

# **Policies and Procedures**

**Hopewell Services,LLC  
1234 N. Cedar Rd., Suite F  
New Lenox, Il 60451**

## **PART 1**

### **Qualifications and Selection of Drivers and Aides**

#### Authorization

Before driving for Hopewell Services all drivers must obtain a school bus permit from the Illinois Secretary of State.

A school bus permit is required for any individual planning to transport school children grade 12 or below for a public, private or religious school.

Applicants for the school bus permit must:

- Be age 21 or older.
- Possess a valid and properly classified Illinois driver's license or a valid license issued by Indiana, Michigan, Wisconsin, Iowa, Missouri or Kentucky. The valid license must contain an "S" endorsement.
- Possess a valid driver's license for three years immediately prior to the date of your application, which has not been revoked, suspended, cancelled or disqualified.
- Pass an Illinois written school bus driver permit test (valid for one year).
- Pass a behind-the-wheel exam (valid for 90 days) in the type of vehicle you will be driving.
- Pass a physical examination (valid for 90 days), including drug and tuberculosis testing.
- Affirm under penalty of perjury that you have not made a false statement or knowingly concealed a material fact in any application for a permit.
- Complete an initial classroom training course (valid for one year) administered by the Illinois State Board of Education. A refresher course must be taken prior to renewal.
- Not have been under an order of court supervision or convicted of two or more serious traffic violations in the 12-month period prior to the date of your application.
- Not have been under an order of court supervision or convicted of reckless driving, DUI or reckless homicide resulting while operating a motor vehicle within three years of the date of your application.
- Pass an Illinois specific and FBI criminal background check. Fingerprint results are valid for one year.
- Consent in writing to the release of results of reasonable suspicion drug and alcohol testing by the employer of the applicant to the Secretary of State;
- Not have caused a fatal accident as the result of the unlawful operation of a motor vehicle.
- Not have been afflicted with or suffering from any mental disability or disease within the last five years

#### Other Qualifications

- Be of good moral character to work with children
- Be able to work a split shift

- Be able to start work very early in the morning
- Have been licensed a minimum of five years
- Have a clean driving record
- Be able to read, write and communicate in English
- Be willing to spend time in training, and updated training activities to lean proficiency in job performance.

### Hiring Process

The following must be in place prior to your employment by Hopewell Services

1. Completed job application
2. An interview with a member of the administrative transportation team
3. A “satisfactory” Criminal Background Check
4. An acceptable driving background based on a review of your motor vehicle records
5. A Pass on the pre-employment drug test and physical

### Probationary Status

All new employees are probationary for ninety (90) working days. After this period, and after demonstrating adequate job competencies, you will become a regular driver or aide if a permanent position is available.

### Annual Physical Exams (Drivers)

You must pass an annual physical exam as required by the state.

### Drug and Alcohol Testing

You will be placed in random selection pools for drug and alcohol testing.

### Blood Borne Pathogen Training

All employees of Hopewell Services must take the Initial Blood Borne Pathogen Training. You will also be required to take the refresher course annually.

### Accidents

If you are involved in a vehicular accident, you must report it immediately to dispatch. If you are found to be at fault, you must participate in classroom retraining.

### Duties and Responsibilities of Drivers and Aides

There are many very important duties and responsibilities that you have as a driver and aide. Students and their parents/guardians, as well as school personnel count on you to be polite, courteous, and on time. They expect that you will get the students to and from school safely and supervise them well.

You are also expected to follow the established rules, guidelines, policies, procedures, and practices of the state of Illinois and our transportation office. It is expected that you will be courteous and respectful to your supervisors, facility employees, coworkers, students, school staff and community members.

### General Rules to Remember

- You shall never use a school bus for personal or unauthorized reasons.
- Drivers shall only transport authorized passengers. Authorized passengers are determined by Districts and Transportation Coordinators
  - In the event that you are unsure whether the student is an authorized passenger, you are to contact dispatch immediately so they can contact the school, before allowing the passenger to board.
- Smoking is not permitted on or near transportation vehicles or schools.
- No employee may bring or carry firearms, knives, or other potential weapons to or on school property including parking lots and vehicles.
- If you will be absent or late, you must notify dispatch at least thirty minutes prior to assigned route start time. Failure to call in is a violation and will result in disciplinary action up to and including termination of employment.
- Personal calls are prohibited while driving or on duty.
- The two-way radio is for school business only.

