechanical failure.
4. Be responsible for securing substitute driver or "buddy," and/or vehicle when needed.
5. Establish proper techniques and follow discipline procedures as established by the Iberville Parish School Board.
6. Accept and run additional routes as directed by the school-based administrators and/or the Transportation Department.
7. Maintain good public relations with students, parents, and school administrators.
8. Maintain a neat and clean vehicle, mechanically safe, in compliance with federal, state and local regulations.
9. Accurately record and report appropriate mileage for each and all designated routes.
10. Conform to Louisiana Law concerning the safety and welfare of assigned pupils.
11. Demonstrate a thorough knowledge of state and local traffic laws and local ordinances governing motor vehicle operations.
12. Establish safe bus stop locations.
13. Notify parents of bus schedules, (i.e., time and location) prior to opening of school and when changes occur.
14. Attend and actively participate in all conferences, meetings and/or in service programs.
15. Keep his/her contracted vehicle inspected and maintained in accordance with local, state and federal regulations.

16. Notify the Transportation Department of all accidents and incidents.
17. Perform all other duties commensurate with the fulfillment of his/her responsibilities as a Bus Driver, as assigned by the Director of Transportation.

B. DRIVER SELECTION: ALL DRIVING PERSONNEL

Basic requirements for all driving personnel have been established by the Bureau of Transportation of the Louisiana Department of Education and the Iberville Parish School System. In addition to meeting these requirements initially, annual recertification of all full time and substitute school bus drivers (including activity bus drivers) is required. **No individual may be authorized to drive a school bus for the Iberville Parish Public School System without written approval of the Director of Transportation (or designee).**

REQUIREMENTS:

1. Minimum Age: 21 years
2. Current Louisiana Commercial Driver's License
3. Good Health
4. Good Character
5. Acceptable Driving Record
6. Successful completion of approved First Aid Course
7. Successful completion of Defensive Driving Course
8. Successful completion of Pre Service Driver Training Program (including written and driving tests)
9. Able to drive bus with standard transmission
10. Successful completion of in-service and recertification as required by the Louisiana Department of Education and the Iberville Parish Public School System

C. DRIVER SELECTION: FULL-TIME PERSONNEL

The underlying principle in driver selection should be to identify those qualified substitute drivers who have contributed the maximum professional service to the transportation system and thereby display a high potential for improving the bus fleet's overall performance. Relatively few occupations require a higher degree of preparation in safety training, a display of a positive attitude and knowledge of proper student management techniques than does that of the school bus driver. All full-time bus drivers must be fully qualified in accordance with the requirements set forth in Section B of this manual.

D. PROCEDURE FOR APPLYING: FULL-TIME OWNER OPERATOR

The Transportation Department shall advertise vacant positions to qualified applicants. Candidates shall be recommended to the School Board through the Superintendent for approval.

E. SALARY SCHEDULE

See appendix

## **BUS ATTENDANT PERFORMANCE RESPONSIBILITIES AND SELECTION CRITERIA**

### **A. PERFORMANCE REQUIREMENTS**

The special education bus attendant's role is basically to assist the bus driver to provide a safe, comfortable ride for handicapped students who have been assigned to special education classes. Specific job responsibilities are listed in the following job description:

1. Be present on the school bus at all times during the bus route.
2. Report regularly and punctually within the time framework established by the Transportation Department.
3. Assist the driver with student loading and unloading procedures.
4. Ensure that appropriate protective safety devices are in use and properly secured and assist with inspection of the bus after each trip.
5. Occupy a seat on the bus to easily assist student riders.
6. Be responsible for securing a substitute attendant when needed.
7. Promptly notify the driver of problems concerning student ridership, i.e., discipline, illness, etc.
8. Successfully complete all inservice training programs required by the State Department of Education and by the local school system.
9. Perform all other duties, commensurate with the fulfillment of responsibilities as a bus attendant, as assigned by the Transportation Department.

### **B. BUS ATTENDANT SELECTION**

1. Resident of Iberville Parish
2. Minimum Age: 18 years
3. High School Diploma or equivalent
4. Good Health
5. Good Character
6. Successful completion of approved First Aid Course

### **C. PROCEDURE FOR APPLYING**

1. Complete application form.
2. Send an application to the Transportation Department.
- \*3. Complete First Aid Course. Attendants may schedule a First Aid Course by contacting the Red Cross Office. Upon completion of the course, you must present written proof to the Transportation Department.

## **PROBATIONARY TENURE STATUS OF SCHOOL BUS OPERATORS AND REASONS FOR REMOVAL**

### **A. PROBATIONARY TENURE STATUS**

1. Each school bus operator shall serve a probationary term of three (3) years reckoned from the date of first employment of the parish.
2. School bus operators found unsatisfactory by the parish school board at the expiration of the probationary term shall be notified in writing by the Board that they have been discharged or dismissed. In the absence of such notification, such probationary school bus operators shall automatically become regular and permanent operators in the employment of the school board of the parish in which they have successfully served their probationary term.
3. In order to acquire tenure under the provisions hereof, school bus operators shall personally operate and drive the school buses they are employed to operate; no one shall acquire tenure in the operation of more than one school bus.

### **B. TERMINATION OF EMPLOYMENT/REDUCTION IN FORCE**

1. In the event a school bus driver violates conditions as stated in the contract, the school board may dismiss or bring about charges for dismissal.
2. Probationary school bus operators may be dismissed or discharged upon the written recommendation of the Parish Superintendent of Schools accompanied by valid reasons.
3. Permanent school bus operators shall not be removed from their position except upon written and signed charges of willful neglect of duty, or incompetence, or immorality, or drunkenness or drug abuse while on duty, or physical disability to perform duties, or fail to keep transfer equipment in safe, comfortable and practical operating condition, or of being a member of or contributing to any group, organization, movement or corporation that is prohibited by law or injunction from operating in the State of Louisiana, and then only if found guilty after a hearing by the School Board of the parish in which the school bus operator is employed.
4. An additional ground for the removal from office of any permanent school bus operator shall be the abolition, discontinuance or consolidation of routes, but then only if it is found as a fact, after a hearing by the School Board of the parish, that it is in the best interest of the school system to abolish, discontinue or consolidate said route or routes.
5. All hearings hereunder shall be private or public, at the option of the

- operator or operators to be affected thereby. In all such hearings, the burden of proving fault shall lie with the School Board.
6. At least twenty (20) days in advance of the date of the hearing the Superintendent, with approval of the School Board, shall furnish the affected operator or operators a copy of the written grounds on which said abolition, discontinuance, or consolidation of routes is sought. The operator or operators affected shall have the right to appear in their own behalf and with counsel of their selection, and be heard by the Board at the hearing. Nothing herein shall impair the right of the parties to appeal to a court of competent jurisdiction.
  7. In the event that one or more school bus operators must be removed due to the abolition, discontinuance, or consolidation of routes, the principle of seniority shall apply, so that the last school bus operator hired to serve within the school system to be affected shall be the first to be removed.
  8. The concept of frozen mileage is negated by termination of a driver for any reason.

#### C. REASONS FOR DISMISSAL

School bus drivers may be dismissed upon written and signed charges of following:

1. WILLFUL NEGLECT OF DUTY  
Failure to follow policies and instructions as recommended by the Iberville Parish School Board and the Transportation Department. Actions such as the following will be considered willful neglect of duty:
  - a. Failure to adequately instruct the students on proper procedure when crossing in front of the bus and when crossing the street.
  - b. Failure to properly instruct their bus students on discipline expected while on the bus, when getting off the bus, and when waiting for the bus.
  - c. Failure to provide the Transportation Department with reports as needed to ensure the safety of the students. (Bus inspections, current COL license are examples.)
  - d. Failure to follow policies relating to reporting of all accidents, substitute drivers (Loss of Time), bus stops, use of substitute buses, breakdowns, daily maintenance and checking of bus.
  - e. Failure to comply with the approved and established policies and procedures of the Transportation Department.
  - f. Failure to report accurately any information required by the Transportation Department.
  - g. Failure to report promptly to schools, Transportation Department, and students in the event of a breakdown and/or absence.
  - h. Other actions deemed willful neglect of duty and documented as such.

2. CONCEPTS PERTAINING TO INCOMPETENCE

- a. Failure to stop at railroad crossings.
- b. Failure to obey traffic regulations (stop signs, traffic lights, and speed zones) while driving any vehicle.
- c. Failure to keep a schedule of routes which have been provided to the driver by the Transportation Department.
- d. Involvement in an accident for which the driver is identified as responsible.
- e. Failure to operate the vehicle in a professional manner which denotes poor driving skills.
- f. Failure to maintain discipline on the school bus.
- g. Other actions determined as constituting incompetence and documented as such.

3. IMMORALITY

Acts of such nature which are deemed violations of law or deemed socially unacceptable and/or deemed morally intolerable as related to the proper conduct expected of individuals who work with the youth of the school system.

4. DRUNKENNESS OR DRUG ABUSE WHILE ON DUTY

If upon investigation it is proven that a school bus driver has partaken of any alcoholic beverage or illegal drug and is presumed to be intoxicated or under the influence of drugs, a school bus driver may be recommended for dismissal.

5. PHYSICAL DISABILITY TO PERFORM DUTIES

Drivers may be recommended for separation or retirement when after investigation it becomes apparent that they are not physically capable of performing duties. The Board may require an examination by a doctor of the Board's selection.

6. FAILURE TO KEEP TRANSFER EQUIPMENT IN SAFE, COMFORTABLE AND PRACTICAL OPERATING CONDITION

- a. Failure to replace tires which do not meet minimum requirements.
- b. Failure to replace cracked windows which may cause possible injury to the bus students.
- c. Failure to have wheels pulled and brake system thoroughly checked as per mid-year bus inspection.
- d. Failure to pass bus inspection, and the bus is not operative as contracted.
- e. Failure to make necessary and immediate repairs to faulty equipment. **A reasonable period of time will be afforded to a driver to make necessary repairs on his/her bus. However, prolonged failure to have equipment repaired may be deemed**

**as neglect of duty and will be dealt with accordingly.**

- f. Other conditions constituting faulty mechanical operation and are documented as such.

#### D. SUSPENSION OF SCHOOL BUS OPERATORS

1. School bus operators may be suspended with or without pay from their work assignment by the Superintendent or his designee. The Superintendent will then make a recommendation concerning this matter to the Board. If the Board does not uphold the Superintendent's recommendation, the school bus operator will be reinstated with full retroactive pay from the date of suspension, unless otherwise directed by the Board.
2. For the purpose of terminating a permanent bus driver, said bus driver will be suspended by the Superintendent, or his designee, pending a hearing before the Iberville Parish School Board.
3. Suspension of Employees:  
Employees suspended without pay by the Personnel Department shall be entitled to a hearing before the School Board according to the following procedures:

The hearing must be requested in writing to the Superintendent by the employee within seven (7) work days subsequent to written notification that the Personnel Department's recommendation to suspend is being upheld by the Superintendent and forwarded to the School Board for their consideration.

Should an employee fail to request a Board hearing, the Superintendent's recommendation for suspension shall be initially considered by the School Board no later than thirty (30) calendar days following expiration of the period in which a hearing could have been sought.

An employee requesting a Board hearing shall have the right to appear before the Board with witnesses in his/her behalf and/or with a representative of his/her selection.

The purpose of the Board hearing is to permit the employee to present information germane to the written suspension notice which the employee believes will refute or mitigate such charges. The superintendent may present additional information to corroborate his written charges. The presiding officer of the Board shall establish all procedures, provided only

- that any witness who is offered to testify and/or to identify written documents shall be subject to cross-examination by the opposite party and to questioning by the Board.

The Board may continue to use the bus of the suspended driver during the suspension period unless: (1) the bus is found to be defective or unsafe, or (2) the driver refuses to allow the Board to use his/her bus. Should the driver allow the Board to use his/her bus, he/she shall receive operational pay during the suspension period.

## TRANSPORTATION POLICIES, PROCEDURES AND REGULATIONS

### A. Absences

It is the responsibility of every school bus driver to make arrangements to have his/her routes covered in the event of the driver's absence or of vehicle breakdown. In emergency situations, the Transportation Department and/or the school staff will assist the driver in making necessary arrangements.

When emergencies arise and it is not possible to secure a substitute driver, the "buddy system" may be implemented. Using the student roster, the regular driver should make every reasonable attempt to reach as many student passengers as possible, explaining the emergency plan for transporting them to school. As soon as possible, the school(s) and the Transportation Department should be informed of the plan, also.

If the "buddy system" is used, IN NO INSTANCE IS A DRIVER AUTHORIZED TO EXCEED THE SEATING CAPACITY OF THE BUS IN ORDER TO COVER ROUTES FOR ANOTHER DRIVER. Instead, additional runs should be made and the school principal requested to inform other schools of the schedule delay for the driver.

Authorized and unauthorized absences must be reported, whether a substitute driver is hired or the "buddy system" is used.

All substitute drivers must be qualified by the Department of Transportation.

#### 1. AUTHORIZED ABSENCES:

Authorized absences include sick/emergency leave, workers' compensation leave, trauma leave, jury duty, vehicle breakdown or any other absence approved in writing by the Transportation Department.

#### 2. ABSENCE REPORTING PROCEDURE:

**All absences - for whatever reason - must be reported to the Transportation Department and to Frontline.**

Except in cases of emergency (e.g., breakdowns, illness, etc.), notification should be made in advance of the absence. This notification shall include reason for the absence, date(s) of the absence and name of substitute driver or substitute bus attendant who will be employed during the absence.

