

4 Point 0 School Services, Inc.



Surpassing Your Greatest Expectations

school services

Driver's Reference Guide

APPLICABLE TO ALL DRIVERS OF 4 POINT 0 SCHOOL SERVICES OF
VERSION 2.2019

JULY 1, 2019

Table of Contents

4 POINT 0 SCHOOL SERVICES OF ()	1
WELCOME!	1
INTRODUCTION	2
JOB DESCRIPTION – BUS DRIVER	2
JOB DESCRIPTION – TYPE III DRIVER	3
TIME-OFF REQUESTS	3
BEFORE AND AFTER ROUTE	3
PROFESSIONAL CONDUCT	4
STUDENT BEHAVIOR	5
SAFETY PROCEDURES	7
WHAT TO DO IN THE CASE OF AN ACCIDENT	9
ASSIGNMENTS AND TRANSFER PROCEDURES	9
SPORTS AND TRIP BUS PROCEDURES	10
RADIO USE	10
CELL PHONE USE – SCHOOL BUS DRIVERS AND TYPE III DRIVERS	10
DEVIATING FROM SCHEDULED ROUTE	11
COMMERCIAL DRIVERS LICENSE (CDL)	11
CAMERA USE ON BUSES	11
ACKNOWLEDGMENT	12

WELCOME!

Dear Driver of 4 Point 0 School Services Of ()

Welcome to 4 Point 0 School Services, Inc. We are happy to have you here.

This Guide sets forth the policies and practices for all Drivers of 4 Point 0 School Services, Inc. Notice that each page of the Guide is dated and is current as of that date and supersedes any prior or earlier dated pages of prior Guides. When there is a change in a policy or practice, we will update this Guide as soon as we can. Feel free to consult us whenever you have questions.

The material in this Guide is not exhaustive. Although we have attempted to cover matters of general applicability to Drivers, we know that it doesn't cover every situation which may arise from day to day. We reserve the right to make changes at any time; with or without notice, and to interpret these policies and procedures at the discretion of the Company.

This Guide is to be read and observed in conjunction with the Employee Handbook.

Should any part of this Guide conflict with any district policy as approved by the School Board, the approved district policy will prevail.

NO PROVISION IN THIS GUIDE IS INTENDED TO CREATE A CONTRACT BETWEEN 4 POINT 0 SCHOOL SERVICES, INC. AND ANY EMPLOYEE/DRIVER, OR TO LIMIT THE RIGHTS OF THE COMPANY AND ITS EMPLOYEES TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT NOTICE, FOR ANY LAWFUL REASON. THIS GUIDE IS A GENERAL STATEMENT OF POLICY AND PRACTICES, TO BE MODIFIED AND APPLIED BY THE COMPANY AT ITS DISCRETION. THE EMPLOYER'S AT-WILL POLICY CAN BE OVERRIDDEN ONLY BY A WRITTEN CONTRACT SIGNED BY THE PRESIDENT.

We wish you a successful career at 4 Point 0 School Services Of ()

Michael M. Hennek, President

Excerpts of bullying policy taken from Minnesota Department of Education model policy, November 2014

INTRODUCTION

Student safety on and around the school bus is the Driver's primary responsibility. Most of this Guide is devoted to the procedures a Driver should follow to ensure that students are safely transported to and from school and on activity trips.

Disruptions distract a driver, increasing the chances of accidents. Discipline is necessary to protect students and allow the driver to concentrate on the task at hand, *safe vehicle operation*.

You, the professional Driver, are important in the total learning experience of the students who are under your control and supervision for significant parts of the day. You have the opportunity as well as a challenging responsibility to positively influence pupil behavior.

JOB DESCRIPTION – BUS DRIVER

- Position:
 - Bus Driver
 - Part of Support Staff
 - Accountable to the Company Manager
- An at-will employee position
- Must safely transport students to and from school. Be lawfully licensed to operate a school bus and transport students safely to and from school or events.
- Qualifications:
 - Valid Class "B" license with School Bus Endorsement and ability to pass state-required physicals and random drug and alcohol testing.
- Performance Responsibilities:
 - Transport students to and from school and events. Run special activity bus as assigned. Run Type III vehicles as assigned.
 - Implement directives relating to transportation and children
 - Accurately keep required records.
 - Perform pre-trip and post-trip inspections.
 - Fuel school bus and maintain a clean bus inside, keep windows and outside lights clean.
 - Attend to student medical needs while en-route.
 - Attend first aid courses and training sessions and meetings with supervisors. Attend any training or meetings as required by the Company Manager.

