

2016-2017

# **Interstate 35 Community School District Transportation Employee Handbook**

## **District Mission Statement**

The Interstate 35 Community School District exists to develop life-long learners and responsible, productive, successful citizens in an ever-changing society.

## **Transportation Mission Statement**

It is the mission of the Interstate 35 Community School Transportation Program to provide students and staff transportation that is safe, orderly, and conducted in a positive manner.

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## DRIVER EXPECTATIONS

1. Personal phone calls during duty hours are not appropriate unless dealing with an emergency.
2. Drivers are not to use cell phones while driving the bus unless dealing with an emergency in which they then pull the bus to the side of the road safely.
3. During the school year, bus drivers will communicate with the parents of students who ride their bus whenever there may be a change in the schedule or procedure.
4. Bus drivers will contact the parents of the students who are scheduled to ride their bus prior to the beginning of each school year to share information important to successfully riding the bus, such as pick-up and drop-off times.
5. Maintain cleanliness of bus inside and outside (inside of busses need to be done once a **week**; Armor-All dashes, mop floor, and windows). We have a lot of newer busses and they are not being taken care of properly. This is not negotiable!
6. Conduct pre-trip and post-trip inspections **daily**.
7. Complete mileage and fuel sheets properly and in timely fashion.
8. Regular fueling of buses (Do not let them get below a half tank of fuel; we should not be putting in 94 gallons of fuel at a time. When we fuel like this, it tends to plug up the fuel filters).
9. **It is your duty as a driver to be knowledgeable of School Board Policies. You can find board policies on the school website.**
10. Informing Transportation Coordinator of any and all concerns of parents.

## STUDENT MANAGEMENT

1. Seating charts need to be grade appropriate starting with youngest and proceeding to the oldest pupils to the back of bus.
2. A list of all students that ride each bus along with a seating chart will be kept on the bus as well as being submitted to the Transportation Coordinator and offices.
3. **Bus drivers are to follow the procedures established in the student handbooks for dealing with student behavior on their bus. If these procedures are not followed, the Assistant Principal, Dean of Students and Transportation Coordinator will not be able to assist drivers with behavior problems on the bus.**
4. **When a student needs to be removed from the bus, the driver is to contact the Transportation Coordinator, Assistant Principal, or Dean of Students. At this time it will be determined if the student is to be taken home or returned to the school. If student is removed, the student will not be allowed to ride the bus**

until a meeting has occurred with student, parents, bus driver, assistant principal or Dean of Students and transportation coordinator.

## **ROUTE PROCEDURES**

1. The radio is to be **only** used for communication relative to the fulfillment of transportation duties.
2. Only students assigned to a bus or students with a bus pass will be allowed to ride the bus.
3. Unauthorized persons are not to ride the bus without the knowledge and expressed consent of the Transportation Coordinator.
4. No student will be left at school unless the office has cleared the bus for departure. If a student is tardy in arriving at the bus for departure, the problem will be remedied through communication with office and the parents.
5. Buses will arrive at school each morning in a timely manner which allows all students ample time to begin their school day.
6. Buses will arrive at school promptly for scheduled departure times to ensure the orderly dismissal of students.
7. Bus drivers are to make all stops unless notified by parents that it is unnecessary.
8. The Transportation Coordinator will be responsible for letting drivers know when it is time to release students and when the drivers may depart.

## **LICENSE/CERTIFICATION**

Drivers must hold a current Class B Commercial Driver's License with the following endorsements:

- School Bus
- Air Brake
- Passenger

Drivers must hold a school bus authorization card from the Iowa Department of Education. Must be able to pass a Department of Transportation Physical, the State of Iowa Criminal History Record Check, and drivers must have a good driving record. Required DOT physicals will be paid for by the district and will take place at Iowa Health Occupational Medicine West. Please call (515) 241-2020 to schedule an appointment.

## **BUS EVACUATION DRILLS**

Bus drivers and students are required by law to complete two evacuation drills each year. On these occasions, students are to practice evacuating the bus for emergency situations. These procedures may occasionally cause the bus to be delayed and need to be done on school property. Drivers need to document these drills and make sure they

let the offices and transportation coordinator know when they will be practicing this procedure.

### **LOST AND FOUND**

Items left on the bus need to be reported to the appropriate office. Depending on the item, it may remain on the bus for the student to claim, or it may be delivered to the office for return to the student.

### **REGULAR WORKING HOURS**

The hours to be worked will be assigned by the Transportation Coordinator. The individual's needs and preferences will be considered, but the Transportation Coordinator retains the right to adjust the starting and ending times as well as to make temporary adjustments to complete the work assignments. Time worked must be submitted in accordance with district processes and timelines.

### **ASSIGNMENTS AND TRANSFERS**

Determining the assignments of each classified employee is the responsibility of the superintendent and within the discretion of the board. In making such assignments each year the superintendent shall consider the qualifications of each classified employee and the needs of the school district.

It shall be the responsibility of the superintendent to assign and/or transfer classified employees and report such assignments to the board. A transfer may be initiated by the employee, the principal, or the superintendent.

The requirements stated in the Master Agreement between the employees in that certified collective bargaining unit and the board regarding employee assignment or transfer of such employees shall be followed.

(BOARD POLICIES 411.5 AND 411.6)

### **ABSENTEEISM AND TARDINESS**

When you are to be absent from or late to work, you will notify the Transportation Coordinator/designee the day before (or as early as possible) before your time to report for duty, so a replacement can be found. This is a critical responsibility for all bus drivers. Bus drivers will be responsible for doing all proper paper work when they are gone from work or have requested for time off from work. If a driver does not do the

proper paper work they will not be paid for the day/days that they were gone from work or have requested off.