#### 3. EMPLOYEES ABSENT FOR SIX (6) CONSECUTIVE WORK DAYS:

Employees absent for six (6) consecutive work days shall **immediately** submit notification to the appropriate principal/Transportation Department and the Personnel Services Department **in writing**. A statement from the

a physician attesting to the reason for the absence and probable duration must be included with the notification.

## B. STUDENT DISCIPLINE PROCEDURE

The school bus, when occupied by students, should be regarded in the same manner as a classroom with the teacher designated as the person in charge. THE BUS DRIVER is the person in charge of the students on his/her bus; and, therefore, is responsible at all times for taking appropriate action to insure safety and maintain discipline on his/her bus.

### 1. PROHIBITED DISCIPLINARY MEASURES:

Drivers are prohibited from initiating the following disciplinary measures:

- a. Denial of ridership privileges to students unless so directed by the school principal (or his/her designee);
- b. Mass punishment;
- c. Copying lines repeatedly;
- d. Detaining student on the bus;
- e. Use of a student monitor (e.g., one student taking names of students who misbehave);
- f. Degrading and/or humiliating measures.

### 2. DISCIPLINARY ACTION-PROCEDURES:

The following procedure shall be followed by the Driver and the appropriate School Administrator in handling student misconduct occurring (1) while the student is waiting for the bus, (2) while the student is riding on the bus, or (3) while the student is boarding or leaving the bus.

#### a. VIOLATIONS: **NOT SEVERE**

1. The DRIVER shall attempt to counsel the student at the first occurrence of misconduct not considered to be "severe." The date and the nature of the occurrence should be recorded by the DRIVER.
2. The DRIVER shall contact the student's parent (guardian), if the misconduct continues. The date and the nature of the occurrence, the date the parent (guardian) was contacted, and the substance of the conversation with the parent (guardian) should be recorded. A "Bus Behavior Report" must be filled out by the DRIVER. It is necessary to send one copy of the "Bus Behavior Report" to the School Principal for the school records.
3. The DRIVER in cases of continued misconduct, shall

complete and present the form to the appropriate School Administrator when the bus arrives at the school. If the violation occurs on the return trip (i.e., from school to the student's bus stop), the DRIVER must complete the "Bus Behavior Report" and present the form to the School Administrator when the bus arrives at the school for a second trip or on the day following the occurrence.

4. The DRIVER and the School Administrator shall review the completed referral form and discuss the violation.
5. The School Administrator shall determine the corrective action to be taken and shall notify in writing the student's parent (guardian), the DRIVER and the Transportation Department of the action taken.

b. VIOLATIONS: **SEVERE\***

1. The DRIVER shall request the offending student to cease the misconduct immediately. If the student fails to cease, the DRIVER may put the offending student off the bus or may send someone to call for police assistance. (NOTE: THE DRIVER MUST EXERCISE CAUTION AND DISCRETION IN REMOVING THE STUDENT, WHICH ACTION SHOULD BE TAKEN ONLY IN EXTREME CASES AND AS A LAST RESORT).
2. The DRIVER shall notify the School administrator and the student's parent (guardian), immediately.
3. The DRIVER shall complete the "Bus Student Referral Form" and present it to the School Administrator as soon as possible.
4. The DRIVER and the School Administrator shall review the completed referral form and discuss the violation.
5. The School Administrator shall determine the corrective action to be taken and shall notify in writing the student's parent (guardian), the DRIVER and the Transportation Department of the action taken.

**\*SEVERE IS DEFINED "CONDUCT OF A STUDENT THAT ENDANGERS THE LIVES AND/OR MORALS OF HIMSELF OR OTHER STUDENTS."**

1. DISCIPLINARY ACTION BY SCHOOL ADMINISTRATOR

The School Administrator shall determine the appropriate disciplinary action to be taken upon receipt of a "Bus Student Referral Form," which action shall be in accordance with the school system's policies and procedures.

The School Administrator may suspend a student from school in accordance with the policy governing student suspensions and expulsions as provided by the Louisiana Revised Statutes and the Iberville Parish School Board. During the period of suspension from school, NO DRIVER shall transport suspended students on the bus.

The School Administrator shall notify all DRIVERS serving the school when a student is suspended.

If a student is proved to be guilty of damaging a school bus, the student's parent (guardian), shall be responsible for paying the necessary repairs. Details of payment shall be approved by the DRIVER and the parent (guardian).

Transportation will be denied to the student(s) until DRIVER and PARENT (GUARDIAN) approve details of payment.

C. BUS STOPS, STUDENT LOADING, AND UNLOADING REGULATIONS

The following are general regulations regarding bus stops and student loading and unloading procedures. Extreme situations may require a modification of the general regulations; however, good professional judgment should be exercised with STUDENT SAFETY as the primary basis for deviation from the regulations. Deviations from these regulations require the approval of the Transportation Department.

1. LOADING AND UNLOADING:

Each driver is responsible for explaining (and, if necessary, demonstrating) proper behavior at bus stops and procedure for loading and unloading at bus stops, students who misbehave and who disregard the driver's instructions should be treated in accordance with the Student Discipline Procedure.

- a. Students should wait for explaining (and, if necessary, demonstrating) proper behavior at bus stops and procedure for loading and unloading at bus stops, students who misbehave and who disregard the driver's instructions should be treated in accordance with the Student Discipline Procedure.

- b. When approaching the bus stop, the driver should watch carefully for stragglers and for pushing, shoving, and other movement that may be hazardous. Approach with caution and stop the bus prior to reaching the students to prevent possible injury caused by student negligence.
- c. Require students to sit in their assigned seats. Standing while the bus is in motion should not be permitted. (If an overload results in students having to stand, this situation should be reported to the Transportation Department immediately).
- d. All passengers should remain seated until the bus has stopped and it is safe for them to get off the bus.
- e. Count the number of students getting off the bus and be certain that they have safely cleared the area before moving the bus away from the stop.
- f. Emphasize the recommended manner for students to cross in front of the bus:
  - (1) Walk- do not run - approximately 10 feet in front of the bus.
  - (2) Stop even with the left front fender; look both ways; make certain that all vehicles have stopped; then, proceed across the street.
  - (3) Go home immediately.

**NOTE: STUDENTS SHOULD NEVER CROSS BEHIND THE BUS!**

- g. Request responsible students to assist younger students as they board, get off, and cross the street.

**D. SCHOOL BUS SAFETY INSTRUCTION PROGRAM**

Bulletin 1191, "School Transportation Handbook" (1982), published by the State Department of Education requires every school to include school bus riding safety instruction in its curriculum.

The following quotation is a reprint from Bulletin 1191:

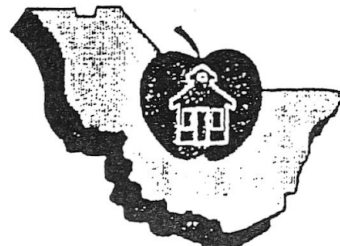
The responsibility of educating the students to become safe bus riders is one which must be shared by the principal, teachers, and bus drivers. It is a responsibility that must be shared equally by all as part of the general education of the pupil, and is of major importance if the school transportation program is to assume its rightful place in the educational effort. Intensive classroom instruction must be presented by the teacher to the students in an organized manner very early in the school year with follow-up instruction throughout the

**REMINDER...** When picking up,  
**LET THEM COME TO YOU!**



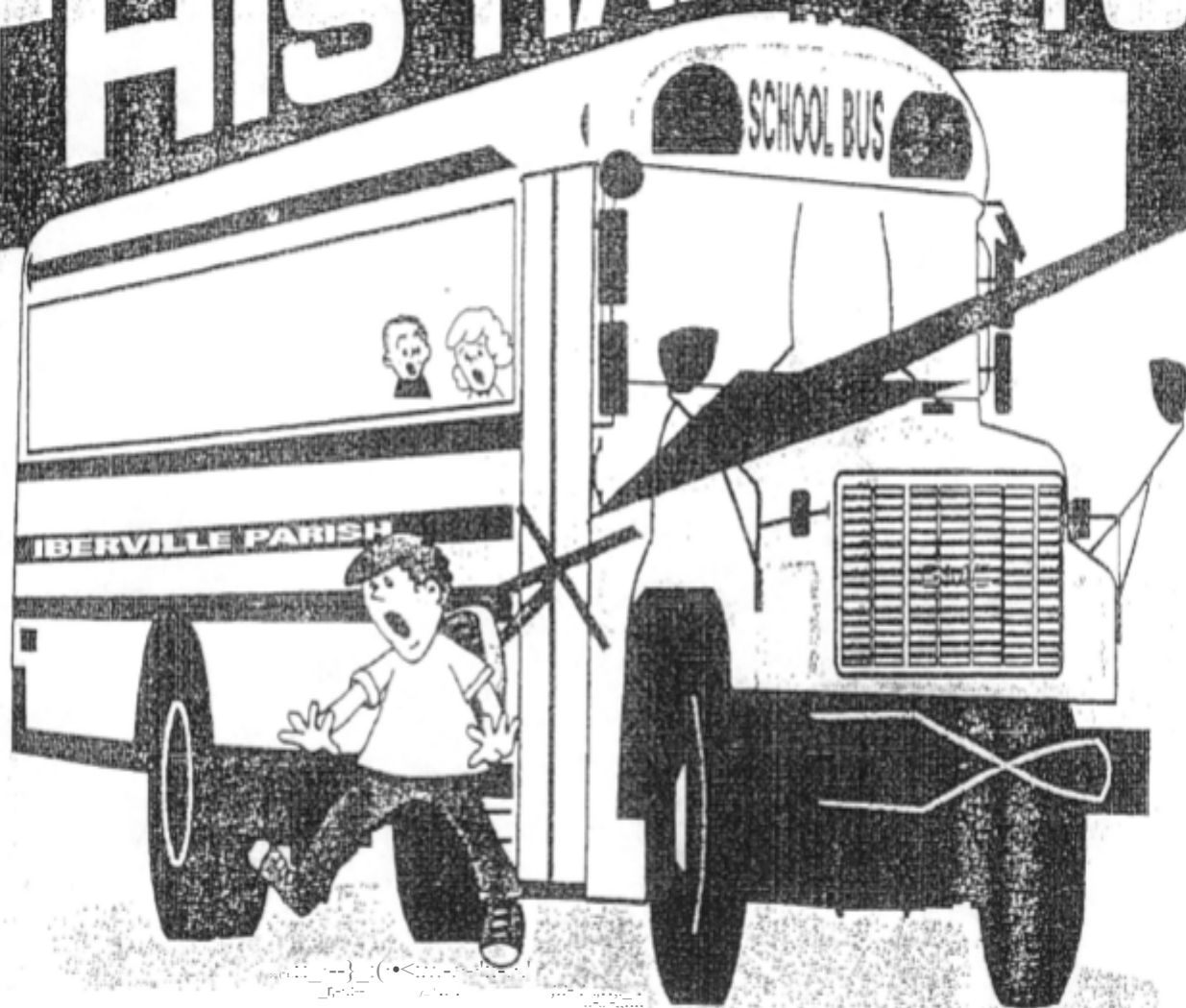
**STOP**

**8' TO 10' FROM  
PASSENGER(S).**



ILLINOIS STATE BOARD OF EDUCATION

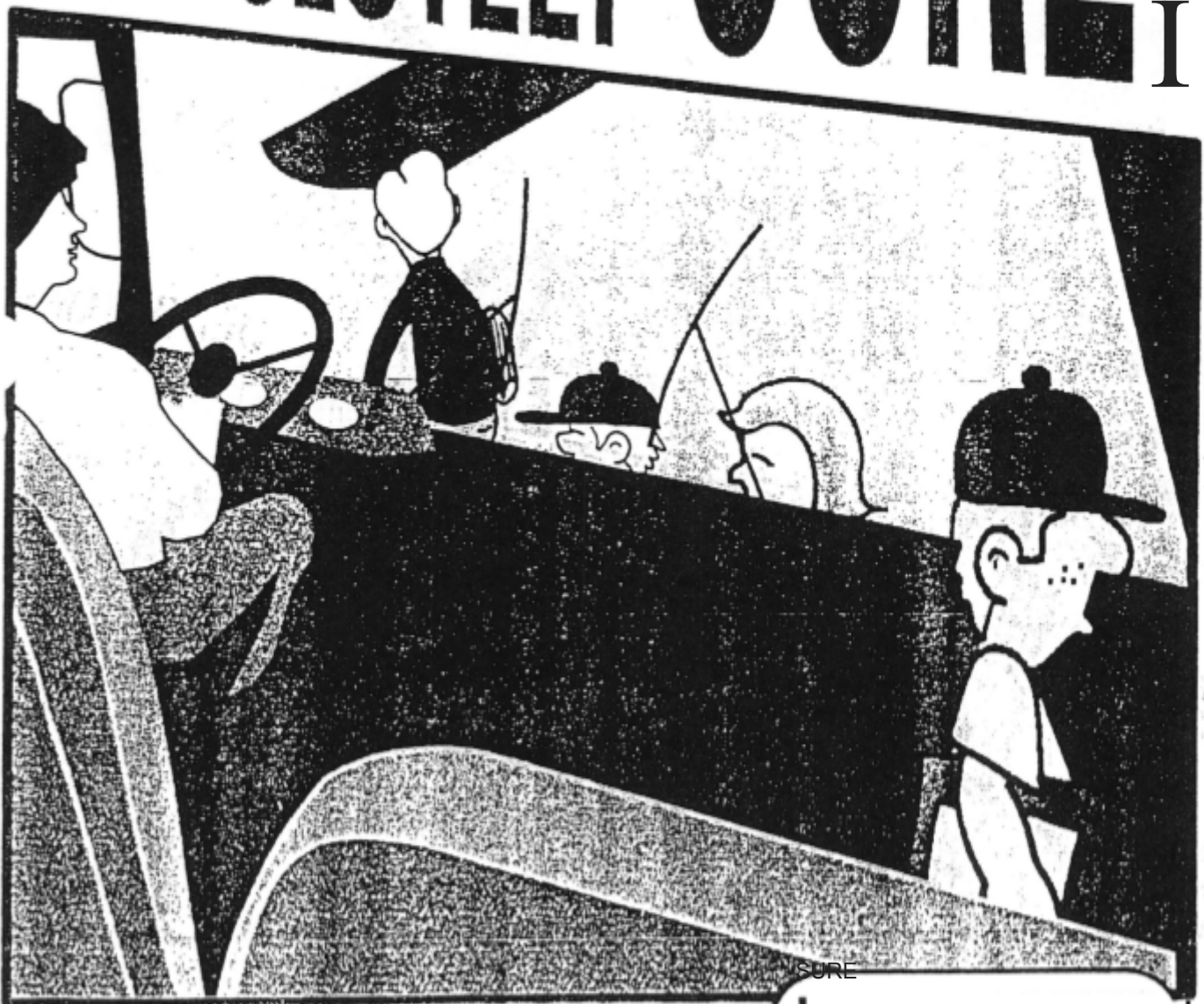
# DON'T LET THIS HAPPEN TO YOU!