### Basic Duties and Responsibilities

#### Dress Code

Clothing worn by drivers is to be clean, properly fitting, and worn as designed. Sleeveless shirts, clothing with inappropriate writing or messages are prohibited. Shoes should have closed toes and heels, be flat or low heeled, and be securely held onto your foot.

#### Reporting in to Work

When you arrive to your van to start your route contact the dispatch staff to let them know you are about to begin your route. You must be ready to begin your route once you have checked in with the dispatch staff.

#### Pre-Trip Inspection

The driver must thoroughly perform an inspection of his/her van each time that it is put into service. If an aide is assigned to the route, then the aide must assist the driver.

- Check and inspect the van in the morning and again when you put it back into service in the afternoon even if nothing was noted wrong the night before or after the morning run.
- If you find a defect(s) you must note each problem and/or malfunction on the van repair form. Submit it to the dispatch staff for review. The maintenance staff will then determine whether to “down” the vehicle or whether it is safe to drive for the day.
- Never drive a vehicle if you find something wrong with it unless the maintenance staff or dispatcher clears you to do so. You might compromise student safety, your life, or cause a violation of traffic laws. Performing a proper pre-trip could possibly keep you out of a crash or keep you from being stranded on the road.

## How to Perform a Pre-Trip Inspection of the Van

- Approaching the van, the driver shall check:
  - For fluid leaks under the van
  - The exterior of the van for:
    - Vandalism, including graffiti
    - Damage
    - Defaced color, debris such as broken glass, bottles, nails, etc, flat tires, open windows, doors, or hood.
    - Broken lens covers and reflectors.
- From the driver's seat, the driver shall
  - Adjust the seat so that the steering wheel, brake pedal, accelerator, and all controls can be reached comfortably.
  - Adjust the seat belt
  - Check windshield, side windows, and mirrors for cleanliness and cracks.
  - Check all mirrors for proper adjustment. If needed, ask for assistance to adjust or tighten mirrors.
  - Check operation of doors
- Check switches and interior controls/indicators
  - Horn
  - Defroster fans
  - Heater fans
  - Washers and wipers.
  - Dome lights
  - Headlights
  - Turn signal
  - Check air conditioning system
- Two-way radio check
  - Announce Van Number and Radio Check; listen for a response
- Check all gauges
  - Ammeter
  - Oil pressure
  - Air pressure
  - Engine temperature
  - Fuel gauge: enough for trip, minimum ½ tank.
- Check all emergency equipment
  - Fire extinguisher
  - First aid kit
  - Three reflectors
  - Body fluid cleanup kit
  - Belt cutter

## Outside Vehicle Walk-Around

- Check tire pressure
- Check tires for cuts, damage, bubbles, and tread wear. Minimum 5/32 tread depth

- Check hub seals for leaks
- Check lug nut bolts for looseness, distortion, rust, or missing
- Check rims for cracks or dents
- Check outside mirrors
- Hood latches secure
- Lens covers not cracked
- Wiper blades flush mounted, soft and flexible.
- Headlights functions and are clean
- Rear lights, illuminated and clean. No cracked or missing lens covers.
- License plate and light-in place, working, and clean
- All lettering legible
- Fuel tank cap, securely mounted.

#### Inside Vehicle Check

- Test brakes
- General cleanliness
- Check seats for damage, need for repair or looseness
- Seatbelts for tears, butts, twisting and wear
- Windows for cleanliness

#### Departure

- Fasten seat belts
- Headlights and taillights should be on for safety.
- Ensure the two-way radio is on and audible
- Check area around vehicle for safety clearance, follow traffic pattern of facility.
- Final Brake Check: Pull out of parking space and, before leaving the transportation facility, accelerate to speed limit (10 M.P.H.) in a straight line. Check traffic behind you to make sure you are clear of other traffic before doing this part of the test. Step on brake pedal firmly and maintain foot pressure. Vehicle should stop quickly in a straight line.
- NEVER DRIVE THE VEHICLE IF THE BRAKE TEST RESULTS IN A FAILURE.

