



Antelope Valley Schools Transportation Agency

EMPLOYEE HANDBOOK

2017-2018

Revised 06/20/2017

We believe that...

1. Quality service for students and schools should be the Agency's top priority.
2. The efficient operation of the Agency requires the support of every department and every employee.
3. Respect breeds respect.
4. Appreciation and fair treatment result in effective and superior employee performance.
5. Positive leadership promotes continuous employee growth.
6. Employees should share in the economic growth of the Agency.
7. All employees should exhibit a strong, positive work ethic every day.
8. Organizational success is achieved through problem identification and group resolution.

EMPLOYEE HANDBOOK

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EMPLOYEE HANDBOOK AND PROCEDURES MANUAL

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INTRODUCTION

The purpose of this manual is to outline the general procedures of the Antelope Valley Schools Transportation Agency (AVSTA). The contents of this manual are not intended to create any contractual or other legal rights and are designed solely to be used as a guide for employees of the Antelope Valley Schools Transportation Agency. Questions regarding the interpretation of the contents of this manual should be brought to the attention of one of the following:

Morris Fuselier, III	Chief Executive Officer
Evie Strader	Operations Manager
Sue Murphy	Safety and Training Manager
Michael Breivogel	Fleet Manager
Jo Anne Downen	Budget and Accounting Manager

In addition to the AVSTA Board Policies and Employee Handbook and Procedures Manual, transportation personnel are required to adhere to applicable provisions of the California Highway Patrol Passenger Transportation Safety Handbook, HPH 82.7. Copies of this handbook are available in the AVSTA Safety and Training office.

OUR MISSION

The mission of AVSTA is to provide safe, reliable, timely, and cost effective transportation for the students of the Antelope Valley.

Our buses are expected to operate safely, on time, and efficiently every time. Safety includes obeying all laws, managing the behavior of the pupils, properly controlling accidents through defensive driving. Timeliness includes being on time when reporting for work, when arriving at each bus stop, and when arriving at each school. Efficiency includes being fuel efficient, avoiding unnecessary vehicle mileage, avoiding vehicle abuse, and operating in a cost-efficient manner.

To successfully accomplish our mission of being safe, on time, and efficient at all times, a coordinated team effort is essential. This team includes personnel from administration, safety and training, planning and scheduling, pupil management, transportation maintenance, and driving personnel. Every position in the organization is important and serves an important purpose. On a daily basis, our success is based on our ability to function as the team of well-trained professionals that we are. This handbook is designed to provide tools to facilitate that success.

SECTION 1

PERSONNEL PROCEDURES

A. NEW DRIVER APPLICANTS (This section is in compliance with the current collective bargaining agreement.)

1. All new applicants, not already in possession of a valid school bus certificate, will be required to complete the driver training course as required by the State of California and any other requirements imposed by the Agency in relation to hiring procedures.
2. A \$57.00 fee is required upon testing at the California Highway Patrol (CHP) and a medical certificate (DL-51) is required. The initial certificate fees and DL-51 fees will be paid for by the applicant. Subsequent certificate renewals and DL-51 will be paid for by the Agency. Each driver will be expected to keep the certificates and DL-51 current.
3. Fingerprints are required of each new employee.
4. Upon acceptance of a permanent route, the new driver enters into a six (6) month probationary period. At the successful completion of the probationary period, the driver is considered a permanent employee.

B. DRUG SCREENING (This section is in compliance with the current collective bargaining agreement.)

Federal law prohibits alcohol misuse and the use of controlled substances that could affect the performance of a safety-sensitive function by employees. This policy implements the requirements of Federal law. The Safety and Training Manager serves as the Agency Designated Employer Representative (DER).

This policy shall be applicable only to those employees of AVSTA who holds or who is required to obtain a commercial driver's license, serves as a bus aide, shop mechanic, or parts clerk which is necessary to perform job related duties such as operating a commercial motor vehicle (a "covered employee").

To ensure safe operation of our buses, and to remain in compliance with Federal Law, AVSTA is committed to a drug and alcohol free environment. The illegal use of controlled substances and alcohol presents a danger to the driver, co-workers and the precious cargo we transport. In accordance with Federal Law, the Agency conducts pre-employment, random, and reasonable suspicion drug and alcohol testing.

Random testing occurs throughout the year. The names of those to be tested are selected at random and given to the AVSTA by a third party. The Agency has no control over who gets tested at these "random" tests.ⁱ

A "reasonable suspicion" test is done after a supervisor observes certain behavior or elements. The law states, "The employer's determination that reasonable suspicion exists to require the driver to undergo an alcohol test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee."ⁱⁱ

1. WHAT TO EXPECT AT THE TEST

- a. The employee being tested will be notified of the requirement to test, and must report immediately. If the driver or aide is on their route, he or she must report immediately upon return to the yard.
- b. A refusal to test is prohibited by Federal law and will be treated the same as a positive result.ⁱⁱⁱ
- c. A photo ID is needed to check in for the test.
- d. There will be some paperwork to complete.
- e. Outer garments must be removed (sweaters, jackets, etc.) and pockets must be emptied.
- f. The person being tested will be required to wash his or her hands prior to testing.
- g. The employee being tested will select the appropriate specimen container and verify that it is unopened and the seal is intact.
- h. A sample will then be provided by the employee. If there is difficulty in providing the sample, the employee will be given water. The employee being tested has up to three (3) hours to provide a sample. If a sample is still not provided, the employee will need to be examined by a doctor to provide a reason for the inability to provide a sample. If there is no medical reason that prevents the employee from providing a sample, the test will be considered a refusal to test and be treated as a positive test result.

After the sample submission:

- i. A technician checks the sample for temperature, appearance, and signs of adulteration.
- j. The sample is split into two containers while the employee watches.
- k. The samples are sealed with tape that contains a unique collection number that is assigned to the person being tested. The employee will initial this tape. Everyone who comes into contact with the sample from that point on will also sign the chain of custody.
- l. The employee will receive a copy of the test paperwork and the sample will be sent to a certified laboratory.
- m. An employee receiving a dilute negative result on a random drug test will be asked to report for another drug test as soon as the results of the first test are known to the Agency.

In the case of a non-negative (positive) sample:

- n. The results are sent to a Medical Review Officer (MRO) who reviews the testing for compliance with federal regulations.
- o. The employee will have an opportunity to discuss the results with the MRO and provide a medical explanation such as a prescription or medical history. The MRO will confirm the explanation.
- p. The results of the test are then reported to the Agency. From this point on, the employee will not be permitted to perform any safety-sensitive duties.
- q. The employee being tested may contact the MRO and request an analysis of the split specimen within 72 hours.
- r. Upon receipt of a verified non-negative result, the employee tested will be referred to a substance abuse program and be subject to disciplinary action that will include termination of employment and may result in revocation of their state-issued licenses.

2. LEGAL INFORMATION

Section 49 of the Code of Federal Regulations (C.F.R.) contains a section for the purpose of establishing programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or controlled substances by drivers of commercial vehicles.

3. DISCIPLINARY ACTION

AVSTA adheres to zero tolerance policy related to illegal drug and alcohol use while on duty. An employee of the Agency may not consume, possess, or be under the influence of alcohol, a controlled substance, or any other substance that could possibly interfere with a safe job performance while on duty. If an Agency employee is found to be under the influence of any substance that impairs his or her ability to do their job, that employee will be subject to discipline up to and including recommendation for termination.

C. PROHIBITED CONDUCT

1. No covered employee shall report for duty, or remain on duty requiring the performance of safety-sensitive functions, while having an alcohol concentration of any level.
2. No covered employee shall remain on duty, or operate a commercial motor vehicle, while that employee possesses alcohol. This includes the possession of medicines containing alcohol (prescription or over-the-counter) unless the packaging seal is unbroken.
3. No covered employee shall use alcohol during on-duty time, or while performing safety-sensitive functions.
4. No covered employee shall perform safety-sensitive functions within four hours after using alcohol.
5. No covered employee required to take a post-accident alcohol test shall use alcohol for eight hours following the accident or until he or she undergoes a post-accident alcohol test, whichever occurs first.
6. No covered employee shall refuse to submit to any test required by law or this policy. Any employee who refuses to take a required post-accident alcohol or controlled substances test, a random alcohol or controlled substance test, a reasonable suspicion alcohol or controlled substances test, or a follow-up alcohol or controlled substances test shall be removed from the performance of any and all safety-sensitive functions, and shall be subject to appropriate disciplinary action, up to and including dismissal. Refusal to test for any reason shall be treated as a positive test result.
7. No covered employee shall report for duty, or remain on duty requiring the performance of safety-sensitive functions, when the covered employee uses or possesses any controlled substances, except when the use or possession is pursuant to the instructions of a physician who has advised the driver that the substances does not adversely affect the employee's ability to safely operate a commercial vehicle or perform safety sensitive duties.
8. No covered employee shall report for duty, remain on duty or perform a safety-sensitive function if the covered employee tests positive for controlled substances.

D. TRANSPORTATION

If a covered employee produces a test result indicating an alcohol concentration equal or greater than 0.04, or a positive result on a controlled substances test, that employee shall be transported to his or her residence by the Agency.

1. The choice of the substance abuse professional who shall conduct the evaluation is reserved to the Agency.
2. The costs of any treatment and/or rehabilitation program prescribed by the substance abuse professional shall be borne by the employee. The employee may utilize the benefit component of the District-provided Employee Assistance Program (EAP) where applicable.

E. GLOSSARY

1. **Alcohol** is the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol.
2. **Alcohol use** is the consumption of any beverage mixture, or preparation, including any medication containing alcohol.
3. **Breath alcohol technician (BAT)** is an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT).
4. **Commercial Motor Vehicle** is a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:
 - a. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
 - b. Has a gross vehicle weight rating of 26,001 or more pounds; or
 - c. Is designed to transport 16 or more passengers, including the driver; or
 - d. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations.
5. **Confirmation Test** for alcohol testing is a second test that provides quantitative data of alcohol concentration following a screening test with a result of 0.02 grams or greater of alcohol per 210 liters of breath. For controlled substances testing it is a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principal from that of the screen test in order to ensure reliability and accuracy.
6. **Covered Employee** is an employee subject to the drug and alcohol testing requirements of applicable Federal law, and this policy.
7. **Driver** is any person who operates a commercial motor vehicle. This includes, but is not limited to full time, regularly employed drivers; substitute, casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer. For the purposes of pre-employment testing, the term driver includes a person applying to drive a commercial motor vehicle.
8. **Employer**, for purposes of this policy, is the Antelope Valley Schools Transportation Agency.

9. **Evidential Breath Testing Device (EDT)** is a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL).
10. **Medical Review Officer (MRO)** is a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.
11. **On-Duty Time**, as the phrase is defined by Federal regulations and this policy, means all of the time from the time a covered employee begins to work, is required to be in readiness to work, until the time he or she is relieved for work and all responsibility for performing work.
12. **Performing a Safety-Sensitive Function** is any period in which the employee is actually performing, ready to perform, or immediately able to perform any safety-sensitive functions.
13. **Refusal To Submit** (to an alcohol or controlled substance test) includes, but is not limited to, when an employee (1) fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement of breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process.
14. **Safety-Sensitive Function**, for the purposes of this policy, shall mean any of the functions defined in Title 49 of the code of Federal Regulations. More specifically, safety-sensitive functions include all functions performed by a covered employee during on-duty time and include, but are not limited to:
 - a. All time at the Agency, school facility, or other property waiting to be dispatched, unless the driver has been relieved from duty by the employer.
 - b. All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations (FMCSRs) or otherwise inspecting, servicing, or conditioning any school bus or other commercial motor vehicle at any time.
 - c. All time spent at the driving controls of a school bus or other commercial motor vehicle.
 - d. All time, other than driving time, spent on or in a school bus or other commercial motor vehicle.
 - e. All time loading and unloading a school bus or other commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in readiness to receive, load or unload students.
 - f. All time spent performing the driver requirements associated with an accident.
 - g. All time repairing, obtaining assistance, or remaining in attendance upon disabled vehicle.
 - h. On-duty time also includes all time spent providing a breath sample or urine specimen, including travel time to and from the collection site, in order to comply with the testing requirements.
15. **Screening Test** (initial test) in alcohol testing is an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. In controlled substance testing, it is an immunoassay screen to eliminate negative urine specimens from further consideration.

16. **Substance Abuse Professional** is a licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of a clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

SECTION 2

OPERATING PROCEDURES

A. DRIVER/AIDE RESPONSIBILITIES

A bus aide is assigned to a route to monitor and redirect student behaviors as needed to maintain a safe bus environment. It is important that the bus driver and the bus aide communicate effectively and work well together.

Bus Driver responsibilities:

1. Drivers have the ultimate responsibility for ensuring passenger safety.
2. Drivers **must** ensure that all students and equipment are properly secured.
3. Drivers request and/or give permission for a bus aide to switch seats for student management.
4. Drivers write all bus tickets.
5. Drivers assign seating locations.
6. Drivers must ensure that **ALL** passengers, including students and bus aides are wearing their seatbelts before the bus is placed in motion.

Bus Aide responsibilities:

1. Aides will assist the driver with safety vests, seat belts, and belt buckle protector securement. **At no time will an Aide secure a wheelchair.**
2. Aides must wear their seatbelts and request permission to switch seats for student management before doing so.
3. Aides that have 1:1 student assignments must assist with other students as requested when not engaged with their assigned student.
4. Aides will complete incident reports as supporting documentation for drivers.
5. Aides may attend in-service classes on a voluntary basis. Aides will be paid for attendance at Agency-required classes.
6. NCI (Non-Violent Crisis Intervention) training is a requirement. All Aides must complete and maintain this training. See Safety & Training for more information.
7. Aides must report to Safety and Training to be issued the required safety equipment that must be brought to work when on duty.

Pick-up location for **all** Aides is located on 7th street west in front of the main office building. Drop-off location for **all** Aides will be at the stop sign located on the south east corner of the shop building.

Please keep personal conversations to a minimum. Under no circumstances discuss conflicts or disagreements in front of students, parents, or school personnel. To resolve differences, promptly see your immediate Supervisor.

B. CHECK-IN PROCEDURES

All drivers who are assigned a route shall report to the dispatch office in person and check-in each time they begin their route. This includes every A.M., kindergarten, mid-day and P.M. route including field trips. Drivers are to check their mailboxes every time they check in for their route.

C. DRIVER RESPONSIBILITY FOR SCHOOL BUS

Drivers will be assigned to specific buses and routes, but from time to time it may be necessary to assign a different route or bus. It is the responsibility of the driver to know the locations and proper use of safety and emergency equipment, including fire extinguisher, first aid kit, and reflectors on the bus being driven. Prior to and after operation, the driver shall ensure the assigned vehicle is clean. Agency vehicles shall remain clean at all times.