**MAKE SURE THAT  
A PUPIL'S CLOTHING,  
OR BACK PACK STRAP  
IS NOT CAUGHT ON THE  
EXIT HANDRAIL  
BEFORE  
CLOSING**



# BE SURE! ABSOLUTELY SURE!

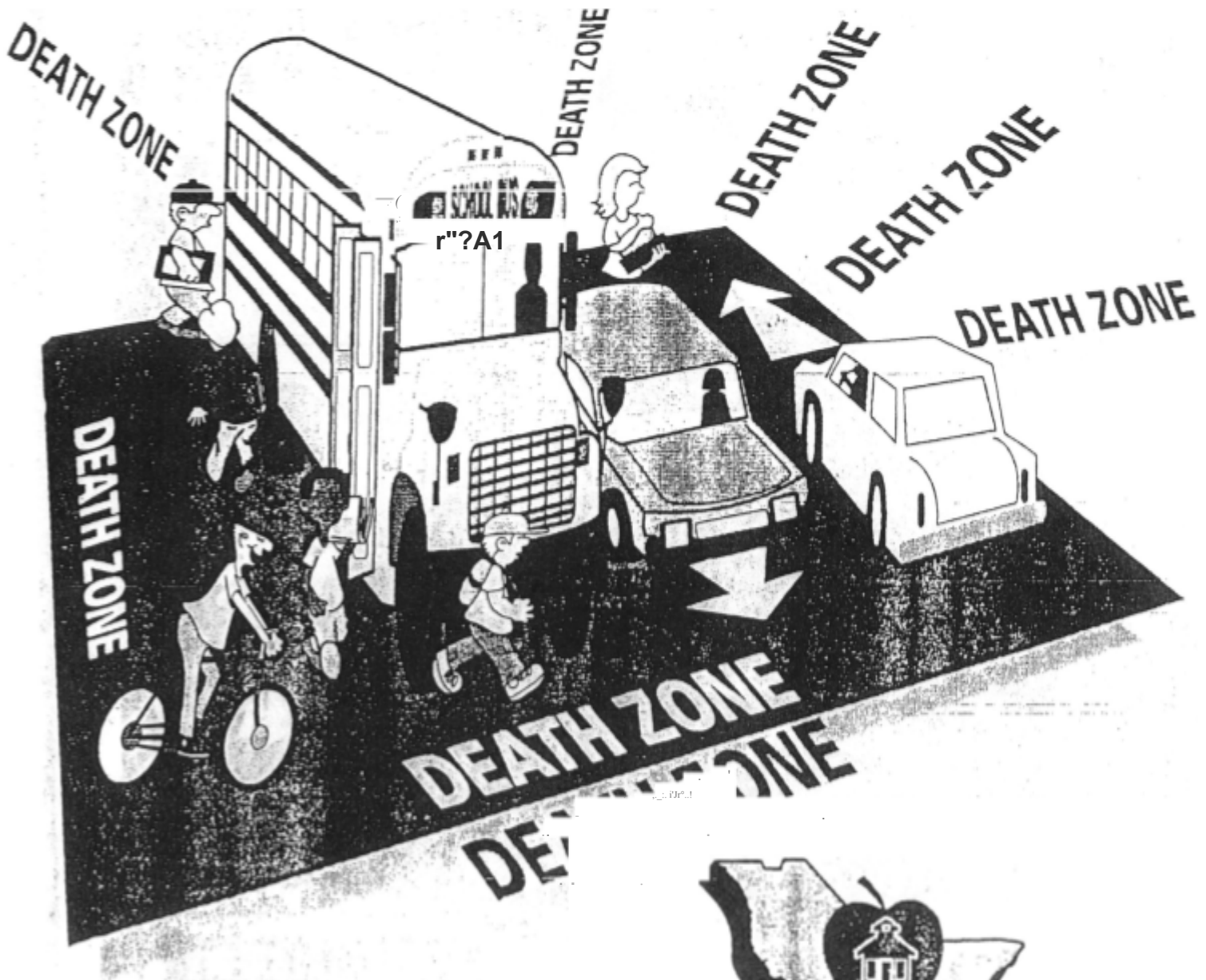


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ALL STUDENTS ARE CLEAR  
OF BUS BEFORE YOU  
PROCEED!

# DEATH ZONE

## AWARENESS



IEIERVILLE P.T. IRISH SCHOOL BOARD

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school year.

The bus drivers must be made aware of what is being taught in the classroom. Their responsibility is to reinforce what has been taught in the classroom. The principal should see that the planned safety program is completely implemented. Communication between the principal and bus drivers should be established in order that they understand each other's problems and work cooperatively together to seek their solutions.

Good student behavior permits the school bus driver to give all of his/her attention to the driving task. Students whose behavior threatens the safety of all aboard should be denied transportation until their behavior becomes acceptable.

At least twice during each school year, each pupil who is transported in a school vehicle must be instructed in safe riding practices.

Instruction must include but is not limited to the following:

1. Identifying the individuals who have authority over the passengers.
2. Knowing loading and unloading procedures.
3. Knowing seat assignments.
4. Using acceptable practices with respect to talking, moving around in the bus and use of windows.
5. Keeping the bus clean.
6. Care for the bus and its equipment.
7. Reviewing emergency procedures.
8. Meeting the bus.
9. Reviewing procedures while waiting for the bus.
10. Reviewing procedures after unloading.
11. Familiarizing students with rules and regulations adopted by the local school system.

The Transportation Department will provide whatever assistance is possible to each school in the development of the bus safety instruction program.

Every principal is required to verify to the State Department of Education that the instruction requirement has been met. State Form T-7 shall be completed by the principal and submitted to the Transportation Department as soon as the instruction program is completed each semester.

## E. STUDENT SAFETY GUIDELINES

Students must be safety-conscious at all times and must conduct themselves in a manner that will minimize hazards. The following guidelines, if followed by everyone, will make the daily bus ride both safe and enjoyable. Each driver must reinforce the regulations for the safety of each student:

1. Remain at home when you or any member of your family has a contagious disease.
2. Leave home at a time appropriate for arriving no more than 15 minutes and no less than 10 minutes before the scheduled pick-up time.
3. Walk on sidewalks whenever possible. If there are no sidewalks, walk on the edge of the left side of the street, facing on-coming traffic.
4. Proceed to the assigned bus stop.
5. Stand off the road when waiting for the bus.
6. Conduct yourself in an orderly manner, avoiding damage to private property and safe-guarding against injury to yourself and others.
7. If necessary to wait across the street from the bus stop, await the bus driver's signal before crossing, and **cross only in front of the bus.**
8. Board the bus only when the driver is seated at the controls.
9. Board the bus in single file and promptly proceed to the seat assigned to you by the driver.
10. Stow band instruments and school bags under the seat or where designated by the driver, but **never in the aisle, the entrance or the exit.**
11. Remain seated at all times when the bus is in motion. This will minimize injury in cases of emergency stops or collisions.
12. Sit straight in your seat with both feet on the floor in front of your seat.
13. Always keep the aisle clear.
14. Speak quietly and carry on normal conversations with the other passengers in your vicinity. (Loud talking and shouting will distract the driver.)
15. Avoid unnecessary conversations with the driver.
16. Abstain from eating, drinking or smoking on the bus.
17. Keep arms and head inside the bus window at all times
18. Refrain from using profanity.
19. Avoid littering at the bus stop and/or in the bus and never throw objects inside or outside the bus.

20. Respect pedestrians and other motorists at all times.
21. Protect the bus. Report to the driver as you leave the bus any damage you notice. (Parents shall be required to pay for damage caused by students.)
22. Avoid touching any mechanical controls, including entrance and emergency exit doors, except in cases of emergency, and only then in accordance with emergency procedures as explained by the driver. (Emergency drills are to be conducted once each semester.)
23. Never ask the driver to permit you to get off at any stop other than your designated stop. (NOTE: Parents must send authorization to the school principal, who then may authorize the driver to pick up or discharge students at an alternate stop.)
24. Any student who must cross the street after alighting from the bus should wait for the driver to signal that it is safe to cross. The student should cross approximately ten (10) feet in front of the bus **(NEVER BEHIND IT)**
25. Students should go home immediately after reaching the "home bus stop" location after school.
26. All pencils, pens and/or any other sharp objects shall be stored in the student's books or school book bag while riding on the bus.
27. Any students sustaining an injury while riding on the bus should report this injury to the bus driver immediately.
28. The following items are not allowed on the bus: alcohol, drugs, pets, glass objects (except eye-glasses), weapons of any kind, and objects too large to be held in your lap or placed under your seat.
29. In the event of a pregnant student, it is necessary that the student present an initial letter from the attending physician confirming the pregnancy and stating the student's physical capabilities and limitations as far as riding the bus is concerned.

#### F. VEHICLE MAINTENANCE AND DAILY INSPECTIONS

Every owner/operator, by virtue of acceptance of employment, has agreed to provide a school bus and to maintain the bus in accordance with federal, state and local specifications. A safe, operable school bus is the owner's means of gaining employment with the school system so that a salary (i.e., "base pay") can be earned. If the bus cannot be operated safely, it is the owner's responsibility to make arrangements to obtain a spare bus or to have his/her students transported safely by other drivers.

Frequent breakdowns are indicative of improper maintenance or of mechanical defects. If a driver cannot correct the defect or maintain the vehicle, he/she is depriving himself/herself of the ability to be employed. The manufacturer's recommended schedule of maintenance should be followed to minimize the possibility of breakdowns, and the pre-trip inspection should reveal many defects caused by normal wear or perhaps by vandalism. If the pre-trip inspection is performed timely, it is possible that arrangements can be made for transporting students by another driver in most instances of vehicle malfunction or defect.

Substitute drivers, likewise, when they accept substitute job assignments, are indicating that they will carry out all duties of the regular driver (except for the financial responsibility of maintaining the school bus) during the period of temporary employment. Substitutes are required to perform daily inspections of the vehicle and to report all defects or maintenance needs to the owner. No drivers shall be held responsible for a qualified substitute driver's actions or failure to act under the rules and policies established herein.

Full-time and substitute drivers are required to report mechanical failures that prevent them from running their regular routes. The reporting procedure is explained in the section "Absences".

In addition to daily inspections to determine the operating condition of each bus, **inspection is required to ensure that no student remains on board or to collect students' personal property left on the bus.** Thorough inspections should be made minimally as follows:

1. Immediately after completing the last morning run, but before leaving the school;
2. Immediately after dropping off the last student for the final afternoon route;
3. Immediately upon reaching the destination and return points for extra trips;
4. Any other situations not covered by the above when students have been transported.
5. When drivers and attendants transfer from one bus to another bus, both drivers and attendants if available are responsible for doing a post-check on each bus to ensure no students are left on the bus.

Special education attendants may assist drivers with special education routes in the performance of these inspections; nevertheless, the DRIVER is responsible for assuring that inspections are made and that no students are left on their buses.

#### G. SEMI ANNUAL SCHOOL BUS INSPECTIONS

All school buses must be inspected and certified as safe for pupil transportation prior to the beginning of each school session. Summer inspections are mandated by LRS 32:1302 and drivers are required to present their vehicles for inspection on the dates scheduled by the Transportation Department and/or the Louisiana Department of Public Safety.

All drivers are responsible for having their buses repaired and ready for the inspection, and should not depend upon the inspection to determine what, if any, repairs are needed.

A second inspection must occur during the months of January and February by an authorized mechanic and by appropriate Motor Vehicle Inspection Station personnel. A copy of the Mid-Year Bus Inspection Form shall be forwarded to the Transportation Department when due. Additional inspections may be conducted by authorized school system personnel at any time.

#### H. EMERGENCY PROCEDURE

At times during the school year it may be necessary to dismiss students early for various emergencies which sometimes occur. Any decision regarding the early dismissal or emergency closing of school will be made by the Superintendent based upon recommendations from staff members.

In the event of emergency closing of schools or early dismissal of students in schools, announcements will be made over the news media regarding this decision.

The transportation Staff and/or principals will make every effort to notify every driver involved of the emergency, and of the procedure to be followed.

