



Pupil Transportation Procedure Manual

614 Magazine Avenue

Opelika, AL 36801

Revised

May 26, 2022

I. **Instructions for Bus Operation**

- a. Pre-trip Inspection, Drivers shall:
 - i. Perform inspections as outlined in School Bus Record /Report Book.
Report any non-compliant/inoperative findings to the Bus Shop immediately
- b. Post-trip Inspection, drivers shall personally:
 - i. Walk the bus and check for students, personal belongings & seat damage PRIOR to leaving school grounds after a.m. drop
 - ii. Turn off the bus-Post Trip Alarm
 - iii. Bleed air out of brake system to ZERO PSI
 - iv. Secure the key
 - v. Walk the bus
 - vi. Place wheel chock in front and behind rear wheel
- c. Operating Bus on Route, Drivers shall:
 - i. Follow State and Federal guidelines as stated in Alabama School Bus Driver Handbook & Alabama Commercial Driver License Manual
 - ii. Not make right-hand turns on red
 - iii. Stop at all yield signs
 - iv. Follow routes and make stops as established by the Lee County Board of Education (LCBOE).
 - v. **Make every A.M. stop every day by coming to complete stop, wave children to board.**
 - vi. Not make changes to routes without approval
 - vii. Radio in if you cannot serve a stop for any reason
 - viii. Activate hazards 500' from crossing, open side window and turn on noise suppression before crossing
 - ix. Travel at least 5mph under the posted speed limit when posted limit is above 50 mph.
 - x. Activate amber lights between 100' and 300' before stop
 - xi. Attend SDE Bus Recertification Class annually
 - xii. Monitors and/or drivers shall attend IEP meetings when directed by local school administration
 - xiii. Not operate bus if Stop-Sign or Cross-Gate is inoperable
 - xiv. No school bus will pass another school bus while in route to or from school or on school grounds. (Exceptions are on school grounds under Administrative directives and/or Supervisor)
 - xv. Do not operate bus with emergency or entrance doors open.

- xvi. No school bus will be used to pull or push another school bus or any other vehicle when broken down or stuck.
- xvii. Backing a bus must be done according to the instructions found in S.D.E. Bulletin No. 29: School Bus Driver's Handbook.
- xviii. Only persons designated by school authorities will be permitted to ride school buses.
- xix. No driver shall do or allow personal shopping on am and pm routes stop on traditional a.m. and p.m. routes
- xx. Drivers shall not fuel buses with students onboard.
- xxi. No student should be allowed to occupy any position that obstructs the vision of the operator.
- xxii. Drivers shall not leave the bus when students occupy it.
- xxiii. Drivers shall keep bus well ventilated at all times.
- xxiv. Students should not be received or discharged on a steep grade, blind curve, or the brow of a hill.
- xxv. Students should remain seated while the bus is in motion
- xxvi. Strobe lights shall be used **only** in weather conditions where vision is compromised, (snow, fog and heavy rain).
- xxvii. Bus shall not be allowed to move with stop lights activated.
- xxviii. Personal communication devices shall NOT be used while performing pre-trips, routes or post trips and should be out of sight to minimize distractions
- xxix. Two-way radios are for emergency purposes only.
- d. Special Needs Bus Monitors shall:
 - i. Meet the driver at the established depots or school as determined by Transportation Director
 - ii. Attend SDE Special Needs Recertification class annually
 - iii. Address behaviors and process all bus incident forms
 - iv. Secure and execute directives for student per IEP
- e. Care and Cleanliness of Bus
 - i. Buses shall be cleaned and swept DAILY by the driver
 - ii. Drivers shall report low limbs and other obstacles
- f. Objects to be transported
 - i. No objects should be transported on a school bus or placed on exterior of bus that may compromise the safety of the students or the driver.
This includes, but is not limited to; large band instruments, animals, fireworks, glass, large balloons, and any other objects that could obstruct

a driver's vision, distract a driver's attention, or otherwise endanger the lives of anyone who rides a school bus.

- ii. Any item transported on the bus must be in the child's lap, not on the floor, in the aisle, or in the driver's compartment.
- iii. Should any student be required to use assistive walking equipment (crutches, walker, etc...), appropriations should be made for the student to be temporarily placed on a bus equipped to store such devices, or make arrangements for those items to be secured appropriately.

g. Monthly Bus Reports

- i. All drivers must keep complete accurate and legible records. These COMPLETE/SIGNED records are required by both the Alabama State Department of Education (ALSDE) and the LCBOE.
- ii. Drivers who make excessive errors on their monthly report will be required to come to the bus shop to make the necessary corrections.
- iii. Reports are to be turned into Transportation or designee no later than one week after the ending date of report.

h. Route Information

- i. Drivers must submit, to the Transportation Department, a copy of the following, **within ten (10)** days of the first day of school:
 - 1. Route map
 - 2. Turn-by-turn description
 - 3. Current bus stops, addresses, names with times.
- ii. **There should be at least 4 copies of this report**
 - 1. On your bus,
 - 2. At your house,
 - 3. At the local school and
 - 4. At the Transportation Department.