#### Supplies, Forms, Personal Items aboard the Van

The driver should check that the van is kept supplied with the necessary materials, forms, and personal credentials listed below.

- Up to date route sheets
- Pre-Trip Forms
- Seating charts if applicable
- Driver's License
- Vehicle Registration
- Insurance Card
- Fuel Card
- Paper towels to clean mirrors, headlights, windows and for emergencies
- Two pairs of rubber globes for use in all body-fluid cleanups

### Van Schedules and Routes

Keeping to your schedule and route is crucial to the operation of your van. The following information will assist you in keeping to your schedule and route with timeliness and safety, which are key components when transporting students.

### Following Route and Time Schedules

The driver must follow all route and time schedules. The entire route should be run, regardless of starting time, unless the Dispatcher directs you otherwise. You should arrive at all schedule stops on time, never early.

- Notify dispatch staff any time the route is running 5 minutes late or more.
- Report route, schedule or student changes immediately to dispatch staff. (i.e. You have stops not being used or you cannot get to a stop at appointed time.)
- Do not make any changes to your route(s) without prior approval from your supervisor
- You are required to advise dispatch staff as soon as possible if you are concerned with the location or hazardous condition at a stop or along your route.
- You are to permit students to get on or off the van only at their assigned stops, except upon authorization from dispatch staff.
- All drivers and aides must provide accurate student counts and report them to dispatch staff for billing purposes.

### Driving Performance

As a driver you must know and obey all the traffic laws, signs, and signals as outlined in the Illinois Driver's Handbook. The following items are important for you to know in order to be safe, keep students and other on the roadways safe, and for you to keep your job.

### Turns

- Do not make a right turn while stopped on a red light, loaded or empty. You should wait until the light turns green before proceeding.

### Speed

- The van should never be driving in excess of the posted speed limit or in excess of 55 M.P.H., whichever is less.
- Do not drive at a speed greater than is reasonable, prudent, and safe under existing weather, road, or traffic conditions, regardless of the posted speed limit. If conditions warrant, the driver should find a safe place to pull over, stop, and radio the dispatch staff for instructions.
- SPEED IS THE NUMBER ONE CAUSE OF ACCIDENTS. NEVER SPEED FOR ANY REASON.

### Responsibility for the Safety and Well Being of Students

- Do not leave the driver's seat until the van is in park, the engine is turned off, and the ignition key is removed.
- If students are on the van, never leave the immediate vicinity of the van.
- You are always responsible for the safety and well being of the students on your van.

## Responsibility for Safe Driving Behavior

- You are to wear your seat belt.
- You are to keep both hands on the steering wheel at all times while driving
- You must never drive any of our vehicles while under the influence of illegal drugs or alcohol, or while taking legal medicines or drugs which could impair your judgment, perceptions, or reaction.
- If you must use your cell phone for an emergency you must pull safely off the road and then make the phone call.
- Cell phones are to be turned off and never utilized while the van is being fueled.
- Obey the “Move Over Law.” Drivers are required to move over one lane if there is an emergency vehicle on the side of the road with its lights activated. If moving over cannot be done safely you must lower your speed to 20 mph below the posted speed limit.

## Defensive Driving Procedures

The van driver should always use defensive anticipation, driving conservatively and defensively, assuming other drivers will do something unexpected and dangerous, rather than aggressive anticipation, which is an assumption that other drivers know your intentions and will give you the right-of-way.

- Three Basic Principles
  - Maintain plenty of visibility for yourself, making sure that you see far in advance
  - Maintain plenty of space around your vehicle; and
  - Maintain plenty of time to think and react.

If you follow these principles, you will avoid preventable traffic accidents.