#### EMERGENCY EVACUATION DRILLS

Emergency evacuation drills **MUST** be conducted twice each school year for students assigned to each bus route. The first drill should be conducted **during the first week of each semester** (or as soon after the first week as possible).

#### PROCEDURE

1. Instruct students in proper evacuation procedures when riding your bus. SHOW STUDENTS THE LOCATIONS OF EXITS AND PROPER MODE OF OPERATING DOORS IN THE EVENT THE DRIVER IS DISABLED.
2. Conduct emergency drills on the school grounds after securing permission from the school principal. Select a safe location for each drill.
3. Instruct students to leave all personal belongings on board the bus during the drill.
4. Time each drill.
5. Drivers must use the rear emergency exit to practice and demonstrate emergency evacuation drills. When the emergency exit is used, allow for individual differences in jumping out of the emergency exit. Instruct helpers to offer a helping hand PALM UP and avoid grasping the student's hand or arm. (Students will hold on if they want help.)

- ACCIDENT PROCEDURE

1. Call 911 or have two responsible students or an adult) to call police (and ambulance if needed) and the Transportation Department. Be sure that the exact location of the accident is reported.
2. Personally check all passengers for injuries. Question each student. Render first aid if required.
3. Call all parents and document results( Administrator or district employee)
4. If the accident is not serious, move the bus from the flow of traffic. Protect passengers by keeping them on board unless there is danger of fire or further collision.
5. Set flags or flares in place to warn other motorists.
6. Secure names, addresses, and phone numbers of witnesses.
7. Using the seating chart, indicate the arrangement of all passengers at the time of the accident. Note injured passengers, if any.
8. Adhere to paramedics and police department on transporting injured and non injured students.
9. Parents have the right to suggest that their child is transported to hospital regardless of the situation or seriousness.
- 10.
11. DISCUSS THE ACCIDENT ONLY WITH INVESTIGATING OFFICER(S), TRANSPORTATION DEPARTMENT PERSONNEL, AND INSURANCE COMPANY

- REPRESENTATIVE(S).
12. DO NOT ADMIT FAULT.
  13. ALL EMPLOYEES OF THE IBERVILLE PARISH PUBLIC SCHOOL SYSTEM, WHEN INVOLVED IN POSSIBLE OR ON GOING LITIGATION WITH THE SCHOOL SYSTEM AS A CO-DEFENDANT OR A CO-PLAINTIFF, SHALL INFORM THEIR IMMEDIATE SUPERVISOR OR THE SCHOOL BOARD ATTORNEY OF ANY REQUEST FOR STATEMENTS TO ATTORNEY(S) FOR THE OTHER PARTIES. THIS IS REQUIRED EVEN IF THE EMPLOYEE HAS HIRED AN ATTORNEY FOR HIS/HER DEFENSE AND THE ATTORNEY HAS APPROVED SUCH ACTION.

14. Fill out the Accident Report Form completely and submit the report to the Transportation Department within twenty-four hours of the accident. (Take the report in person, unless circumstances prohibit your doing so.)
15. Explain the accident in detail with Transportation Department administrative staff, and also the Claims Representative of the insurance company, if required.
16. Be sure to indicate the Item Number (Complaint Number), of the Police Report at the bottom of the accident report form in order that the Transportation Department can send for the report. REPORT ALL ACCIDENTS-NO MATTER HOW MINOR-TO THE TRANSPORTATION DEPARTMENT FOR YOUR PROTECTION.
17. Any bus driver involved in an accident may be required to participate in the accident review process. A determination will be made by the Accident Review Committee, and the driver involved in the accident will be subject to follow the recommendation of the committee.

18. Bus drivers steps when accident occurs(posted on every bus)

A. Secure the accident site

B Driver and attendant should check all students

C. Driver or attendant should call 911 immediately

D If deemed necessary remove students from the bus if there is a fire or any danger of being on the bus.

E. Driver ,attendant or designated student if others are not available should call Transportation supervisor or supervisor of operations

F. School administrators will be called to help assist in contacting parents, verify parents and verify if parents want students transported by ambulance .

G. All students whether the student and paramedic state that they are not hurt should have the option to be transported by ambulance

H. Parents do not have to be present at the time as long as the parent gives permission to be transported via phone conversation with administrator , police department.

15. First responders and police officer's role in the accident

- Check all student for injury and decide if that student needs to be transported even the student is not hurt or stated to be not hurt
- If a parent wants a student to be transported and is at the scene or by phone , the district will allow anyone to be transported if the parent , paramedic or any officer of a police department deems it necessary even if the student is not claiming to be hurt.

16. Other roles of Supervisor of transportation and Risk Management

- Observe the accident scene
- Take pictures of all needed angles
- Receive the file number from police officer working the scene
- Check on student well being
- Secure backup bus
- Secure tow truck in needed
- Help contact parents if needed
- Get all students not being transported to school or home

- ASSIGNMENT OF ROUTES

The Director of Transportation (or Designee) is responsible for assigning routes. To the extent it is practical to do so, route assignments shall be based on driver seniority; however, size of bus, time schedules, frozen mileage, availability of bus attendants (if applicable) and other factors must be considered. Seniority, when applied, shall be determined first by parish-wide seniority and then by seniority within a specific school.

- TEMPORARY ASSIGNMENT OF ROUTES TO NEW DRIVERS

When a replacement driver is hired during the school year and the former driver's routes cannot be reassigned, the Transportation Department reserves the right to reassign the routes effective with the following school session. Nothing, however, in this procedure may be construed to violate the "frozen mileage" law, which protects mileage and not routes.

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YOU NEVER WANT

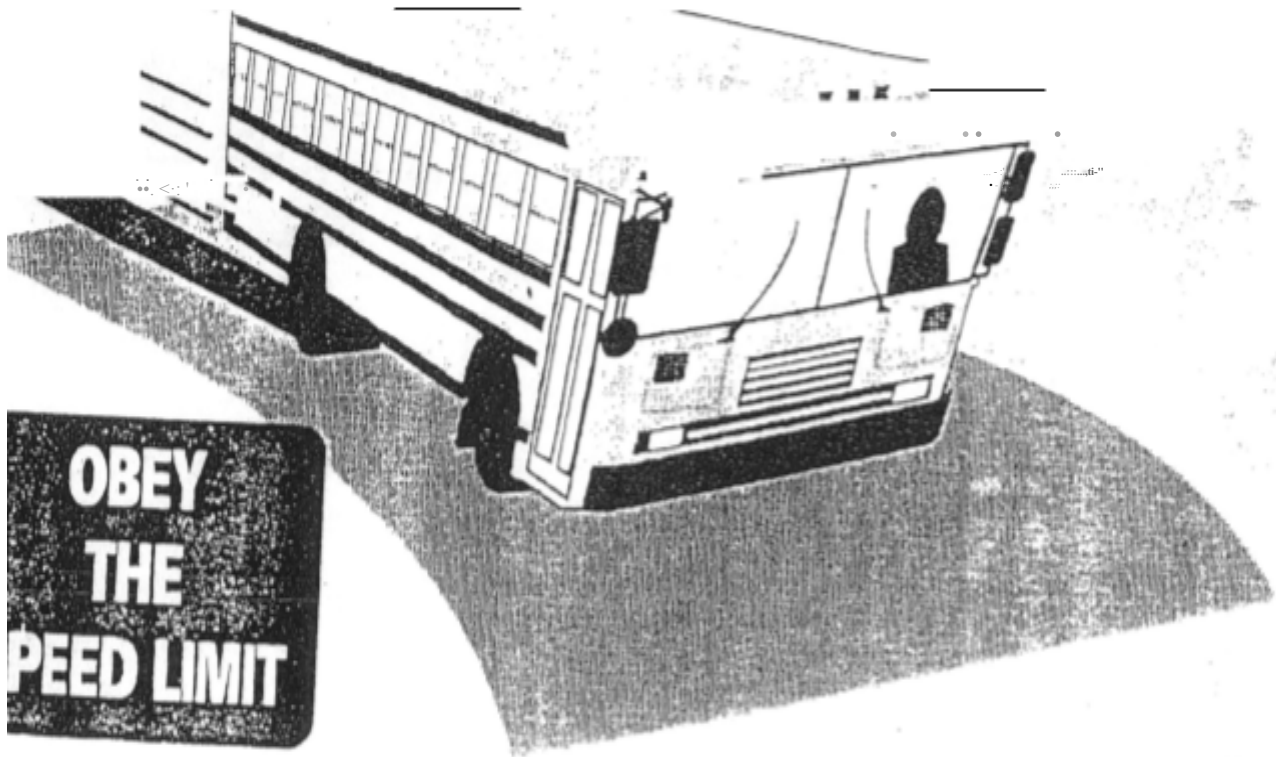
TO BE HERE!

7





# **SPEEDING IS NEVER AN OPTION!**



**OBEY  
THE  
SPEED LIMIT**

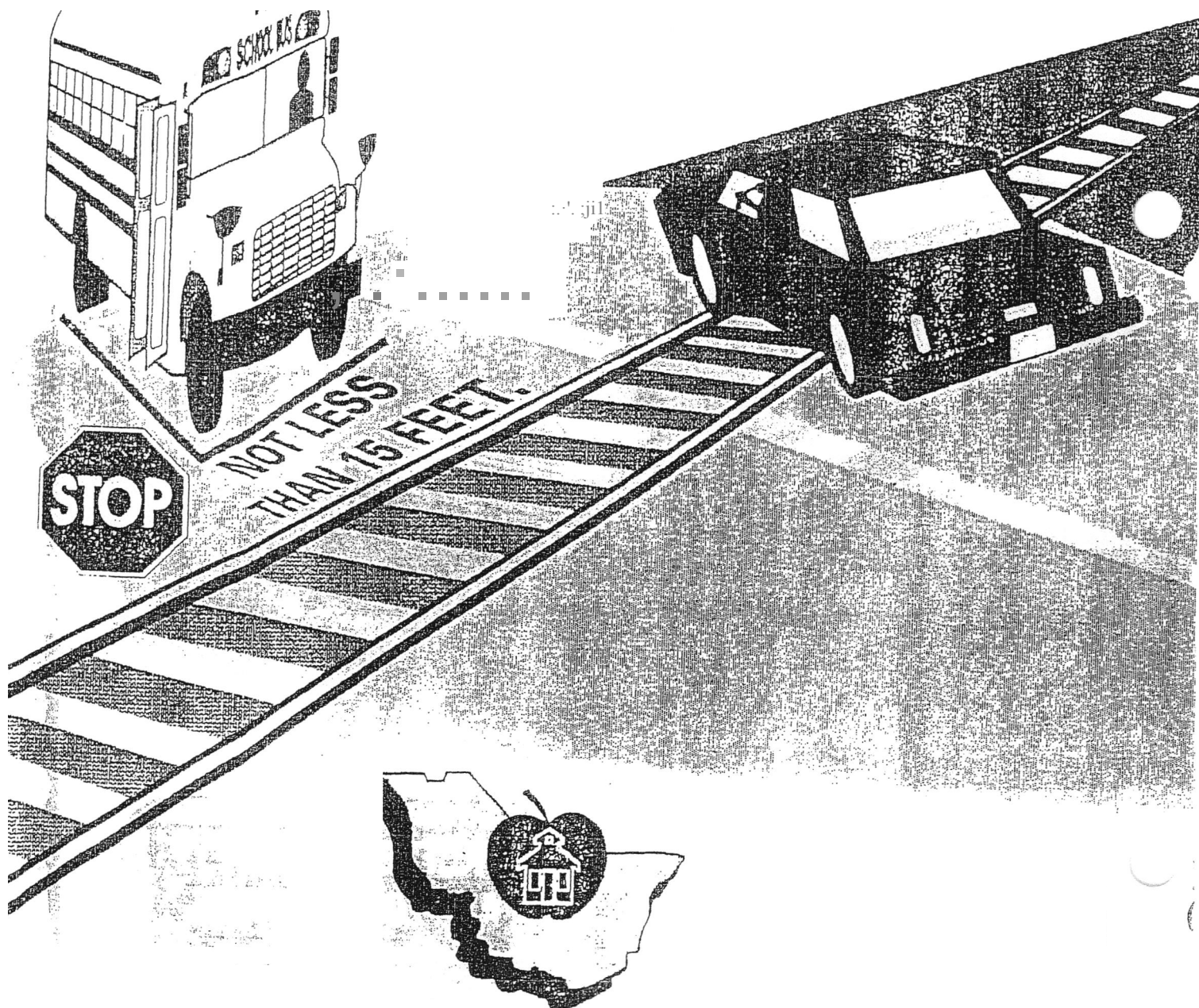


**PARTNERS IN SAFETY  
AND LOSS CONTROL**

NE. SPEEDING 12-1-15



**AT ALL RAILROAD CROSSINGS**  
**LOADED OR UNLOADED.**



## STOP AT RAILROAD CROSSINGS

When approaching a railroad crossing, the driver should:

- A. Bring the bus to a **full stop** not less than 15 feet from and not more than 50 feet from the nearest rail of the track. The bus should be in neutral while stopped.
- B. Proceed only after **opening** and **closing** the **door** of the bus. You must look and listen for approaching trains, and proceed when you have determined that the track is clear in both directions.
- C. Drive in low gear without shifting, until the last track has been cleared. See State Department of Education Bulletin 1475 (Revised) pages 18, 19, and 20 for additional information in an article titled "Procedures at Railroad Grade Crossings."

## USE SEAT BELTS

Use your seat belt. It is possible for you to be thrown out of your seat upon an impact if you're not wearing the seat belt.