II. **General Procedures concerning Bus Stops**

- a. The following are used to Determine Bus Stops:
 - i. Students shall not be required to walk more than two-tenths of a mile to bus stop.
 - ii. Stops shall be at least 300 feet apart.
 - iii. Stops may be as little as 100' apart in special approved situations as approved by director
 - iv. Stops should have at least 500' visibility in both directions.

- v. Stops should be at least 200' from railroad tracks, curves, steep hill, and 100' from intersections whenever possible, and no closer than 20' from intersection.
- vi. Pickups and drop-offs shall be on the side of the street of the student's residence when on 4-Lane highways. **In certain circumstances, buses may need to exit to shoulder of road and use HAZARD lights ONLY, for stops where in zones of dangerous patterns of high-speed traffic.**
- b. *Guidelines for establishing or modifying Stops/Routes*
 - i. The road must be in a safe/satisfactory condition in order to provide service. Determining factors include: width, condition of road, overhanging limbs, as well as other conditions that may present a danger to the bus. No bus shall travel non-county-maintained roads unless "Grandfathered" in.
 - ii. There must be a safe location to turn the bus around without accessing private property. If private property is used for turn-around, a waiver must be provided by owner. (this is only considered when sex offenders and high risk to the child is present)
 - iii. Changes or adjustments in established routes must be approved by the Transportation Director.

III. **Bus Driver Requirements**

a. Driver Training

Full-time or substitute basis will need the following:

- i. Fill out Electronic Application on www.lee.k12.al.us.
 - ii. Class B CDL & Passenger "P" and School Bus "S" Endorsements,
 - iii. A completed substitute application on file with the LCBOE,
 - iv. A background check,
 - v. A copy of your Social Security Card,
 - vi. Complete online School Bus Safety Course with 80% score,
 - vii. A pre-employment drug screening,
 - viii. An Alabama School Bus Driver Certificate, and
 - ix. Approved Physical/Wellness Screening from Physician
 - x. Submit to Federal Motor Carrier Background Check as mandated by State and Federal Government.
- #### b. Drug and Alcohol Testing
- i. All CDL holders must participate in Drug/Alcohol tests for initial and continued employment. Employees must report immediately to a collection center (as specified). Per Federal DOT Guidelines, failure to

comply is considered an automatic positive and may result in termination of employment.

c. Dress Code

- i. Shoes must be worn, **“Flip-flops,” sandals (without toe cap), etc... are not acceptable** while on any school bus.
- ii. All Transportation Employees shall comply to Lee County Board of Education Dress Code

IV. Maintaining Discipline on the School Bus

Student discipline on a school bus is the responsibility of the driver and Monitor. Bus drivers must maintain good discipline and set responsible expectations for proper conduct on the bus. On the first day of school and each day as necessary, all drivers should explain to their students the Code of Conduct concerning transported students. These guidelines are as follows:

- a. Students are expected to honor three fundamental behavior clusters while riding any school bus: **Respect, Responsibility, and Safety**. Violation of these behavior clusters are categorized into **Minor Offenses and Intermediate/Major Offenses**.

MINOR OFFENSES

- ☐ Acts that disregard respect for other passengers.
- ☐ Irresponsible acts.

Written warnings are issued directly to the student/parent for the first two minor offenses by the bus driver. The third minor offense will be reported to a school administrator for disciplinary action as established by the **Lee County Schools Code of Conduct** and deemed appropriate by the local school administration.

INTERMEDIATE/MAJOR OFFENSES

- ☐ Any act that could impact the safety of any school bus rider, including oneself.

All intermediate and major offenses will be automatically reported to the school administrator for disciplinary action as established by the **Lee County Schools Code of Conduct** and deemed appropriate by the local school administration.