- Five Basic Rules
  - Aim High in Steering: Anticipate obstacles, lane changes, turns, stops, and other road problems far in advance. Look at least 15 seconds of 1000 feet ahead of you.
  - Get the Big Picture: Be aware of everything going on in front of you, and to your sides at all times.
  - Keep your Eyes Moving: Use the 8-second rule; Scan the area in front of you, to your sides, and behind you every 8 seconds; Use your mirrors continually, not continuously.
  - Leave Yourself an Out: If you maintain an adequate time and space cushion around your vehicle, you can position the vehicle safely in plenty of time to avoid emergencies and accidents.
  - Make Sure They See You: Use your lights, horn, and get eye contact before you move the van. Be patient at intersections, when turning, and when loading or unloading the van. Make sure all traffic is stopped before you let students get on or off the van. When you are stopped at a red light, after the light turns green, you must look left, then right, and then left again, before proceeding to ensure the intersection has cleared.

- Use the IPDE system to enhance your defensive driving tactics. I=Identify relevant clues...P=Predict their significance...D=Decide what you should do...E=Execute your decision.
- Driving on an Interstate  
When driving on the expressway, drive in the right or center lanes. Use of the left lane is prohibited. Use center lanes to overtake slow moving vehicles or when defensive driving conditions warrant it.
- Driving on Multi-Lane Streets  
Use the right or center lanes. Use of the left lane is prohibited, except when preparing to make a left turn by getting into the left lane or left turn lane.
- Intersections
  - When executing turns at major intersections with dashes, stay between the dashes.
  - When there are multiple turn lanes, you should make the left turn from the outside turn lane. Right turns should be made from the farthest left turn lane.
  - Before entering all major intersections: take your foot off the accelerator, cover the brake pedal, and slow down. Perform a visual safety scan of the intersection before entering it, look left, then right, then left again. Resume speed after clearing the intersections
  - Never enter an intersection if you cannot clear the intersection.

## **PART 2**

### **Approved Procedures for Student Management**

Drivers and aides must maintain order and appropriate student behavior while on the van at all times. A driver or aide does not have the authority to deny a student from riding on the van. Only the school principal or principal's designee may suspend a student from riding the van to school. The following information is intended to assist you in keeping your van orderly and safe:

The driver and aide may talk to students individually or as a group regarding the behavior expected of them. Misconduct incidents should be immediately reported to the dispatcher.

Do not embarrass a student in front of their peers. Students are people too! They should always be treated with respect—even when they are disrespecting you.

Learning the students' names is one of the most basic steps a driver can take. Being able to address a disruptive student by name will have a much more positive impact with this student.

#### Driver and Aide Responsibilities: Rules, Regulations, and Student Conduct

- Inform all students who ride the van or the van rules, regulations, and conduct, which are expected of them. The driver must inform students of the safety procedures, which must be followed when loading, unloading, and in transit.

- Report all misconduct incidents to the dispatcher by use of the Student Incident Report Form. This is to be done regardless of whether the driver verbally reported the incident to the dispatcher or whether the van is equipped with a camera.

Control of the Van: The driver is in charge of the van. Never appoint students to be in charge of other students; students are not to act in that capacity. You should not permit students:

- To stand while the van is in motion
- To stand at the front of the van
- To sit in the driver's seat
- To exit via the windows or back hatch

Disruptive Students: The driver and aide should use the following procedures for transportation of students whose behavior disrupts peace, order, and safety on the van:

- Despite disruptions or misconduct, the driver is to make every effort to continue the run until all students are delivered to the school or their homes.
- If a student's behavior becomes potentially hazardous to other students or to himself, the driver should contact the dispatcher who will contact the school.
- If the situation requires it, the driver shall request help from other sources, such as the local police department. The driver shall deliver all students to their homes once the disruption has been addressed.
- If the student's behavior becomes so disruptive as to prevent the driver from operating the van, then law enforcement should be called.
- Judgment should be used and consideration given whether you are closer to the school or closer to the student's destination.
- Keep in mind if student behavior is that disruptive so as to make it unsafe for you to drive, pull over to a safe location and request assistance be sent to you.