JOB DESCRIPTION – TYPE III DRIVER

- Position:
 - Type III Driver
 - Part of Support Staff
 - Accountable to the Company Manager
- An at-will employee position
- Must safely transport students to and from directed destination. Be lawfully licensed to transport students.
- Qualifications:
 - Valid Class “D” license and ability to pass state-required physicals and random drug and alcohol testing.
- Performance Responsibilities:
 - Transport students to and from destinations as assigned.
 - Implement directives relating to transportation and children
 - Accurately keep required records.
 - Fuel vehicle and maintain a clean vehicle inside, keep windows and outside lights clean.
 - Attend to student medical needs while en route.
 - Attend first aid courses and training sessions and meetings with supervisors. Attend any training or meetings as required by the Company Manager.

TIME-OFF REQUESTS

Time-off requests must be submitted at least two weeks ahead of time and given to the Manager. All time off is unpaid.

BEFORE AND AFTER ROUTE

- Treat the buses and vans as your own. Keep them clean! Sweep the bus daily. Empty garbage daily. Wipe down dashes once a week. Put windows up after driving the bus or van.
- You must pre-trip and post-trip the bus. This is a requirement of your employment.
 - Pre-Trip Inspection: You are required by law to perform a pre-trip inspection before you drive the bus for the first time that day. If another driver has completed the pre-trip inspection for the bus that day, you are still required to pre-trip the bus before you drive it. You must put a check mark in each area that you have checked on the form provided. You may not just put a line through all the boxes. Each individual box must be checked, and you must initial it before you drive the bus.
 - Post-Trip Inspection (Bus and Van): Make sure that there is a minimum of a ¼ tank of fuel in the bus or van. Write down the mileage sheet for the day and complete the information. The **DRIVER** must walk to the back of the bus to verify that there are no students left on the bus. Be sure to check under the seats. This may be done after your last stop or when you return to the Transportation center. The **DRIVER** must place an EMPTY sign on the back window. Sweep your bus.

- If you're the last bus in at the end of your day, lock the gates and the shop, if applicable.
- If something goes wrong with the bus, tell management right away, even if it is your fault. It will get fixed as soon as possible.
- Fueling: Keep the tank above ¼ full. Always fuel the bus after a trip or if you are subbing a route.
- Watch for vandalism on the bus.
- Take care of the kids' and the students' safety.
- You are not allowed to hang around in the shop after route or in-between routes.
- If a route is shared, make sure each driver knows their duties for the bus.
- Arrive at the shop at least fifteen minutes (15) before your route.
- Warm-up the bus for a maximum of ten minutes (10) before the route.
- Discipline forms must be filled out ASAP and any other issues reported to management immediately.

PROFESSIONAL CONDUCT

Good driver appearance and attitude is important. Clothing should not be worn bearing a message that is lewd, vulgar, or obscene; apparel promoting products or activities that are illegal for use by minors; or clothing or jewelry with objectionable emblems, badges, symbols, signs, words, objects or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences of gang membership or affiliation, or approves, advances or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals is also prohibited. Further, if the District serviced by the Company has a specific clothing policy, the driver must follow that policy.

Shoes with enclosed toes and heels must be worn while driving.

Drivers using mood altering chemicals, including alcohol, while on the job or at other times that affect their driving efficiency, may be dismissed. Drivers on medication must have written approval of their physician to operate a school bus. Drivers cannot use any form of tobacco nor can allow any student use of any form of tobacco while on the bus or school property.

Profane or indecent language use is not tolerated and is subject to discipline by the Company Manager.

Managers have an open-door policy. Discuss any issues with the Manager, as the Manager has time.

Finally, **Do not** talk about the children you transport or any questionable issue to other drivers or other individuals other than the Company Manager. All issues must be discussed directly with management.

STUDENT BEHAVIOR

The privilege of riding a school bus carries with it some responsibilities on the part of the student. Students are expected to observe the same conduct on the bus as in the classroom and are financially responsible for any damages they cause. Drivers are expected to keep order and discipline on the bus, but their major responsibility must be driving the bus, therefore, students are expected to cooperate with the driver.

Suggestions for Maintaining Discipline:

- Never give an order you do not mean to enforce.
- The response of a child is demonstrated by their action. Give your directive to stimulate action, not to check it. Say "Do this" rather than "Don't do that". Suggest an action which can be successfully obeyed. i.e. "Sit down" instead of "Don't stand up".
- Be fair and firm, injustice makes a child rebel against you.
- Be friendly--always showing interest in what they are doing. Use positive reinforcement. Reward good behavior as often as you punish bad behavior.
- Remember that a sense of humor is extremely valuable.
- Never strike a child.
- Do not take your personal feelings and prejudices out on the children.
- Always maintain poise; do not lose your temper.
- Do not "pick" on every little thing a child does. Sometimes it is wiser to overlook some things.
- Be sincere in your work; set a good example.
- Look for good qualities--all children have them.