D. PRE-TRIP INSPECTION

Each day before the bus is put into operation, a pre-trip inspection of the bus and equipment shall be made. The driver shall complete a Daily Bus Report (DBR). The driver of the bus is also required to record mileage and information pertaining to extra trips, etc., on the proper form. A pre-trip inspection must be performed and a DBR must be completed in its entirety for each bus driven during the day. At the end of the day, all DBRs are to be submitted into the appropriate box.

E. COMMUNICABLE DISEASE KIT

All buses are equipped with communicable disease kits. It is the driver's responsibility to ensure the kit is fully equipped and within the driver's compartments. See Safety & Training for supplies.

F. PROPER TRANSMISSION AND USAGE

Automatic transmissions which do not have a park position shall be parked in neutral.

G. HORN USE

The driver of a motor vehicle reasonably necessary to insure safe operation shall give audible warning with the horn. The horn shall not otherwise be used. (27001 (A), 27001 (B) VC1. Agency drivers shall not use the horn to signal students and/or parents that the bus has arrived at the bus stop. The students are expected to be ready and waiting for the bus. In the event that a school bus is to be backed-up, the driver shall sound the horn several times to warn other traffic that the bus is backing. Keep in mind that the bus backing up has the right-of-way on the yard and around the shop. All traffic should stop and yield right-of-way.

H. PARKING AND FUELING LOCATIONS

1. **Parking of School Buses** - All school buses have assigned parking spaces. Drivers should be familiar with the space into which their assigned bus is to be parked. Buses should only be parked in their assigned parking space.
2. **Parking of School Buses Between Routes** - It is required that all school buses shall be parked between runs in the bus yard. School buses shall not be parked at private homes, on public streets, or at any other location unless authorized by the Supervisor.

3. **Fueling of School Buses** - Any driver, who drives a bus, including supervisors and dispatchers, is responsible for re-fueling the bus that was driven. Buses should be fueled if the bus is less than half full at the completion of a route. No smoking in fueling area. Drivers must remain with the bus, holding the fueling nozzle while fueling. Buses should never be left unattended and running in the bus yard or at the fuel island. Buses are not to be pre/post tripped in the fueling area. Dispensing Agency fuel into a private car or other unauthorized vehicle may be cause for immediate termination. Sub drivers or office staff driving routes are responsible for the re-filling of the bus to which they were assigned.
4. Adhere to all restricted parking locations (red curb) and speed limits in the yard (10 mph).

I. FOLLOWING ROUTE

When a route is assigned, it is expected that the route be followed exactly as printed. Only under unusual circumstances (road closures, inclement weather, road construction, a train blocking the road, lack of students) should deviation be made in the printed route. In such cases, dispatch must be notified of the change before leaving the yard if the condition is known in advance, or the change should be communicated by radio. If a permanent change is needed, a scheduler should be contacted to have the change approved and implemented. No changes in a route should be made without prior approval.

It is the driver's responsibility to insure that all route sheets are kept current. If time, direction, or load counts changes need to be made, the driver should contact their scheduler to discuss the needed changes. Routes are not to be changed by anyone other than the appropriate scheduler.

1. ROUTE DELAYS

Notification must be made to dispatch at the point a route is delayed fifteen (15) minutes.

J. TROUBLE REPORTS

Any equipment that renders a bus inoperable or makes its operation hazardous shall be reported immediately in writing to the Agency through the use of the Trouble Report form. This form is available next to the time stamp clock near the back door of the office building, and should be filled out completely, describing the malfunctions as accurately as possible. If help is needed in determining or describing trouble, consult a supervisor. Write the trouble report number on the DBR form. Time stamp and submit the Trouble Report form to the box located at the rear entrance to the main building.

K. POST TRIP INSPECTION

A post-trip inspection of the bus and equipment is mandatory. The bus must be checked closely for flat or low tires, broken or ripped seats, broken windows, leaks, burned out lights, etc. Reporting needed repairs as they happen prevents breakdowns and delays. All Emergency Exits and windows shall be closed and secured using locks (if equipped) or pinned (pins are supplied from the shop). All electrical switches and devices (i.e. AM/FM Radio, 2 Way-Radios) must be turned off. "Bus Empty" sign must be placed in the back window every time the bus is returned to the yard and checked.

L. CLEANUP

At the end of each AM and/or PM run, each driver must ensure the bus that was driven is clean. When appropriate the bus floors must be swept and mopped; windows, windshield and dash kept clean and free of dust. Use those 5 or 10 minutes of down time between runs to clean windows, floors and seats. A hose should not be used to flush out the interior of a bus as this causes the floor to rust out. Floors must be mopped. The bus dash must be kept completely free of all articles and should be kept clean and dusted. If additional time is needed to wash or clean a bus, the driver must contact their supervisor for permission.

M. ARTICLES LEFT ON BUSES

Articles such as clothing, books, backpacks, sports equipment, that are left on the bus after a route must be kept at the front of the bus for five (5) days. If they are not claimed by a student on that route at the end of five (5) days, they must be delivered to Dispatch. Cell Phones, IPOD's and other electronic devices shall be brought into either Transit or SPED Dispatch immediately where they will be labeled and stored until they are claimed.

N. TWO-WAY RADIO OPERATION AND PROCEDURES

The two-way radio communication system is the link between the driver and any assistance that may be needed. To operate at a high level of efficiency and to allow the agency to assist drivers in a timely manner, certain rules and procedures must be followed.

1. OPERATING PROCEDURES

- a. Dispatchers are contacted by calling "Lancaster Base."
- b. The driver calling for assistance should identify himself or herself by route number.
- c. Conversation from unit to unit should be avoided. All radio communications must be to or from the dispatcher.
- d. Simplified 10-code should be used whenever possible.
 - 10-1 Received Poorly
 - 10-2 Receiving well
 - 10-3 Give me instructions
 - 10-4 OK – understanding
 - 10-5 Moving in traffic
 - 10-6 Will confirm ASAP
 - 10-7 Out of service
 - 10-8 In service
 - 10-9 Repeat
 - 10-20 Give current location
 - 10-21 Call by telephone
 - 10-23 Stand by
 - 10-24 What is the time?
 - 10-32 Weapon on the Bus
 - 10-98 Assignment finished
 - 10-100 Restroom break at a school
 - 10-500 Accident
 - 10-600 Need ambulance
 - 10-700 Fire

2. RADIO CHANNELS

- a. Channel # 1 – Special Needs
- b. Channel # 3 – Transit
- c. Channel # 5 – Administration

3. AGENCY STAFF CODES

- a. D-1 Morris Fuselier, III - Chief Executive Officer
- b. S-7 Evie Strader - Operations Manager
- c. S-6 Charles Hill - Scheduling Supervisor, Transit
- d. S- 8 Fernando Nunez – Student Discipline Supervisor
- e. S-12 Adam McCalla - Scheduling Supervisor, Special Needs
- f. S-11 Josie Delgado- Scheduling Supervisor, Special Needs
- g. S-5 Sue Murphy - Safety and Training Manager
- h. B-1 Lenard Edwards – State Certified Instructor
- i. B-2 Earnest Law – State Certified Instructor
- j. T-2 Myra Brumett - Safety and Training Supervisor
- k. T-3 Mike Colescott - Safety and Training Supervisor
- l. W-1 Mike Breivogel - Fleet Manager

O. LOST CHILDREN

From time to time, a child will get on the wrong bus. This happens most frequently during the first few days of school, but may happen at any time due to families moving into the area and children being confused as to which bus to take. The following procedure must be followed if a student is found on a bus at the end of a run and is lost or on the wrong bus:

1. The driver must attempt to identify the student, asking for phone number or address.
2. The driver must then call Dispatch for identification of the appropriate stop for the student.
3. Dispatch will contact the home or school and instruct the driver how to assist the student to be returned to their appropriate stop.
4. The driver shall never drop the student at any location without specific instructions from Dispatch.

P. AVUHSD BUS PASSES / K-8TH GRADE SCHOOL BUS PASSES

All high school students are required to obtain a bus pass. Drivers shall check for bus passes on each student as they board the bus every day. Transportation will not be provided without the pass, except during the grace period following the beginning of a new semester or school year. New students beginning after the start of the semester shall be given one week to obtain a bus pass. If a K-8th grade school chooses to issue bus passes, the driver will be directed on the proper procedure per school district.

Q. STUDENTS NOT ELIGIBLE FOR TRANSPORTATION

Before denying transportation to a student who is not eligible for transportation, the driver must contact Dispatch for direction. If a child refuses transportation, his name should be radioed in to Dispatch.

R. SPECIAL PERMISSION TO RIDE THE BUS

Students should ride only the bus to which he or she is assigned. Students may be allowed to ride another bus with prior approval and only in the case of emergency when seats are available on the bus. The signed permission by the parent must be submitted to the school in advance. The school shall give permission after verifying the information.

S. USE OF AM/FM RADIOS AND OTHER ELECTRONIC DEVICES

Drivers must exercise caution in the use of any AM/FM radio equipped in a school bus. It is not acceptable to set these radios at a high volume with loud music, or to tune to an inappropriate radio station. Inappropriate music of any kind is not acceptable and will not be tolerated.

T. USE OF WIRELESS ELECTRONIC DEVICES

The use of any type of wireless electronic device while driving an Agency vehicle, including cell phones, smart phones, Bluetooth devices, or any device connected with ear buds or headphones, is strictly prohibited. Cell phones may not be used for any purpose while on paid status. Any violation of this policy will lead to disciplinary action up to and including termination.

U. STUDENT ABANDONMENT OR UNAUTHORIZED RELEASE

1. It is unlawful for any student to be left in a locked or unlocked vehicle from which he or she cannot readily escape.
2. At no time shall a driver leave their students unattended in a locked or unlocked vehicle, except under the strict guidelines of an emergency. This includes leaving students with any person who is not a school official or an Agency Employee.
3. The driver shall not return to the bus yard for any reason with students on board. This is a safety hazard to the student as well as a liability to the Agency. If an emergency exists and there is a need to return to the yard with students, the emergency should be communicated to Dispatch, informing Dispatch that students are still on board the bus. A Supervisor must grant permission to return to the yard with students.
4. During the first few weeks of school, it is not uncommon for special needs students to get disoriented or lost. As the driver loads the bus, care must be taken that all students are clearly identified by an aide or teacher, and are listed on the route sheet. Their stops must be identified and the route sheets checked to see which students are marked "Y" for "release to self" and which are marked "N" for "not release to self." A student who is marked "N" should never be released in the absence of the person designated to receive the student without permission from a Supervisor. Student counts must be taken as student's board and leave the bus. If a student boards a bus and is not recognized by the driver or has no paperwork authorizing ridership, Dispatch must be called immediately.
5. In the event that a student boards an Agency bus at the incorrect stop, under no circumstances should that student be released at an undesignated bus stop without permission from a supervisor. Dispatch must be called immediately for further instructions. Dispatch should be provided the student's name and a telephone number at which a parent or guardian may be contacted.
6. A driver does not have the authority to remove a student from a bus. Doing so without the expressed consent of a Supervisor will constitute child abandonment and will result in disciplinary action.

V. CONFIDENTIALITY

Because of the sensitive nature of transporting children, drivers must use discretion and maintain strict confidentiality. The directory of information to which the Agency has access as part of the job of transporting students is confidential. The Agency is liable for any information which is inappropriately distributed or made public. This information may only be shared with other employees of the Agency and only with those employees whose jobs require the use of that information. Sharing confidential information about the students that are served by the Agency with a friend, relative, or neighbor places the Agency and the employee at risk under the law. (California Education Code 19076a)

W. APPEARANCE AND ATTIRE:

When on duty it is expected that employees maintain high standards of personal grooming and wearing apparel. The impression made on teachers, students, and the public is very important. Quite often, the drivers are the only persons connected with the Agency that the public sees and consequently the image they associate with the Agency. Drivers, Bus Aides, and shop employees are required to wear the uniform provided whenever reporting for duty and/or representing the Agency.

1. The Agency drivers must wear the gray shirt with the Agency logo or a shirt approved by the Agency with the Agency logo. Bus Aides must wear the khaki shirt provided by the Agency. Shirts must be worn with black or gray slacks or jeans. Dark blue jeans are acceptable.
2. Shop employees are provided dark gray uniforms. Lead mechanics are provided light blue shirts and blue pants. Both must wear closed toe, non-slip work shoes or boots.
3. Shirts may be worn unbuttoned in conjunction with an appropriate undershirt that shall be solid black, white, yellow, or gray.
4. Jackets must be black or dark gray.
5. No cleavage or midriffs may be visible. No "sagging" pants are allowed.
6. Drivers and Bus Aides may wear loose-fitting shorts as long as the pants length approaches the knee. Shorts must be black or gray. Black, gray, or dark blue jean shorts are acceptable.
7. Caps, visors, or knit beanies must be either solid black or gray or solid black or gray with school district or Agency logo. No bandanas or do-rags are allowed.
8. Small, discrete, appropriate tattoos are acceptable. Large tattoos on arms, legs, chest, or neck must be covered at all times.
9. Discrete, non-distracting piercings are acceptable. Piercings with large loops, hooks, spikes, or bars shall not be worn.
10. Appropriate undergarments must be worn.
11. Flat, closed toe shoes must be worn. Sandals, flip flops, high-heeled shoes, and sling-backed shoes are not acceptable when driving.
12. Stretch pants or sweat pants are unacceptable. Pants may not be faded or have holes in them.
13. Employees to whom uniforms are furnished are expected to keep the uniform clean and wrinkle-free.
14. All employees are expected to maintain good physical health and fitness.
15. All employees shall maintain high standards of personal grooming and hygiene.
16. Agency-issued I.D. badges must be worn by all employees while on paid status. (A fee will be assessed for additional, replacement and/or badges needed for Agency dress code compliance.)

X. SHOP RULES AND GUIDELINES

1. Mechanics must wear proper footwear, work boots or work shoes, at all times.
2. Cell phones may be used on break or at lunch time only, in designated break areas.
3. Smoking is only allowed in areas designated for smoking and is to be done only during breaks or lunch.
4. Safety equipment such as rubber gloves, hearing protection, or back braces shall be used as needed. Safety glasses must be worn by all employees in the shop at all times.
5. Mechanics must wear uniforms and jackets supplied by the Agency for safety and protection.
6. Agency-issued I.D. badges must be worn when working off-site (road calls, dropping off or picking up vehicles, etc.).
7. The work bay areas must be maintained in a clean and orderly fashion at all times. The work areas must be cleaned and prepared for the upcoming shift.
8. Specialty shop tools or tools borrowed from other tool boxes must be returned to their proper place after use. Rechargeable tools must be fully charged after use to insure availability to other mechanics.
9. Specialty shop or regular tools that are found broken or worn must be brought to the manager's attention for repair or replacement.
10. All accidents/incidents while working must be reported to the Fleet Manager or Lead Mechanics immediately so that the required accident/incident paperwork can be filled out in a timely manner and reported to the Administrative Specialist.
11. All shop employees must maintain high standards of personal grooming and hygiene.
12. Shared shop equipment such as brake lathes or transmission jacks must be cleaned immediately after use.
13. While at work, not including lunch or break times, shop employees must keep conversations between other employees to a minimum and shall be work-related.
14. When a driver brings a problem to the attention of a mechanic, the mechanic shall direct them to the Fleet Manager or Lead Mechanic who will have them complete a trouble report.
15. Shop employee's breaks are fifteen (15) minutes and lunch breaks are thirty (30) minutes in length.
16. All spray painting must be done in a well-ventilated area outside of the shop to prevent fumes building in the shop.
17. Always utilize the exhaust fans when running vehicles inside the shop.
18. Aerosol spray cans must be stored in the metal cabinets provided for storage when not in use.
19. After using steam pad, the area must be cleaned and the steam cleaner hose appropriately stored.
20. While on duty, ear buds, or any other type of electronic device that plays music, shall not be used.