Managing Student Behavior: If the driver or aide needs to manage student behavior by reassigning seats while in route, the driver should pull off the road safely and stop the van. The driver should put the van in park, turn on the emergency flashers, shut off the engine and remove the ignition key before reassigning seats. Such procedures should never be administered when the van is in motion.

Hitting or Striking Students: The driver and aide do not have the authority to strike or hit a student or to retaliate if struck or hit, but does have the right to reasonably prevent harm to him/herself.

Profanity: Drivers and aides should never use profane, gross, or impolite language on the van or directed at students or others under any circumstances.

Students Bringing Items on the Van: Use discretion to permit students to board with items that can be held securely in the student's lap, and are of limited size and quantity so as not to

distract or obstruct the vision of the driver. Prohibited items are balloons, sharp objects, large musical instruments, live animals, or athletic equipment.

Students Illness or Medial Concerns: Call the dispatcher for assistance in the event that a student becomes sick or seriously ill while in route to school or home. Do not attempt to move the van with a seriously ill student aboard. In the morning do not attempt to take a student back home unless authorized by the dispatcher.

Student Suspension from the Van: The driver or aide does not have the authority to suspend a student from the van or to drop a student off at an unauthorized location. These instructions can only come from the dispatcher.

Use of Cell Phones by Students: Never let a student borrow your cell phone for any reason. If the student needs to contact their parent the driver or aide should contact the dispatcher with the phone number that needs to be dialed and the dispatcher will make the call.

#### Required Behavior of Transported Students

Expected Student Conduct with Waiting, Loading and Unloading the Van: Students Must:

- Be ready for the van when it arrives. The dispatcher will call after the driver has waited 3 minutes and will leave after 5 minutes regardless of whether or not the driver is asked to wait.
- Students should always remain in sight of the driver.

#### Expected Student Conduct while Riding on the Van

Classroom conduct should be observed at all times on the van. Quiet conversation is permitted. The students should not distract the driver in any way. Students should always assume that the camera is recording their conduct. Students who do not behave appropriately on the van may be suspended. Students must:

- Obey all instructions given by the driver and aide
- Occupy the seat assigned by the driver (if applicable)
- Always remain in their seat while the van is in motion, i.e. do not stand or move about while the van is in motion.
- Use the seat belt.

Expected Student Conduct with Loading/Unloading the Van: Students must:

- Remain in their seats and not stand up until the van comes to a complete stop
- Take their seats immediately when entering the van
- Not prohibit another student from sitting in a seat
- Not obstruct the movement of other students when they are loading or unloading
- Give his/her proper name to the driver when requested

Common Student Conduct and Behaviors which are Unacceptable (this is not a complete list)

A student has performed unacceptable behavior when he/she:

- Stands with the van is in motion
- Does not wear a seat belt
- Opens, exits from, or jumps from windows
- Uses profane or offensive language, or makes obscene gestures
- Shouts, has loud conversation, or otherwise distracts the driver
- Spits on the bus
- Uses tobacco or smokes
- Uses illegal drugs
- Brings live animals or insects on the van
- Bullying

A Student is expected to:

- Keep his/her head, arms and legs inside the van at all times.
- Treat the van respectfully, never trashing, defacing, or destroying it.
- Ride only his/her assigned van and not board or get off the van at any place other than the regularly assigned destination. All exceptions must come from the dispatcher.

Any violation of these requirements is to be reported by the driver or aide to the dispatcher.

Approved Procedures for the Safe Loading and Unloading of Students

Drivers and aides are to load and unload students at assigned stops only. Exceptions must come from the dispatcher.

- Drivers must never leave the van unattended while students are aboard
- Do not permit students to get off the van once they have boarded, except on arrival at their school in the morning, and their home in the afternoon.
- Students should be picked up and dropped off in their driveway if applicable or in front of their home.
- If unable to drop the student in front of their home, it is the responsibility of the driver to see that all students cross the road appropriately and safely in front of the van and never behind the van.
- Students are to NEVER cross a multiple lane road.
- After unloading the last student(s) from the van, the driver should find a safe place to pull off the roadway to check if there are any students remaining on board before proceeding to their next destination.