## BUS COLLISIONS WITH UNOCCUPIED VEHICLE

If a bus collides with a vehicle which is unoccupied, try to locate and notify the owner of the vehicle. Even if you cannot locate the owner or driver, follow the same procedure as for any accident.

## OBEY SPEED LIMITS

Posted speed limits are to be observed. Existing conditions such as bad road, bad weather, etc., may require that you proceed at reduced speeds.

## ADDRESS AND TELEPHONE CHANGE

Changes in telephone numbers and addresses should be reported to the Supervisor of Transportation through the appropriate principal as soon as possible.

## PERSONS RESPONSIBLE TO

Bus drivers should be directly responsible to the principal of the assigned school and work under the guidance and supervision of both the principal and the Supervisor of Transportation.

## TIME OF ARRIVAL AT SCHOOLS SERVED

**Buses are not to arrive at a school before a time to be determined by the school principal.**

## TRAFFIC TICKETS

If a school bus driver receives a traffic ticket while driving a school bus, the driver should report it to the Supervisor of Transportation before the end of the next working day. Drivers should be held responsible for all traffic fines.

## DRIVERS LICENSE

Bus drivers are required to carry an appropriate COL license with them while on duty. If the license is lost or allowed to expire, the bus driver should be held responsible for any fines. Suspension of a license and certain traffic violations should be considered possible grounds for dismissal.

## SCHOOL BUS MAINTENANCE

School bus drivers are required to maintain their bus in a safe operating condition at all times.

## PRE-TRIP INSPECTION

A pre-trip of the school bus is required before each trip. The prescribed pre-trip inspection check-list should be used and checked for every pre-trip inspection. Check lists should be turned in to the transportation office at the end of each month. Inspection forms can be mailed to the school board office or arrangements can be made with the principal of the school to which drivers are assigned for the forms to be delivered or mailed by the principals.

## SCHOOL BUS SCHEDULING AND ROUTING

The bus driver, the supervisor of transportation, and the principal shall work together in establishing bus stops subject to the approval of the superintendent. Main thoroughfares, lack of sidewalks, railroads, and other hazards shall be considered in any decisions regarding bus stops.

Each driver shall establish a reasonable time schedule for each route and shall be expected to adhere to this schedule. By the same token, students shall be expected to be at their respective bus stops when the bus arrives.

Once a bus route has been established, the bus driver shall not alter or change assigned routes without order of the supervisor of transportation.

Buses must be routed so that no more than one bus will travel the same route, except in case of definite apparent necessity. Each scheduled route will be planned in full consideration of the established limits for individual schools.

All deviations from this policy must be brought to the board's attention for review and consideration prior to implementation.

During inclement weather bus drivers should make more frequent stops. In discharging pupils who must cross the highway, the responsibility of safe crossing rests with the driver.

### FIRE EXTINGUISHERS

1. Fire extinguishers should be located in the driver's compartment.
2. Know how to use your fire extinguisher.
3. Be sure that your fire extinguisher is properly loaded and in proper working condition at all times.

### WHAT TO DO IF THERE IS A FIRE ON THE BUS

1. Stop the bus immediately.
2. Evacuate all passengers as quickly and safely as possible.
3. Have someone call the fire department.
4. If possible, try to extinguish the fire yourself.
5. Remember, life is more important than property. Do not jeopardize your life or that of your passengers.

### TYPES OF FIRES

Class A - This type of fire can be burning wood, other paper, or upholstery. If possible, pull out the smoldering seat and throw it out of the bus.

Class B - Gas & Oil - This fire is usually located under the hood. Open the hood with extreme caution.

### HOW TO EXTINGUISH

Use water or any extinguishing agent.

Use a dry chemical extinguisher aimed directly at the base of the flame.



Class C - Electrical - This fire is located under the dashboard. Electrical fires occur when a wire has shorted out. Turn off the key. Try to disconnect a battery cable by prying or cutting. Caution: These cables will be extremely hot and the battery could explode.

Use a dry chemical extinguisher aimed at the fire. NEVER USE WATER!

#### Mechanical Failure/Breakdown Procedures:

Here is a suggested procedure for mechanical failure:

1. Stop the bus as far to the right of the road as possible, or on the shoulder of the road.
2. Secure the bus; activate four-way hazard lights, and place choke under wheel if necessary.
3. Keep children on the bus unless this is unsafe.
4. If the location of the bus is unsafe, remove the children to a safe location - at least 100 feet from the bus.
5. Place flags, flares or fusees.
6. Telephone or send a passing motorist to call the proper school authorities, giving location of the bus and description of the breakdown. If it is not possible to send a passing motorist, send 2 capable students to call the proper school authorities.
7. See that all students are delivered to their destination.

#### WHAT TO DO IN CASE A VEHICLE RUNS YOUR STOP ARMS

Record and report the following information to the transportation department:

1. Identification of driver: short, tall, black, white, hair, bald, glasses, color of clothes, etc.
2. License number, make, model, and year of vehicle.
3. Location of incident.
4. Time of day.

Under no circumstances should you attempt to halt or pursue a vehicle which runs through your stop arms and overhead flashing lights. Rather, obtain as accurate a description of the vehicle and driver as possible and report it as soon as possible to the transportation department.

### FUNDAMENTALS OF SAFE DRIVING

1. Your goal should always be to complete every trip without committing any of the following errors - accidents, traffic violations, vehicle abuse, excessive schedule delays, discourtesy.
2. See the hazard, understand the defense, act in time. See the hazard - think about what is going to happen, or what might happen as far ahead of encountering the situation as possible. Never assume everything will be "all right." Understand the defense - there are specific ways of handling specific situations. Learn them well so you can apply them when there is specific situations. Learn them well so you can apply them when there is a need. Act in time - once you have seen the hazard and you understand the defense against it, act! Never take a "wait and see" attitude.
3. Stay alert - watch for signs from other drivers as to what they intend to do.
4. Never take anything for granted - never believe beyond a doubt that something is going to happen until you actually see it happening, regardless of what signs other drivers may have given you.
5. Stay ahead of the situation - look beyond the driver ahead to see situations that may result in a threat to you.
6. Stay back - Use the four second rule to make sure that you have the correct following distance. If you stay four seconds behind the vehicle in front of you, you will have the correct following distance no matter what your speed is, assuming that all conditions are favorable. For example, if the road is wet you should stay back more than four seconds, using good judgment. It works like this - watch the vehicle ahead pass some definite point on the highway, such as a sign. Then, count to yourself "one thousand and one, one thousand and two, one thousand and three, one thousand and four." That is approximately four seconds. If you reach the same spot before you finish these words, you are following too close.
7. Start stopping soon enough - apply your brakes the instant you see a possible hazard developing, but apply them gradually so you don't throw your vehicle into a spin or grind to a stop so quickly that you risk a rear end collision with a vehicle following you.

8. Always show your intentions - signal your intentions well in advance, such as activating your turn signal lights well in advance of making a turn.
9. Always operate your vehicle smoothly - accelerate gradually, change gears smoothly, make smooth turns, come to a gradual stop, etc.
10. Beware of intersections - know your turns in advance so you can get in position early and slow down gradually, always slow down for intersections and expect the unexpected, show your intentions by position and signals, go with care.
11. You should not back unless it is unavoidable. When backing is unavoidable, follow the following procedures:
  - a. Get the complete picture before you back, even if you have to get out and walk around your bus to do it.
  - b. Back slowly.
  - c. Check both sides as you back. Use your outside mirrors, both left and right, as often as is necessary during the entire backing movement.
  - d. Don't depend entirely on mirrors to judge distance to the rear. Mirrors help you check clearances and help you spot pedestrians who may unexpectedly move into the path of your bus as you back, but they can be deceiving in measuring distance to the rear.
  - e. Use a dependable adult guide if available.
12. Get the big traffic picture - be aware of what is happening in the front (far enough in the front), on each side of you, and in the back of you, as you drive.
13. Keep the eyes moving - as long as the wheels are rolling, the eyes should be moving.
14. Make sure they see you - always try to make sure that other motorists, pedestrians, people on motorcycles, people on bicycles (anyone whom you might have an accident with) see you.
15. Make sure you have enough space for your vehicle - in front, to the sides, above, and in the rear.

16. Make sure you have excellent visibility - you must always be able to see clearly before proceeding.
17. THINK SAFETY - in order to practice fundamentals of safe driving, you must think safety at all times while driving.

### **OBSERVATION BY THE SUPERVISOR OF TRANSPORTATION**

School buses and the operation of school buses will be observed by the supervisor of transportation from time to time. The observation report form will be used by the supervisor when such observations are made.

## SUBSTITUTES FOR SUPPORT PERSONNEL

The Board shall require the maintenance of a list of properly qualified and approved substitute personnel eligible to substitute for support personnel absent from work. Only persons approved by the Board shall be eligible for employment as substitutes.

Appropriate judgment as to actual need should be exercised before employment of a substitute for support personnel.

## BUS DRIVERS

Any time a substitute bus operator has been driving a route for more than ninety (90) consecutive days, the School Board shall review the circumstances of the regular operator to be certain that the continued use of a substitute operator is warranted and appropriate.

Whenever a vacancy occurs on a route due to death, resignation, retirement, or the expiration of the regular operator's approved leave or a new route is established, the route shall be filled with a regular school bus operator as provided by law no later than the following school year unless the route is consolidated or eliminated. A substitute bus operator may only be used as a temporary measure until a permanent operator can be appointed to a route. A substitute operator may not drive a route for a period that exceeds the end of the school year during which the operator began driving the route. If a regular operator cannot be found to fill the route in accordance with state law, a regular bus operator serving a probationary term in accordance with state law shall be appointed to the vacant route. If an operator is on approved leave, his/her route shall not be considered a vacant route. A substitute shall be used to drive a route for an operator on approved leave regardless of the length of time of the approved leave.

## SUBSTITUTE PAY

**BUS DRIVERS -** A substitute bus driver shall be paid a daily rate as approved by the Board, but in no case less than sixty-five percent (65%) of the daily rate of pay being paid the regular bus driver, to be computed by dividing the annual pay of the regular operator by the number of school days in the regularly scheduled session, exclusive of any compensation or mileage allowance for use of a privately owned bus.

## POLITICAL ACTIVITIES

The Board recognizes the right of its employees, as citizens, to engage in political activity. At the same time, however, the School Board recognizes the distractions that can be created through partisan political activities conducted by school personnel and/or students or on school grounds. Therefore, the Board shall prohibit all political activities, including the wearing of clothing, buttons, etc., advertising political candidates, by students and employees within school facilities and/or on school property.

Ref: Board minutes, 9-14-87.

Iberville Parish

## SEXUAL HARASSMENT

The school Board recognizes the harassment on the basis of sex is a violation of state and federal law. The Board, therefore, will not tolerate any sexual harassment on the part of any employee towards another employee or a student with in the workplace.

Conduct in violation of this prohibition shall result in severe disciplinary measure, up to and including dismissal.

Harassment on the basis of sex is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunity.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment/educational decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work/educational performance or creating an intimidating, hostile, or offensive working or learning environment.

Incidents of sexual harassment may include verbal harassment such as derogatory comments, jokes, or slurs, or remarks or questions of a sexual nature; physical harassment such as unnecessary or offensive touching; and visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, looks, or gestures.

Harassment does not only depend upon the perpetrator's intention, but also upon how the person who is the target perceives the behavior or is affected by it.

If an individual has concerns or a complaint about the nature of any conduct or physical contact by another employee or student of the school district, the individual should immediately report such concern to the Title IX/504 Coordinator and follow the procedures outlined in the Iberville Parish School Board's Grievance Procedures for Alleged Discrimination Complaints for students and/or employees. A report of sexual harassment or intimidation and the investigation shall be kept in strictest confidence, where practical, for the protection of all parties involved. The School Board's obligation to investigate and take corrective action, however, may supersede an individual's right to privacy.

The Board shall prohibit retaliation against an employee for a complaint made or for participating in an investigation of alleged harassment.

Revised: October 1998

**Iberville Parish  
EMPLOYEE DRUG TESTING**

1. SUBJECT: DRUG AND SUBSTANCE ABUSE TESTING PROGRAMS

2. SCOPE: ALL DEPARTMENT OF  
TRANSPORTATION (D.O.T.) COVERED EMPLOYEES

3. OBJECTIVES:

3.01.

In order to comply with Department of Transportation 49 CFR 40, 391, and 394, any and all future and existing applicable Federal or State mandated Drug Programs, and to provide a safe and healthful work environment for all employees of Iberville Parish School Board (IPSB) to prevent accidents and casualties in IPSB's operations that result from impairment of employees who use alcohol or drugs or their use of alcohol or drugs, IPSB has determined that a uniform and effective drug policy be established to accomplish these objectives. It is recognized that the employees of IPSB are IPSB's most valuable resource in the conducting of the business of IPSB and, for that reason, their health and safety are of paramount concern.

3.02.

It is further the objective of these policies to protect the well-being and property not only of IPSB employees but also all other persons on company premises, including visitors and guests.

3.03.

The policy is also being established to comply with applicable laws, statutes and regulations that have been enacted relating to drugs and safety in the workplace.

4. POLICY DEFINITIONS:

The following definitions are intended to clarify the prohibited substances and items covered in this policy. Use of the definition in the singular includes the plural. The term "drug" is used interchangeably with the terms chemical or chemical substance, or alcohol for the purposes of this policy.

#### 4.01. DRUG -

Any chemical substance, including alcohol, that either produces physical, mental or emotional change in the user, or one that is capable of altering the mood, perception, pain level, or judgment of the individual consuming it.