Progressive Discipline Consequence for Student Offenses on School Bus– Term of Suspension from Bus Ridership Privilege

Grades **K-6** (Minor Offenses):

1st Minor Offense to administrator (3rd write up)—*1 Day*

2nd *2 Day*

3rd *3 Day*

4th *1 Week*
5th *2 Weeks*
6th *1 Month*
7th *6 Months*
8th *(Actually 10th Write-Up) 1 Year*

Grades **K-6** (Intermediate/Major Offense)
1st Major Offense *1 Day*
2nd *1 Week*
3rd *1 Month*
4th *1 Year*

Grades **7-12** (Minor Offense)
1st Minor Offense to administrator (3rd write up)-- *1 Day*
2nd *1 Week*
3rd *2 Weeks*
4th *1 Month*
5th *(Actually 7th write up) 1 Year*

Grades **7-12** (Intermediate/Major Offense)
1st Major Offense *1 Week*
2nd *1 Month*
3rd *1 Year*

Note: Any discipline action may be increased at the discretion of the local school administrator and in rare and unique circumstances, it may be decreased when justified.

- b. All drivers are to report discipline problems to administration. The procedure for handling discipline problems are as follows:
 - i.* Drivers should warn students about discipline and how it relates to school bus safety.
 - ii.* If the student's behavior continues to be disruptive, bus drivers should write-up student with a warning.
 - iii.* If the problem persists, driver should turn in the student to the principal or his/her designee and complete a "School Bus Disciplinary Report."
 - iv.* Local school administration should coordinate transportation OTHER THAN school bus for a student who has been disciplined for violence at school and poses a potential threat to others.
 - v.* **Stopping or pulling the bus off the road while on a regular route should only be done for extreme safety measures.**
 - vi.* Students should not be transported back to school unless it is an extreme emergency and safety on the bus is jeopardized.

- c. Local admin. or Central Office admin. are the only individual with the authority to suspend a student's bus riding privileges.
- d. No student, unless Special Education child, shall be transported on a school bus while attending Alternative School.

V. **Field Trip Procedures**

- a. ALL field trips require an approved "Request for Special Use of School Bus" form 2 weeks prior to the scheduled trip. The drivers should be secured prior to submitting a request for permission.
- b. Field trips should be scheduled in such a manner that all buses arrive back at the school early enough to be cleaned and fueled as needed to run the regular AM and PM route. A school-sponsored activity is defined as any field trip in which students are transported to scheduled events off their home campus.
- c. General procedure for field trips should be observed by all:
 - i. All field trip drivers should be provided a field trip form for all field trips driven. **(Including all athletic events.)** In addition, the field trip driver should log the mileage used on the back of the Pre-Trip Inspection form, located in the Yellow Book on the bus being used.
 - ii. The "Request for Special Use of a School Bus" should then be immediately turned in to the School Bookkeeper or the Teacher in charge of the field trip.
 - iii. School Buses belong to the school system, not to a specific individuals. Unless notified by the Transportation Department any school bus may be used for a field trip. When a school uses a bus parked at a driver's house or somewhere other than the school, the field trip driver should make arrangements to pick up and deliver the bus to its original parked location.
 - iv. Drivers are responsible for cleaning a school bus used for field trip. Field trip drivers are paid to drive, clean and fuel the bus. (30 minutes must be added and charged to the department for each trip taken to take care of this)
 - v. A school employee, designated as the sponsor, who is responsible for the activity must accompany all field trips.
 - vi. Parents acting as chaperons shall be approved by the principal or his/her designee, and may be allowed to ride the bus.
 - vii. A list of students present on each bus must be readily available for the chaperons, bus drivers, and emergency personnel.

- viii. When school buses are used to transport students, the sponsor must develop emergency communication plans to include: notifying system administrators, area emergency personnel, and students' parents.
 - ix. Bus drivers must be given specific directions for destination. Special attention must be given to the distance between buses and other vehicles to allow for emergency stops. (See Alabama Bus Driver's Handbook, page 24.) Always practice the 4-second rule.
 - x. Lee County Board of Education policies apply while being transported on field trips.
 - xi. Under no circumstances should students be allowed to stand or move around on the bus while it is moving.
 - xii. **No food or drink is to be consumed on a school bus at any time unless special permission has been given.**
- d. Field Trip Driver Selection Guidelines
- i. The first choice should be the contract bus driver that signs in at the school where the field trip was generated. (i.e. – if the high school junior class is going on a field trip, then the contract bus drivers that sign in at that school would have first choice to drive that trip).
- All drivers MUST be paid for the driving time and may elect to donate that non-driving time as spectator time while event OFF the bus is taking place.*

VI. Railroad Crossing Procedures

- a. When drivers are making stops for railroad crossing, they shall observe traffic, reduce speed and activate hazard lights 500' before crossing in order to avoid trapping other motorists in panic stops or rear-end collisions with the bus.
- b. **ALL SCHOOL BUSES MUST BE BROUGHT TO A STOP BEFORE CROSSING A RAILROAD.** The driver of any school bus, whether carrying passengers or not, must, before crossing the track or tracks of a railroad, bring his or her bus to a full and complete stop within not less than fifteen feet nor more than fifty feet from the rails nearest the front of the bus. Do not stop the bus in a position where the crossing gate could strike the bus.
- c. The driver when stopped, sets parking brake, opens the service door and must, after the stop and while so stopped, listen and look in both directions along the track or tracks for approaching engines, trains or cars. Under no circumstances will the driver attempt to cross the tracks when a train can be seen approaching. In no instance may a signal, indicating that it is safe to cross, be considered as conclusive or serve to abrogate this precaution. Mechanical devices are subject to failure.