Procedures for Loading and Unloading Students on the Street or Highway

- Check mirrors and traffic
- Start slowing down and cover the brake pedal. Apply brakes as necessary
- Activate emergency lights, not more than 500 feet but not less than 200 feet in advance of the stop. If the stop is after a turn, wait until you begin the turn to activate your emergency lights.
- Pull as far to the right as possible to stop, but stay on the traveled portion of the roadway.

- Do not pull up any closer than 12 feet from the waiting students. Always stop short if students are too close to the van. Never use the van to move students back from the street.
- Come to a complete stop
- Shift to park
- After all traffic has stopped open the door and motion to the students to board or get off the bus, one at a time.
- Do not proceed until all students are seated safely. It is the driver's duty to check this after each and every stop.
- A final traffic and mirror-check should be conducted by the driver before de-activating the emergency lights, and shifting into drive.
- The driver must observe the same traffic laws as other vehicles when another school van or bus is loading or discharging students.

#### Loading and Unloading Students at Schools and Workplaces:

- The van must be parked in its designated area or space
- Turn on emergency lights and turn off the motor
- Do not start the motor until all students have completed loading or unloading the van and the driver is ready to leave.
- The driver should be seated in the driver's seat when students are loading and/or unloading the van
- The driver should not leave the van unattended when students are on board
- The driver must not drive around other vans or school buses loading or unloading either on school grounds or away from school ground.
- Before leaving each school in the morning, all drivers and aides must double check that no students are left aboard

#### Selecting the Best Location for a Pick up or Drop off

It is the driver's responsibility to establish a safe pick up and safe drop off point at each stop if the exact location is not indicated on the route sheet. If a stop is unsafe, the driver should immediately notify the dispatcher. The driver is to use the following criteria when selecting the best location for a pick up or drop off location:

- The location must have an adequate off-street waiting area for the students, at least 4 feet from the roadway
- The driver must have ample visibility to the front, rear, and sides
- The location should be 50 feet before the intersection or at least 200 feet after the intersection
- The driver shall not block an intersection or a side street with the van
- The stop should not be on a curb or the blind side of a hill
- The stop must be more than 300 feet from a railroad crossing

Drivers are required to check the van both mornings and afternoons, at the conclusion of each school run and before proceeding to the next school, or before returning to the facility, the driver should ensure there are no students left aboard the van.

## **PART 3**

### **Performance and Best Practices**

#### Transportation Department Reporting Procedures

There are a number of forms and reporting procedures with which you must become familiar. You are to complete the required paperwork in a timely manner. If you need help completing forms, review your handbook or seek your dispatcher's assistance.

#### Vehicular Accidents

When a vehicular accident has occurred the driver must do the following:

- Stop the vehicle immediately
- Activate the emergency lights
- Put the vehicle in park
- Turn off the ignition

It is illegal to block traffic. Whenever possible the vehicle must be moved over. Do not give statements to anyone but the law enforcement person responding to the accident, and that transportation department representative. Choose your words carefully.

#### Immediate Contact and the Reporting of Accidents to the Dispatcher

Report each accident to the dispatcher immediately. Give the dispatcher the following information:

- Van number and exact location of the van
- Other vehicles involved and their license plate numbers
- Injuries to the driver, aide, students, and other drivers, passengers, or pedestrians.
- Fatalities
- Extent of damage of the van, other vehicles, and other property
- If the van can be safely driven or not
- If the van had to be evacuated

The Investigation: Your dispatcher will immediately contact the proper law enforcement agency, and the agency will be informed if there is a need for emergency assistance. You are to cooperate with your dispatcher and with law enforcement and emergency personnel during the investigation. The driver and aide are expected to be able to identify by name student on board the van at the time of the accident.

Location of Your Van after the Accident: If the van is in a hazardous location, move it to a safe location. If the van cannot be moved from the roadway, the driver must display the emergency lights and evacuate the van immediately if students are aboard.