Y. TIME PIECE

Drivers are expected to have an accurate working wristwatch when reporting for duty. The use of cell phones is prohibited by state law and should not be used for timekeeping.

Z. SMOKING ON AGENCY PROPERTY

Smoking (including E-cigarettes) is allowed on Agency property; however, it is permitted

only in designated smoking areas and only during breaks and lunches. The use of E-cigarettes is prohibited on buses and all other Agency vehicles.

AA. SELECTION OF BUS ROUTES AND ADDITIONAL ASSIGNMENTS (This section is compliant with the current collective bargaining agreement.) Except for bereavement, vacation, personal necessity for less than five (5) days, family care and medical leave, jury duty leaves, and absences due to a subpoena in a matter in which the driver is not a party, drivers on any leave who are eligible to return to work without restriction, must show proof of availability to accept assignment three (3) working days prior to the bid date. Failure to provide such certification, or failure to return to work without restriction prior to the bid process will result in the driver's removal from the bid process and the minimum guarantee assignment will be used for benefit and pay calculation upon return. Any driver who has been on leave status within fifteen (15) calendar days within the award of a bid who, after the effective date of the bid assignment, is absent five (5) consecutive days or more for the same reason the leave was granted, shall forfeit his/her bid assignment. Those drivers who forfeit their bid assignment when they are eligible to return to work without restriction will be given a minimum guarantee assignment.

1. SELECTION OF TRANSIT AND SPECIAL EDUCATION REGULAR ROUTES

Daily bus routes shall be assigned by bargaining unit seniority using the bidding process. Seniority shall be all hours in paid status as of the last completed pay period prior to the bid. The driver or aide with the greatest bargaining unit seniority who is qualified shall select his/her route first and the process shall proceed in descending order until all routes are taken.

- a. There will be two (2) bids, a Start-up Bid and a Main Bid, at the beginning of each school year. The Start-Up Bid shall be accomplished prior to the start of the first semester. Routes bid at Start-Up Bid will last no longer than four (4) weeks. The Main Bid will be held no later than four (4) weeks after the start of school. Routes bid at the main bid will last the entire traditional school year. Health and welfare benefits will be based on the contracted hours in effect after the Main Bid.
- b. The Agency shall notify all drivers and aides of both bid days and times at least ten (10) calendar days prior to the day of the Start-Up and Main bid.
- c. For both the Start-Up and Main Bids, the bid board shall be made available for review not later than noon (12:00 p.m.) the work day prior to the bid day. It is understood that changes may be made to the bid board after it has been made available for review. Bidding shall not occur prior to 7:00 a.m. on the bid day. A bidder will be scheduled by seniority in five (5) minute intervals. If a bidder does not bid within five (5) minutes of his/her scheduled bid time, the next bidder may proceed to bid the remaining routes. Bidders unable to attend the bids may authorize an employee to bid on his/her behalf. The proxy statement shall be in writing, signed, and dated and approved by the employee's supervisor, prior to the bid. The bid process shall proceed until there is a driver out driving, or due to go out in ten (10) minutes. If possible, mid-days shall be covered or switched with another mid-day.
- d. Daily bus routes shall be bid on a traditional school year. Main contract bids shall state that there will be one starting and one ending date for the traditional school

year. These dates shall be established by the calendar committee. Routes may have increasing or decreasing times, which will be identified on the original Main Bid contract. The main contract bid shall also state that the routes may increase up to a maximum of forty (40) minutes throughout the traditional school year. Should the route increase by over forty (40) minutes, the assignment shall be offered in accordance with extra hours.

- e. All drivers qualified in both departments may bid on special needs or transit routes. If qualified in both departments, the driver shall be required to work in the special education or regular education department to meet the needs of the Agency and that department on any day. Drivers who are qualified in special needs but do not elect to drive in the special needs department, shall submit their refusal in writing at the main bid. The following procedures will be utilized by the Agency in the assignment of drivers to routes.
 - f. When regular route vacancies occur during the year and the Agency determines that a vacant route is available, a bid process will be offered for drivers or aides on a voluntary basis to select an open assignment. Vacant routes will be posted within ten (10) calendar days after the vacancy at each bus overnight parking area for a period of five (5) calendar days. The notification will contain pertinent information on the route, including guaranteed time, planned parking location, bid close out date and time, and the effective date of implementing the assignment. Implementation shall be no later than three (3) calendar days after the bid. Interested drivers or aides shall arrive no later than 5:00 p.m. on the close out date for bidding.
- 2. EXTRA HOUR ASSIGNMENTS**
- Any regular run or kindergarten run that is not on the bid board on the day of the bid shall be offered to the senior driver(s) at each site, not to exceed eight (8) hours. Any regular run or kindergarten run that is less than five (5) days a week will be assigned as extra work.
- a. Local non-home-to-school weekday special activity trips and kindergarten or midday runs shall be offered to the most senior driver. Drivers with make-up shall be assigned special activity trips or runs first, then drivers who have time to give without going into overtime by seniority. The Agency shall establish the geographical area boundaries prior to the bid process. The most immediate driver in the vicinity of an emergency situation, as determined by the Agency, may not refuse extra hours to facilitate a home-to-school or non-home-to-school activity.
 - b. Unit members shall have the right to refuse extra time. Should an assignment be refused by all members in a classification, the assignment shall be assigned to the unit member with the least seniority.
- 3. OUT-OF-AREA FIELD TRIPS**
- Assignment of non-home-to-school trips shall be by rotation off the overtime rotation list among permanently assigned driving positions during the regular school year. (Reference the current Collective Bargaining Agreement)

BB. DRIVER RESPONSIBILITY

It is the responsibility of the School Bus Driver to maintain their T-01 (in-service hours). If Drivers T-01 hours are not kept current the Agency is required to notify CHP. It is a possibility that the driver's certificate may be cancelled by DMV for not staying in compliance.

CC. LOGGING JOBS OUTSIDE THE AGENCY

If a second job of any kind is being worked at any time during the year, Federal Law requires that this job be documented. Logs for documentation of outside work are located in both dispatch areas. The driver should make sure the dispatchers are aware of the previous day's schedule upon the driver's arrival at dispatch.

SECTION 3

SAFETY POLICIES AND PROCEDURES (This section is in compliance with the current collective bargaining agreement.)

All drivers must comply with all safety procedures in accordance with the California Administrative Code, Titles Five and Thirteen, the California Education Code, the California Vehicle Code, and Agency Policy.

On the second day of school, drivers will give oral instruction to students on the procedure for loading and unloading the bus including the procedure for safely crossing streets and roads. The instruction will be repeated the day after Main Bid and on the second day of the spring semester. A review of bus rules must be included in the instruction.

A. LOADING AND UNLOADING

1. Students should wait to board the bus in an orderly manner at least twelve (12) feet away from the bus and/or traffic. Except when escorting pupils, drivers are to remain on the bus when students are on board or when loading or unloading.
2. In buses equipped with seatbelts, the driver must ensure that all students and aides are properly seat belted **prior to putting the bus in motion.**
3. Travel shall be restricted to a maximum of five (5) mph when in a school loading zone or ten (10) mph in the Agency yard. When moving, allow at least one (1) bus length of space between your bus and the one ahead.
4. Backing of buses shall be eliminated whenever possible. If a bus must be backed at a designated stop, and it is not on the route sheet, call Dispatch for permission. Passengers should always board the bus prior to backing. When unloading passengers, backing should be completed before unloading passengers.
5. In school zones, drivers shall avoid pulling around other buses which are loading or unloading. Should it be necessary to do so due to the delay of a bus ahead, it must be done slowly and with extreme caution, and permission must be given by Dispatch.
6. **Buses should never be backed in a loading/unloading zone, unless pre-approved.**
7. Allow at least ten (10) minutes for students to board the bus on PM runs.

8. Speed bumps are safety devices often placed in parking areas to slow down vehicles. Driving over them at a fast rate of speed could damage the bus suspensions and could cause injury to students. Roadway dips and driveway approaches can also create dangerous situations and damage the bus, so they should be navigated with caution.
9. When unloading, students are to remain seated until the driver indicates it is safe to stand. The driver is to dismiss students row by row.
10. If approached by a parent at a bus stop with a question about a student or route while loading or unloading, the driver should always remain polite and calm. Give them the route number, first name, and the Agency phone number. They should be advised to call and speak with a Supervisor. The driver should inform them that due to the route schedule and time restrictions, a conversation is not possible. Request that they call a Supervisor for assistance and if necessary, to arrange a meeting.
11. **Escort Procedures** - All Pre K, Kindergarten, and 1st through 8th grade inclusive school students must be physically escorted across the street while the red crossover lights are flashing. The bus must be completely secured. The bus must be placed in "park", the parking brake set, the ignition turned off, and keys in possession of driver.
12. **Designated Stops** (13 CCR 1238) - A school bus driver shall stop to receive or discharge pupils only at a school bus stop designated by the school district superintendent or authorized by the superintendent for school activity trips.
13. **Special Needs Stops** - All special needs students are to be dropped off only at their designated stops and only to the person designated to receive them. Alternate stops and alternate designees must be arranged through the transportation office prior to the route. Do not under any circumstances open the bus door or release a student at a stop to someone who has not been designated to receive the student. If there is a question regarding the release of a student, Dispatch should be called for clarification and advisement.
 - a. **No one home** - If no one is at home to receive a student, the student must remain on the bus and Dispatch should be called for assistance and a supervisor informed of the situation. Dispatch will give instruction on the process to be followed to deliver the student home.
 - b. **Problem at Stop** – If a student's equipment is not working and the student cannot be transported, the driver should discuss the problem with the parent. If the driver is unable to resolve the problem, Dispatch should be called and informed of the problem. If necessary, a supervisor will be dispatched. The appropriate supervisory staff member will make the decision.
 - c. **Ill student** - If a student is ill or an illness is suspected the driver should discuss the problem with the parent. If there is still a doubt regarding the condition of the student, Dispatch should be called and a supervisor informed of the situation. The appropriate supervisory staff member will make a decision regarding a resolution of the issue.
 - d. **Students Left on Bus** - It is unlawful for any student to be left in a locked or unlocked vehicle that cannot readily escape there from. At no time shall a driver leave their students unattended in a locked or unlocked vehicle. This includes leaving your students with any person who is not a school official or agency employee.

Agency Policy - Every driver is required to secure his or her vehicle, walk down the aisle to the rear, **inside of the vehicle**, checking the seats on both right and left sides,

and the floor beneath-the seats, then checking again from back to front at the end of every route. Upon return to bus yard, "Bus Empty" sign will be placed in rear window, from inside of the bus to indicate that the bus is clear of all passengers.

Agency Procedure –

- During the a.m. and p.m. inspections, the bus empty sign is removed and kept in the **front** of the bus.
- After dropping off at each of your schools, check the bus thoroughly to make sure every student has departed. Never reload at a school without making certain the bus is empty.
- After finishing each of your routes, check the bus thoroughly to make sure every student got off the bus.
- The Bus Empty Sign shall be placed in the back window every time the bus is returned to the yard and checked.

Child Check Mate System – If your bus is equipped with the Child Check Mate System, the system must be activated at the beginning of the route and deactivated at the end of each route.

FAILURE TO COMPLY WITH THIS PROCEDURE WILL RESULT IN DISCIPLINARY ACTION WHICH MAY RESULT IN TERMINATION.

B. FUELING PROCEDURES

1. All buses returning to the yard must be refueled if the bus is less than half full.
2. No smoking except in designated smoking areas. NO EXCEPTIONS!
3. Do not leave buses unattended and running in the bus yard.
4. Drivers must remain at the fuel nozzle when dispensing diesel.

C. OPERATION PROCEDURES

1. The school bus dash must be completely clear at all times. Pencils, pens, clip boards, books, tissues, locks, pins, keys, etc. must be kept in an enclosed location.
2. Agency buses are considered by the general public to be school buses at all times, whether or not a passenger is aboard. In the interest of good public relations and safety, always drive with the bus headlights on, seat belts on, doors closed, with a maximum speed of 55 mph, and in the appropriate lane.
3. Avoid unnecessary chatter on the two-way radios. The radios have been installed for use in emergencies and communications concerning pupils, stops, etc. Be professional. When you use the radio, please hold the microphone down for a few seconds before speaking and continue holding the microphone until your transmission is complete. Be advised that it is important that your message be short and direct to ensure that your entire message is transmitted.
4. Do not give or sell students beverages, candy, gum, or other food items as rewards for good behavior or as gifts on holidays.
5. Drivers and Bus Aides must refrain from eating while driving. Drivers and Bus Aides may drink when the bus is not in motion; however, any beverage must be in a PLASTIC OR METAL container with a spill-proof lid. NO paper or Styrofoam cups are allowed in the bus. No drinks of any kind may be stored or placed upon the dash of the bus.
6. No smoking (including E-cigarettes) on the school buses or at schools when loading, unloading or when students are present.
7. Window levels must be kept no lower than the halfway point at all times when

- elementary and middle school students are on board.
8. Seat elementary and middle school students when loading. If necessary for passenger discipline, seat high school students. Use the front seats when carrying kindergarten students.
 9. No over-the-counter medications, dietary supplements, or prescriptions should be stored on the bus and allowed to be accessible to students.

D. RAILROAD CROSSINGS

1. When crossing railroad tracks, drivers are to stop no closer than fifteen (15) feet, and not farther than fifty (50) feet from the nearest rail.
2. While stopped, the driver in a Type 1 bus is to open the door and on a Type 2 bus, the driver's window. Drivers are to look and listen for approaching trains and instruct passengers to remain quiet. Drivers are to ensure it is safe to proceed before traversing the tracks.
3. Buses are not to be shifted while crossing the tracks.
4. When Agency buses are empty, no stops need to be made at railroad crossings.
5. When stopping at railroad tracks, drivers are to stop on the right hand edge of the road way or as near as practicable. Under no circumstances should a bus be stopped in the left turn lane for a railroad grade crossing.
6. If railroad crossing arms are stuck in the lowered position, the bus shall not make the crossing unless the arms rise automatically or are raised by a railroad employee or a certified peace officer.