- d. Drivers shall release parking brake, close service door before putting bus in motion and turn off hazard lights when up to speed.
- e. In the event that a train has passed over the crossing, no bus driver shall drive his bus onto said track or tracks until such train has sufficiently cleared the crossing so that the driver is certain that no train, hidden by the first train, is approaching of adjacent track.
- f. For improved vision and hearing, a window at the driver's left should be opened and all noisy equipment (fans, etc.) should be turned off until the bus has cleared the crossing.
- g. Do not depend on your knowledge of schedules. A railway company has the right to run an extra train without your permission.

VII. **Emergency Procedures**

- a. MEDICAL SITUATIONS – Because all medical situations are not the same and there is a wide variety of medical situations, below are some helpful tips that should offer assistance in the most common situations we have faced in Lee County:
 - i. Universal Precautions – Use gloves and WASH your hands!
 - ii. Know your students - keep emergency contact information on all students and keep it confidential.
 - iii. Contact school nurse if you have questions or concerns, as they may have information you will need if a particular student has a "Health Care Plan".
 - iv. Keep your bus clean – sweep daily. Wipe seats frequently (Triad should be sprayed and allowed to dry on seats, do not wipe off) especially during "cold season".
 - v. Epinephrine or "Epi Pen" –
 - 1. Administer in upper thigh and call 911 for help
 - 2. Do not be afraid to use
 - 3. May be used through clothing
 - vi. Allergies –
 - 1. Know the students on your bus and if they have allergies
 - 2. Assign seats accordingly
 - vii. If you have attempted to contact the parent and local administrative support, and the emergency still exists, please contact 911 for emergency medical assistance. You will need the following information:
 - 1. Your current location,
 - 2. Quick description of the emergency,
 - 3. What actions you have already taken,

4. List of medications (if available or necessary) from the child involved, and
 5. Notify Transportation Department of the emergency.
- b. **ACCIDENTS** – There are seven essentials to the driver’s conduct at the scene of an accident:
1. **STOP** – Failure to do so if you are involved is against the State law. **YOU COULD BE ARRESTED!**
 2. **ASSIST ALL INJURED PERSONS** – but do not move them unless their safety is involved. Send someone to call for medical assistance and to call the school system. Be sure to give exact location, extent of injuries and condition of your passengers.
 3. **PROTECT THE SCENE AND THE BUS** – set out warning devices in both directions. No child shall leave the scene without First Responders approval or the State Trooper
 4. **FILL OUT PRELIMINARY ACCIDENT FORMS** – Student seating location, ages and contacts should be provided to State Trooper.
 5. **BE PROFESSIONAL** – give your name, license number and school system. **Do not** discuss the accident with anyone except police and school officials. **Admit nothing, promise nothing, and do not argue.**
 6. **DO NOT MOVE THE VEHICLE UNTIL LAW ENFORCEMENT OFFICIALS ARRIVE.**
 7. **EVERY ACCIDENT MUST BE REPORTED TO YOUR SUPERVISOR.**
After reporting for Post-Accident Screening, driver **MUST** complete a TR-III accident form and report to Director.
- c. **Bomb Threat** –
- i. If you receive a bomb threat aimed at your bus, try to get the bus OFF the roadway onto a safe parking place.
 - ii. ***Call 911 immediately for assistance.***
 - iii. If possible, evacuate the bus and get the students as far away from the bus as possible leaving all belongings and taking only your emergency contact information.
 - iv. Do not return to the bus or allow any students to return to the bus. Remain calm until the proper authorities arrive.
- d. **Dangerous Weapons Threat** –
- i. If a bus rider makes a threat with a dangerous weapon (gun, knife, etc.), try to pull the bus OFF the roadway onto a safe location, if possible, and ***immediately call 911*** for assistance.

- ii. Be sure to give your exact location.
- iii. If necessary, evacuate the bus and isolate the student with the weapon.
If this is not possible, try to keep all students and yourself calm so as not to agitate the person with the weapon.
- iv. Do not try to disarm the person, but wait for the proper authorities to arrive on the scene.

e. *Inclement Weather*

Tornado Watch:

- f. If a Tornado watch is issued before or during transportation then communication should be done through the radio system to ensure your path of travel remains safe.