## **PROBATIONARY PERIODS**

The first year of a newly employed classified employee's contract shall be a probationary period. "Day" shall be defined as one work day regardless of full-time or part-time status of the employee. New employees, regardless of experience, shall be subject to this probationary period.

"New" employees include individuals who are being hired for the first time by the school district and those who may have been employed by the school district in the past, but have not been employed by the board during the school year prior to the one for which contracts are being issued.

(BOARD POLICY 411.8)

## **EMPLOYEE CONDUCT AND DISCIPLINE**

The public expects high standards of conduct of public employees. The morale and integrity of an organization are affected by the conduct of those within the organization. The Administration promotes the benefits of a positive climate in the workplace.

## **DISMISSAL/SUSPENSION**

The Superintendent has the authority to suspend the services of any support employee with or without pay. The employee shall have the right to due process prior to dismissal. (BOARD POLICIES 413.3 AND 413.4)

## **RESIGNATIONS**

Classified employees who wish to resign during the school year shall give the board notice of their intent to resign and final date of employment and cancel their contract 30 days prior to their last working day. Notice of the intent to resign shall be in writing to the superintendent.

(BOARD POLICY 413.1)

## ACTIVITY WORK

### Extra Work Activity Guide for Bus Drivers

#### A. Activity Trips and Sports

i. At the start of the school year, full-time route bus drivers shall be offered based upon seniority the option to select a particular sport in its entirety for that single sport using a simple rotating method.

ii. Any sport or activity not taken in its entirety shall be offered as individual dates monthly, bi-monthly or as the need arises by Transportation Coordinator. Individual dates shall use a simple rotating method for each date outlined below in section

#### B. Simple Rotation Method

i. The most senior full-time route driver shall have first option to choose/decline the opportunity to be assigned that activity/sport date. After having that option, the senior-most individual then moves to the bottom of the list. This progression shall be used in selection of activity and sport trips for drivers to assure fair and equitable distribution of all extra work.

ii. When all full-time drivers have declined any sport or activity date, the event shall move to the substitute driver list following the same rotation method as the full-time drivers.

iii. All extra work shall be offered to all full-time drivers first.

iv. Two seniority lists shall be maintained: one for full time route drivers and one for substitute drivers.

#### C. Exceptions

i. Full-time routes shall take priority to all activity trips. If substitutes are available, all reasonable accommodations and scheduling will be made by the Driver.

ii. In emergency or immediate situations, the Transportation Coordinator shall assign duties.

iii. Drivers may receive preference on activity trips if a child or family member is involved. Preference may also be given to drive an activity trip if the sponsor requests a specific driver. If preference was given in either case, the driver shall be moved to the bottom of the rotation for future opportunities.

**Amendment: When on activity trips the sponsors of that trip should be able to contact you at any time in case of an emergency, leaving early, ect. While on these trips you may go to a gas station or restaurant for supper, dinner, or breakfast.**

## **BUS DRIVER JOB DESCRIPTION**

- Make such reports as may be required by the Code of Iowa, Department of Education, Iowa Administrative Code, or the Superintendent of school and/or designee. This is to include: daily pre-trip inspections, post-trip inspections, vehicle deficiency reports, and monthly operating records.
- Deliver bus to Department of Education inspectors for routine inspection.
- Attend area or regional school of instruction for bus drivers when called by the Department of Education or Coordinator.
- Obey all traffic laws.
- Maintain a consistent time schedule.
- Maintain discipline among passengers.
- Follow discipline procedures as per school policy.
- Check and keep assigned vehicle full of water, fuel, oil in engine, transmission, and power steering; also checking vehicle tires.
- Keep assigned vehicle clean inside and outside.
- Follow all Department of Education, Administrative Iowa Rules, Code of Iowa, Department of Transportation Rulings, and the Interstate 35 Community School Board of Education Rules.
- Bus drivers will not leave students unsupervised on bus. Exception would be an emergency situation.
- Drivers do not have the authority to extend the bus route to accommodate any one. Any change must be approved by the Transportation Coordinator.
- **Bus drivers shall assume such other job-related duties and responsibilities as may be assigned by the transportation coordinator.**
- Bus drivers are to be employed for all student contact days.
- Bus driver may clock in 20 minutes prior to the start time of their route to do a routine pre-trip and will clock out after post-trip inspection of bus.
- **All bus drivers will be required by the district to work 20 hours per week in order to keep all employee benefits. If a driver doesn't agree to work the minimum 20 hours per week he/she will be relieved of their duties as a bus driver.**
- If a route doesn't equal 20 hours per week the Transportation Coordinator will assign duties to those drivers to make up time owed to the district.
- Bus drivers will be evaluated 2 times in a school year, early fall and spring.
- **It is the bus drivers' responsibility to clean their bus at the end of the school year. This includes the undercarriage, inside of the bus, and the outside of the bus.**

- Bus drivers will have 2, 8 hour professional development days. These days will be decided by the Transportation Coordinator or District Administrators.

## **DRUG AND ALCOHOL TESTING**

All employees who operate school vehicles as school buses are subject to drug and alcohol testing if a commercial driver's license is required. The employees operating a school vehicle are subject to pre-employment testing, random testing, and follow-up drug and alcohol testing.