E. HIGH WINDS

When experiencing high winds, major highways should be avoided. Drivers must call Dispatch for specific routing instructions.

F. TRAFFIC TICKETS

Any employee cited for a traffic violation while driving an Agency vehicle at any time will be responsible for the disposition of that citation that may include payment of applicable fines. This includes home-to-school transportation, field trips in buses, and travel in an Agency passenger or work vehicle. The Agency will require proof that the citation has been resolved and fines paid when required. Failure to comply will result in disciplinary action.

G. AUTHORIZED TRANSPORTATION

1. Only students enrolled in school and residing within the established bus pick-up boundaries are permitted to ride the Agency buses.
2. Exceptions to this are authorized Agency personnel and adults who are authorized by the district to act as chaperons on field trips. If you have any doubts as to the authorization of a passenger boarding the bus, Dispatch must be notified immediately by radio.
3. Volunteer parents or school employees may be allowed to be transported on the bus using established bus stops, and with proper approval.

H. CHILD ABUSE

Child abuse is legally defined as any act of omission or commission which endangers or impairs a child's physical or emotional health and development. These acts may include the following:

- Physical abuse and corporal punishment resulting in an injury
- Emotional abuse
- Emotional deprivation
- Physical neglect and/or inadequate supervision
- Sexual abuse and exploitation

1. WARNING SIGNS - Below are some signs of child abuse to help recognize an existing or potential problem of abuse:

Physical abuse:

- a. Bruises, burns, abrasions, lacerations or swelling caused by other than accidental means.
- b. Belt buckle marks, handprints, bite and pinch marks.
- c. A history of recurring injuries.
- d. Unexplained injuries or conflicting explanations on reasons of injury.
- e. Very young child with injuries on the back of body from the neck to the knees.

Emotional Deprivation:

- a. Child refuses to eat adequate amounts of food and thus is very frail.
- b. Displays overly exaggerated fears.
- c. Continually seeks out and "pesters" other adults (such as teachers, neighbors, etc.) for attention and affection. Appears normal but is unable to perform normally learned functions for a given age, e.g. walking, talking, etc.

Physical Neglect:

- a. Unsanitary conditions in the home (garbage; animal or human excretion).
- b. Spoiled food in the refrigerator or cupboard or no food at all.
- c. Untreated injuries which endanger the health of the child.
- d. Unsafe home conditions and unsupervised young children left for long periods of time.

Sexual Abuse and Exploitation:

- a. Child makes statement about sexual activities with parents, other relatives, and friends of the family or other adults.
- b. Child is known to be a victim of other forms of abuse.
- c. Bloody underclothing or tearing/bruising of the mouth, anus or genitals.

2. MANDATORY REPORTING

Any employee of a public (or private) school is a mandated reporter. Agency employees that are trained in child abuse reporting who, within the scope of his/her employment, has knowledge of or observes a child whom he/she reasonably suspects has been the victim of child abuse, must make a telephone report to a department of children's services representative. Reporting suspected abuse is part of your job.

- a. The report must be made immediately or as soon as possible and must be followed up with a written report within 36 hours. The reports must be made even if the employee has no idea who inflicted the abuse. Notification should also be made to his/her supervisor.
- b. Proof of abuse is NOT required; law enforcement will determine proof during the course of their investigation.
- c. A trained classified employee who fails to make such a report to a child protective agency is guilty of a misdemeanor and can be punished by six months in jail, a fine of \$1,000, or both. (Penal Code 11172 (e))
- d. No person making such reports shall be subject to any sanctions for reporting. Any supervisor or administrator who impedes or inhibits the reporting duties of a classified employee is guilty of a misdemeanor. Penal Code 11166.1.
- e. Trained classified employees who make such reports have absolute immunity from civil or criminal liability arising from the reports. Penal Code 11172 (a)
- f. The identity of all persons making such reports is confidential. Penal Code 11167 (c). A classified employee cannot be required to disclose his/her identity to the school district employer.
- g. Reports must be made directly to the Department of Children's Services, telephone 1-800-540-4000 and ask for the intake evaluator, and the local Sheriff's Department at (661) 948-8466. Adult Protective Services (for those over the age of 18) may be reached at (877) 477-3646. Written follow-up forms must be mailed within 36 hours of the initial telephone report. These are available through the agency office or the Department of Children's Services. Reporting is an employee responsibility, not an agency responsibility. Questions regarding the process should be directed to a supervisor.

I. REPORT OF ASSAULT

If a driver is assaulted by a student, the responsibility of filing a report with law enforcement falls to the person that was assaulted. Drivers may report to the Operations Manager for assistance or file a complaint directly with the Los Angeles County Sheriff's Department. In either case, an Incident Report Form must be filed with the Operations Manager and Administrative Specialist.

J. WEAPONS

- 1. Remain calm.**
- 2. Do not confront the student.**
- 3. Contact Dispatch with your location followed by the radio code 10-32.**
- 4. Await further instructions.**
- 5. When instructions are given, they are to be followed precisely.**

SECTION 4

STUDENT MANAGEMENT POLICIES AND PROCEDURES

The Antelope Valley Schools Transportation Agency is committed to operating the safest transportation system possible through good bus maintenance, continuous driver training, and appropriate student behavior.

It is the belief of the Agency that all students can behave appropriately and safely while riding on a school bus. Student behavior that creates an unsafe or unpleasant environment for students or drivers will not be tolerated.

Students are expected to follow all bus rules while on any bus used for the purpose of home-to-school transportation, both AM and PM; sporting activities; field trips; and other school-sponsored events.

The privilege of riding a school bus is offered to all qualifying students contingent upon the students following the bus rules. The Student Discipline Supervisor manages bus discipline and is responsible for the administration of discipline.

Student conduct on the bus is the driver's responsibility once the designated stop is in view. Even though the Student Discipline Supervisor will have the main responsibility, it is still imperative that the driver establishes a good and effective management system with the students.

Special Education Students:

- **Bus Tickets** will be used for any **student behavior** issue, including unsatisfactory behavior, fighting, self-injurious behavior like hitting the window, getting out of the seat belt and standing up while the bus is in motion, etc.
- **Incident Reports** will be used for **general incidents**. Examples including, but not limited to bloody nose, a seizure, falling while getting out of the bus, undeliverable, anything out of the ordinary, etc.

This is to help ensure that the school, district, and parents are all routinely informed of student behavior issues and incidents, regardless of whether the student is high or low functioning.

A. INFORM, OBSERVE, AND ENFORCE DISCIPLINE

1. It is the responsibility of the driver to explain all bus rules and regulations to the students.
2. A driver should do everything possible to encourage positive and correct behavior.
3. For better control, student behavior should be monitored using the driver mirrors.
4. Students should be treated fairly and consistently. New drivers often struggle because they are afraid that if they are too strict, students will not like them and behave appropriately. Respect is more important in this situation than being liked. The driver should set reasonable rules and consistently enforce them. The driver who enforces the discipline rules on their bus from the first day of school will have fewer discipline problems throughout the school year.
5. Classroom conduct is the accepted behavior on a school bus. Classroom conduct, as used here, is interpreted to mean that the students will follow the drivers' directions, remain properly seated, keep their hands and personal items to themselves, and talk with other students in immediate vicinity only.
6. Think before reacting. Be proactive, not reactive.
7. A driver should attempt to control all disturbances on his or her bus.
8. If a fight occurs or if a student gets injured while on a bus or at a bus stop, the driver must report it immediately to Dispatch so that a parent and / or school personnel will be notified and an Incident Report form should be completed upon return to the yard.
9. No one likes to be threatened. Discuss offenses with the offender in private.
10. If a student must be corrected, explain the reason if it is not obvious.
11. A driver shall never place a student off a bus as a disciplinary response.
12. A driver shall not return a busload of students to a campus or the transportation

- center for disciplinary reasons, unless it is an extreme emergency and they are authorized to do so by a supervisor.
13. A driver should write a bus citation for students who continually disobey the driver and the bus rules. Bus tickets should be issued for violations of the Student Code of Conduct. Tickets should be specific, thorough, and complete.
 14. For events that do not fall into the disciplinary category, an Incident Report must be completed in detail with specifics. (Bloody noses, seizures, a student falling down, etc.) Incident Reports should be delivered directly to the Transportation Security Supervisor OR, if unavailable, to the supervisor on duty. Incidents not observed by a driver (reports given by a student about another student's inappropriate behavior) must be recorded on an Incident Report.
 15. When it is necessary to write a student a bus citation, the driver should fill out the form completely and submit it to the Student Discipline Supervisor as soon as possible to be processed. If the citation is for damage to the bus, a trouble report should also be completed and turned in to the Student Discipline Supervisor along with the citation.
 16. If a student receives a warning citation, the driver will not receive a copy of the submitted citation. If a student receives a bus suspension, the driver will receive a written notice with the suspension date(s) indicated. A copy of the citation will be given to the student. In most cases, the PM driver will issue the copy to the student upon exiting the bus. Drivers must check their mailboxes before each route so that citations can be delivered to the students in a timely manner. All citations are also mailed to the home and to the school.

B. STUDENT BUS RULES

1. Authority of the driver: Pupils transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street or highway. (Title V, Section 14103 – A, California Administration Code)
2. Cooperate with the driver. Follow directions the first time they are given.
3. Arrive at the bus stop waiting in line five (5) minutes before the scheduled bus departure time. While going to and from the bus stop and while waiting for the bus, keep out of the street and off private property. Noise, rowdy behavior and property damage at the bus stop could cause the stop to be moved to a less convenient location. Students must use the designated stop closest to his or her home both A.M. and P.M. Students may not use multiple stops. Any student having to use another stop in an “emergency only” situation must have a note pre-approved by the school.
4. Board and leave the bus in an orderly manner. Do not push other students. Be seated promptly. Do not “save” seats for others. Be willing to share the seat with fellow bus riders. Follow driver’s instructions concerning seating location and unloading procedures.
5. Always sit facing the front of the bus. Remain seated when the bus is in motion. Do not change seats without permission of the driver.
6. Keep head, hands, and arms inside the bus at ALL times. Do not yell out of the windows to others outside the bus.
7. No physical contact of ANY kind is allowed. Keeps hands off other people and off others possessions.
8. Animals, insects, and reptiles are not permitted on the bus. Guide and signal dogs accepted. (54.2. Civil Code)
9. Large musical instruments are prohibited on the bus. Other prohibited items include

- glass containers, skate boards, roller blades/skates, balloons, playground equipment, and other large bulky items. Special arrangements must be made for transportation of athletic equipment. Cleats and or spikes must be removed prior to boarding the bus.
10. Bus aisles and emergency exits must be kept clear of all items such as feet, legs, arms, books, and lunches.
 11. Keep the bus clean. Students are not to eat, drink, or chew gum or tobacco on the bus.
 12. Appropriate school dress must be worn at all times while on the bus. Appropriate footwear must also be worn. Hats/caps, hoodies, etc. are not to be worn while on the bus and must be removed prior to boarding. No open cosmetics or aerosol cans are permitted.
 13. Do not use obscene or profane language. Smoking, any narcotics, weapons, and lighting of matches are not permitted on the bus. No hazardous materials, liquids, or gases are permitted on the bus.
 14. Do not deface or destroy bus equipment. Damage to seats, windows and other parts of the bus are unnecessary and costly. The student responsible for the damage will pay for any damage caused by a student.
 15. Avoid loud talking, loud laughter or unnecessary confusion (it may divert the driver's attention and could result in an accident).
 16. Students living across streets, upon which the bus is stopped to unload them, should cross only when the driver indicates that it is safe to do so. Students must cross the street in front of the bus and walk straight across the street. The driver will escort Elementary and Junior High students across the street.
 17. In school districts with bus passes, students **MUST** show their bus pass before boarding the bus and may not use another student's pass.
 18. Students are **NOT** allowed to use cell phones or any electronic devices while on the bus. These items must be placed in the off position and kept in the student's possession at all times while on a bus.
 19. Students that leave campus for any reason other than a school authorized, pre-approved appointment will **NOT** be allowed to ride the bus home in the PM.
 20. If school bus is equipped with seat belts and shoulder straps, they **MUST** be worn at all times. Tampering with **ANY** seat belt or shoulder strap is **PROHIBITED**.

C. GUIDELINES FOR STUDENT DISCIPLINE

In order to provide the safe transportation of students, the following assertive discipline policy is applied.

AVSTA STUDENT BEHAVIOR PHILOSOPHY:

It is the belief of the Agency that all students can behave appropriately and safely while riding on a school bus. Student behavior that creates an unsafe or unpleasant environment for students or drivers will not be tolerated.

1. CONSEQUENCES FOR DISCIPLINE CODE VIOLATIONS

Damage to bus - If a student causes damage to the bus, the student will be responsible for the cost of the repairs, and will not be allowed to ride any Agency bus or charter vehicle until the cost of repairs is paid in full.

Damage to other students' property - If a student causes damage to the property of another student bus rider, the student will be responsible for the cost of the repair or replacement, and will not be allowed to ride any Agency bus until the cost of repair or replacement is paid in full.

2. THE MINOR CLAUSE

The Minor Clause may be used at the discretion of the Agency. The Agency has the right to adjust the number of days the bus riding privileges can be denied. This could be anywhere from a Written Warning to 1 - 3 days loss of bus riding privileges.

3. THE SEVERE CLAUSE

The Severe Clause may be invoked ***WITHOUT A WRITTEN WARNING*** having been previously issued whenever the offense is of such serious nature to warrant it. ***SOME*** examples of these offenses are as follows:

- a. Physical contact of **ANY** kind with Driver or Student.
- b. Harassment of **ANY** kind, sexual, physical, or emotional.
- c. Threatening a Driver, Aide or Student.
- d. Arguing with the Driver or Aide.
- e. Use of foul or obscene language.
- f. **ANY** gang signs or racial remarks.
- g. Any violation causing or likely to cause injury to Driver, Aide or Student.
- h. Throwing object in or out of bus.
- i. Jumping out of bus window or emergency door.
- j. Destroying or defacing bus or bus equipment.
- k. Any action that interferes with the safe transportation of Student. Continued disorderly conduct.
- l. Weapons of **ANY** kind.
- m. A violation of the California Education Code.

Consequences: Students in violation will be denied bus transportation anywhere from 1-10 days depending on the severity of the behavior. If a student is denied transportation indefinitely and IF DEEMED NECESSARY, a parent conference will be arranged with parent, student, driver, and Agency representative. Depending on the severity of the behavior, a student can also be denied transportation permanently. Any illegal activity will result in notification of law enforcement.

4. CONSEQUENCES OF VIOLATION OF THE PROGRESSIVE DISCIPLINE PLAN

IF DEEMED NECESSARY, a student may be denied bus transportation until a conference is held with parents, student, and Agency representative. Any illegal activity will result in referral to the appropriate law enforcement agency.