#### 4.02. ILLEGAL DRUG -

Any drug (a) which is not legally obtainable or (b) which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes. The term "illegal drug" includes marijuana.

#### 4.03. LEGAL DRUG -

Any prescribed drug or over-the-counter drug or medication which has been legally obtained and is being used for the purpose for which it was prescribed or manufactured.

#### 4.04. PRESCRIBED DRUG -

Any substance for which a prescription has been written by a licensed medical practitioner for consumption by the individual for whom it is written or ordered.

#### 4.05. LOOK-ALIKE DRUGS -

A tablet, capsule, powder or liquid containing controlled over-the-counter ingredients whose physical appearance resembles various prescription drug products which contain popular substances of abuse and are regulated under the provisions of the Controlled Substance Act of 1970, as amended.

#### 4.06. ACT-ALIKE DRUGS -

Those chemicals not manufactured to closely resemble controlled substances, but which are promoted in the same way and which contain the same ingredients as look-alike drugs.

#### 4.07. DESIGNER (SYNTHETIC) DRUGS -

Those chemical substances that are made in clandestine laboratories where the molecular structure of both legal and illegal drugs is altered to create a drug not banned by federal law.

#### 4.08. PROHIBITED DRUG -

Any of the following substances specified in Schedule I or Schedule II of the Controlled Substances Act, 21 U.S.C., 801, 802, (1931 & 1987 Cum. P.P.): marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). In addition, "prohibited drug" includes any substance in Schedule I or II if prior approval obtained from FHA pursuant to testing.

#### 4.09. DRUG ABUSE -

Drug abuse is the use of a drug or chemical substance for other than medical purposes which results in the impaired physical, mental, or emotional well-being of the user.

#### 4.10. DRUG MISUSE -

The unintentional or inappropriate use of prescription or over-the-counter drugs or chemical substances, which results in impaired physical, mental, or emotional well-being of the user.

#### 4.11. CONTROLLED DRUGS -

Those drugs or chemical substances placed on a schedule or in special categories to prevent, or limit their distribution and manufacture as defined by the Controlled Substance Act of 1970, as amended.

#### 4.12. ALCOHOL OR INTOXICATING BEVERAGE -

Any liquid that may be legally sold and consumed, and that has an alcohol content in excess of  $\frac{1}{2}$  of 1% by volume.

#### 4.13. UNDER THE INFLUENCE -

For the purposes of this policy an employee is "under the influence" if an employee is affected by a drug, chemical substance or alcohol, or the combination of a drug, chemical substance or alcohol in any detectable manner. The symptoms or influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by a professional opinion, a scientifically valid test and, as in the case of alcohol, by a lay person's opinion.

#### 4.14. REASONABLE SUSPICION -

A supervisor's or management level employees of IPSB belief based upon objective and articulable facts, based on specific, contemporaneous

physical, behavioral, or performance indicators, sufficient to lead a prudent person to suspect that any employee is using drugs or alcohol, or otherwise is in violation of this policy.

#### 4.15. EMPLOYEE!TRUCKING -

Person employed in operating any self propelled or towed vehicle used on public highways in interstate commerce to transport passengers or property when:

1. the vehicle has a gross weight rating or gross combination weight rating of 26,001 or more pounds.
2. the vehicle is designed to transport more than 15 passengers including the driver.
3. the vehicle is used in the transportation of hazardous materials requiring placarding under the jurisdiction of 49 U.S.C. App. 1801-1813.

#### 4.16. ACCIDENT!TRUCKING -

In the case of drivers, an accident is defined in 49 C.F.R. 3394.3 as an occurrence involving a commercial motor vehicle engaged in intrastate, interstate or foreign operations of a motor carrier subject to the DOT Act which results in the death of a human or bodily injury to someone who must therefore receive immediate medical treatment away from the scene, or one or more vehicles incurring disabling damage as a result of the accident, requiring a vehicle to be transported away from the scene by a tow truck or other vehicle. The exceptions to the definition appear in 49 C.F.R. 391.3 (b).

#### 4.17. MEDICAL REVIEW OFFICER (MRO) -

A licensed physician, either a doctor of medicine or doctor of osteopathy, knowledgeable in drug abuse disorders, including the medical effects of prescription drugs and the pharmacology and toxicology of illicit drugs.

#### 4.18. COVERED POSITION -

Any position which falls under the guidelines of Department of Transportation 49 CFR 391, 394.

5. APPLICATION OF POLICY:

5.01.

This policy pertains to illegal, controlled and unauthorized drugs, alcohol, chemical substances. For the purposes of this policy, the term "Company Premises" of IPSB includes all property, offices, facilities, land, buildings, structures, fixtures, installations, automobiles, trucks and all other vehicles and equipment, whether owned, leased, rented or used by IPSB.

5.02.

This policy applies to property of all customers of IPSB while on Company Premises.

5.03.

This policy applies to any other work locations of IPSB and the mode of transportation to and from those locations while in the course and scope of IPSB's employment.

6. POLICY STATEMENT:

6.01.

The use, abuse, reporting to work with detectable amounts in the system, bringing onto IPSB Premises of IPSB's property (as defined above), possession, transfer, storage, concealment, transportation, promotion or sale of the illegal substances is strictly prohibited.

6.02.

The possession of illegal drugs, unauthorized controlled substances, look-alikes, inhalants of abuse, designer and synthetic drugs, alcohol or intoxicating beverages, and any other drugs or substances which may affect a person's perception, performance, judgment, reactions or senses while working or while on IPSB's business, including any and all drugs declared to be illegal under any Federal or State law is prohibited.

6.03.

The possession or the reporting to work or working with detectable amounts in the system of alcoholic or intoxicating beverages on Company Premises which affect an employee's mood, senses, responses, motor functions, or alter or affect a person's perception, performance, judgment, reactions or senses while working or while on IPSB's premises, the bringing onto IPSB

premises (as defined above) or the storage, concealment, promotion, or sale of alcoholic or intoxicating beverages is prohibited.

6.04.

The legal use of prescription drugs (Legally Controlled Substances) prescribed by a licensed physician are permitted, however:

1. Employees shall immediately inform their supervisor prior to using prescribed medication on the job.
2. Medication shall be in its original vial or be in a vial provided by the pharmacist commonly referred to as "day carriers" and shall be in the employee's name and shall have the doctor's name and the prescription number on the label, as well as the date of issuance.
3. Each prescription shall not be older than one (1) year of the date issued.
4. Employees shall only possess a reasonable amount of medication for a normal work shift.
5. The employee whose name appears on the label of the vial shall not allow any other IPSB employee, visitor, guest, subcontractor, or any other person to consume the prescribed drug or medication.
6. The employee shall not consume the prescribed drug or medication more often than as prescribed by the employee's physician and as set out on the label of the vial.

6.05.

IPSB reserves the right to have its Medical Review Officer determine if use of a prescription drug or medication by an employee produces effects which may increase the risk of injury to the employee or other employees. If such a finding is made, IPSB reserves the right to restrict the work activity of the employee until such time as the Medical Review Officer advises IPSB that the employee's ability to perform his job is no longer adversely affected by the consumption of said drug or medication.

6.06.

Any employee who is convicted of any criminal drug statute must notify the President of IPSB or his designated representative of the conviction within five (5) days and the President of IPSB or his designated representative is to notify Federal agencies under contract with IPSB within ten (10) days after receiving notice of a conviction.

## 7. ENFORCEMENT ACTIVITY:

### 7.01.

IPSB will enforce these policies by urine/substance screening and blood, plasma and/or saliva/breath testing.

### 7.02.

IPSB - reserves the right to require employees to submit to medical, physical, or psychological evaluations or examinations at any time as a condition of initial or continued employment. Such examinations or evaluations may include, but are not limited to, urine drug/substance screens, blood or plasma tests, saliva/breath tests, or other examinations or tests as deemed appropriate to determine the use of illegal or unauthorized drug, alcohol or chemical substance prohibited by this policy or to establish the employee's fitness for duty.

## 8. TYPES OF DRUG TESTING

### 8.01. DRUGS TO BE TESTED FOR -

The following five classes of drugs will only be tested: Amphetamines, Opiates, Cocaine, Cannabinoids, and Phencyclidine, and Alcohol.

### 8.02. PRE-EMPLOYMENT TESTING -

A pre-employment drug and/or alcohol test must be conducted when either an individual is hired for a covered position or when a current employee is first transferred from a non-covered to a covered position, unless the individual is already subject to an anti-drug program. Also, an employee who is separated from an anti-drug program must be pre-employment tested prior to performing a covered function.

### 8.03.

In the case of drivers, IPSB may, at its discretion, opt not to test applicants for driver positions if IPSB assures itself that the driver is currently involved in a drug testing program which meets the requirements of 49 C.F.R. 391. IPSB shall assure itself of such at least every six (6) months in the case of a driver it employs one (1) or more times per year by following the

requirements set forth in 49 C.F.R. 391.103(d)(2), (3), and (4). IPSTB may also opt not to test an applicant for a motor carrier position if such applicant is regularly employed by another motor carrier which certifies in a written statement complying in all aspects with 49 C.F.R. 391.65 (A)(b)10.

#### 8.04. RANDOM TESTING -

Random testing applies to all persons who perform functions covered by the "covered employee" definition. This includes supervisory personnel who actually perform covered functions, but not those who just supervise such performance by others. Even if a supervisor performs a covered function only in an emergency, by doing so that supervisor would serve as an employee and thus be subject to random testing. An "employee" also includes part-time and temporary employees who perform a function covered by the "employee" definition. All employees (full-time, part-time and temporary) subject to testing will be placed in a common selection pool and selection will be made by a statistically valid method. Employees may continue in the anti-drug program after termination of employment.

#### 8.05. POST-ACCIDENT/INCIDENT TESTING -

Any employee whose performance either contributed to an accident/incident or cannot be completely discounted as a contributing factor to the accident/incident will be tested. The employee should be tested as soon as possible, but not later than 32 hours after the accident/incident. (See 4.16)

#### 8.06. REASONABLE CAUSE TESTING -

An employee will be tested when there is reasonable cause to believe the employee is using a prohibited drug and/or alcohol. A decision to test will be based on specific contemporaneous physical, behavioral, or performance indicators of probable drug and/or alcohol use.

#### 8.07. BIENNIAL (PERIODIC) TESTING/TRUCKING -

An employee will be required to be tested once during the first medical examination of employee after implementation of this program. This may be discontinued after the first calendar year.

#### 8.08. RETURN TO DUTY TESTING -

Employees returning to duty after completion of rehabilitation must be given unannounced drug tests, as scheduled by the MRO, in addition to being subject to the other types of testing. The period of such testing may not be more than sixty (60) months after the employee has returned to duty at the discretion of the MRO.

9. NOTICE OF DISCIPLINARY ACTION FOR POLICY VIOLATIONS:

9.01.

No employee testing procedure (urine, blood/plasma, saliva/breath) will be conducted without the written consent from the employee(s) involved.

9.02.

Entry onto IPSB's property, job-sites, or work locations as described above constitutes the recognition of the right of IPSB or its authorized representatives to test its employees for drugs or alcohol.

9.03.

All employees of IPSB and its subsidiaries are subject to the following action:

Refusal to provide a urine,  
blood plasma, saliva, or breath  
sample

Termination

Termination

First Positive Result

10. REQUIREMENTS OF TESTING FACILITY:

10.01

All collections and testing will be performed with concern for each employee's privacy. The results of any drug screening will be considered a confidential record to disseminate strictly on a "need-to-know" basis or as may be legally required.

10.02.

All collections will be performed by an approved third party security personnel who is familiar with the proper collection procedures of this policy.

10.03.

All sample collections, storage and transportation shall be performed as stated in the N.I.D.A. guidelines.

10.04.

Testing will be performed by any laboratory chosen by IPSB or its testing contractor which is certified by the Department of Health and Human Services/N.I.D.A.

10.05.

For drug and/or alcohol urinalysis of covered employees, each specimen will be tested to determine the presence of alcohol and/or amphetamines, cannabinoids, cocaine, opiates, and phencyclidine.

10.06

All positives reported by the laboratory must be confirmed by Gas Chromatography/Mass Spectrometry.

11. EMPLOYEE ASSISTANCE PROGRAM:

11.01.

IPSB will provide an employee assistance program (EAP) for its employees and supervisory personnel who will determine whether an employee must be drug tested based on reasonable cause. They may establish the EAP as a part of its internal personnel services or may contract with an entity that provides EAP services. Each EAP will include education and training on drug use.

11.02.

Education under each EAP will include at least the following elements: display and distribution of informational material; display and distribution of a community service hot-line telephone number for employee assistance; and display and distribution of the employer's policy regarding the use of prohibited drugs.

11.03.

Training under each EAP for supervisory personnel who will determine whether an employee must be drug tested based on reasonable cause must include one 60-minute period of training on the specific, contemporaneous physical, behavioral, and performance indicators of probable drug use.

12. ACKNOWLEDGMENTS:

12.01.

Compliance with this drug-free workplace statement and this policy is a condition of employment with IPSB. Nothing in this policy shall be construed as any guarantee or promise to any applicant or any employee, any employment or any continued employment whatsoever, nor shall any provisions of this policy constitute or be interpreted by any party or tribunal to constitute any contractual rights of employment, express or implied, with IPSB or any obligation of employment rights created by covenants of good faith and fair dealing, either expressed or implied.

12.02.

Nothing in this policy shall be interpreted as constituting any waiver of or limitation on IPSB's right to invoke disciplinary measures as may be appropriate nor shall it constitute any waiver of or limitation on all employees responsibility to protect, guard and take adequate precautions for his or her own safety and health in the workplace.