At the beginning of the year each driver should take some time to explain the rules to students and the consequences of misbehavior. Explain to them that a violation will be referred to the school administration for disciplinary action.

For areas that are not specifically dealt with in the rules, first ask the student for correction of misbehavior. Follow that request by firmly telling the student to correct their behavior. Follow a firm request with a direct order. If the order is disobeyed, refer the student to the administration, in writing, on the "Bus Conduct Report" form for discipline. While you are talking with the students, emphasize a firm, but fair attitude and your expectations. Tell them you intend to deal with most discipline matters right on the bus.

- When a student is referred to administration for discipline, it is handled according to school board policy.
- Remember, no student is to be evicted from the bus along the route for discipline problems. If there has been a discipline issue during the route, call dispatch to relay a message to the

appropriate building principal and fill out the Bus Conduct Report. Transportation may be suspended until the discipline problem is resolved.

- Discipline must be a team effort between drivers, administration, parents and the students themselves. If you have a complaint about a disciplinary action taken by administration, take it directly to the Transportation Supervisor or Superintendent and the building Principal involved.
- Strive to establish good discipline from the first day. Let the students know your expectations. Reward them when they exceed expectations. Deal with as many discipline problems directly on the bus as you can, but don't hesitate to refer students to administration for further action.

STUDENTS BULLYING ON THE BUS

If a student is suspected of bullying on the bus, or if you witness bullying behavior, you must follow your District's bullying policy, if the District has a policy. Further, the District may also have a bullying report form that you must complete. If, however, your District does not have a bullying policy or bullying report form, you must follow the following policy and procedure.

Drivers are key in promoting a safe and positive environment on the bus and creating a safe and positive learning environment for the students on the bus. To do that effectively, drivers must be aware of what bullying is, reduce any existing problem, and prevent any new problems. Further, to better the effectiveness, drivers must improve peer relations and improve the climate on your bus.

"Bullying" is objectively offense intimidating, threatening, abusive or harmful conduct directed by a student toward one or more students: when either (1) there is a real or perceived imbalance of power between those involved and the conduct reoccurs or forms a pattern; or, (2) the conduct materially and substantially interferes with the student's educational opportunities, performance, or ability to participate in school functions, activities or programs.

Bullying can be, but need not be, based on an individual's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, status with regard to public assistance, age, or any additional characteristic defined in Minnesota Statutes, Chapter 363A (commonly referred to as the Minnesota Human Rights Act). Bullying in this policy includes "cyberbullying."

Our Company (and the District) has a strict code of conduct for students to follow while they are on the bus. You – and the students – must be familiar with what is expected of students on the bus and what will be tolerated.

Any incidents of bullying must be responded to immediately. Drivers must report the behavior in accordance with the District policy, or in the absence of a policy, drivers must report the behavior using the Bullying Report Form. This applies to both verbal and physical bullying.

If bullying is suspected, you must intensify observations, emphasize to the students the difference between tattling and reporting, and encourage the students to report any bullying behavior.

Ways to handle bullying on your bus include the following:

- Move the bullying child near you
- Give the bullying child a verbal warning
- Stop the bullying behavior
- Name the bullying behavior
- Impose immediate consequences where appropriate
- Watch for future occurrences
- Follow school reporting procedures, or in absence of any school directives, follow the Company's procedure
- Discuss proper behavior with students
- Encourage bystanders
- Create a climate on your bus where the children know that you care and that they are safe on the bus
- Support the victim

Once you have reported the incident, follow the following protocol:

- Watch involved children more closely
- Prevent retaliation
- Issue more severe consequences if bullying continues
- Report repeat incident
- Pull the video (if possible) to maintain good documentation

SAFETY PROCEDURES

The following is a synopsis of school bus safety laws in Minnesota. This is not intended to be a complete list. A copy of the school bus safety laws is available for your study and review. Contact the Company Manager for a copy of the laws. It is your responsibility as a Driver to know, be familiar with, and understand all the school bus safety laws. A violation of any of these laws, whether or not you are formally cited by law enforcement, may be grounds for termination.