Tornado Warning:

- g. Unloaded Bus: If a TORNADO WARNING is issued prior to students or occupants boarding the bus then ALL occupants should remain inside the school or structure following the facilities tornado warning plan.
- h. Loaded Bus: If a TORNADO WARNING is issued while students or occupants are on-board the bus then the nearest school, commercial structure, or governmental facility should be found and ALL occupants should be taken inside and find the most interior room away from windows and exterior walls.

- i. *Evacuation Procedures* –In order to avoid risk on school buses in the event of an accident that may requires quick evacuation of a Bus, **all schools should organize and conduct emergency evacuation drills annually for all students.**

(NOT JUST a.m. and p.m. routes)

- i. **Fire or danger of fire.** Being near an existing fire and unable to move the bus, or being near the presence of gasoline or other combustible material is considered danger of fire and students should be evacuated. The bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Students should be moved to a safe place 150 feet or more from the bus and instructed to remain there until the driver has determined that the danger has passed.
- ii. **Unsafe location/Mechanical Failure.** When bus is stopped because of an accident, mechanical failure, road conditions or human failure, the driver must determine whether it is safer for students to remain on or evacuate the bus.
- iii. **Mandatory evacuations.** Driver must evacuate the bus when
 - 1. The final stopping point is in the path of a train or adjacent to railroad tracks,

2. The stopped position of the bus may change and increase the danger (e.g., a bus comes to rest near a body of water or in location or position where it could move and go into the water or over a cliff.) The driver should be certain that the evacuation is carried out in a manner, which affords maximum safety for the students,
 3. The stopped position of the bus is such that there is danger of collision, or
 4. **Sight distance.** Any place where visibility is non-existent evacuation should be considered. In normal traffic conditions, the bus should be able to be seen for a minimum distance of 300 feet.
- iv. **Important factors pertaining to school bus evacuation drills:**
1. Safety of students is of the utmost importance and must be considered first priority
 2. All drills should be supervised by the principal or by persons assigned to act in a supervisory capacity.
 3. All drills should be conducted on school grounds.
- v. **The bus driver/Monitor is responsible for the safety of the students.**
- When the driver is incapacitated and unable to direct the evacuation, appointed students, or adult monitors should be authorized to direct these drills. Students appointed to direct evacuation drills should possess the following:
1. Maturity
 2. Good Citizenship
 3. Live near the end of the bus route
 - a. Drills should be scheduled in a manner similar to fire drills held regularly in schools. They should be completed by 2nd week of September and 2nd week of February on school grounds and supervised by school officials.
 - b. Bus Monitors shall draft diagrams for specific emergency exits annually on Sped. Buses.
 - c. Types of drills should be varied.
 - d. Driver should stay in the bus during evacuation drill. She/he must set the parking brake, turn off the ignition, place the transmission in neutral, and take the ignition key with them.
 4. Students should not be permitted to take lunch boxes, books, etc., with them when they leave the bus. The objectives are to get

students off safely in the shortest time possible and in an orderly fashion.

5. Students should travel a distance of at least 150 feet from the bus in an emergency drill and remain there until given further directions.
6. All Students shall participate in Bus Evacuation Drills
7. All students must be instructed in proper safety.
8. Students should be instructed in how and where to obtain assistance in emergencies. Written instructions and telephone numbers should be posted. There are several different drills:
 - a. Everyone exits through the front entrance door
 - b. Everyone exits through the rear emergency door
 - c. Front half exits through the front door and rear half exits through the rear-most door. (See the following diagrams on the next page)

vi. **Appointed students should know how to:**

1. Turn off the ignition switch,
2. Set emergency brake,
3. Summon help when and where needed,
4. Kick-out windows if necessary,
5. Set flags, flares, or reflectors,
6. Open and close doors, and account for all students passing his station,
7. Help smaller students exiting the bus, and
8. Perform other assignments as needed.
9. **Written consent from parent or legal guardian** should be obtained before assigning a student as a leader.

vii. **Bus Shop Operation**

1. The School Bus Shop will be open from 5:30 am until 4:30 pm. In the case of a breakdown on the road, pull off the road and call Phillip Harris 334-707-4854 or Paul Hamby 334-750-8436. The driver should stay with the bus until the mechanic arrives.
2. For mechanical problems, contact the Shop Foreman. If not available, drivers should call Alex Boswell (334-707-1573) or Lee Lindsay (334-750-3801)