12.03.

This policy may be amended as necessary to meet the requirements of applicable laws, statutes, or regulations. It may also be amended as deemed necessary by IPSB, or to meet the interests of the objectives of this policy as may be determined, from time to time, by IPSB. All rights to further amend, refine, and redefine are specifically reserved to IPSB.

Ref: PL 102-143 (Title V); 49 CFR 40 et seq.; 49 CFR 391, 394; La. Rev. Stat. Ann. §§17:81, 23:1601, 49:1011, 49:1012, 49:1015; Board minutes, 8-8-94.

Iberville Parish

# GRIEVANCE PROCEDURE

## I. Definitions

- A. Discrimination Complaint: A written complaint alleging any policy, procedure, or practice which discriminates on the basis of race, color, national origin, sex, or qualified disability.
- B. Student Grievant: A student of the Iberville Parish School System who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified disability.
- C. Employee Grievant: An employee of the Iberville Parish School System who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified disability, or veteran status.
- O. Title IX and 504 Coordinator: The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other State and Federal laws addressing equal educational opportunity. The Title IX/504 Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
- E. Respondent: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

## II. Pre-Filing Procedures

- A. Prior to the filing of a written complaint, the student or employee is encouraged to visit with the site-based administrator, and reasonable effort should be made to resolve the problem or complaint.

## III. Filing and Processing Discrimination Complaints

- A. Grievant Submits written complaint to Title IX/504 Coordinator stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. Complaints must be submitted within 30 school days of alleged violation. Complaint forms are available at the Iberville Parish School Board Office.

- B. Title IX/504 Coordinator      Notifies respondent within 10 school days and asks respondent to:
1. Confirm or deny facts,
  2. Indicate acceptance or rejection of student's or employee's requested action, or,
  3. Outline alternatives.
- C. Respondent      Submits      10 school days to Title  
answer within  
IX/504  
Coordinator  
or.
- D. Title IX/504 Coordinator      Within 10 school days after receiving respondent's answer, Title IX/504 Coordinator refers the written complaint and respondent's answer to the principal or other designee. The Title IX/504 Coordinator also schedules a hearing with the grievant, the respondent, and the principal or other designee.
- E. Principal,      Hearing is  
conducted. Grievant,  
Respondent,  
and Title IX/  
504  
Coordinator
- F. Principal      Issues within 10 school days after the hearing a  
written decision to the student or employee,  
respondent, and Title IX/504 Coordinator.
- G. Grievant or      If the grievant or respondent is not  
Respondent      satisfied with the decision, they  
must notify the Title IX/504  
Coordinator within 10 school days  
and request a hearing with the  
superintendent.
- H. Title IX/504      Coordinator      Schedules within 10 school days of  
request, a hearing with the grievant,  
respondent, and superintendent.

- I. Superintendent, Hearing is conducted. Grievant, Respondent, and Title IX/504 Coordinator
- J. Superintendent Issues a decision within 10 school days following the hearing.

K. Grievant If the grievant or respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within 10 school days and request a hearing with the School Board.

L. Title IX/504 Notifies governing board within 10 school days  
Coordinator after receiving request. The Title IX/504  
Coordinator schedules hearing with the  
governing board. Hearing is to be conducted  
within 30 days from the date of notification to the  
governing board.

M. School Board Hearing is  
conducted. or hearing panel  
established by  
the board:  
Grievant and  
Title IX/504  
Coordinator

N. School Board Issues a final written decision within 10  
school days after the hearing regarding the validity of the  
grievance and any action to be taken.

#### IV. General Provisions

A. Extension of time: Any time limits set by those procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 80 school days.

B. Access to Regulations: The Iberville Parish School Board shall provide copies of all regulations prohibiting discrimination on the  
basis of race, color, national origin, religion, sex, age, qualified disability, or veteran status upon request.

C. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personal file. Complaint records shall be maintained on file for three years after complaint resolution.

## POLICIES FOR VIDEO SURVEILLANCE CAMERA ON SCHOOL BUSES

The purpose of the video surveillance camera shall be for:

1. Monitoring behavior, conduct and language of students and bus drivers on the bus.
2. Monitoring and recording disruptive or unacceptable behavior on the bus.
3. Evaluating the performance of the students and the driver on the bus.
4. Recording an accurate account of any incident on the bus that may bring controversy.
5. The Transportation Department to determine if tape is to be directed to the principal involved and/or board for review.
6. Bus drivers continually operate cameras during bus routes. Installation is to be connected to the ignition.
7. Strict adherence to rules of confidentiality to be maintained in the viewing and use of tapes to assure compliance with provisions of the rights and privacy of students.

## ATTENDANCE ZONES

The primary responsibility for establishing and continuing school bus routes rests with the local school board. The Iberville Parish School Board transports public and parochial school students to schools that are in the parish's respective school attendance zones. Students shall not be transported across attendance zone lines unless ordered through Federal Court proceedings. (Majority/ Minority Transfers)

Louisiana Department of Public Safety & Corrections Office of  
Motor Vehicles

**CDL PHYSICAL EXAMINATION FORM**

(Meets Department of Transportation Requirements)

Date of Examination: \_\_\_\_\_ New Certification ☐ Re-certification ☐ Follow up ☐

**1. DRIVER'S INFORMATION: Driver completes this section.**

Driver's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Soc. Sec. No. \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Race/Sex \_\_\_\_\_

Driver's License No. \_\_\_\_\_ Class \_\_\_\_\_ State \_\_\_\_\_ Telephone: \_\_\_\_\_

**2. HEALTH HISTORY: Driver completes this section, but medical examiner is encouraged to discuss with driver. Yes No**

- |                                                                                           |                                                                                                              |
|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Any illness or injury in last 5 years?                           | <input type="checkbox"/> Diabetes or elevated blood sugar controlled by:                                     |
| <input type="checkbox"/> Head/Brain injuries, disorders or illnesses                      | <input type="checkbox"/> diet                                                                                |
| <input type="checkbox"/> Seizures, epilepsy                                               | <input type="checkbox"/> pills                                                                               |
| If yes, specify medication _____                                                          | <input type="checkbox"/> insulin                                                                             |
| <input type="checkbox"/> Eye disorders or impaired vision (except corrective lenses)      | <input type="checkbox"/> Nervous or psychiatric disorders, severe depression                                 |
| <input type="checkbox"/> Ear disorders, loss of hearing or balance                        | If yes, specify medication _____                                                                             |
| <input type="checkbox"/> Heart disease or heart attack; other cardiovascular condition    | <input type="checkbox"/> Loss of or altered                                                                  |
| consciousness If yes, specify medication _____                                            | <input type="checkbox"/> Fainting, dizziness                                                                 |
| <input type="checkbox"/> Heart surgery (valve replacement/bypass, angioplasty, pacemaker) | <input type="checkbox"/> Sleep disorders, pauses in breathing while asleep, daytime sleepiness, loud snoring |
| <input type="checkbox"/> High blood pressure                                              | <input type="checkbox"/> Stroke or                                                                           |
| paralysis If yes, specify medication _____                                                |                                                                                                              |
| <input type="checkbox"/> Muscular disease                                                 | <input type="checkbox"/> Missing or impaired hand, arm, foot, leg, finger or toe                             |
| <input type="checkbox"/> Shortness of breath                                              | <input type="checkbox"/> Spinal injury or disease                                                            |
| <input type="checkbox"/> Lung disease, emphysema, asthma, chronic bronchitis              | <input type="checkbox"/> Chronic low back pain                                                               |
| <input type="checkbox"/> Kidney disease, dialysis                                         | <input type="checkbox"/> Regular, frequent alcohol use                                                       |
| <input type="checkbox"/> Liver disease                                                    | <input type="checkbox"/> Narcotic or habit forming drug use                                                  |
| <input type="checkbox"/> Digestive problems                                               |                                                                                                              |

For any YES answer, indicate onset date, diagnosis, treating physician's name and address, and any current limitations. List all medications (including over the counter medications) used regularly or recently.

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I certify that the above information is complete and true. I understand that inaccurate, false or missing information may invalidate the examination and my Medical Examiner's Certificate.

---

Driver's Signature

---

Date

**Medical Examiners's Comments on Health History** (The medical examiner must review and discuss with the driver any YES answers and potential hazards of medications including over-the-counter medications while driving. Should additional medical documentation from a treating physician be warranted prior to determining if the driver meets the minimum requirements, said documentation should become a part of his/her medical file which is maintained in your office.) Discussion with driver should be documented below.

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Is the condition(s) likely to hamper the driver's ability to control and/or safely operate a commercial motor vehicle? Yes ☐ No ☐

Does treatment/medication utilized cause any side affects that are likely to hamper the ability to control and/or safely operate a commercial motor vehicle? Yes ☐ No ☐

# Iberville Parish Bus Routes

DRIVER: \_\_\_\_\_

Bus#: \_\_\_\_\_ Telephone#: \_\_\_\_\_ School Year \_\_\_\_

### Afternoon Route: FIRST TIME STUDENT

Location where bus is Parked \_\_\_\_\_

PICKED UP:

P.M.

HOUSE #'S WHERE STOPS ARE

Beginning Street

Indicate Time

P.M.

(L-R) To

(L-R) To

(L-R) To

(L-R) To

(L-R) To

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(L-R) To

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\_\_\_\_\_

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(1)

(2)

(3)

Schools:

(4)

(5)

(6)

## Student Information Roster

[illegible]



**AUGUST**

State of Louisiana Department of Education

## SCHOOL BUS PRE-TRIP INSPECTION CHECK LIST

DISTRICT \_\_\_\_\_ BUS# \_\_\_\_\_ DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

CODE: OK ☒ NEEDS ATTENTION ☐ CORRECTION MADE ☐

[illegible]



# STUDENT ACCIDENT REPORT

## TRANSPORTATION DEPARTMENT

DATE OF ACCIDENT: \_\_\_\_\_ TIME: \_\_\_\_\_

\_\_\_\_\_ BUS DRIVER: \_\_\_\_\_ BUS#: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SEX: \_\_\_\_

\_\_\_\_\_ STUDENT'S ADDRESS:

\_\_\_\_\_

\_\_\_\_\_ SCHOOL ATTENDING:

\_\_\_\_\_

DESCRIPTION OF ACCIDENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME OF WITNESSES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CORRECTIVE ACTION TAKEN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PARENTS NOTIFIED YES ☐ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**\* Parent Notification by Driver MANDATORY**

PARENT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

DOCTOR AND/OR HOSPITAL:  
(IF NECESSARY) \_\_\_\_\_

BUS DRIVER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# STUDENT SCHOOL BUS ACCIDENT REPORT

**DATE:** \_\_\_\_\_ **BUS#**\_\_\_\_\_

**STUDENT:** \_\_\_\_\_

**DRIVER:** \_\_\_\_\_

Dear Parents:

This report is to serve as an official notification that your child was a passenger on the above mentioned bus when it was involved in an accident. If you need further information, please feel free to call your child's school or the Transportation Office.

• DEPARTMENT of  
**-EDUCATION**

Louisiana Be.Lte.ves\*

**ORM "SB" LOUISIANA DEPARTMENT OF  
EDUCATION SCHOOL BUS BEHAVIOR REPORT**

In accordance with R.S. 17:416, the purpose of this report is to inform parents/guardians of a behavioral incident on the school bus, at a bus stop or in the bus loading zone at the school, and of subsequent disciplinary action taken by school officials. Because this or other incidents may jeopardize the safety or well-being of the named student, the School Bus Operator or other persons, parents are urged to discuss the incident and possible implications with the student to prevent further occurrences. Students and parents are reminded that bus riding privileges may be revoked at any time deemed necessary for the safety of school bus passengers or other citizens.