- **Seating Capacity:** Seating shall not exceed the number for which the bus is legally rated. No person shall stand when the bus is in motion.
- **Traveling Speed:** The driver shall not exceed the posted speed limit.
- **Driving Conditions:** The driver must drive at a speed that is safe for existing driving conditions.
- **Seat Belts:** All school bus drivers are required, by state law, to use the seat belt.
- **Railroad Crossings:** School buses shall stop for all railroad crossings whether the bus is loaded or not. Buses shall activate four-way hazard lights; stop; turn off AM/FM radio; open the door and driver's side window; check, carefully, in both directions and double check, before proceeding across the tracks. If more than one set of tracks is to be crossed, treat each set the same. After crossing the tracks, be sure to deactivate the four-way lights. **Eight-way red flashing stop signals shall not be used at railroad crossings.**
- **Loading/Unloading:** All buses shall load and unload, while on their route, in the right driving lane. In no event shall buses load or unload students in a designated turn lane or in a lane immediately adjacent to a designated turn lane. Exception: The school board may approve a bus to unload in a right turn lane. Drivers must have prior board approval to do so.

- **Stop signals:** Drivers are to activate the pre-warning flashing amber signals of the bus before stopping to load or unload students at least 300 feet before the stop when operating outside an incorporated municipality, and 100 feet before the stop when operating within the municipality. More warning may be necessary. Drivers shall activate the flashing red signals and stop arm when they come to a complete stop and keep activated until loading or unloading is completed and persons who must cross the street or highway are safely across.
- **Trailers:** No school bus shall pull any trailer when students are being transported to or from school. Trailers are permissible on extra-curricular trips.
- **Adverse Weather Conditions:** Buses should use their strobe lights in heavy fog, rain and/or snow. Your local radio or television stations will carry the official school closing announcements.
- **Bus Stops:** No student may disembark from the bus except at the designated stop, without special permission from the parents and administration. Such permission must be in writing. A student may not get off the bus in town or to ride with someone else unless previous permission has been granted.
- **Materials Transportation:** No materials, other than required for education shall be transported in the school bus when the pupils are being transported to and from school. No weapons; gasoline cans, empty or full; animals; or any other non-school related objects shall be transported in a school bus with the children.
- **Doors:** Close the doors before moving the bus and open the doors only after the bus has been brought to a complete stop. When unloading, be sure students are safely across the roadway before closing the doors. When loading, be sure students are seated before bus continues its route.
- **Following Other Vehicles:** Minnesota law requires buses maintain a following distance of 50 feet when entering or leaving the school grounds and 500 feet when traveling upon the highway. Under wet or icy road conditions allow more distance.
- **Fueling:** There shall be no students in the bus while the fuel tank is being filled.
- **Cell Phone Use:** Is prohibited.

WHAT TO DO IN THE CASE OF AN ACCIDENT

There are several things which need to be done quickly after an accident. The order and number will vary depending on the severity of the accident and the extent of injuries. Stay in control of the situation and stay calm. In some situations, the Bus Driver can avert tragedy by proceeding with speed and precision.

SECURE	If the bus can be moved, move as far off roadway as possible.
ASSESS	What assistance is needed? Does the bus need to be evacuated?
EVACUATE	Only if safe to do so.
CALL	Radio or Call to Report: What, Where, if emergency assistance is needed.

Dispatcher will call 911. If unable to reach base by two-way radio, and you have a cell phone, call **911**.

Call in this order:

1. 911 – if necessary and cannot reach Dispatcher
2. Transportation Center – Company Manager

A list of these numbers is in every bus. Do not leave the bus and do not send students to go to a telephone or to summon help. If there is another adult at the scene, they may be sent to call. The individual making the call should be able to report calmly:

- The exact location of the accident
- The number and severity of injuries
- Name of the Bus Driver
- Number of the bus
- The number of vehicles involved

If unable to call, wait for help, the school will soon be looking for you.

Once telephone contact has been made:

- Set out emergency triangles
- Attend to passenger needs until emergency teams arrive
- Fill out accident form, or assist law enforcement officer in doing so

NO attempt should be made to fix the blame.

Do not discuss the accident with anyone except law enforcement officials

NOTE: Regarding post-accident drug/alcohol tests. Even if law enforcement has the driver do one, the Company or the school district may also have one done.

ASSIGNMENTS AND TRANSFER PROCEDURES

The Company Manager shall determine and approve all bus routes and time schedules. Any changes in assignments may be initiated by a Driver or the Manager. Drivers must submit a request in writing for any changes to the Manager. All reassignments shall be made only after discussion with all people involved: Driver, Manager and any others necessary. Final decisions or reassignments are left up to the Manager.