SECTION 5

EMERGENCY PROCEDURES

A. BREAKDOWN PROCEDURES

When mechanical problems develop which render the bus inoperable or unsafe for pupil transportation, the bus, if at all possible, should be moved as far off the main traveled portion of the roadway as is safe and practical. If bus cannot be moved off roadway and is in a position to obstruct traffic or be a hazard, emergency reflectors should be placed in accordance with vehicle code Section 25300. You should then radio in the following information:

1. Location.
2. Direction in which the bus is headed.
3. Number of students aboard, if any.
4. As accurately as possible, describe the cause of the problem.

In the event a breakdown should occur after hours, it should be reported by calling the answering service at (888) 207-0359. During the weekend, breakdowns should be reported by calling the phone number for the Mechanic on call located on your trip sheet. If you cannot reach the Mechanic on call, call the answering service phone number listed above.

At no time should the driver leave the immediate vicinity of the bus when passengers are aboard.

B. ENGINE PROBLEM INDICATORS

1. **OIL LIGHT AND BUZZER:** If the oil light and/or buzzer come on, immediately pull over to a safe location and shut engine off. Advise base. Upon instruction, check oil level, check for any visible leaks, and check for broken oil lines.
2. **COOLANT TEMPERATURE LIGHT AND BUZZER:** If the coolant light and/or buzzer come on, immediately pull over to a safe location. Recheck water temperature gauge if over 200 degrees, advise base. Also, check for broken fan belt(s) and water hoses. Do not open the radiator cap. This will result in hot water erupting from radiator.
3. **LOW AIR LIGHT AND BUZZER:** If the low air light and/or buzzer come on, immediately pull over to a safe location and stop vehicle. If necessary, use the emergency stopping system. Advise base. Upon instruction, check for broken belts and air lines.

SCHOOL BUS ACCIDENTS

California Highway Patrol (CHP) Passenger Transportation Safety Handbook 2517.1:(a) A "school bus accident" means any of the following:

1. A motor vehicle accident resulting in property damage in excess of one thousand dollars (\$ 1,000.00) or personal injury, on public or private property, and involving a school bus transporting a pupil. CHP will report all accidents.
2. A collision between a vehicle and a pupil or a school bus driver while the pupil or driver is crossing the highway when the school bus flashing red signal lamps are required to be operated pursuant to Section 22112 V.C.
3. Injury of a pupil inside a vehicle described in paragraph (1) as a result of acceleration, deceleration, or other movement of the vehicle.

The Department of the California Highway Patrol shall investigate all school bus accidents with the exception of accidents involving only property damage and occurring entirely on private property; however, CHP will investigate accidents on private property where California Vehicle Code notice of enforcement is posted.

A. REPORTING

Whenever any school bus accident occurs, the driver must stop at the scene, immediately notify or cause to be notified the CHP, his or her employer, and the school district for which the bus may be operated under contract (13 CCR 1219).

B. ACCIDENT PROCEDURES

In case of accident, immediately radio or see to it that the Agency is notified. If unable to reach the Agency dispatcher, you must notify or cause to be notified the CHP. Give location. If there are injuries that will require transportation, indicate the number of people injured. Comply with all provisions in the Code of Regulations, Title 13.

If a driver is reporting an accident that he or she has witnessed, the driver should indicate that an Agency vehicle was not involved, and then give necessary details for the location of the accident, injuries, and type of help needed.

C. SUMMARY OF PROCEDURES IN THE EVENT OF AN ACCIDENT

1. Stop and secure the bus and turn off the engine.
2. Evaluate the scene as per first aid manual and act accordingly.
3. Remain calm. Do not argue, give way to anger, or make unwarranted accusations.
4. Put out road reflectors.
5. Make the pupils as safe and comfortable as possible.
6. Following an accident, do not move a school bus from the scene of the accident until approved by proper authority.
7. Make student seating chart indicating student's name, age, date of birth, and seat location. Seating chart is located in the First Aid Kit.
8. Do not release students to anyone, except proper authorities (CHP, Sheriff, Paramedic). Before releasing, have names of students, school they attend and address and to whom they have been released and to what location they are in route.
9. Students may be released to parents when presented with proper documentation and with approval from the dispatchers.

Do not, under any circumstances, release students to unauthorized individuals. The driver is responsible for the safety and well-being of all students until relieved of those responsibilities by a Supervisor.

D. INFORMATION EXCHANGE

1. **INFORMATION TO BE EXCHANGED:** No discussion of the accident in any form, cause of accident or contributing factors, should take place with anyone other than law enforcement officers or other persons with proper authority. Under no circumstance should the accident be discussed with any of the other persons involved. The driver of the Agency vehicle is required to furnish only the following information to the parties involved in the accident:

- a. Name
 - b. Driver license number
 - c. Bus license number and bus number
 - d. Name, address, and telephone number of the Agency
 - e. Name of the Agency insurance carrier
2. **WITNESS INFORMATION:** The names, addresses and contact information should be collected from as many witnesses as possible.
 3. **INFORMATION REQUIRED FROM THE OTHER DRIVER:** The following information should be collected from all drivers and passengers involved in the accident:
 - a. Name and address of the registered owner must be copied from the registration slip as well as year, make and model of vehicle.
 - b. Name and address of the other driver must be obtained from their driver's license. Also, write down their license number.
 - c. Vehicle license numbers must be written down also.

E. ACCIDENT REPORTS (This section is compliant with the current collective bargaining agreement.)

1. **REPORT PROMPTLY:** A full and complete accident report covering every accident, however small, must be made and submitted to the Agency the same day that the accident occurs.
2. **GIVE DETAILS:** In making these reports, be sure to note carefully any obstructions such as cars parked at or near the scene of the accident, or hedges, trees, buildings, etc.; and also all traffic control devices such as "stop and go" signals, boulevard stop signs, or others. If any of the above were contributory to the accident, clearly indicate them on the street diagram on the accident report.
3. **REPORTING DAMAGE TO BUS:** All damage to a bus, regardless of how minor, shall be reported on the day the damage incurred and an accident report shall be completed.

F. NON-SCHOOL BUS ACCIDENTS

A non-school bus accident is any accident involving an agency vehicle which does not fall under the definition of a school bus accident (13 CCR 1201). These accidents shall include but are not limited to:

1. In-yard accidents.
2. Collision involving a school bus with no pupil aboard.
3. Collision involving an agency vehicle other than a school bus.

Any accident involving an Agency vehicle must be reported to the Agency whether or not the accident is defined as a school bus accident.

G. NON-SCHOOL BUS ACCIDENTS

An Incident Report must be written to document any significant event on the bus: student issues, accidents, injuries, incidents with parents. Any information that is provided to the driver by students or parents regarding events or issues on the bus should be

documented on an incident report. This is especially important regarding incidents of sexual harassment, bullying, or inappropriate physical or verbal interaction. These reports can provide documentation at a later date should issues arise regarding the event. All reports should be completed containing as much detail and information as possible and submitted to the appropriate Supervisor. These reports are located in Dispatch and Safety and Training.

All incident reports must be completed immediately and submitted to a Supervisor or Dispatcher

BUS EVACUATION

A. EVACUATION REQUIREMENTS: California Education Code Section 39831.5 reads as follows:

1. All pupils at the elementary and secondary level in public or private school who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. The county superintendent of schools, superintendent of the school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:
 - a. At least once in each school year, all pupils in prekindergarten, kindergarten, and grades 1st through 8th, inclusive, who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to: proper loading and unloading procedures, including escorting by the driver, proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through emergency exit doors.
 - b. Prior to departure on a school activity trip, all pupils shall receive safety instruction which includes, but is not limited to, operation of emergency release of front door, location of emergency exits, location of ignition key, location of parking brake, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.
2. The following information shall be documented each time the instruction required by paragraph (1) of subdivision (a) is given:
 - a. Name of school district, county office of education, or private school.
 - b. Name and location of school.
 - c. Date of instruction.
 - d. Name of supervising adults.
 - e. Number of pupils participating.
 - f. Grade levels of pupils.
 - g. Subjects covered in instruction.
 - h. Amount of time taken for instruction.
 - i. Bus driver's name.
 - j. Bus number.

k. Additional remarks.

This information recorded pursuant to this subdivision shall remain on file at the district or county office, or at the school, for one year from the date of the instruction, and shall be subject to inspection by the Department of the California Highway Patrol.

SECTION 6

FIELD TRIPS (This section is in compliance with the current collective bargaining agreement.)

GENERAL FIELD TRIP INFORMATION

Prior to departure on a school activity trip, all pupils shall receive safety instruction which includes, but is not limited to, operation of emergency release of front door, location of emergency exits, location of ignition key, location of parking brake, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Be mindful that the bus and the driver **must remain available at all times to respond to the needs of the group**. If at all possible, exchange cell phone numbers with the chaperone.

A. EXTRA HOURS

Extra hour assignments shall be made in accordance with the provisions of the agreement between the bargaining unit and the Agency.

B. ACTIVITY TRIP DIFFERENCES

Qualified driver may be assigned to drive a field trip with various groups. These may occur between regular home-to-school routes, late afternoon, evenings, or on weekends. Driving field trips can present problems that are different from regular home-to-school routes. Some of these items to be considered are as follows:

1. Being assigned to drive a bus other than the one usually driven.
2. Transporting different age groups other than those normally transported.
3. Driving long periods at one time.
4. Driving roadways and freeways and driving in and out of cities that are not familiar.
5. Driving at night.
6. Driving in inclement weather and road conditions.
7. Transporting extra equipment.
8. Working with chaperones and/or teachers.
9. Adjusting to the activities and the spirit of the trip.
10. Handling of emergencies that may occur away from home.
11. Fueling off site.
12. Mechanical breakdowns.

C. FIELD TRIP ACCIDENT

Federal school bus accident reports indicate that many accidents occur on field trips and the leading cause are as follows:

1. Drivers unfamiliar with the bus.
2. Drivers unfamiliar with the route being traveled.
3. Misuse of braking system descending grades.
4. Driver fatigue.
5. Faulty equipment.

D. BREAKDOWN PROCEDURES

When mechanical problems develop which render the bus inoperable or unsafe for pupil transportation, the bus, if at all possible, should be moved as far off the main traveled portion of the roadway as is safe and practical. If bus cannot be moved off roadway and is in a position to obstruct traffic or be a hazard, emergency reflectors should be placed in accordance with vehicle code Section 25300. You should then radio in the following information:

1. Location.
2. Direction in which the bus is headed.
3. Number of students aboard, if any.
4. As accurately as possible, describe the cause of the problem.

In the event a breakdown should occur after hours, it must be reported by calling the answering service at (888) 207-0359. During the weekend, breakdowns should be reported by calling the phone number for the Mechanic on call located on your trip sheet. If you are unable to reach the on call Mechanic, call the answering service at the phone number listed above.

At no time should the driver leave the immediate vicinity of the bus when passengers are aboard.

MANAGEMENT OF FIELD TRIP SCHOOL BUS ACCIDENTS

California Highway Patrol Passenger Transportation Safety Handbook 2517.1:(a) A "school bus accident" means any of the following:

1. A motor vehicle accident resulting in property damage in excess of one thousand dollars (\$1,000.00) or personal injury, on public or private property, and involving a school bus transporting a pupil. CHP will report all accidents.
2. A collision between a vehicle and a pupil or a school bus driver while the pupil or driver is crossing the highway when the school bus flashing red signal lamps are required to be operated pursuant to Section 22112 V.C.
3. Injury of a pupil inside a vehicle described in paragraph (1) as a result of acceleration, deceleration, or other movement of the vehicle.

The Department of the California Highway Patrol shall investigate all school bus accidents with the exception of accidents involving only property damage and occurring entirely on private property; however, CHP will investigate accidents on private property where California Vehicle Code notice of enforcement is posted.

A. REPORTING

Whenever any school bus accident occurs, the driver shall stop at the scene, immediately notify or cause to be notified the CHP, his or her employer, and the school district for which the bus may be operated under contract (13 CCR 1219).

B. PROCEDURES

In case of accident, immediately radio or see to it that the Agency is notified. If unable to reach the Agency dispatcher, you should notify or cause to be notified the CHP. Give location. If there are injuries that will require transportation, indicate the number of people injured. Comply with all provisions in the Code of Regulations, Title 13.

If reporting by radio an accident that has been witnessed by the driver, the driver should indicate that an Agency vehicle was not involved, then give necessary details the location of the accident, injuries, and type of help needed.

C. SUMMARY OF PROCEDURES IN THE EVENT OF AN ACCIDENT

1. Stop the bus and turn off the engine.
2. Evaluate the scene as per first aid manual and act accordingly.
3. Remain calm. Do not argue, give way to anger, or make unwarranted accusations.
4. Put out road reflectors.
5. Make the pupils as safe and comfortable as possible.
6. Following an accident, do not move a school bus from the scene of the accident until approved by proper authority.
7. Make student seating chart indicating student's name, age, and seat location. Seating chart is located in the First Aid Kit.
8. Do not release students to anyone, except proper authorities (CHP, Sheriff, paramedics, etc.). Before releasing, have names of students, school they attend and address and to whom they have been released and to what location they are in route.

Do not, under any circumstances, release students to unauthorized individuals. The driver is responsible for the safety and well-being of all students until relieved of those responsibilities by a Supervisor.

D. INFORMATION EXCHANGE

No discussion of the accident in any form, cause of accident or contributing factors, should take place with anyone other than law enforcement officers or other persons with proper authority. Under no circumstance should the accident be discussed with any of the other persons involved. The driver of the Agency vehicle is required to furnish only the following information to the parties involved in the accident:

- a. Name.
 - b. Driver license number.
 - c. Bus license number and bus number.
 - d. Name, address, and telephone number of Agency.
 - e. Name of the Agency insurance carrier.
1. **WITNESS INFORMATION:** The names, addresses and contact information should be collected from as many witnesses as possible.

2. **INFORMATION REQUIRED FROM THE OTHER DRIVER:** The following information must be collected from all drivers and passengers involved in the accident:

- a. Name and address of the registered owner must be copied from the registration slip as well as year, make and model of vehicle.
- b. Name and address of the other driver must be obtained from their driver's license. Also, write down their license number.
- c. Vehicle license numbers must be written down also.
- d. Name of insurance carrier.

E. ACCIDENT REPORTS

1. **REPORT PROMPTLY:** In the event of an emergency, you must call 911, then the answering service at (888) 207-0359. A full and complete accident report covering every accident, however small, must be made and submitted to the Agency the same day that the accident occurs.
2. **GIVE DETAILS:** In making these reports, be sure to note carefully any obstructions such as cars parked at or near the scene of the accident, or hedges, trees, buildings, etc.; and also all traffic control devices such as "stop and go" signals, boulevard stop signs, or others. If any of the above were contributory to the accident, clearly indicate them on the street diagram on the accident report.
3. **REPORTING DAMAGE TO BUS:** All damage to a bus, regardless of how minor, shall be reported on the day the damage occurred and an accident report shall be completed.