Name of Student \_\_\_\_\_ Phone \_\_\_\_\_ Phone \_\_\_\_\_ Grade \_\_\_\_\_ Bus  
Number \_\_\_\_\_  
Name of Bus Driver/Staff \_\_\_\_\_

Name of Principal \_\_\_\_\_ School \_\_\_\_\_  
Check One: ☐ Regular Education ☐ 504 ☐ Special Education Date of Incident \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Time Code: \_\_\_\_\_ 04 During School Activity Trip, OS To/From School, 06 At Bus Stop or Transfer  
Station Location Code: \_\_\_\_\_ 06 School Bus, 07 At Bus Stop or Transfer Station, 99 Other

**INFRACTION/ REASON CODES (Check all that apply)**

- |                                                                                  |                                                                                                      |                                                                                         |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| 01. <input type="checkbox"/> Willful disobedience                                | 11. <input type="checkbox"/> Cuts, defaces, or injures any part of public school buildings/vandalism | 20. <input type="checkbox"/> Takes another's property or possessions without permission |
| 02. <input type="checkbox"/> Treats an authority with disrespect                 | 12. <input type="checkbox"/> Writes profane and/or obscene language or draws obscene pictures        | 21. <input type="checkbox"/> Commits any other serious offense                          |
| 03. <input type="checkbox"/> Makes an unfounded charge against authority         | 15. <input type="checkbox"/> Throws missiles liable to injure others                                 | 35. <input type="checkbox"/> Bullying (complete Bullying Behavior Checklist)            |
| 04. <input type="checkbox"/> Uses profane and/or obscene language                | 16. <input type="checkbox"/> Instigates or participates in fights while under school supervision     | 36. <input type="checkbox"/> Cyber Bullying (complete Bullying Behavior Checklist)      |
| OS. <input type="checkbox"/> Commits immoral or vicious practices                | 17. <input type="checkbox"/> Violates traffic and safety regulations                                 | 38. <input type="checkbox"/> Forgery                                                    |
| 06. <input type="checkbox"/> Conduct or habits injurious to his/her associates   | 18. <input type="checkbox"/> Leaves school premises or classroom without permission                  | 39. <input type="checkbox"/> Gambling                                                   |
| 08. <input type="checkbox"/> Uses or possesses tobacco, lighter or matches       | 19. <input type="checkbox"/> Is habitually tardy and/or absent                                       | 42. <input type="checkbox"/> Unauthorized use of Technology                             |
| 09. <input type="checkbox"/> Uses or possesses alcoholic beverages               |                                                                                                      | 43. <input type="checkbox"/> Improper dress                                             |
| 10. <input type="checkbox"/> Disturbs the school or habitually violates any rule |                                                                                                      | 49. <input checked="" type="checkbox"/> False Report                                    |

REMARKS/DESCRIPTION OF INCIDENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTION(S) TAKEN BY SCHOOL BUS OPERATOR**

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1" 2" 3" 4" S" (circle one) or other \_ cumulative behavioral referral(s). I have taken the following action(s):

- |                                                                                   |                                                              |                                                                                  |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------------------------------|
| 11 <input type="checkbox"/> Referred to Office                                    | 120 <input type="checkbox"/> Discussed Behavior with Student | 173 <input type="checkbox"/> Discussed Behavior with Parent or Guardian          |
| 175 <input type="checkbox"/> Participated in Conference with School Administrator | 99.9 <input type="checkbox"/> Other: _____                   |                                                                                  |
| Date of Referral: _____                                                           | Date of Contact: _____ Time: _____                           | <input type="checkbox"/> Letter <input type="checkbox"/> Other (Describe): _____ |
|                                                                                   | <input type="checkbox"/> Phone Call                          |                                                                                  |

Response of Parent/Guardian:

Date of Conference: \_\_\_\_\_ Describe: \_\_\_\_\_

Signature of Bus Driver: \_\_\_\_\_ Date: \_\_\_\_\_

**ACTION(S) TAKEN BY SCHOOL ADMINISTRATOR**

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1" 2" 3" 4" S" (circle one) or other \_ cumulative behavioral referral(s). I have taken the following action(s):

- |                                                                                                                                     |                                                                                                                             |                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 000 <input type="checkbox"/> No Action- only use if no reportable action was taken                                                  | 160 <input type="checkbox"/> Loss of Privileges/Bus Suspension from _ to _____                                              | 020 <input type="checkbox"/> TOR (Time Out Room)                          |
| 12 <input type="checkbox"/> Referred to Counselor                                                                                   | 014 <input type="checkbox"/> Referred to School Building Level Committee (SBLC)                                             | 040 <input type="checkbox"/> In School Detention from _ to _____          |
| 043 <input type="checkbox"/> After School Detention from _____ to 004 <input type="checkbox"/> Suspension In School from _ to _____ | 045 <input type="checkbox"/> Weekend Detention from _____ to _____                                                          | 002 <input type="checkbox"/> Suspension Out Of School from _ to _____     |
| 017 <input type="checkbox"/> Enforcement Referral (Arrest Resulted Y N) 080 <input type="checkbox"/> Assigned Remedial Work         | 006 <input type="checkbox"/> Suspension Alternative Site from _ to _ 016 <input type="checkbox"/> Court Referral Date _____ | 001 <input type="checkbox"/> Expulsion Recommendation                     |
| 140 <input type="checkbox"/> Student Reprimand                                                                                      | 999 <input type="checkbox"/> Other Action(s): _____                                                                         | 13 <input type="checkbox"/> Referral to Social Worker                     |
|                                                                                                                                     | 120 <input type="checkbox"/> Student Conference Date: _____                                                                 | 030 <input type="checkbox"/> Restorative Practices Implemented            |
|                                                                                                                                     |                                                                                                                             | 173 <input type="checkbox"/> Conference w/ Parents or Guardians on: _____ |
| 175 <input type="checkbox"/> Conference w/ Principal on: _____                                                                      | 180 <input type="checkbox"/> Corporal Punishment (I checked, comp/ere "Corporal Punishment" Incidence Check/st)             |                                                                           |

Circle Yes or No: **Perpetrator:** Serious Bodily Injury Y N Medical Treatment Y N Victim: Serious Bodily Injury Y N Medical Treatment Y N

**Y N** Contact Parent/Guardian Date: \_\_\_\_\_ Time: \_\_\_\_\_ ☐ Phone Call ☐ Letter ☐ Conference Date: \_\_\_\_\_ Time: \_\_\_\_\_



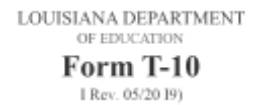


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**MANDATORY**



This form **MUST** be completed by the vendor, purchaser and school district official for every school bus (new or pre-owned) purchased by individuals or by school districts in Louisiana. A copy of the T-10 shall be provided to the Louisiana Department of Education upon request.

AUDITED MILEAGE\*:

\_\_\_\_\_ DATE AUDITED\*: \_\_\_\_\_

AUDITED BY\*: \_\_\_\_\_

GUARANTEED ("FROZEN") MILEAGE\*\*: \_\_\_\_\_

\*Applicable to owner/operators

\*\*[See Louisiana Revised Statute 17:497.D(1).] \_\_\_\_\_

DATE OF PURCHASE AGREEMENT: \_\_\_\_\_

I propose to sell to \_\_\_\_\_ the following described NEW/PRE-OWNED school bus: \_\_\_\_\_  
(Name of Owner/Operator or School Board) (Circle One)

**CHASSIS**

MODEL YEAR \_\_\_\_\_ MANUFACTURER \_\_\_\_\_ VIN \_\_\_\_\_

NUMBER \_\_\_\_\_

MILEAGE \_\_\_\_\_

CONDITION \_\_\_\_\_

**BODY**

MODEL YEAR \_\_\_\_\_

MANUFACTURER \_\_\_\_\_

\_\_\_\_\_ RATED

CAPACITY \_\_\_\_\_

\_\_\_\_\_ CERTIFIED

SCHOOL BUS \_ YES \_ NO CONDITIO

I hereby certify that the SCHOOL BUS described above meets or exceeds all applicable Federal Motor Vehicle Safety Standards, Head Start Standards and Louisiana Department of Education requirements at the time of manufacture and any and all applicable retrofit requirements (including, but not limited to, backup alarm, crossing control arm, two stop signals). Further, I verify that the above information is true and correct to the best of my knowledge.

\_\_\_\_\_  
(Signature of Vendor or Authorized Representative)

\_\_\_\_\_  
(Company or Individual Phone No.)

\_\_\_\_\_  
(Company or Individual Name)

\_\_\_\_\_  
(Official Purchase Agreement Date)

\_\_\_\_\_  
(Company or Individual Address)

\_\_\_\_\_  
(Vehicle License o.)

\_\_\_\_\_  
(Address Continued)

\_\_\_\_\_  
(Telephone No.)

\_\_\_\_\_  
(Name of Purchaser)

\_\_\_\_\_  
(Address of Purchaser)

\_\_\_\_\_  
(Signature of Purchaser or Agent)

\_\_\_\_\_  
(Address Continued)

(Telephone No. of Purchaser or Agent)

(Date of Acceptance)

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**APPROVAL OF LOCAL SCHOOL DISTRICT**

\_\_\_\_\_  
(Name of Local School System Agent)

\_\_\_\_\_  
(Date of Approval)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date Bus Placed on Route or Assigned for Activities)

Beginning and Ending Dates of Frozen Mileage, if Applicable: From \_\_\_\_\_ To \_\_\_\_\_

**(Copies to: Local Transportation Department (if applicable), Vendor, Purchaser, LDOE upon request)**

IBERVILLE PARISH SCHOOL BOARD  
Employee Absence Report (Requiring Documentation)

|                          |                       |
|--------------------------|-----------------------|
| EMPLOYEE _____           | EMPLOYEE NUMBER _____ |
| DATE(S) OF ABSENCE _____ | TOTAL DAYS _____      |
| _____                    | SCHOOL _____          |
| _____                    | JOB CODE _____        |
| _____                    |                       |

## REASON FOR ABSENCE:

\_\_\_\_\_ Jury Duty - A copy of subpoena must be attached or the employee must use personal leave, vacation or AWOL.

\_\_\_\_\_ Court Summons - A copy of the summons must be attached. *This* only applies to School Board related business. If summoned for other reasons, personal leave, vacation or AWO! must be used.

\_\_\_\_\_ Leave Without Pay (LWOP) - See School Board Policy GBRJJ (*Requires Superintendent Signature*)

\_\_\_\_\_ Absent Without Official Leave (AWOL) - Use this when no other absence code applies to the situation.

\_\_\_\_\_ Administrative Leave - Employee placed on leave by the Superintendent. (*Requires Superintendent Signature*)

\_\_\_\_\_ With Pay \_\_\_\_\_ Without Pay

\_\_\_\_\_ Emergency Leave - Reason must be explained. \_\_\_\_\_

\_\_\_\_\_ Comp Time - must have available comp time balance prior to requesting leave

*IPSB Policy GB RIB states an absence of six or more consecutive days requires an Iberville Parish School Board Physician's Statement certifying such illness. This form must be submitted upon return to work or by the tenth (10<sup>th</sup>) day of consecutive absence, whichever comes first. Originals must be submitted*

\_\_\_\_\_ Sick Leave - only when Physician's Statement is required

Per L.R.S. 17:1202, A, ry employee on extended sick leave shall be paid 65% percent of the salary paid to him/ her at the time the extended sick leave begins. Failure to provide the Extended Sick Leave Physician's Statement within 14m dgs lft/On refHmng to l!!Qrk will result in a pay dock of 100%. No refunds of pay docks of 100%, viii he made. It is the employees responsibili!J to providethe physician's.r statement. Originals must be submitted

\_\_\_\_\_ Extended Sick Leave - 90 days granted every 6 years *(Requires Superintendent Signature)*

*I hereby certify that I was absent from work for the reasons given above.*

|                             |                                                 |               |
|-----------------------------|-------------------------------------------------|---------------|
| _____<br>Employee Signature | _____<br>Supervisor or Superintendent Signarure | _____<br>Date |
|-----------------------------|-------------------------------------------------|---------------|

FOR OFFICE USE ONLY:

| Dock: Month | Amount employee will be docked |
|-------------|--------------------------------|
| 1           |                                |
| 2           |                                |
| 3           |                                |
| 4           |                                |
| 5           |                                |
| 6           |                                |
| 7           |                                |
| 8           |                                |
| 9           |                                |
| 10          |                                |
| 11          |                                |
| 12          |                                |

## TRANSPORTATION SUBSTITUTE PAY VOUCHER

Substitute Name \_\_\_\_\_ Employee Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street City State Zip

Substituted for \_\_\_\_\_ Circle One: Bus Operator or Bus Attendant

| Date(s) | Employee Name | Total Days |
|---------|---------------|------------|
| -----   |               | -----      |

FOR OFFICE USE ONLY:

Account Number-----

Check Number      Payroll Date-----

## ***Iberville Parish School Bus Driver Accident Policy***

In the event of a school bus accident, an internal investigation will be done by the Transportation Coordinator and a committee to determine if the driver involved in the accident was at fault or negligent. The committee will consist of selected drivers and members of our transportation staff. They will also evaluate and determine if the accident is considered major/minor. For example; if the driver was driving too close and hit someone in the rear, the school bus driver would be considered negligent in that accident. If it is determined that the driver was negligent, the driver will receive a major accident. Consequences of major accidents are as follows:

### ***Major Accident:***

1st Accident of negligence: Written Warning and 1 Hour of Defensive Driving (online/or in person) 2<sup>nd</sup>

Accident of negligence: Short-term Suspension (AWOL) without pay and

2 Hours of Defensive Driving (online/or in person)

3<sup>rd</sup> Accident of negligence: Recommendation of Termination as School Bus Driver

- Minor accidents may include scrapes, scratches, bumps, etc.

# **Iberville Parish School Bus Drivers**

## ***Disciplinary Procedures for failure to report absence***

**1<sup>st</sup> infraction-** Call driver to make corrections in Absence Management Software.

**2<sup>nd</sup> infraction-** Sign a letter of concern with the secretary.

**3<sup>rd</sup> infraction-** 1<sup>st</sup> Written write up with supervisor on continuous infractions

**4<sup>th</sup> Infraction-** 2<sup>nd</sup> Written write up with supervisor on continuous infractions.

**5<sup>th</sup> Infraction** - Recommendation of short- term suspension from Superintendent of 1-3 days without pay.

**6<sup>th</sup> Infraction** - Recommendation of long -term suspension from Superintendent of 3-5 days without pay.

**7<sup>th</sup> Infraction-** Recommendation by Superintendent of Termination

## **New Policy for Professional Days**

- If a regular route bus driver desires to drive a field trip that will not allow the driver to fulfill his or her normal route responsibilities, that driver's field trip pay will be reduced by half of regular scheduled payment. If the driver's normal route is not affected by the field trip then the driver receives normal pay for the field trip.
- Overnight trips will be set up the exact same way.
- Driver also has the option to take a personal day but not a sick day to get the full amount for a field trip. (Max of 2)

**Example:** If a bus driver drives for a football game and can not drive his or her normal afternoon route because of the distance of the football game; that driver is still getting paid for the afternoon route but the amount of the normal football trip will be cut in half. This reason is because the driver is not taking a personal day and will be getting paid for the afternoon route as well as the football game.