SPORTS AND TRIP BUS PROCEDURES

Driver Responsibilities:

- Whenever possible, the school bus shall remain at the event.
- If the driver needs to leave the event location, they must do the following:
 1. Confirm with the coach or leader of the activity that they will be leaving
 2. Provide a cell phone number (if available)
 3. Go to a location no further than five miles from the event
 4. Return to the event no later than thirty minutes before the scheduled departure time
- If weather conditions are poor or questionable, the bus and driver must remain at all outside activities.
- Please note that the leader of the event has the right to request the bus to stay, and on many trips, it is mandatory. It is strongly suggested that if you have a trip during mealtime you bring food with you because leaving for a meal may not be an option.
- If you need to bring your child or a guest on the sports run/trip, you will need to notify the Transportation Supervisor to verify that there will be enough room and to obtain permission from the Transportation Supervisor. Permission could be granted at the discretion of the Transportation Supervisor.
- **Leaving the event for return trip:** Please make sure that you are in your bus at least 15 minutes before the end of the event.

RADIO USE

- The radio is **not to be used for personal business**. The radios are monitored at the District Office as well as each school.
- Be concise, professional and respectful.
- Hold mic about two inches from mouth, push down button for 2 seconds before speaking slowly and clearly in a normal tone of voice. Release mic button when you wish to hear the other party.
- To contact Transportation Base, push mic button and say, "Bus # __ to Base", release button and wait for Base to return call. Please understand that office staff may be on a phone call and we will answer your call as soon as possible. In an emergency, please state so over the radio without giving details.

CELL PHONE USE – School Bus Drivers AND Type III Drivers

Minnesota State Law states as of July 1, 2007—A School Bus Driver and a Type III Driver may not operate a school bus/vehicle while communicating over, or otherwise operating, a cellular phone for personal reasons, whether handheld or hands free, when the vehicle is in motion. Cell phones should be turned off during your bus run. They should be used for emergency use only.

DEVIATING FROM SCHEDULED ROUTE

- Routes are designed to be efficient as well as safe. If a driver feels a change should be made to the route for any reason, he or she must first speak with the Company Manager. If changes are made, students and parents must be notified before the change is put into place.
- Drivers must not add additional stops to the route. Routes are timed out based on the number of scheduled stops and pickups. Please adhere to the schedules assigned to your route, unless directed by your Manager.

COMMERCIAL DRIVERS LICENSE (CDL)

- When you receive your new or renewed Driver's License, you are responsible to verify that the school bus and the passenger endorsement are on your license.
- If you receive a moving violation against your license in your personal vehicle, you must report this to the Manager within 30 days.
- If you receive a ticket or a moving violation while driving a school vehicle, you must report this to the Manager immediately.
- It is required by law that if your Driver's License has been revoked or suspended that you notify the Manager within 24 hours.
- If you have recently had Lasik eye surgery and no longer require corrective lenses, you must have your physical redone as well as have a new Driver's License issued without the corrective lens restriction.

TYPE III LICENSURE – CLASS D LICENSE

- If you receive a moving violation against your license in your personal vehicle, you must report this to the Manager within 30 days.
- If you receive a ticket or a moving violation while driving a school vehicle, you must report this to the Manager immediately.
- It is required by law that if your Driver's License has been revoked or suspended that you notify the Manager within 24 hours.
- You must report any moving violation (either received in the course of your employment or on personal time) to the Manager.

CAMERA USE ON BUSES

Some buses are equipped with cameras. If applicable, recordings from each bus will be periodically reviewed. The intent of the cameras on the buses is to ensure the safety of the students we are transporting. If the driver sees or suspects an incident has occurred on the bus, the driver will press the event button on the camera system. The driver will then notify dispatch that an incident has occurred on the bus. Dispatch will note the time and the bus number and will forward this information to the Manager for review. See your Manager if you have any other questions regarding cameras and camera use.

ACKNOWLEDGMENT

By signing below, I acknowledge that it is my responsibility to have read and understood the procedures and policies outlined in this Guide. I understand that the Guide is intended only as a general reference, and not as a full statement of Company procedure or a legal contract. Further, I understand and agree that my employment with 4 Point 0 School Services, Inc. is "at-will." I agree to keep this book in my possession during my employment and to update it whenever provided with materials to do so.

I further understand that each Guide is the property of 4 Point 0 School Services Of ()
and that copying any section of the book is against Company regulations. I agree to return the book upon terminating my employment with the Company.

Date: _____

Employee