Any accident involving an Agency vehicle shall be reported to the Agency whether or not the accident is defined as a school bus accident.

F. AT-FAULT ACCIDENTS

If a driver is involved in an at-fault accident while on a field trip, the driver will be removed from the field trip rotation list until they complete the field trip class again.

LAWS APPLYING TO FIELD TRIPS

There are several laws and regulations designed to prevent field trip accidents from happening. Below is a list of some of them. Those laws are by no means the only laws which apply to field trips. Also, most of the laws listed below do not apply exclusively to field trips, but are listed because the chances of encountering those situations are greater when driving a field trip.

A. STUDENT SAFETY

California Education Code Section 39831.5 (a) (2) states that prior to departure on a school field trip, all pupils riding on a school bus shall receive safety instructions, which include the following:

1. Operation of the front door emergency release.
2. Location of emergency exits.
3. First-Aid kit location.
4. Location and use of emergency equipment.
5. Location of ignition key and brake.
6. Instructions should also include responsibilities of passengers seated next to an emergency exit.

B. DRIVER PROFICIENCY

1. DRIVER PROFICIENCY REQUIREMENTS (13 CCR 1229)

Motor carriers shall require each driver to demonstrate that the driver is capable of safely operating each different type of vehicle or vehicle combination (i.e. vehicle with different controls, gauges of different size, or requiring different driving skills) before driving such vehicle(s) on a highway unsupervised.

2. UNLAWFUL OPERATION (13 CCR 1230)

No motor carrier shall knowingly require or permit the operation of any vehicle that is not in safe operating condition or not equipped and maintained as required by any law or regulation; or knowingly required or permit any driver to drive in violation of any law or regulation.

3. PERMITTING UNLICENSED PERSON TO DRIVE (14606 VC)

No person shall knowingly permit or authorize the driving of a motor vehicle, under his or her control, upon the highway by any person unless the person is then licensed for the appropriate class of vehicle to be driven.

4. VIOLATION OF LICENSE RESTRICTION (14603 VC)

No person shall operate a vehicle in violation of the provision of a restricted license issued to him or her.

5. CERTIFICATE RESTRICTIONS (13 CCR 1207)

It shall be unlawful for the holder of a certificate to violate any restriction placed in the certificate.

6. DRIVING HOUR (13 CAC 1201, 13 CCR 1212)

The driver of a school bus shall not drive more than ten (10) hours within a work period or drive after sixteen (16) consecutive hours have elapsed since first reporting for duty for any employer.

7. EXCEPTIONS

- a. **Adverse conditions:** A driver may be permitted or required to drive more than the regulated hours due to snow, sleet, fog, or other adverse conditions of weather, road conditions, or traffic. This extended driving period is permitted even though the adverse conditions were known before the trip.
- b. **Emergencies:** In the event of a traffic accident, medical emergency, or disaster, a driver may complete the trip if the trip could reasonably have been completed under normal conditions without exceeding the regulated hours.

8. TRANSPORTATION OF EXTRA EQUIPMENT (13 CCR 1216)

Drivers shall not permit any greater quantity of freight, express, or baggage in vehicle than can be safely and conveniently carried without causing discomfort or unreasonable annoyance to passengers. In no event shall aisles, doors, steps, or emergency exits be blocked.

Many buses have luggage space either under or in the rear of the bus. In some cases where large items are to be transported, another vehicle is used. Many times, however, special equipment and personal belongings have to be placed in the passenger compartment.

In this case, empty seats in the rear of the bus should be used. Store heavy items first and as low as possible. Nothing should extend above the seat back. Use ropes, straps, bungees passed under seats, and across the seat back to secure items on seats. Windows, aisles, and the emergency door shall not be blocked.

C. BASIC DRIVING REQUIREMENTS

1. BASIC SPEED LAW(22350 VC)

No person shall drive a vehicle upon a highway at a speed greater than is reasonable or prudent having due regard for weather, visibility, the traffic on, and the surface and width of, the highway, and in no event at a speed which endangers the safety of persons or property.

2. MAXIMUM SPEED LAW (22406 VC)

No person shall drive a school bus transporting any school pupil on a highway at a speed in excess of 55 miles per hour. This law applies even on highways which are posted at 65 miles per hour.

3. MINIMUM SPEED LAW (21656 VC)

On a two-lane highway where passing is unsafe because of traffic in the opposite direction or other conditions, a slow-moving vehicle behind which five (5) or more vehicles are formed in line, shall turn off the roadway at the nearest place designated as a turnout by signs erected by the authority having jurisdiction over the highway, or whenever sufficient area for a safe turnout exists, in order to permit the vehicle following it to proceed. A slow-moving vehicle is one which is proceeding at a rate of speed less than the normal flow of traffic at the particular time and place.

4. SLOW-MOVING VEHICLES (21654 VC)

Notwithstanding the prima facie speed limits, and vehicle proceeding upon a highway at a speed less than the normal speed proceeding upon a highway at a speed less than the normal speed of the traffic moving in the same direction at such time shall be driven in the right-hand lane of traffic or as close as practicable to the right-hand edge or curb, except when over-taking and passing another vehicle proceeding in the same direction or when preparing for a left turn at an intersection or into a private road or driveway.

5. DESIGNATED LANES (21655 B VC)

A school bus transporting any pupil shall be driven in the lane or lanes designated whenever signs have been erected giving notice of such designation. When specific lanes have not been so designated, any such vehicle shall be driven in the right-hand lane for traffic or as close as practicable to the right edge or curb. If however, specific lanes have not been designated on a divided highway having four (4) or more clearly marked lanes for traffic in one direction, any such vehicle may also be driven in the lane to the immediate left of such right-hand lane, unless otherwise prohibited under the provisions of the vehicle code. When overtaking and passing another vehicle proceeding in the same direction, such drivers shall use either the designated lane, the lane to the immediate left of the right-hand lane, or the right-hand lane for traffic as permitted under the provisions of the vehicle code. This

section shall not apply to a driver who is in the process of entering into or exiting from a highway or to a driver who must necessarily drive in a lane other than the right-hand lane to continue on the intended route.

6. PASSING ON GRADES (21758 VC)

In the event any vehicle is being operated on any grade outside of a business or residence district at a speed of less than 20 miles per hour, no person operating any other motor vehicle shall attempt to overtake and pass such slow moving vehicle unless the overtaking vehicle is operated at a speed of at least 10 miles per hour in excess of the speed of the overtaken vehicle, or unless the passing movement is completed within a total distance not greater than one-quarter of a mile.

7. LOG BOOK

Log Books must be completed per Department of the California Highway Patrol Regulations Title 13, § 1212 "Driver Hours of Service."(e) 100 air-mile radius driver. A driver is exempt from the requirements of section 1213 if:

- (1) The driver operates within a 100 air-mile radius of the normal work reporting location;
- (3) The driver of a school bus, school pupil activity bus, youth bus, or farm labor vehicle returns to the work reporting location and is released from work before the end of the 16th hour after coming on duty;
- (4) At least eight consecutive hours off duty for bus drivers and ten consecutive hours off duty for truck drivers, separate each 12 hours on duty; and
- (5) The motor carrier that employs the driver maintains and retains for a period of six months accurate and true time records showing:
 - (A) The time the driver reports for duty each day;
 - (B) The total number of hours the driver is on duty each day;
 - (C) The time the driver is released from duty each day; and
 - (D) The time for the preceding seven days in accordance with Section 1213(k)(2) for drivers used for the first time or intermittently.

PRE-PLANNING A FIELD TRIP

A. BASIC PLANNING ELEMENTS

The following are some of the informational items that should be obtained when assigned a field trip. This information can be found on the field trip sheet.

- 1. Date of Trip.
- 2. Destination/Name of group.
- 3. Departure and Return time.
- 4. Number of passengers and grade level.
- 5. Multi-bus move or trip.
- 6. Storage requirements.
- 7. Meal stops if needed.

B. PRE-TRIP CHECKS

Once the field trip sheet is received, it is the responsibility of the driver to make certain that all preparations are made for the trip.

1. Check to make sure the bus is cleaned.
2. Make sure the bus is fueled to capacity.
3. Perform a full pre-trip bus inspection.
4. Review the trip request.
5. Review the map and directions. The driver should make sure the route to the destination is understood before leaving.
6. In the case of an emergency, the Agency emergency answering service number should be recorded for an emergency should the need arise: (888) 207-0359.
7. The bus should arrive at the designated pick-up point fifteen (15) minutes before the designated leave time.
8. The driver should check with the coach, sponsor, or teacher in charge for last minute instructions and loading of extra equipment.

C. COMMUNICATION WITH TEACHERS, COACHES, AND PASSENGERS AT PICKUP LOCATION

It is the Agency's procedure that there shall be at least one (1) authorized teacher or chaperone on each school bus for each activity trip. Exceptions to this must be approved in advance.

Antelope Valley Union High School District, Keppel School District, and Lancaster School District **DO NOT ALLOW** teachers/coaches to bring their own children on field trips or to sporting events. If a coach, teacher, or sponsor arrives with their children or guest, they should be informed immediately that the guests or children will not be transported.

Westside School District **DOES ALLOW** teachers/coaches to bring their own children on trips if the children are grade school students who attend school in Westside School District.

When the passengers are on board and seating arrangements have been finished, the following should be done:

1. Briefly discuss with the passengers basic bus rules including no eating or drinking allowed on the bus.
2. The following should be discussed as they relate to an emergency: emergency exits, responsibility of those seated next to the emergency exits, operation of emergency release of front door, location of first-aid kit, fire extinguisher location and how to use ignition key, and brake.
3. In buses equipped with seat belts, the driver must ensure that all passengers, including school personnel, teachers, coaches, and chaperones, are properly seat belted **prior to putting the bus in motion.**

D. REST, FOOD, OR FUELING STOPS

When a rest, food, or fueling stop is made on a trip, the bus must be secured and all safety-related items should be checked. Check tires for inflation. This should be done immediately after the stop is made so any problems may be found and addressed. This process should be repeated immediately upon the arrival at the destination of the trip.

1. If a stop is taken for fueling, certain steps must be followed:
 - a. If necessary, unload all students. Make sure all students stay with chaperon.
 - b. Make sure correct fuel is put into bus.
 - c. Check oil and water levels.
 - d. Wash necessary windows.

2. Meal Stop:
 - a. The driver is responsible for stopping at a safe location.
 - b. If stopping for a meal stop will cause the driver to exceed the daily sixteen (16) hours of on-the-clock time, the driver **MAY NOT STOP**. The driver should always be aware of that time restriction and make certain that the chaperone is aware of the time available for stops.
 - c. Food and drinks **ARE NOT** allowed on the bus.
 - d. Meal periods are per Collective Bargaining Agreement 3.3.1

At no time is a stop for food or recreation to be made without prior consent. Permission for all such stops must be made at the time the Agency receives the trip request from the school.

E. RESPONSIBILITIES FOR ARRIVAL AND THE RETURN TRIP

Before unloading when reaching the trip destination, the driver must confirm with the chaperone or teacher in charge the time at which the bus is needed back at the location to load for departure and the location from which the bus is departing. There will be occasions where the bus is parked at location other than the drop-off point. Be mindful that the bus and the driver **must remain available at all times to respond to the needs of the group**. If at all possible, exchange cell phone numbers with the chaperone.

1. The teacher in charge **MUST** have a trip roster with a list of names of the passengers for roll call purposes during the loading process. The driver should ask for a copy of the roster after the roll is called and make certain that the student count matches the roll.
2. If a student is missing, a call should be made to the driver supervisor and the principal of the school for whom students are being transported to notify them of the situation and receive instructions on how to proceed. The driver is responsible for maintaining the safety of the students who are on the bus. Ask that chaperone to notify AVSTA when that student is found through the Answering Service at (888) 207-0359.
3. Many times parents travel to the same location and ask that their children travel back home or go elsewhere for the weekend with them. The teacher in charge **MUST** make that decision and has been pre-approved with the school prior to the trip.
4. Upon return to your original departure location, the driver should remind students and staff to check the bus to make certain that no items are left on board. After everyone is off the bus, the driver should walk through the bus and check all seats for damage and around seats for lost articles
5. If the driver should find damage that was done while on the trip, it should be called to the attention of the teacher in charge and shown to him or her. A trouble report on the damage should be completed along with an incident report and turned in with the trip sheet.

6. The driver is in charge of the bus, students and all passengers. In the event student behavior is not acceptable, the behavior should be treated the same as it would be on a home-to-school run. If the problem is with a teacher, a report should be turned into the Operations Manager.
7. Avoid confrontation with teachers or chaperones in front of students. If the need should arise for a confidential conversation with a teacher or chaperone, the bus should be stopped in a safe place and the teacher should be asked to step off the bus so that a discussion on the issue may be held.
8. Long field trips can be very tiring for the driver as well as the passengers. The following should be considered on a long trip:
 - a. Get plenty of rest before the trip.
 - b. The driver should also consider resting during the waiting time before the return trip.
 - c. The driver should watch eating habits while on the trip. Large heavy meals may cause drowsiness.
 - d. Stay within the driving hours.
 - e. If emergencies happen on the road, follow emergency procedures. Never unload your passengers unless it is absolutely necessary.
 - f. Follow Agency policies and California state laws.
 - g. As a professional, the driver should always keep in mind that he or she represents the Agency when on a field trip and should display conduct accordingly. Equally important is the fact that the safety of the passengers that the Agency transports lies in the knowledge of the equipment and the professional driving ability of a professional driver.

F. FIELD TRIPS REQUIRING DRIVERS TO STAY WITH GROUP

Drivers must stay with their group while on duty for the trip. Driver must be available for coaches, teachers, and chaperones as needed.

1. Bring desired food, drinks, and appropriate clothing needed for the trip.
2. When required to park at a location other than the point where students were dropped, the driver should exchange cell phone numbers so to facilitate contact with the group if needed.
3. Drivers should conduct themselves in a professional manner at all times. No foul, obscene, or inappropriate language should be used.
4. No family or friends are permitted to attend any field trip.
5. No inappropriate music at any time.

G. TRIP SHEETS

The following are tips to remember when submitting a trip sheet:

1. Trip sheet must be submitted immediately upon return to work the next working day.
2. Use military time.
3. Include student count.
4. Include bus number.
5. Teacher or chaperone signature.
6. Turn in trip sheet and time sheet together in field trip box the same day.
7. Attach a trouble report to trip sheet to report seat damage, graffiti, or excessive bus cleaning.