Drug and Alcohol Testing After an Accident: In accordance with the law, drivers must be immediately taken for drug and alcohol testing by a member of the transportation department under the following circumstances:

- The accident involved a fatality
- The driver received a citation and
- At least one injured person had to leave the scene of the accident to receive medical attention
- The driver received a citation and at least one of the vehicles involved in the accident had to be towed.

Drivers are not permitted to drive again until results of the drug and alcohol tests are received by the transportation department.

Written Report after the Accident: The Accident Report Form must be completed upon return to the transportation office. A coordinator will assist the driver and the aide, if aboard the van, to complete the form.

Accident Review: Each accident is reviewed and is deemed either “preventable” or “non-preventable”. “Preventable” accidents may result in the driver’s removal from driving, and a recommendation for termination of employment.

#### Accidents Involving Animals

Since the safety and well-being of students and other motorists must come first, the driver should never make a hard panic stop or swerve to avoid hitting a small animal. If an animal is killed or injured while transporting students, the driver should not stop. The incident is to be reported immediately to his/her dispatcher. If a situation arises in which the driver is uncertain, the dispatcher is to be called for instructions.

#### Accident and Incident Report Form

An accident has occurred anytime a van comes into contact with a vehicle, an object, or a person, no matter how minor the damage or injury. The Incident/Accident forms must always be completed entirely and give to the dispatcher.

#### Self-Reporting of New Arrests and Convictions

All employees must report any convictions and any new arrest and/or criminal charges, including criminal traffic violations, to their immediate supervisor within forty-eight hours of the arrest and/or the conviction.

In addition, employees who drive vehicles for employment purposes are required to report minor traffic violations within forty-eight (48) hours when they occur in any vehicle (this includes your own personal or any other’s that you might drive), and within twenty-four (24) hours when they occur in a company owned vehicle.

Reports must be made in writing with the appropriate documentation. The outcome or final disposition of any of these arrests, charges, court cases, or tickets must also be reported in writing to your dispatcher.

Failure to self-report may result in disciplinary action up to and including termination from employment.

### Traffic Violations

Pre-Employment: Each prospective driver shall have a driving record which contains no more than two (2) moving violations in an 18 month period.

- The driving record shall not show suspensions or revocations for driving while intoxicated/under the influence of drugs and/or alcohol (DUI/DWI) within the past 7 years
- The driving record shall not show the following infractions for seven (7) years preceding employment: leaving the scene of an accident with an injury and/or property damage in excess of \$500; reckless driving resulting in an accident; and fleeing or attempting to elude a police officer
- The driving record shall not show pattern of: violating the law, unsafe or reckless driving, or unwillingness to comply with the law.

During Employment: A driver will be subject to disciplinary action, including possible termination, for any of the following infractions during employment:

- Receipt of more than two conviction for a moving violation in and eighteen month period on or off duty
- Driving privilege suspended or revoked
- Two preventable accidents in a school van in any calendar year
- Conviction for DUI/DWI
- Conviction for leaving the scene of an accident with an injury and/or property damage in excess of \$500
- Conviction for reckless driving resulting in an accident
- Conviction for Fleeing or attempting to elude a police officer; and
- Conviction for a crime involving moral turpitude

### Employee Working Conditions

#### Employee Injury

The following procedures are to be followed when an employee is injured or exposed to blood-borne pathogens in the line of duty:

- All injuries and exposures shall be reported to dispatchers immediately. Dispatcher or office staff should assist employees in completing the proper forms.
- Workers' compensation and medical treatment forms shall be completed as soon as possible in accordance with School District Worker's Compensation Policy and the employee will be sent to a contracted physician for immediate treatment.

### Grounds for Termination of Drivers and Aides

A driver or aide may be released during probation.