8. Include the student roster.

H. ROAD RAGE

If involved with a motor vehicle in exhibiting road rage, refer to the following tips:

1. **DON'T** retaliate. Never take the other driver personally; he/she is only reacting to road rage instinct.
2. **DON'T** make eye contact with any angry driver.
3. **BEFORE** you react to anything that is done to you, consider the consequences of your actions.
4. **BE** polite and courteous, even when others are not.
5. **ALWAYS** ask yourself: "Could the other driver have possibly made a mistake?"
6. **IF** you are harassed by another driver and being followed, do not go home. Go to the nearest police department.
7. **SLOW** down and relax.
8. **NEVER** underestimate other drivers' capacity for mayhem.
9. **REDUCE** your driving stress by allowing enough time to get where you are going. Know the roads that are under construction and listen to weather reports that may cause traffic delays. Practice patience and keep your cool.
10. **REMEMBER** that you cannot control the drivers around you, but you can control the way they affect your well-being. Be calm and drive safely.

SECTION 7

SPECIAL NEEDS TRANSPORTATION POLICIES AND PROCEDURES

(This section is compliant with the current collective bargaining agreement.)

A. SPECIAL NEEDS DRIVER QUALIFICATIONS

Drivers wishing to qualify for special needs routes are required to complete a special needs training course provided by the Agency.

B. LOAD ZONE PROCEDURES

DO NOT back up in the load zone without pre-approval.

C. HAND WASHING

Thorough hand washing is the most important factor in preventing the spread of infectious diseases and should be practiced conscientiously by all school bus drivers.

D. SPECIALIZED EQUIPMENT

Students who require a wheelchair for transportation must be in an approved wheelchair. Wheelchairs must have properly maintained and functioning brakes, tires in good repair, and have functional and secure seat belts and bodily restraints if necessary. Electric wheelchairs must have spill-proof batteries. It is the responsibility of the parent to maintain functioning brakes and seat belts, at a minimum, for any student requiring a wheelchair. Bus drivers will establish the safety of a student's equipment (brakes, seat belt) and may determine that the student is unsafe to be transported. Driver shall notify Dispatch of the safety issue and Dispatch will notify parent their student is unable to be transported due to the safety concerns.

E. SEIZURES

From time to time drivers may have to drive students who are prone to seizures. Contact Dispatch immediately. Dispatch will give you further direction. Keep an accurate time of the seizure. Notify Dispatch when the seizure has stopped.

F. SPECIAL NEEDS PROCEDURES

1. Do not give or sell students beverages, candy, gum or other food items as rewards for good behavior. Many special needs students have food allergies you may not be aware of and this could become a life threatening issue.
2. Drivers and Bus Aides should refrain from eating while driving. Drivers and Bus Aides may drink when the bus is not in motion; however, any beverage must be in a PLASTIC OR METAL container with a spill-proof lid. NO paper or Styrofoam cups are allowed in the bus. No drinks of any kind may be stored or placed upon the dash of the bus.
3. ABSOLUTELY NO SMOKING on or around special needs buses at any time.

G. SPECIAL NEEDS BUS STOPS

All special needs students are to be dropped off only at their designated stops and only to a designated adult unless it is noted on the route sheet that the student is release-to-self. No student should be released from a bus unless a release-to-self form is on file in the Dispatch office or directed to do so by Dispatch. Under no circumstances should the door of the bus be opened for a stranger or a student released to an unauthorized adult.

1. **NO ONE AT HOME:** If no one is home to receive a student, the student should be kept on the bus and Dispatch called for further instructions.
2. **PROBLEM AT STOP:** If a student's equipment is not working properly and it is the opinion of the driver that the student cannot be transported safely, the driver should discuss the problem with the parent. If the problem cannot be resolved, the driver should request direction from Dispatch. The appropriate Supervisory staff member will make the decision regarding transportation of the student.
3. **ILL STUDENT:** If a student is ill or suspected to be ill, Dispatch should be contacted for further instructions.

H. TICKETS

Write bus citations when necessary. Turn tickets in to the appropriate Supervisor in a timely manner. They will be processed accordingly.

I. TRANSPORTATION RELEASE INFORMATION FORM

1. **IF A STUDENT DOES NOT HAVE A SIGNED TRANSPORTATION RELEASE INFORMATION FORM ON FILE, THE STUDENT IS NOT TO BE LET OFF THE BUS FOR ANY REASON. THE DRIVER MUST CALL DISPATCH IMMEDIATELY AND DISPATCH WILL GIVE YOU FURTHER INSTRUCTIONS ON THIS STUDENT.**
2. **Drivers must deliver a Transportation Release Information Form to the parents or guardian of each student they transport. The signed and completed form is to be returned to Dispatch within ten (10) days of the first day of transporting the student.**
3. **TRANSPORTATION RELEASE INFORMATION FORM:** If the student has a signed Transportation Release Information Form on file, the driver should make certain that

- the student is being released to the person, legal guardian or individual listed on the Transportation Release Information Form.
4. **STOP TIME CHANGE:** If a student receives a stop time change, the appropriate scheduler will create the memo (that will include the stop time change information) that is to be delivered to the student's parent. If the driver is unable to deliver this memo to the parent, the scheduler should be notified immediately.

SECTION 8

EMPLOYEE MANAGEMENT POLICIES AND PROCEDURES (This section is compliant with the current collective bargaining agreement.)

GENERAL INFORMATION

AVSTA Employees are expected to follow all laws and Agency policies as well as promote a positive image to the students, parents, school personnel, and the general public that the Agency serves.

Because the Agency is committed to a safe, on time, and efficient operation, an employee who fails to meet his/her professional obligations and responsibilities may expect employee disciplinary action. Below is a list of some of the reasons why disciplinary action toward a driver may be required. This list is not intended to be all-inclusive, but is given as a guideline.

The policies and procedures regarding the discipline process for employees are contained on Article XX of the current collective bargaining agreement.

A. REASONS FOR EMPLOYEE DISCIPLINARY ACTION

All employees shall be subject to disciplinary action for cause. The term "cause" shall include, but shall not be limited to, the following:

1. Conviction of a serious or violent crime by a court of law; failure to disclose material facts regarding criminal records, and other false or misleading information on application forms or examination and employment records concerning material matters.
2. Immoral conduct.
3. Incompetency, inefficiency, neglect, inattention, or dereliction in the performance of the duties of the position held.
4. Insubordination (including, but not limited to, refusal to do assigned work), or disrespect toward authority.
5. Negligent or willful failure of good conduct tending to injure public service, or any willful and persistent violation of the provisions of the Education Code or of rules, regulations or procedures adopted by the Board of Directors.
6. Political activities engaged in by an employee during his/her assigned hours of employment.
7. Possession or consumption of alcoholic beverages or controlled substances or use of alcoholic beverages or controlled substances which interferes with job performance. Addiction to the use of narcotic or controlled substances.
8. Negligent or willful damage or injury to persons or property. Negligent or willful waste of Agency property, supplies or equipment.
9. Misrepresentation or fraud in securing appointment.

10. Dishonesty.
11. The failure to secure, and maintain or revocation of any license which is required for employment.
12. Conduct unbecoming an employee in the public service. Discourteous, offensive, or abusive conduct or language toward other employees, Agency Officials, pupils, or the public.
13. Violation of or refusal to obey the school laws of the State or the rules and regulations prescribed by the State Board of Education or by the Board of Directors.
14. Abandonment of position. (Three (3) consecutive working days or more of unexcused absence).
15. Absence and/or repeated tardiness without authority or sufficient reason. Illness leaves, when habitually taken for trivial indispositions.
16. Failure or refusal to perform the duties of the position.
17. Failure to report for review of criminal records or for health examination after due notice.
18. Advocacy of overthrow of the Government of the United States or the State of California by force, violence, or other unlawful means. Membership in the Communist Party.
19. Conviction of a controlled substance offense as defined in Education Code Section 44011.
20. Conviction of a sex offense as defined in Education Code Section 44010.

B. ABSENCES

Attendance by employees is a vital factor in the continued success of the Agency. There are times when absences are unavoidable, but employees should make every effort possible to address their responsibilities through their attendance. Excessive absenteeism causes a loss of effectiveness in the overall operation, a degeneration of morale of fellow employees, and an increase in pupil management problems. If an absence is anticipated, the employee must speak with a Supervisor or Dispatch no less than one (1) hour before check-in.

C. ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY ABSENCE VERIFICATION

Sick leave benefits are earned by the employee during their service with the Agency. Unlike holidays or vacation days, these leave days are restrictive and may be used only in accordance with Agency policy and contractual agreements. Employees should consider the sick leave benefits and other benefits as an insurance policy affording them protection from loss of salary when ill or when other approved emergencies occur.

- **Leave, vacation, or overtime taken without authorization will be subject to disciplinary action.**

D. EXTENDED ABSENCE

Due to DOT requirements, if an employee has been absent for thirty (30) calendar days or more, return-to-duty testing must be conducted, to include live scan, and drug/alcohol testing.

E. DEFINITION TERMS:

1. **Abuse of Leave:** Using leave days for reasons other than prescribed in policy or contract.
2. **Unexcused Absence:** A day away from work without proper authorization and/or

- prior approval.
3. **Personal Necessity Leave:** A day absent from work, with prior approval, of the supervisor and in accordance with the contract.
 4. **Job abandonment:** When an employee is absent from duty for a period of more than three (3) days without notifying the Agency. Disciplinary action for job abandonment may result in the termination of the employee on the first offense.

F. DISCIPLINARY ALTERNATIVES

The following is a list of alternatives actions in the event that disciplinary action is required. These alternatives are not listed in mandatory sequence of steps to be taken by the Agency. In cases of serious violation(s), the Agency may choose to select the disciplinary step.

1. Written reprimand placed in the employee's personnel file.
2. Suspension with pay.
3. Suspension without pay.
4. Reassignment.
5. Dismissal.

G. INJURY ON THE JOB

Any employee who is injured on the job must complete an Incident Report form and notify their supervisor and the Administrative Specialist of the injury.

H. PARKING

Employees will select their parking space at Start Up Bid by seniority every year.

1. Employees will forfeit their parking space if it is not regularly utilized and will not receive another parking space until Main Bid the following year.
2. Parking spaces that become available during the year will be awarded by the seniority list to the next person that does not have a space.
3. Parking spaces are not transferrable.
4. Employees without an assigned parking space may utilize visitor parking to clock in and out **only**. This should not exceed 5 minutes.
5. No employee shall park in any parking space other than their assigned space.
6. Parking hang tags should be displayed when on Agency property.
7. If an employee loses a hang tag, the loss should be reported to the Administrative Assistant immediately.
8. Personal vehicles are not permitted in the bus yard at any time except when it is necessary for a Field Trip.

I. DRIVING AGENCY VEHICLES

All staff driving personal vehicles for Agency business are required to provide current proof of insurance.

J. VIDEO SURVEILLANCE POLICY

The Board of Directors is committed to providing an environment that promotes the safety of students, employees, and visitors. The Board also recognizes the importance of protecting employee property and Agency property, facilities, and equipment from vandalism and theft. For these reasons, the Board believes that installing and operating

security cameras will promote security and protect property.

The Board believes that reasonable use of surveillance cameras will help the Agency achieve its goals for security. The Chief Executive Officer or designee shall identify locations for placing surveillance cameras on Agency property, including parking lot(s). Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the Agency's surveillance equipment shall be disabled so that sounds are not recorded.

Prior to the operation of the surveillance system, the Chief Executive Officer or designee shall ensure that signs are posted at conspicuous locations at affected buildings and grounds. These signs shall inform students, staff, and visitors that surveillance may occur and shall state whether the Agency's system is actively monitored by Agency personnel. The Chief Executive Officer or designee shall also provide prior written notice to students, parents/guardians and staff about the Agency's surveillance system, including the locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured by the camera may be referred to local law enforcement.

If any image from the Agency's surveillance system creates a student or personnel record, the Chief Executive Officer or designee shall ensure that the images are accessed, retained, and disclosed under law, Board policy, administrative regulation, and any collective bargaining agreement.

K. OFF-CLOCK WORK

Employees cannot perform any duties off of the clock or pay others to perform their duties.

SECTION 9

ACCOUNTING AND PAYROLL PROCEDURES (This section is compliant with the current collective bargaining agreement.)

A. TIME KEEPING

All payroll computation is made using employee time clock entry. All employees are responsible for clocking in and out at the beginning and end of each shift. Failure to do so may result in a delay of the appropriate payroll amount. The driver is still responsible for logging the starting and ending odometer reading, the load count for both pick-up and drop-off, and total hours worked as requested on the pre-printed time sheet. The pre-printed time sheets are produced with a duplicate copy for the driver's records. Drivers should maintain the duplicate time sheets for reference in the event of payroll issues.

B. PAY PERIOD AND METHOD OF PAYMENT

Employees are paid on a semi-monthly basis. Pay periods and pay days are as follows:

<u>Pay Period</u>	<u>Pay Date</u>
1st through 15th of the month	25th of month
16th through last day of the month	10th of following month

Paychecks are available by 9 a.m. on paydays and can be picked up at the Accounting Office.

Direct Deposit information and paycheck release procedures inquiries should be directed to accounting personnel.

A copy fee of \$.25 per sheet will be charged for duplicate copies of pay stubs or any miscellaneous payroll requests.

C. DAILY REPORTS

Each driver's original Time Sheet and Daily Bus Condition Report must be time stamped and turned in daily in order for the Payroll and Shop Departments to process the data in a timely manner.

Per CSEA agreement 6.12.3, Time Sheets must be submitted **daily**.

D. TIME SHEET AUDIT

Accounting will date stamp "received" and may audit each time sheet for accuracy and completeness. Time sheets should be **legible** and times, where alterations were necessary, should flow continuously; not with gaps or overlaps. Should a change need to be made to the time on a timesheet, put **one (1) line** through the time to be corrected and write neatly the correct time to the left.

Occasionally, accounting may return a time sheet for completion or corrections. Areas needing attention will either be highlighted or a note attached. Time sheets should be attended to promptly and resubmitted as soon as possible for processing.

Common discrepancies include:

1. Missing load counts.
2. Overlap or gaps in recorded times.
3. Field trip times submitted on regular route time sheets. (Check with accounting on procedural clarifications for the submission of time for field trips.)
4. When submitting a timesheet as a substitute, make certain to change the driver name, ID number and date. Route number should not be changed. When using a blank time sheet, be certain that all information is listed correctly, i.e. date, name, ID number, packet number, school codes.
5. Transposing numbers in mileage and leaving mileage off.

E. DAILY ROUTE SHEETS

Each driver will receive their pre-printed time sheet for the day at the time they check in at Dispatch. The driver should fill in the date and bus number, where applicable. If the actual time of the route differs from what is printed on your time sheet, see your Scheduler, discuss the problem and the time will be adjusted, if warranted.

F. DRIVER PRINTOUTS

All drivers will receive a summary of hours worked each pay period within three days of

the cut-off date. Drivers are encouraged to recheck the hours included and read any notes on the report. Discrepancies should be claimed before the end of the next pay period. Questions, comments, and suggestions are solicited by the Accounting personnel.