The driver or aide may be terminated immediately for any of but not limited to the following violations:

- Incompetent or ineffective in carrying out assigned duties and responsibilities
- Conviction of a felony or any crime of moral status
- Willful damage to school property
- Stealing property from the transportation company, schools, or from fellow employees
- Interference with or deliberate slowdown of any work activities or duties, or those of fellow employees
- Drinking intoxicating beverages and/or using mood-altering drugs on the job or any time that it could affect employment performance
- Acts of insubordination
- Conviction of two or more traffic violations in any eighteen (18) month period in any vehicle (drivers only)
- Two preventable accidents in a school vehicle in any eighteen (18) month period (drivers only)
- Revocation or suspension of the driving privilege (drivers only)
- Violations of other policies, such as excessive unexcused absences or tardiness

### Routes, Field Trips, and Activity Assignments

Drivers are required to make all assigned field or activity trips unless driver has a legitimate reason to refuse such assignments. Routes are bid by seniority. The dispatcher distributes all extra trip and field trip assignments as equitably as possible.

## **PART 4**

### **Driver and Aide Job Overview**

### Overview of the Jobs of Drivers and Aides

A good attitude is everything! A good attitude is necessary because it helps students have a good school day. A good attitude also lets parents know that the transportation personnel care about their children.

**REMEMBER: YOU ARE AN AMBASSADOR OF THE TRANSPORTATION DEPARTMENT!**

You should become thoroughly familiar with the duties that are contained within these pages and perform them in accordance with the training provided to you by your trainers and in this handbook.

### Your Appearance

As ambassadors of the transportation department, we must present ourselves in a professional manner at all times. Whenever you are on the clock, drivers and aides are required to follow

the uniform dress code established by the transportation department. (including shoes that have a closed toe and a closed heel)

Also for your own safety, it is strongly suggested that jewelry not be worn, especially earrings and necklaces. They offer an opportunity for children to pull and tug at them, and they can get caught up in a student's hair, clothing, wheelchair, etc.

#### Preparing for Daily Trips (Driver and Aide)

- Check operation of the wheelchair lift prior to leaving the facility each morning and afternoon (if applicable)
- Check the wheelchair securements and occupant restraint systems for proper functioning. Be sure you have enough equipment for the trip. Replace worn or dirty items.
- Check car seats, safety vests, and attachments for proper functioning.
- Check you supply of tissues, gloves, and clean-up materials
- Perform the pre-trip/post-trip safety inspections
- Clean the interior of the van
- Safely secure any loose items. Make sure that seat belts, wheelchair securements and occupant restraints are placed in the proper position.

#### Working with Students

The major duty required of an aide is to care for the students while they are on the van. This means that you are to remain alert at all times to make certain the students are safe, following the van rules, and are not in any physical or medical danger. The aide must also assist the driver, parents, and school personnel with the loading and unloading of students at stops and school centers. You will do this as necessary and as directed.

#### Aides Must:

- Assist physically-impaired students into the van
- Help any student who needs assistance getting on or off the van
- With the driver's assistance, help students who are in a wheelchair on/off the van
- With the assistance of the driver, secure wheelchairs, and secure students in their occupant restraint systems.
- With the assistance of the driver, secure students into vests or car seats.
- Clean up the van when students have accidents
- Help the students to follow the van rules
- Be alert to student passenger needs at all times. Give assistance to students, provide direction to them and help maintain order on the van.

#### Where You Place Yourself on the Van is Important

- It is recommended that the aide sit in the rear of the van behind the students. The aide must be seated in an upright position with both feet on the floor of the van.

- There may sometimes be circumstances in which you will be asked by the dispatcher to sit in a seat other than the rear of the van.
- Do not stand up while the van is in motion, unless there is an emergency, a student needs immediate assistance, or a crisis situation arises. You may be able to relocate your seat to handle the situation while the van is stopped at a stop sign or a traffic signal. Otherwise, ask the driver to pull over as soon as possible and take care of the situation.

### Some Things for You to Know

#### Teamwork

- The driver and aide are a TEAM
- The aide must work very closely with the driver. Both must know and understand how to work with special needs students, special equipment, and special vans.

#### School-Based Aides on the Van

- On rare occasions, personnel from school sites work as aides. These persons may be a “one-on-one,” nurse, or a paraprofessional for a particular student with behavioral and/or health issues. Often these school personnel may have special training or are provided additional training for assisting the student during the ride.