G. FIELD TRIPS

Time and mileage for field trips should be entered on the trip sheet and not on the time sheet. Questions regarding field trip record keeping should be directed to Operations.

H. ABSENCE CLAIM

Whenever an employee is ill or has missed work for any reason, whether paid or unpaid, the employee must submit a Request for Leave form to their manager immediately upon return to work. A Request for Leave Form may be picked up from a Dispatcher. The driver should attach any documentation related to the absence to this form.

If an employee knows in advance time off will be needed, the employee should submit a completed Request for Leave Form to their manager as soon as possible for approval. Any questions regarding absence claims or approval should be directed to the employee's supervisor or the Payroll Accounting Technician. Any leave slips, payroll corrections, or vacation pay-out requests submitted after 8:00 AM on the day of payroll cut-off will be processed on the next pay period. If the pre-approved time is changed or not used, the employee should inform the Payroll Accounting Technician immediately.

I. VACATION PAYOUT

To receive vacation payout, the employee must submit a completed Vacation Payout Request form to their manager. All Vacation Payout Request forms must be signed by the employee's Supervisor and CEO. These forms can be picked up in the Accounting Office or from the employee's manager. A copy will be given to the employee once the request has been approved. Date of Request blank on the Vacation Payout Form should contain the paycheck date to which the VPO is to be applied.

J. JURY DUTY

When subpoenaed or summoned for Jury Duty, employee's pay is not docked; however, it is important to account for the time spent at the court on a daily basis. The employee should submit to Payroll the original court summons. The time spent at the court may vary from day to day. The court time should be indicated on the time sheet (if only part of a day) or on a Request for Leave form, completed by the employee. One leave slip can be used for several days; however, one should be submitted for each pay period should the time out be extended.

K. EMPLOYEE DATA CHANGES

Any changes in employee data, such as name, address, telephone number, or emergency contact should be submitted to the Accounting Department on an Employee Data Change form as soon as possible when there is a change in that data.

SECTION 10

EMPLOYEE ACCEPTABLE USE POLICY

Employees and other users are required to follow this Acceptable Use Policy ("AUP").

Employees are required to confirm their consent to this policy when they activate their account or change passwords, or are issued a Agency-owned device. Even without this confirmation, all users must follow this policy and report any misuse of the network or Internet to a supervisor or other appropriate Agency personnel. Access is provided primarily for education and Agency business. Staff may use the Internet for incidental personal use during duty-free time. By using the network and/or Agency-owned devices, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a supervisor or other appropriate Agency personnel. Employees are required to undergo yearly training on Agency Acceptable Use Policies.

ACCEPTABLE USES

1. Exhibit exemplary behavior on the network or while using Agency electronic equipment and while using the wireless capability features of any personal electronic device.
2. Network accounts are to be used only by the authorized user of the account for authorized purposes.
3. For Agency employees provided with email, the email is considered a regular avenue of communication and should be checked by employees frequently.
4. Communications and information accessible via the network are subject to monitoring and/or review at any time and should not be assumed to be private and can be subpoenaed.
5. EMPLOYEES HAVE NO REASONABLE EXPECTATION OF PRIVACY IN DATA THAT PASSES THROUGH AGENCY NETWORK RESOURCES, INCLUDING E-MAIL THAT RESIDES ON AGENCY SERVERS OR COMPUTERS.
6. The Agency reserves the right to monitor employees' online activities that pass through the Agency Network and to access, review, copy, and store or delete any electronic communication or files which utilize Agency Network resources and/or Agency-owned devices. Agency monitoring is to ensure compliance with the terms and conditions of this AUP as well as for network and device maintenance.
7. Any employee, upon learning of an inappropriate use or a compromise (a breach, unauthorized access, suspected unauthorized changes, deletions, additions, or viewing) of one or more of the Agency's Systems or the Agency network has potentially occurred, shall immediately notify his or her supervisor who shall notify the Network & Systems Supervisor.

CYBER SECURITY

1. Wi-Fi and Network passwords should only be given to authorized staff. If an employee suspects a breach in the Wi-Fi or Network passwords he or she is to report the breach to his supervisor who will then notify the appropriate Network & Systems Supervisor.
2. Wi-Fi passwords are to be signed out with the Administrative Assistant. Logins and Network credentials constitute the employee's digital fingerprint/footprint. Each user is expected to log-off his or her account when finishing a session on any Agency device. Employees shall not allow others to use their login or network credentials.
3. No use of the Agency's systems or technology resources shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed or abused in any way. Modifications to system configurations should not be made without written authorization from the Network & Systems Supervisor.

4. PLUGGING ANY WIRELESS ACCESS POINTS OR OTHER DEVICES INTO THE NETWORK WITHOUT APPROVAL OR AUTHORIZATION BY TECHNOLOGY SERVICES IS PROHIBITED.
5. Using personal or non-Agency computers or printers on the network without written authorization from the Network & Systems Supervisor is prohibited. All computers connected to the network must have virus protection software which meets the Agency standards.

DOWNLOADING OF FILES AND SOFTWARE FROM THE INTERNET, FLASH DRIVES, CDs, OR DVDs

The unauthorized installation of any software, including shareware and freeware, for use on Agency devices is prohibited.

1. Contact the Network & Systems Supervisor in advance for authorization.
2. Use of the network or personal electronic devices to intentionally access or process files dangerous to the integrity of the local area network is prohibited.
3. The Agency network may not be used for downloading entertainment software, music, videos or other files not related to the mission and objectives of the Agency. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Agency.
4. **Never** open attachments, nor click on any links in emails that are not familiar. Verify each email by checking with the sender. If you suspect that an email could contain a virus, do not open the attachment. If you are unsure, email or call the sender and ask them to verify that they did indeed sent a message with an attachment that is safe to open. Contact the Network and Systems Supervisor immediately to report suspicious email.

UNACCEPTABLE USES OF THE COMPUTER NETWORK, AGENCY MOBILE DEVICES, OR INTERNET

The Agency reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the Agency, students, employees, schools, network or computer resources, or (2) that expend Agency resources on content the Agency in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by Agency as inappropriate. Examples of unacceptable uses of the Agency and/or Agency Mobile Devices and/or Internet include but are not limited to:

1. Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
2. Criminal activities that can be punished under law.
3. Selling or purchasing illegal items or substances.
4. The unauthorized collection of email addresses ("harvesting") from the Global Address List and other Agency directories.

5. Obtaining and/or using anonymous email sites, spamming, spreading viruses.
6. Causing harm to others or damage to their property, such as:
 - a. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
 - b. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email.
 - c. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
 - d. Using any Agency computer to pursue "hacking," internal or external to the Agency, or attempting to access information protected by privacy laws.
 - e. The intentional altering of operating systems on Agency-owned devices (also commonly referred to as "Jail Breaking") for purposes of circumventing restrictions, filters, or evades monitoring.
 - f. Accessing, transmitting or downloading large amounts of data for the purpose of fabricating density on the Agency Network and/or Agency owned devices.
7. Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
 - a. Using another's account password(s) or identifier(s).
 - b. Interfering with other users' ability to access their account(s).
 - c. Disclosing your own or anyone's password to others or allowing them to use your or another's account(s).
8. Using the network or Internet or Agency-owned device for commercial purposes:
 - a. Using the Internet for personal financial gain.
 - b. Using the Internet for personal advertising, promotion, or financial gain.
 - c. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

PHOTOGRAPHS AND VIDEOS

All photography or video recording of students or families shall be done only with the permission of the individuals being photographed. Written permission must be given if the materials are to be published with personally identifying information; the written release must be on file with the Agency Technology Department.

PENALTIES FOR IMPROPER USE

The use of the Agency Network as well as use of a Agency-owned device is a privilege, not a right, and misuse will result in the restriction or cancellation of said privilege. Misuse may also lead to disciplinary and/or legal action for employees, including suspension, and or termination from AVSTA employment, or criminal prosecution by government authorities. The Agency will tailor any disciplinary action to the specific issues related to each violation.

MANDATORY REPORTING OF “SEXTING”

An employee who has knowledge of, or reasonably suspects an individual, including a minor student, in possession of sexually explicit digital photographs of a nude minor on a mobile digital device, including but not limited to a smart phone, shall:

1. Immediately confiscate the device.
2. Contact and report the matter to the appropriate law enforcement agency in writing.
3. Secure and turn the device over to law enforcement as evidence.
4. Follow the Agency Mandatory Child Abuse Reporting Policy

An employee shall not, under any circumstances, transfer the suspected sexually explicit material to any other device or computer or transmit the image via e-mail or text.

TRANSMITTING/STORING CONFIDENTIAL INFORMATION

Agency personnel may not redistribute or forward confidential information (i.e. student records, directory information, personnel records, etc.) without proper authorization. Confidential information should never be transmitted, redistributed, or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing such personal information as home addresses or phone numbers of users or others is prohibited. In order to reduce the loss of confidential information due to theft or misplacement, student/staff confidential information should not be stored on portable devices such as memory sticks or on hard drives. This information should be stored on the server.

DISCLAIMER

The Agency makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the Agency's network are to be borne by the user. The Agency also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the Agency, its affiliates, or employees.

SECTION 11

SECURITY CAMERAS / SECURITY DOOR KEY PADS

In an effort to provide a Safe and Secure work environment, AVSTA has installed Security Cameras covering the parking lots and all entrances into the Administrative Office and Shop Building. AVSTA has also installed Security Key Pads at most entrances, they are located at the Front Main Entrance, Front Lobby Entrance, Transit Dispatch Office, the Employees' Break Room North and South Entrances, and the South Middle Entrance. All AVSTA employees are given a confidential Pass code. Each pass code allows access during regular work hours (8:00am – 4:00 pm).

1. POLICY AND PROCEDURES

- a. Assigned Pass codes are to be kept confidential and are not to be shared with anyone.
- b. Do not open doors for AVSTA Employees or Visitors/Vendors unless instructed to do so by a Manager or Supervisor.
- c. Do not prop any of the doors open unless instructed to do so by a Manager or Supervisor.
- d. All guests regardless of age must register with the Administrative Assistant at the front desk located in the lobby. Guests will receive a Visitor Pass.
- e. Anyone violating these Instructions may be subject to disciplinary action.
- f. To gain access into the building, enter assigned Pass code into the keypad. The keypad will flash green and the door will unlock.
- g. Report Pass code problems to a Supervisor or the Network and Systems Supervisor.

SECTION 12

FORMS AND REPORTS

A. SIGN-IN SHEET

All employees must sign-in with route number where applicable, name, and time of actual check-in.

B. TIME SHEET

The driver time sheet documents time worked, miles driven for each school, student count, the number of the bus used, and activity code. It should be signed and dated at the bottom. Substitute drivers should make certain that the name and employee I.D. number at the top of the sheet has been changed. Necessary time adjustments should be made where needed. Time sheets must be turned in daily to the appropriate time sheet box.

C. TRIP SHEET

A trip sheet is used for documenting the transportation of a group going from one location to another. Information contained on the trip sheet includes the pick-up and return times, meal stops, bus number, student counts, required signatures, and mileage. It should also contain verification if no return is requested.

Trip sheets must be completed in their entirety daily and placed in the appropriate time sheet box along with the driver's time sheet. On occasion a log book might be required and/or lodging depending on the nature and time of the trip. This trip sheet is used for regular and overtime hours.

D. DAILY BUS REPORT (DBR)

The DBR must be completed by the driver before the bus leaves the yard. All fields must be filled in, signed and dated. This report must be time stamped and turned in at the end of the day.

E. TROUBLE REPORT

Trouble reports must be filled out immediately documenting any mechanical problem, damage, or vandalism to a bus and placed in the trouble report box. This box is located at the rear entry of the main building.

F. BUS CITATION

Whenever necessary please write a bus citation for student discipline problems, fill-out completely and turn it in to the appropriate Supervisor. If a student receives a bus suspension, the driver will be notified of the date(s) and a copy may be given to the driver to issue to the student. These should be delivered to the student as they exit the bus. The bus citations are located in dispatch.

G. INCIDENT REPORT

An Incident Report must be written to document any significant event on or off the bus while on duty: student issues, accidents, injuries, incidents with parents. Any information that is provided to the driver by students or parents regarding events or issues on the bus should be documented on an Incident Report. This is especially important regarding incidents of sexual harassment, bullying, or inappropriate physical or verbal interaction. These reports can provide documentation at a later date should issues arise regarding the event. All reports should be completed containing as much detail and information as possible and submitted to the appropriate Supervisor. These reports are located in Dispatch and Safety and Training.

H. REQUEST FOR LEAVE FORM

All employees must submit a Request for Leave Form when work has been missed or when leave is requested. The Request for Leave will be reviewed and the employee will be notified regarding the outcome of the review Request for Leave forms are located in Dispatch. All Request for Leave Forms must be completed in their entirety before submission. All drivers should submit their Request for Leave Forms to the Operations Manager. All other employees should submit their Request for Leave Forms to their immediate supervisor

I. REQUEST FOR VACATION PAY-OUT FORM (VPO)

Any employee requesting VPO must complete a Request for Vacation Pay-Out Form in its entirety before submission. The Request for Vacation Pay-Out Form will be reviewed and the employee will be notified regarding the outcome of the review. All drivers should submit their Request for Vacation Pay-Out Form to the Operations Manager. All other employees should submit their Request for Vacation Pay-Out Form to their immediate supervisor. VPO slips are located in dispatch. The employee will receive a yellow copy Request for Vacation Pay-Out Form when the request is submitted.

J. TRANSPORTATION RELEASE INFORMATION FORM

Every student utilizing Agency transportation should have this form on file. This form is delivered by the driver to the student's parent or guardian and contains information regarding the conditions of the student's safe release by the driver fully completed within 10 school days of the student being added to the route.

K. DATA CHANGE FORM

Any changes in employee data, such as name, address, telephone number, or emergency contact should be submitted to the Accounting Department on an Employee Data Change form as soon as possible when there is a change in that data.

Endnotes

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- i. 49 C.F.R. § 382.305(i)(1)
 - ii. 49 C.F.R. § 382.307
 - iii. 49 C.F.R. § 382.211

TITLE IX ANTI DISCRIMINATION POLICY

Title IX prohibits discrimination on the basis of sex in educational programs and activities receiving federal financial assistance. The Antelope Valley Schools Transportation Agency is committed to providing equal opportunity for all individuals in education. The Agency is committed to providing an environment free from discrimination based on sex, sexual orientation, gender, gender identity or expression, including sexual harassment, sexual misconduct, sexual assault, relationship/dating violence, and stalking.

Inquiries regarding Title IX may be made with the Agency's Title IX Coordinator or to the United States Office of Civil Rights. Reports of unlawful discrimination in violation of Title IX may be made with the Agency's Title IX Coordinator.

Title IX Coordinator
Nathalie Rodriguez
Administrative Services Specialist
(661) 945-3621 Extension 243

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